

STUDENTS/PARENTS

It is the responsibility of the students/parents to read carefully all of the information and policies included in this handbook. The student will be responsible for knowing and following all policies and procedures contained herein.

MISSION STATEMENT

The mission of Geary Elementary is to enable all students to reach his/her maximum potential by providing a positive learning environment and the tools needed for a lifetime of learning.

SCHOOL PHILOSOPHY

Geary Elementary is dedicated to the philosophy that the school must provide an academically focused and stimulating environment that will enable each individual to achieve maximum progress. In addition, the school will provide a learning environment that will enable students to relate and apply that which is learned to everyday living. The school will also provide experiences that will promote each individual's growth toward becoming a caring, responsible, and productive citizen.

SCHOOL OBJECTIVES

- Develop self-esteem and pride in one's work
- Help children reach their potential by stimulating a desire to learn now and in the future
- Establish, monitor, and maintain high expectations toward the mastery of basic skills
- Reinforce the teaching of values, manners, and citizenship
- Develop and strengthen problem-solving and coping skills
- Encourage habitats and interpersonal skills conducive to healthful and happy living
- Build positive self-discipline

GEARY ELEMENTARY SCHOOL CREED

We are special and unique citizens of Geary Elementary
We seize every opportunity to learn and be successful.
We respect ourselves, our school, and our community.
We believe that the choices we make today affect what we have,
what we will be, and what we will do tomorrow.
As students of Geary Elementary, we strive to do our very best.
Follow my lead and we will succeed!

ACCREDITATION

Geary Elementary School is fully accredited by the State Department of Education.

NONDISCRIMINATION POLICY

Geary Public Schools provides an equal educational opportunity to all its students regardless of race, color, creed, sex, or national origin.

TITLE IX COMPLIANCE

It is the policy of Geary Elementary not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments.

ADMISSIONS

To attend Geary Elementary School, a student must reside with parents or legal guardians within the district boundaries. Two proofs of residence must be shown at the time of enrollment for all new students. Deposit fee slips or bills for water, gas, and/or electricity may be used to validate a home address. Students who are 4

years of age or older by September 1st may enter the Pre-K program. All students must be toilet trained prior to enrollment. Diapers and pull-ups are not acceptable. Pacifiers are not permitted.

Transfers: Pick up an application to transfer in the superintendent's office. Ask the sending school district superintendent to sign the transfer. NOTE: The decision to sign a transfer is based on factual reasons. The superintendent has the right not to grant a student's transfer. Have the receiving school district sign the transfer application. Transfers during the school term are discouraged.

Home-School Students: Students who wish to enroll from a home school program must be evaluated by the staff using standardized testing to determine appropriate grade placement. Students will not be allowed to attend classes until the evaluation has been completed and the appropriate grade level is assigned.

Virtual School Students: Students who wish to enroll from a virtual school program must be evaluated by the staff using standardized testing to determine appropriate grade placement. Students will not be allowed to attend classes until the evaluation has been completed and the appropriate grade level is assigned.

IMMUNIZATION REQUIREMENT

Guide to Immunization Requirements in **Oklahoma 2019-2020** Immunization Service -OK State Dept. of Health

	CHILDCARE Up-to-date for age	PRE-SCHOOL PRE-KG	KG-6th
VACCINES	Total doses		Total doses
DTaP (diphtheria, tetanus, pertussis)	4 DTaP		5 DTaP
PCV (pneumococcal conjugate vaccine)	1-4 PCV	PCV is required for children in childcare only.	
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV		4 IPV/OPV
MMR (measles, mumps, rubella)	1 MMR		2 MMR
Hib (Haemophilus influenzae type b)	1-4 Hib	Hib is required for children in child care only.	
HepB (hepatitis B)	3 HepB		3 HepB
HepA (hepatitis A)	2 HepA		
Varicella (chickenpox)	1 Varicella (2nd dose recommended at KG entry)		

If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose DTaP is not required.

The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.

If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday and at least six months from the previous dose, then the 4th dose of IPV/OPV is not required.

Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.

Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

For further information, please call the Immunization Service at 405-271-4073 or 1-800-234-6196 or visit the website at <http://imm.health.ok.gov>

VISION REQUIREMENTS

Oklahoma requires a vision screening within the previous twelve months or during the school year for each student enrolled in kindergarten, 1st and 3rd grade at a public school. Such screening shall be conducted by personnel listed on the statewide registry as maintained by the State Department of Health. The parent or guardian of each student who receives a vision screening as required by this section shall receive notification that a vision screening is not the equivalent of a comprehensive eye exam. The parent or guardian of each student who fails the vision screening required shall receive a recommendation to undergo a comprehensive eye examination performed by an ophthalmologist or optometrist.

The ophthalmologist or optometrist shall forward a written report of the results of the comprehensive eye examination to the student's school, parent or guardian, and primary health care provider designated by the parent or guardian. The report shall include, but not be limited to: type of examination, a summary of significant findings, including diagnoses, medication used, duration of action of medication, treatment, prognosis, whether or not a return visit is recommended and, if so when, and recommended educational adjustments for the child, if any, which may include: preferential seating in the classroom, eyeglasses for full-time use in school, eyeglasses for part-time use in school, sight-saving eyeglasses, and any other recommendations.

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 or an examiner's failure to furnish the results of a student's comprehensive eye examination required by this section. Oklahoma Statute §70-1210.284

STUDENT MEDICATIONS

Students needing to take medication must store all medications in the office with a copy of prescription or a doctor's note. Students will be dismissed from class to take prescription medications as needed. With parent permission, Tylenol or Advil and Tums (or their equivalent) are available for students at the office as needed; use will be logged. Cough drops must be brought from home, given to the office, and labeled with the child's name.

Any students taking asthma medication or medication which requires self-administration must provide a doctor's note and prescription to the office. Any medications not cleared through the office may be treated as illegal drugs; students possessing them may be subject to disciplinary actions, including possible suspension in accordance with state and federal regulations.

STUDENTS WITH FEVER

Students must be fever-free for 24 hours without the use of fever-reducing medications in order to attend school. If a student becomes ill with a fever over 100.0 degrees during school hours, a parent will be notified to pick the child up from school. He/she may not return to school without being fever-free for 24 hours without the use of fever-reducing medication.

In regard to influenzal2009 H1N1, federal and state health authorities advise:

1. Students and employees stay home when sick. Those with flu-like symptoms and a fever equal to or greater than 100 degrees should stay home at least 24 hours after they no longer have fever.
2. Students with ill household members should stay home.
3. Immediately separate ill members in the home.
4. Routinely clean areas that students and staff touch often. The Centers for Disease and Control (CDC) indicates it is NOT necessary to clean with bleach and other detergent based cleaners.
5. Hand hygiene and respiratory etiquette should be routinely stressed to students and staff. Wash hands frequently with soap and water; cover noses and mouths with a tissue when coughing or into a shirtsleeve or if no tissue is available.
6. Remind students not to share anything that could facilitate transmission, such as make-up, drinks, school supplies, etc.

MRSA

Methicillin-Resistant Staphylococcus aureus (MRSA) is also known as "staph". Staphylococcus bacteria are common and can cause many different types of infections. MRSA can be treated but not by using common antibiotics such as penicillin. People can have MRSA without showing any signs of illness. This can be found in the nose or on the skin. All forms of staph bacteria including MRSA are spread from person to person by direct or indirect contact. Direct contact means that a person whose hands were contaminated with MRSA spread it by touching another person. Indirect contact means that a person whose hands were contaminated touched an object that was later touched by a person who acquired the MRSA bacteria. The MRSA bacteria can live on unclean environments for many hours, sometimes days. MRSA can live and multiply on hands that have not been cleaned.

How to prevent an MRSA skin infection:

- Practice good hygiene

- Keep your hands clean by washing thoroughly with soap and warm water for 20 seconds or using an alcohol-based hand sanitizer
- Keep cuts and scrapes clean and covered with a bandage until healed to prevent catching an infection.
- Avoid contact with other people's wounds or dirty bandages.
- Avoid using someone else's personal items such as towels or razors that may be contaminated.
- Shower or bathe regularly, especially after contact sport practices or events.

NO NIT POLICY

Geary Public Schools has adopted a NO-NIT Policy. The no-nit policy is suggested by the Oklahoma State Department of Health. Head lice checks will be done regularly at Geary Schools. Any student found with nits or live lice will have parents contacted immediately, be asked to leave school premises, and re-admitted when all nits and live lice have been removed. When returning to school, the student's head will be rechecked. Treating head lice takes cooperation from all parties. Parents will need to treat the child's hair at home. Information is available at the school about products and procedures used to treat head lice. If your child has nits or live lice, the following steps will be taken:

- Phone calls will be made to parents. Please keep the school informed of current numbers and changes. All numbers on the school card will be called, including emergency contacts.
- You will be expected to come and get your child from school within 15 minutes of the phone call. Students with nits or live lice will not be allowed to stay in school.
- If the school cannot reach anyone by phone or at your house, your child will be removed from the regular classroom until someone picks him/her up.
- A note will be sent with your child in regards to the head lice. We ask that their heads be cleared of all nits and live lice before they can return to school the next day. Parents/guardians **MUST** bring their child to the office for head checks before the student can return to school.

ELEMENTARY SCHOOL HOURS

The bell at Geary Elementary ring at 8:00 a.m. Students must be in their classroom by the tardy bell at 8:05 to begin the day. School is dismissed at 3:10 p.m. Monday-Friday. Buses will load first, with walkers and riders dismissed next. Students will not be allowed in the building after 3:30 p.m. unless they are supervised by a faculty member or attending Boys & Girls Club.

VISITING

The administration and faculty encourage visits from parents to discuss the schoolwork of their children. Such visits promote a better understanding of the efforts of the school. However, visitors who desire private conferences with the student or teacher should make their request through the office. Upon entering the building all visitors must report to the office. A visitor is anyone not officially enrolled or employed by Geary Public Schools. Students not enrolled in Geary Schools will not be allowed to visit or to attend classes.

STUDENT CHECK OUT

Students may be checked-out from the office by a parent or guardian. Students who are checked out must leave campus and not return to the school except to attend class. Students who are checked out will be counted absent for any classes missed.

EVALUATION FOR SPECIAL EDUCATION

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent by the parent or legal guardian for such evaluation must be on file with Geary Public Schools prior to any child receiving an initial evaluation for special education or related services.

GIFTED AND TALENTED EDUCATION (GATE)

The program for the academically talented in Geary Public Schools is designed to meet the specific needs for academically talented children in grades one through five. The curriculum encompasses the concepts of higher level thinking techniques and strategies, research skills, independent study skills, and development of creativity.

GRADING

The grading system is based upon the total number of points accumulated during a nine weeks period. Teachers will give a minimum of two (2) grades per week. All letter grades may be determined in relation to the highest total achieved by any student in each class.

A=90%-100%

B=80%-89%

C=70%-79%

D=60%-69%

F = 59% or lower

I = Incomplete

S = Satisfactory

U = Unsatisfactory

PROGRESS REPORTS

During each nine weeks grading period, teachers will send out progress reports on any child who has an average of 69% or below. This report card will be sent home the first five weeks of each grading period. You are invited to contact your child's teacher any time you have a question. Conferences can be requested by either staff or parent. These conferences need to be scheduled.

REPORT CARDS

Regular reports of a student's academic progress are made to parents. Final grade reports are made at the end of each term. Parents and/or students are encouraged to discuss with teachers and counselors, methods and actions to help overcome any educational deficiency or problem that may exist. Parents/guardians may access their student's grades at any time through the school's parent portal. You may request access and information to access your student's grades through the office.

HOMEWORK POLICY

The district encourages a reasonable amount of practical work to be done at home to reinforce skills learned during the school day. It also gives the child and parents an opportunity to share in the child's education. If an excessive amount of work is being brought home, this may indicate a lack of wise use of school time by the child. Seek advice from the teacher. Homework may be any preparation, work, or activity that a student does on non-school time as requested by the teacher or with teacher consent. This definition is broad in meaning to allow for many different types of homework assignments. Homework assignments are due within a timely manner. It is the student's responsibility to return homework to school on the day due. Points may be deducted from assignments that are late. If assignments are more than one week late the grade may be recorded as a zero.

B.U.G.'s HONOR ROLL

In lieu of a traditional honor roll, Geary Elementary currently participates in the Bring Up Grades (B.U.G.s) program. This program provides recognition and tangible incentives to students and encourages them to bring up their grades.

PROMOTION AND RETENTION POLICY

In accordance with the Reading Sufficiency Act of the state of Oklahoma and the policy of the Geary Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Geary Public School District.

Students in grades K-5:

1. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade, the student may qualify for automatic promotion to the fourth grade upon scoring at the proficient or advanced level on the reading portion of the statewide third-grade criterion-referenced test.
4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
5. A student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for “probationary promotion by a “Student Reading Proficiency Team” composed of:
 - 1) the parent(s) and or guardian(s) of the student,
 - 2) the teacher assigned to the student who had the responsibility for reading instruction in that academic year,
 - 3) a teacher in reading who teaches in the subsequent grade level,
 - 4) a certified reading specialist if one is available.

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the school principal and district superintendent for approval. If a student is allowed a “probationary promotion”, the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

6. Beginning with the 2015-2016 school year, students who score at the limited knowledge or unsatisfactory level on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption as provided in subsection K of this section shall be retained in the third grade and provided intensive instructional services and supports. A third grade student may be promoted for “good cause” if the student meets one of the following statutory exemptions:
 - 1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;

- 2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- 3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- 4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- 5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and who were previously retained or were in a transitional grade during kindergarten, first grade, second grade, or third grade for a total of two years;
- 6) Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained or in a transitional class during kindergarten, first grade, second grade, or third grade for a total of two (2) years.
- 7) Student faced exceptional emergency circumstances which prevented the student from being assessed during the OSTP testing window (Must be approved by the Office of Accountability and Assessment) Requests to exempt students from the mandatory retention requirements based on one of the good cause exemptions shall be made using the following process:
 1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and that the promotion of the student is appropriate and is based upon the record of the student. The documentation shall consist only of the alternative assessment results or student portfolio work and the IEP;
 2. The principal shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted, based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
 3. After the review of the documentation, the school district superintendent shall accept or reject the recommendation of the principal in writing.

For other students in grades K-4 that do not fall under the Reading Sufficiency Act guidelines: A classroom teacher may recommend promotion or retention of a student. A placement committee that may consist of a principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider grade level achievement, standardized test scores, attendance records and other criteria as needed, penmanship, art, music and physical education grades are not included in the core subjects when considering retention. A student may be considered for retention if he/she has in excess of twelve (12) absences during the semester. A conference with parent(s) or guardian(s) will be held prior to the retention of any student. Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board. The district will comply with the laws and rules applicable to the Reading Sufficiency Act.

PARENT-TEACHER CONFERENCES

During Parent-Teacher Conferences, parents may meet with each of their student's teachers, or make an appointment with that teacher during his/her planning period. The purpose of these conferences is to have the teacher and parent meet face to face to discuss a particular child. The conferences are of great importance for all concerned and should be attended if at all possible.

COUNSELOR/COUNSELING SERVICES

A counselor is assigned to the school district. The counselor may work with individual students, provide group guidance, and participate in parent conferences when requested. All students in our school are entitled to unconditional positive regard in addition to having basic rights and needs met within the school environment.

Our goals are:

- To provide appropriate placement for all students while identifying special needs which may exist.
- To provide appropriate individual and group counseling and guidance regarding decision making skills, problem solving, and interpersonal skills.
- To provide conflict resolution tools and education regarding positive communication which students may utilize for their benefit.
- To provide motivation tools and study skills to enhance the educational experience for students in our school.
- To provide a supportive environment as students confront personal concerns and learn to make appropriate choices.
- To provide parents with information to deal with their child in the most advantageous way possible.
- To provide assessment services.

The counselor(s) at Geary Public Schools will provide the most effective counseling services possible to the students in our district. This includes implementing various guidance and counseling programs for classroom guidance, small group, and individual counseling. These programs are evaluated for effectiveness according to the ages being served. Classroom guidance is provided to students within our school. Topics include bullying and teasing, effective learning skills and tools, and personal hygiene. Small group counseling is available with topics including anger management, social skills, self-control, divorce, and grief. Parent permission is required as a prerequisite to participate in small group counseling. The goal of small groups is to enable students to deal with personal concerns and issues in an appropriate way. The school counselors act as coordinators and liaisons for various services and activities. These may include Red Ribbon Week, meeting the needs of those students and families with unique needs during the holidays, retention team meetings, parent conferences Safe Team services, and various assessments.

SEVERE WEATHER SCHOOL CLOSING

In case of severe weather, snow, ice, or low temperatures, the official announcement for school closing may be heard over the radio or television stations. Students and/or parents should tune in the appropriate stations. Parents may also receive a message from a school official on the phone from an automated system. School closings will be broadcast on Oklahoma City television channels 4, 5, and 9.

ATTENDANCE POLICY

Geary Public Schools requires that all students be in compliance with the school attendance laws of Oklahoma as stated: Section 232: RECORDS OF ATTENDANCE OF PUPILS "If a child is absent four(4) or more class days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more class 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 for juvenile proceedings pursuant to Title 10 of the

Oklahoma Statutes. Violation of the attendance policy may subject a student to disciplinary action that may include contacting the District Attorney, Graduated Sanctions, and/or administrative discipline.

EXCESSIVE ABSENCES

Excessive absences will be treated as a disciplinary matter subject to action by the administration. Disciplinary actions may include but are not limited to loss of privileges, ISO, referral to District Attorney, and/or referral to the Graduated Sanctions Program. Unexcused absences will be counted as truancy. Parents will be notified whenever possible when a student receives an unexcused absence. Students with excessive unexcused absences (more than three) will be referred to the Graduated Sanctions Program. All

students with excessive absences will be referred to truancy court. An absentee committee will review any absences upon the request of the parent/guardian or student.

ABSENCES NOT COUNTED IN THIS POLICY

The following absences will not be counted as absences in this policy:

1. Absences covered by a doctor's statement showing the date or dates the student was under a doctor's care. This statement must be presented within two (2) school days upon the student's return to school for the absences to be exempt.
2. School activities
3. Absences that occur as a result of religious holy days
4. Court appearances
5. Funerals

TARDY POLICY

A student is tardy to class if he/she is not in the classroom when the tardy bell rings at the beginning of the school day. Students who are tardy **MUST** be checked in at the office. Once a student is tardy 3 or more times, he/she may be referred to the office. Students who are tardy an excessive amount, may be subject to the same discipline as for excessive absences.

TRUANCY POLICY

If a student finds it necessary to leave school during the day, he/she must be checked out through the office. Any student leaving class or school without permission from the office will be considered truant. Absence without parental contact constitutes truancy.

ELIGIBILITY

Oklahoma Secondary School Activities Association academic scholastic eligibility standards are required of all students participating in extra-curricular activity programs.

1. Scholastic eligibility for students will be checked at the end of the third week and each succeeding week thereafter.
2. A student must be passing in all subjects he/she is currently enrolled in. If he/she is not passing all subjects enrolled in at the end of a week he/she will be placed on probation for the next one-week period. If he/she is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.
4. "Passing grade" means work of such character that credit would be entered on the records were the term to close at that time.

MOMENT OF SILENCE

The State of Oklahoma passed a law in the spring of 2002 requiring schools to "observe" one (1) 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." Geary Elementary will recognize one (1) minute of silence each morning with announcements.

FOOD AND DRINKS

Students are not to take food from the school cafeteria unless permitted by faculty members. No food is allowed to be in any classroom or hallway without prior approval.

SACK LUNCHES

Students are welcome to bring sack lunches from home. However, power drinks (Monster, Nos, etc.) and pop are not permitted. Sack lunches will not be heated by the staff in the microwave and/or oven. All food items must be ready for consumption.

GEARY PUBLIC SCHOOLS WELLNESS POLICY

Following the National School Lunch Program guidelines, Geary Elementary School has adopted a school wellness policy. This policy became effective in 2015. One specific area this policy affects is snacks and school parties. Snacks should provide good nutrition along with healthy choices but can also still be fun. Below is a list of snacks that can be served for your child's "snack day" or classroom party:

- Fruit, fruit cups, applesauce cups, fruit salad or dried fruit
- Ants on a log
- Cut up veggies with low fat dip
- Rice cakes
- Pretzels
- Baked tortilla chips with salsa
- Low fat/fat free pudding cups
- Low fat cheese/string cheese
- Trail mix with items such as low fat granola, whole grain cereal, dried fruits, sunflower seeds, etc...
- Nuts/seeds (be careful of children with nut allergies)
- Fig cookies
- Animal crackers, vanilla wafers or graham crackers
- Low fat popcorn
- Low fat granola bars/cereal bars
- Bagels with low fat cream cheese
- Frozen fruit bars
- Fruit and cheese kabobs
- Angel food cake with or without fruit topping
- Nabisco 100 calorie snack packs
- Water/flavored water
- Low fat/fat free milk
- 100% fruit juice
- Fruit smoothies

If you have any questions about the schools wellness policy please contact the office.

PAYMENT FOR MEALS

School breakfast and lunch are provided to students. Breakfast begins at 7:30 and ends at the ringing of the first bell. Breakfast and Lunch are free to students.

MOVIES. VIDEOS. AND DVD'S

Movies, videos, or DVD's shown in school should be of an educational nature. No movies, videos, or DVD's must be shown with a rating of "PG-13" or greater without written permission of the parent/guardian. This includes those which were rated as a theatrical release but are now "unrated". Students on school-sponsored field trips may not attend movies with a rating of "PG-13" or greater without written permission of the parent/guardian. All movies or video clips originally released without ratings must be previewed by the teacher for educational value and appropriateness.

TELEPHONE

Telephones in the classrooms and office are for emergency use only. Students will not be allowed to use telephones for making after-school plans, forgotten lunches, homework, etc. The principal, teachers, and/or staff will determine whether a telephone call is an emergency.

CELL PHONES

The board of education of each school district shall establish and implement rules regarding student possession of a wireless telecommunication device (cell phone) while said student is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The rules shall provide that a student may possess a wireless telecommunication device upon the prior consent of both a parent/guardian and school principal or superintendent and shall also specify the disciplinary action a student shall face if found to be in possession of a wireless telecommunication device in violation of the rules. (70.24-101.1) Wireless communication devices (cell phones) may not be used during the school day without the express permission of school faculty or administration except in emergency. Any cell phone or pager that interrupts the educational process may be confiscated.

DRUG-FREE SCHOOLS

Geary Elementary is a drug free environment. The school complies with federal regulations for drug-free schools.

(FEDERAL REGULATIONS)

I. Illegal and Illicit Drugs, (Drug Paraphernalia), Tobacco, and Alcohol

- A. Use of illicit drugs and unlawful possession and use of alcohol or tobacco is harmful; therefore, we advocate a "NO USE, NO TOLERANCE" policy
- B. Geary School has a smoke-free, tobacco-free campus. The school prohibits use of tobacco. Students are not permitted to smoke, chew, dip, use or have in their possession any tobacco during school hours. This policy is in effect during all school sponsored activities.
- C. Students are prohibited from using, being under the influence of, possessing, furnishing, or selling alcoholic beverages, no intoxicating/low point beverages (as defined by law), illegal drugs, or other mood-altering substances at school, while in school vehicles, or at any school-sponsored activities.
- D. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- E. Violation of this rule will result in imposition of disciplinary measures, may include suspension for the remainder of the current term and the following term.
- F. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

II. Necessary Medications

- A. Students may not retain possession of and self-administer any medication at school for any reason.
- B. Students who have a legitimate health need for over-the-counter or prescription medication will report to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
- C. Violations of this rule will be reported to the student's parents by the administration, and may result in discipline, which can include suspension.

III. Distribution of Information

- A. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at the school.

IV. Illicit Use of Drugs and/or Alcohol

- A. Illicit use of drugs and/or alcohol during the school day and/or school activities may be subject to disciplinary action by the school and/or law enforcement agencies.

DANGEROUS WEAPONS POLICY

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of suspension may be modified by the district superintendent on a case-by-case basis. For purposes of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 u.s.c., Section 921.

1. In order to provide a safe environment for the students and staff of the Geary School district, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.

2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupt the educational process and interferes with the normal operation of the school district.

STUDENT DISCIPLINE

The Geary Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those goals. Each student will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The building principal will determine the appropriate remedial or corrective action in each instance.

Geary Elementary follows a school wide PBIS (Positive Based Intervention System). The guiding principles are:

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
- Establishing academic and behavioral expectations enhances learning.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

The Geary Elementary School Wide Discipline Plan is provided to students and parents. Additional copies or information of the detailed PBIS plan may be picked up at the office or found on the district website.

BULLYING

**The State of Oklahoma has enacted the “School Bullying Prevention Act”
As used in the School Bullying Prevention Act:**

- 1. “Harassment, intimidation, and bullying” 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: and**
- 2. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.**

Elementary “Bullying Action Plan”

Faculty will address any acts described in the school Bullying Prevention Act in the following manner:

1. First incident – intervene, state expectations and issuance of a verbal warning.
2. Second incident – intervene, state expectations, verbal warning, parent/guardian are contact by phone, mail or e-mail. Removal of privileges.
3. Third incident – intervene, state expectations, verbal warning and referral to administrative staff and counselor. Administrative contact to parent/guardian and disciplinary action.
4. Fourth incident – intervene, state expectations, verbal warning, and referral to Administrative staff for parent/guardian contact and disciplinary action.

Disciplinary Action

The following is a partial list of possible disciplinary actions, which may be used in no specific order. The appropriate disciplinary action will be taken due to the severity of the inappropriate behavior. Other disciplinary action may be used as needed.

1. Verbal warning or reprimand.
2. Loss of special privileges.
3. Assignment of extra duties.
4. Isolation in the classroom.
5. Loss of recess.
6. Corporal punishment.
7. Counseling by teacher or principal.
8. Parent conference.
9. Suspension.

Sexual Harassment Prohibited

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

- unwanted verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually-oriented "kidding", "teasing", double meanings, and jokes
- demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject
- privately talking to a student about sexual matters
- hugging or touching a student inappropriately
- the making of graffiti which names a student or otherwise identifies a student is potentially slanderous. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately

STUDENT DRESS & APPEARANCE REGULATIONS

The Geary Board of Education, recognizing that student dress and appearance has a direct bearing on school morale and student behavior, endeavors to promote and maintain a safe learning environment. For that reason, the following dress and appearance regulations have been set forth:

- The Board of Education may legally regulate the dress of students to the extent that such dress can be potentially harmful to the student or other students or disruptive to the educational process.
- "Attire" as used in this policy includes, but is not limited to, clothing, outer wear, shoes, hair, body ornamentation, jewelry, makeup, and the like.
- Parents of children at the elementary level shall be responsible for their children's attire so long as it is not disruptive to the educational process and so long as it does not inhibit the safety of the child or other children and is within general regulations adopted by the Board.
- Attire must adhere to principles of good taste.
- Attire must be appropriate to the occasion.
- The individual building principal shall have the final authority to determine whether apparel is in violation of approved administrative regulations.
- Attire promoting alcohol, tobacco, or other controlled substances is strictly prohibited.
- Attire that conveys an air of offensiveness or potential disruptiveness in and of itself and/or which displays language or illustrations offensive or potentially disruptive to the general population (including any attire that may be interpreted as gang-related) is strictly prohibited.
- Shorts and/or skirts must be of a length to completely cover the buttocks, upper thighs, and lower thighs of the wearer. They must go past the fingertips of the wearer when they hold arms down to their side.

- Bare midriffs and/or exposed undergarments of any kind are strictly prohibited. This includes low-cut tops.
- Spaghetti straps are strictly prohibited. Tank top straps must be at least 3 fingers wide.
- Off the shoulder tops are strictly prohibited.
- Biking shorts and/or tank tops are strictly prohibited.
- Leggings may be worn, but only with an over shirt which completely covers the buttocks, upper thighs, and lower thigh of the wearer.
- Hats, caps, and/or hoods from hoodies will not be permitted inside school buildings.
- Shoes must be worn at all times.

TEXTBOOKS

District owned textbooks will be available to all students for each class. The student is responsible for the care of books. They must be turned in at the close of the course. If damaged or lost, the student must pay for the books before his grades will be recorded on his permanent record. If books are found later, a refund of the charge will be made to the student. Book payment amounts will be determined by the replacement cost of the book. Workbooks in various classes may be purchased by the individual student. Upon completion of the course, the student may keep the workbook.

LIBRARY

The use of the Library is encouraged for pleasure reading as well as research. There will be a professional librarian on duty to help with the use of the library. Classes will teach the proper use of the Library and projects will be conducted in the Library. Books may be checked out for two weeks. **NO FOOD OR DRINKS ARE ALLOWED IN THE LIBRARY.**

RESPECT FOR FACILITIES AND EQUIPMENT

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Disciplinary action may follow such conduct.

FIRE. DISASTER. AND LOCK-DOWN DRILLS

Fire Drills: The signal for fire drills will be a long continuous bell. Teachers will lead students out of the buildings. Students should remain in line according to classes so that roll may be checked outside. Fire drills will be conducted a minimum of twice each semester.

Tornado Drills: The signal for disaster and tornado drills will be short bells repeated. Teachers will take their students to a designated place of safety and will follow prescribed safety precautions. Students are to remain quiet and orderly and follow instructions from the proper authority. The "all clear" signal will be a long bell. Disaster drills will be held at a minimum of once each semester.

Lock own/ Intruder Drills: Lock-down/Intruder drills will be held at a minimum of once each semester. Students and staff will lock-down within the classrooms and buildings following the procedures set forth. Students are to remain silent, away from windows and doors, and down on the floor.

TRANSPORTATION

The Geary Public Schools provides safe transportation to all students who are legally eligible to ride to and from school. The purpose of transportation is to provide for those students who live more than a reasonable walking distance from the school. The State Board of Education defines a reasonable walking distance as one and one-half miles from school. Students who ride the school buses should be careful about loading and unloading. They should wait for the bus to stop before leaving their seats. When crossing highways or heavy traffic, they should wait for a signal from the bus driver. Students should never be moving about in the bus or have arms, head, or other body parts outside the windows while the bus is in motion. The driver of the school bus has the same control over students as teachers in the classrooms. Misconduct will be reported

immediately to the transportation director. Please feel free to call the transportation director (884-1045) for any questions concerning the transportation program. The School District cannot be held responsible for the security of personal items left on the bus.

TRANSPORTATION POLICY FOR DISCIPLINING PUPILS

1. The first time a student creates a disturbance, the driver will verbally warn the student about what rule the student is breaking and that if the student's misconduct continues, a conduct notice will be issued.
2. If the first conduct notice is issued, the bus driver will notify the building principal. Parents will be notified and the bus conduct notice must be signed.
3. If a second notice is issued, a student's bus privileges are automatically suspended for three (3) school days.
4. Upon receiving a third conduct report, a student shall be suspended for fifteen (15) school days.
5. If a student received a fourth conduct report, he/she will lose bus riding privileges for thirty (30) school days.
6. In the event that any student receives a fifth conduct report, he/she will be suspended for forty-five (45) school days. In any case, conduct reports must be signed by a parent and returned before transportation will resume.
7. SEVERE CLAUSE: Immediate suspension from bus riding will occur if the incident is serious and jeopardizes the safety of the passengers.
8. Interpretation of severity of incident and the disciplinary action taken shall be at the discretion of the administration.

BUS RIDER RULES

RIDING A SCHOOL BUS IS A PRIVILEGE, AND THE PRIVILEGE MAY BE REMOVED FOR NOT ABIDING BY THE BUS RIDER RULES.

PRIOR TO LOADING STUDENTS SHOULD:

1. Be on time at the designated school bus stops, keeping the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

WHILE ON THE BUS STUDENTS SHOULD:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus. Exceptions may be made by administration.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in serious accident. The life you save may be your own.
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and KEEP THE AISLE CLEAR.
9. Help look after the safety and comfort of smaller children.
10. Do not throw objects in or out of the bus.
11. Remain in the seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, the bus driver, and the patrol officers or driver's assistant.
14. Remain quiet when approaching a railroad crossing stop.

15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

AFTER LEAVING THE BUS STUDENTS SHOULD:

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

ANNUAL NOTICE OF FERPA RIGHTS

On November 3, 1987, the School Board of Geary Public Schools adopted a "Student Record Policies and Procedures" policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office and in each principal's office.

If the parent of a student, a student or a former student who is 18 years old, or a citizen of the Geary School District believes that the district is violating the Family Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
Room 45121, Switzer Building
Washington, D.C. 20202
Phone Number: 202-732-2058

A translation will be provided for anyone not able to read and understand the policy or anyone not able to read and understand English.

GENERAL INFORMATION

**NOTICE TO PARENTS REGARDING FAMILY EDUCATION RIGHTS ACT
(FERPA) Policy #2045**

The family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years or older ("eligible students") certain rights with respect to the students education records. These rights are:

1. The right to inspect and review the student's grades within 45 days after the day the Geary Public Schools receives a request for access. Parents or eligible students should submit to the school principal **or other appropriate school official** a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the **Geary Public Schools** to amend a record should write the school principal, **or appropriate school official**, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Geary School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

1. Student name
2. Date and place of birth
3. Participation of officially recognized activities and sports
4. Weights and height of members of athletic teams
5. Dates of attendance
6. Degrees and awards received
7. The most recent school attended by the student
8. Current grade level

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under

this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
-

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parent.
 2. Mental or psychological problems of the student or student's family.
 3. Sex behavior or attitudes.
 4. Illegal, anti-social, self-incriminating or demeaning behavior.
 5. Critical appraisals of others with whom respondents have close family relationships.
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers.
 7. Religious practices, affiliations or beliefs of the student or parents.
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law.
 3. Activities involving collection, disclosure or use of personal information obtained from students for

marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use of
 1. Protected information surveys of students.
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 3. Instructional material used as part of the educational curriculum.

Geary Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Geary Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Geary Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

ASBESTOS HAZARD EMERGENCY RESPONSE ACT Policy # 4010

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your Geary Elementary School and at the main office if you wish to see it. Geary Public Schools will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Geary Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

NOTICE TO ALL PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department

of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

*Second through twelfth grade students shall be screened as needed or upon request of the parents, legal guardian, or teacher.

*Students entering the public school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months from the date of such entry.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. **Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.**
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.

13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

*****Violations may result in a loss of access as well as other disciplinary or legal actions.**