

OAKDALE

STUDENT HANDBOOK

2011-2012

OAKDALE SCHOOL PHILOSOPHY

By enrolling at Oakdale, you become a part of an educational “family”. Families work together for the good of the other members and that is Oakdale’s goal. The purpose of education is to provide essential learning. It is our ultimate goal to supply each student with basic facts and experiences. These will aid our youth in becoming self-sufficient individuals so they can meet the demands of a rapidly changing society. We wish to instill in each student the importance of individual worth and to create a positive self-image through the personal development of initiative, resourcefulness, and responsibility. It is the intent of the faculty to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideas, mutual respect and understanding must be present in the learning process on the part of all participants - the principal, the faculty, the students, the home, and the community. As an effort to implement our philosophy, we ask our parents, students, teachers, principal, and superintendent to sign a voluntary pledge showing the goal of expectations and shared responsibilities that all of us share at Oakdale School as equal partners in student learning. It takes a village.

ENROLLMENT PROCEDURES

Students must live in the Oakdale School District or have obtained a legal transfer of which has been approved by the Oakdale Board of Education.

RESIDENCY: The following documentation(s) may be used for proof of residence:

- Proof of payment of local personal income tax or ad valorem taxes at an address located within the school district in which the applicant for enrollment actually resides.
- Title to residential property in the district, or a valid unimpaired lease agreement, or receipts for payment of rent on a district resident in which the applicant for enrollment actually resides.
- A utility bill at an address located within the school district in which the applicant actually resides. The electric bill must show a physical address that is located within the

school district; no post office boxes will be accepted as proof of residence.

- If a family is living with a host family in the Jones School District, the host family must sign a notarized statement verifying this family's residence at the beginning of each school year. *Any person who willfully makes a statement in the affidavit, which the person knows to be false, shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than five hundred dollars (\$500) or both such fine and imprisonment.*

All residences are subject to verification by the Superintendent, the Principal or his/her designee.

SHOT RECORDS: A copy of a current up to date shot record must be submitted or on file at time of enrollment.

BIRTH CERTIFICATE: A copy of your child's birth certificate must be on file. As long as one is on file, this will not have to be done each year.

Student enrollment information should be kept up-to-date at all times. If any information changes please contact the student office. We must have emergency contact information at all times.

STATE ATTENDANCE LAWS

SECTION 229 states "It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session... It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years and who has not finished four (4) years of high school work, or received an education by other means to neglect or refuse to attend and comply with rules of some public, private or other school for the full term the schools of the district are in session." "It shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absence of such child. After investigation of the facts relating to the absence of any child or children from school, the attendance office shall, if justified by the circumstances, promptly give written notice... that the attendance of such child is required in some public, private or other school. If within 5 days thereafter, such parent, guardian or custodian does not comply, then such attendance officer will make complaint against the parent, guardian or custodian of such student in a court having competent jurisdiction for such violation."

DRESS CODE

- All clothing must be appropriate for school according to weather conditions and activity. All students are expected to groom themselves neatly in clothing that is proper for school and school activities.
- Dresses, skirts, and shorts must be appropriate for school and school-related activities.
- Backless dresses or outfits of any type, midriffs, spaghetti straps, or low-cut blouses or dresses are not allowed.
- All shirts or blouses must be worn of a length that will cover and extend past the waistband of the skirt, shorts, jeans, slacks, or trousers. The stomach must not be exposed when standing normal.
- All straps on sleeveless shirts or blouses must be no less than three (3) fingers.
- Dresses, skirts, and shorts must be no higher than fingertip length (no fingers on skin) when the arms are extending down the individual's side.
- Items of wear may not advertise or display alcohol, tobacco, drugs, weapons, violence, or inappropriate language. Clothing that has any connotation of immorality, obscenity, nudity, racial, or gang activity is not allowed to be worn to school or school activities.
- Sagging trousers or the wearing of trousers in an inappropriate low manner are not permitted.
- Hats, caps, bandannas, stocking hats, hoods or other headgear will not be worn inside the building.
- All clothing must be properly fitted and worn with the proper foundation. Shirts or blouses that have large armholes that expose undergarments or body parts are not permitted.
- Students must wear shoes. House shoes or other types of shoes considered unsafe will not be acceptable.
- Jeans or pants with holes above the knee are not allowed. Holes at the knee that the administration considers as an attempt to circumvent this rule will also be determined unacceptable and subject to disciplinary action.

If clothing is not appropriate, students will be required to change into clothing provided by the office. If the violation is determined to be unsuitable for the classroom and no other solution is available, the student may be sent to ISP immediately. The student will remain in ISP until suitable clothes are provided. Subsequent violations, if the principal deems the behavior to be habitual or previous actions to be ineffective in deterring the behavior, more serious action may be required. The clothing provided by the office will be clean but perhaps not fashionable to all individuals.

The interpretation of the dress code will be at the discretion of the principal.

SCHOOL DAY TIMES:

Oklahoma State Law states that a school day shall not be less than six hours in length. The first bell will ring at **8:20**. School starts at **8:25** a.m. and is dismissed at **3:20**. Busses will leave at **3:27**. Please have your child at school on time.

ATTENDANCE

ABSENCES: We expect all of our students to be in school. When a student is absent, the parent/guardian must phone the school on the day of the absence.

The following are considered valid excused absences: School activities, illness, doctor's visits, absence due to religious ceremonies, court appearances, and funerals. Parents are to inform the building principal and each of the student's teachers in writing stating the reason and dates the student will be absent. The building principal will make all final decisions regarding the classification of absences.

It is the responsibility of the student to arrange for make up work. This should be done immediately upon the return to school from an absence. Students have a minimum of ONE DAY make up privilege for each day of classes missed up to three days. Longer periods of make-up work are at the discretion of the teacher. A zero will be entered in the grade book for each day of absence. The zero may be removed when make-up work is completed and turned in within the time limits.

Participation on extra-curricular activities requires at least a half day of attendance on the day of the activity.

TARDIES: Tardies disrupt the continuity of the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study.

The following are considered valid excused tardies: Tardies covered by a doctor's statement showing the date or dates under a doctor's care, school activities, religious ceremonies, court appearances, or funerals.

If your child is tardy (not at school on time), he/she must be **checked in by a parent** or guardian in the school office. Students who are tardy will not be allowed in class unless the classroom teacher receives an "admit to class" slip. Excessive tardies (3) will count as one unexcused absence.

ABSENCES DUE TO VACATIONS: It is best to take vacations during the summer, spring break, or on days school is dismissed. We realize there are times that special circumstances arise and a student must miss school due to a scheduled trip. Travel at your own risk as far as homework is concerned. If this happens the policy at Oakdale is for the student to get all work assignments the day before leaving on the trip, teachers will not be required to give out assignments early. The assignments must be completed and turned in the first day he/she returns from their trip. No exceptions.

CHECKING OUT OF SCHOOL DURING THE DAY: Parents must come to the office when taking a student out of school during the school day. Students will not be released from school except to a parent, legal guardian, or person designated by the parent in writing to take the child from school.

Any student exceeding 3 total absences during a six weeks period may be ineligible for field trips or any other activity which would require missing class time in a class unrelated to the trip or activity.

Students should not miss more than 10 days per semester in any class. Oakdale complies with state law and we do not want to have to turn names over to the District Attorney's Office because of this violation.

TRANSPORTATION:

We carry the most precious cargo in the world...your children. The state of Oklahoma has determined that school bus transportation is considered a privilege and not a right of the students attending the state's public schools (OK State Statute 70-90101). Oakdale asks parents and guardians to appreciate the efforts being put forth to care for their children and to cooperate with school administrators in their pursuit of safe transportation.

BUS: Riding the school bus is a privilege. All students who live in the Oakdale School District are allowed to ride the school bus unless there is a disciplinary reason preventing them from doing so. Please be on time at the designated school bus stop. This helps keep the bus on schedule.

Students are expected to behave at bus stops and on busses just as they are expected to behave in the classroom. The bus driver is a school official and has the right, duty, and the responsibility to control behavior on the bus. They have the right to enforce all bus rules. Any student refusing to obey these rules will be reported to school authorities and may lose his/her riding privilege.

We have had occasions where students have been reported “missing” because of transportation irregularities. Without prior permission and bus driver notification students will only be let off a bus at their regular stop. When a student gets off the bus at their regular stop they are expected to go straight home before going any place else.

CARPOOL: Students not riding the bus are asked to arrive no earlier than **8:17**. Students should be picked up as soon after **3:25** as possible. Please follow the traffic flow and be courteous when traffic monitors are present trying to direct traffic. We consider this a safety issue and will deal with individual situations accordingly.

If a carpool student has not been picked up by 3:30, that student (PreK-8th Grade) will be sent to Oakdale’s After-Care, and be charged the daily rate.

OTHER MEANS: We discourage students from walking to school. The traffic on Hefner Road is extremely busy and dangerous. **Walking to school is permitted only by prior approval of the principal.** The riding of bikes or motorcycles is also prohibited.

BEFORE AND AFTER SCHOOL CARE

Before school care: 7:30-8:20

After school care: 3:20-5:30

Cost: \$30 per week/per child

See Ms. Donna for more information.

DISCIPLINE

Oakdale students are to conduct themselves as young ladies and gentlemen at all times. This includes times when students are on field trips, band contests, and athletic events that take them away from our campus. At all times every student must adhere to the rules, regulations, and policies that the administration and school board have developed. At Oakdale we expect our students to respect and be courteous to all teachers, school employees, other students, and visitors.

We recognize that out-of-school conduct of students attending school within this district is not normally of our concern. However, there are times that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school. This will be particularly true with texting, e-mail, and social network situations.

Therefore, it is policy that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school, even if such misconduct occurs off school property and during non-school time.

Any public school administrator, teacher or counselor having reasonable cause to suspect that a student is under the influence of low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes or a controlled dangerous substance as defined in Section 2-101 of Title 63 of the Oklahoma Statutes or has in the student's possession low-point beer or alcoholic beverages or a controlled dangerous substance, who reports such information to the appropriate school official, court personnel, community substance abuse agency, pursuant to the school's policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report. (70-24-132)

DRUGS: Students using, possessing, distributing, selling, or under the influence of drugs at school or a school event is strictly prohibited. This could lead to suspension or even expulsion from school and the involvement of law enforcement agencies.

A school medication form must be filled out and returned to the school before medication can be administered by school personnel. All medication brought to school must be administered by school personnel and must be CLEARLY marked with student's name. Please attach directions, times, and amounts to be administered. Students are not allowed to carry any type of medication with them during school or school activities except as noted on form. This will include inhalers.

If a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, the principal or a designated school employee may administer the medication as follows:

- **Over-the-counter** medication and prescription medication may be administered only with written request and permission from the parent or guardian.
- Prescription medication must be in a container that indicates the authorizing physician's name, the student's name, and the strength of medication and dosage and directions for administration. If requested, small containers labeled for school use may be prepared at the pharmacy and left at school for the duration of the illness.
- Over-the-counter medications must be accompanied with written permission from the parent/guardian. Student's name, dosage, time

medication was last taken, and time medication shall be administered must be included.

- The office will keep a record of the name of the student to whom medication is administered, the date, the time, the medication, and the name of the person administering the medication. Unused medication will be returned to the parent or guardian only.
- Medications will be kept in a cabinet except those medications retained by a student per physician's order.
- The school shall keep on file the written authorization of the parent/guardian of the student to administer the prescribed medicine to the student.
- The parent/guardian of the student is responsible for informing the school of any change in medication

WEAPONS: Oklahoma law states: Any student found in the possession of a firearm or dangerous weapon 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 year.

BULLYING: Bullying is repeated and uncalled-for aggressive behavior, often-unprovoked meanness. It is behavior designed to threaten, frighten or get someone to do something they would not normally do. A stronger student against a weaker one usually directs bullying. Types of bullying include emotional, social, sexual, and physical bullying. Bullying will not be tolerated at Oakdale School on or off campus, in actual or electronic manners. Disciplinary action will be at the discretion of the principal.

HAZING: Hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

It is the policy of this school district that no student or employee of the district shall participate in or be members of secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

HARASSMENT: Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the

effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

It is the policy of this school district that harassment of students by other students, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

As used in the School Bullying Prevention Act, "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 not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Students who violate this policy will be subject to disciplinary action taken by administration.

STUDENT SEARCHES

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when a said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person to be of the same sex if practicable.

The superintendent, principal, teacher, or security personnel searching or authorizing search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property.

Pupils will not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel will have access to school lockers, desks, and

other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. **(70-24-102)**

EMERGENCY NOTIFICATION

Students will be allowed to use the telephone only in case of an emergency. School personnel, not the student, will determine the emergency. If a parent needs to get in touch with their child, we ask that a message be left with the school office, which will be delivered to the student's classroom.

CELL PHONES: Students may only possess a wireless telecommunication device upon the prior consent of both a parent or legal guardian and school principal or superintendent upon a showing of medical necessity or in other appropriate circumstance. If a cell phone is found on a student without prior consent, it will be confiscated and kept in the principal's office until picked up by a parent. The same rules will be applicable to extracurricular activities such as athletic events, music contests, field trips, etc. The teacher or coach in charge will have a cell phone for students to use to contact parents as to when they are to be picked up from an event.

LUNCH PROGRAM

All money brought by a student will be credited to his/her lunch account. Whenever the student eats, the price of the meal will be deducted from his/her account. We prefer students to pay weekly or by the month. This makes bookkeeping for the parent and the school much easier. Students will be allowed to charge 10 meals before their cafeteria privilege is terminated.

FREE /REDUCED MEAL APPLICATION: Every family at Oakdale will receive an "Application for Free and Reduced-Priced Meals" at the beginning of school. Parents are encouraged to complete the application for the benefit of Oakdale School. Being approved for free/reduced meals is more than just help for the families that qualify; it also enables Oakdale School to reap the benefits of other federal programs.

Cost per lunch: \$2.75

Adult lunch: \$5.25

HOMEWORK

Oakdale uses an online system called Teacher Ease. Every parent will be given a user name and a password to access the system. Grades will be online for monitoring at parental convenience.

The classroom teacher will, based on the needs of the students and the subject matter being taught, will determine the type, frequency, and quantity of homework to be assigned. We expect our students to do their homework and have it in on time. Most homework assignments are due the next class day. We have a no tolerance late work policy.

GRADING: Oakdale is on a Six Week grading system. Report cards will be sent home on Friday following each six-week period. The following is Oakdale's grading scale:

PreK-2 grade	M (mastery) 85-above
	P (partial knowledge) 84-66
	I (incomplete knowledge) 65-below
Grades 3-8	A 92-100
	B 91-83
	C 82-74
	D 73-66
	F 65-below

SEMESTER TEST: Students in grades 6, 7, and 8 will take test in all core subjects at the end of each semester. A schedule will be given to the student prior to testing dates.

Proficiency based promotion will be available twice per year. Once during the first two weeks of August and once during the last week of May.

ELIGIBILITY: All students are encouraged to participate in extracurricular activities. The following requirements must be met. It is the policy of Oakdale School that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. This includes but is not limited to athletics. All extracurricular activities are included.

Teachers will submit ineligibility lists to the administration, athletic director, or a designated authority each Wednesday. A student will be considered ineligible from Wednesday after school until the following Wednesday after school.

Students will be placed on the ineligible list if the student has less than a "C" average in any subject/class.

The administration, athletic director, designated authority, or teacher will contact the parents of the ineligible student to inform them of the student's ineligibility. The lack of parental notification from the school does not negate the ineligibility.

The first grade check will be during the fourth week of the first semester and each week thereafter.

The first time a student is placed on the ineligible list they will serve a probationary period of one week. During this probationary period, the student will be able to participate in extra-curricular programs. This probationary period will count towards the **"Three Strikes Rule"**.

Three Strikes Rule: A student can be placed on the ineligible list three times each semester. If a student is to be placed on an ineligible list a fourth time, they will be ineligible for the rest of the semester. At the beginning of the second semester, student ineligibility infractions will be 0 (zero). The exception will be that if a student has already had their probationary period, there will be none the second semester.

Students who are absent from school more than a half day may not participate in an extra curricular activity the same day.

Students serving time in in-school detention or who have been suspended may not participate in an extra curricular activity until the duration of the detention or suspension is final. Detention and or suspension will count toward the "Three Strike Rule".

Students who have not represented Oakdale in an appropriate manner, as determined by the sponsoring teacher, during a previous extra curricular activity may be excluded from participation at a future extra curricular activity. Determination of exclusion will be made by the administration, athletic director, or a designated authority.

Athletics: Ineligible athletes will be allowed to participate with their team. Ineligible students will not be allowed to attend games.

HEALTH CONCERNS

Any student found to have head lice will be sent home immediately. Any student prohibited from attending school due to head lice shall present to appropriate school authorities, before the child may re-enter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

Any student with a fever will be sent home and may not return until the fever is gone

Oakdale Extra-Curricular Travel

Extra-curricular activities are an extension of the school day.

All in school rules apply not only during the activity but also during the transportation to and from the activity.

If Oakdale provides transportation, students are expected to use the school transportation to and from the activity. *Exceptions to this rule would be transportation by a student's parent in lieu of the school provided transportation. Parents are asked to notify the activity sponsor as far in advance of the scheduled departure time as possible if they are transporting their child.*

Students will not be allowed to be transported by anyone except their own parent or guardian.

While on the bus and or at the activity, if possible, the sponsor will make available homework time for all students.

Students are not allowed to stay after school to wait for transportation to an activity or to wait for parents/guardians to pick them up unless they have permission from both the activity sponsor and the after school care providers which may charge them for after school care.

STUDENT TEXTBOOKS AND EQUIPMENT

The Oakdale School District provides textbooks and other equipment at no charge for use by its students. The textbooks and equipment remain the property of the District and must be returned in good condition. Students are not to write in any book or abuse equipment or property in any way. Students who lose books or equipment or cause damage to them will be required to pay replacement costs or book fines up to the replacement cost of the book or equipment.

PARENTAL INPUT

Each local public school has several committees, which address the quality of the local program. Some of these are federal mandates such as Title I and some are state mandates such as Safe and Healthy Schools, CLEP, Staff Development. All these committees require parental input and membership. We encourage you to let the school administration know if you are interested in any area of the school program and there may be the opportunity for input. Regardless of any type of committee, you are always encouraged to voice your concern and even more so, your suggestions for improvement.

VISITORS

We welcome parents to our school. For the safety and security of students and staff members, all visitors must report first to the principal's office, sign in and obtain a visitor's badge. Upon departure, visitors are asked to return to the office to sign out. Classroom visits are intended for infrequent, short time periods only. Guests are asked not to interfere with the learning process unless directed by the teacher. Any discussion/ comments about the visit should be made during an arranged meeting with the teacher. Parents should not visit with the teacher about their child during class time. Prior arrangements (24 hours) must be made with the child's teacher before a classroom visit. Meeting to discuss observations during visitations will be at the teacher's convenience. Students are not allowed to bring visitors to school. Exceptions may be made only by the administration.

AVAILABLE PROGRAMS

The following programs are available for students who qualify:

1. Gifted – state law
2. Special Education – Federal law
3. Related services – speech, hearing, OT
4. Counseling
5. Title I
6. Child Find

The Oakdale Public School District serves all children with disabilities ages birth to 21 years who are eligible for educational services in accordance with federal laws P.O. 99 and P.L. 94-142, Oklahoma State Department Policies and Procedures, and local district policy.

Oakdale School will not discriminate on the basis of race, color, sex, or handicapping conditions. Oakdale is responsible for educational opportunities for multi and/or severely handicapped children from birth through age 21 who live in our district. If you know any children who need services, please let us know in order that they may be properly served.

We are in compliance with the AHERA Asbestos in Schools Rule. We are an asbestos free school and documentation verifying this may be viewed by contacting the school during school hours.

Oakdale School will provide your student a good education regardless of involvement, but it cannot be the best without you. Our community and parent support make the difference between a good and a great school. Your input in curriculum, special programs, and all activities, which are a part of this school, is welcome.

Oakdale School complies with the **No Child Left Behind Act of 2001** regarding **Parents Right to Know** information regarding the professional

qualifications of their student's classroom teacher. Please address your questions to an administrator.

Oakdale School Foundation (OSF) and the PTC work hard raising money for our school. Your input, help and money are appreciated.

OAKDALE SCHOOL BOARD

Fred Leibrock

Kelly Mitchell

Trent Pipes

School board meetings are usually the second Tuesday of each month @ 6:00 p.m.

Be sure to visit the web page often. It will help keep you informed and in contact.

Administration

Kim Lanier – klanier@oakdale.org

Susan Honeycutt – shoneycutt@oakdale.org

Tom Harris – tharris@oakdale.org

**Oakdale School
Special Education Services
10901 N. Sooner Road
Edmond, Oklahoma
73013**

The purpose of special education is to minimize the impact of the disability and maximize the opportunity for the student to be successful in school.

Do you know of a child who has a disability?

Oakdale provides programs for all children who qualify for special education and related services. If you suspect your child may have a disability, or if you would like more information about special education services at Oakdale School, please contact Mr. Kim Lanier at (405) 771-3373.

¿Conoce usted a un niño que tiene una discapacidad?

Oakdale ofrece programas para todos los niños que califican para educación especial y servicios relacionados. Si usted sospecha que su hijo puede tener una discapacidad, o si desea obtener más información acerca de los servicios de educación especial en la Escuela de Oakdale, por favor póngase en contacto con el Sr. Kim Lanier al (405) 771-3373.

CHILD FIND INFORMATION

This notice is to inform you that Oakdale School is maintaining an ongoing Child Find search to locate, identify and evaluate any child age 3-21 with an established or suspected disability. Child Find efforts include all individuals age 3-21 not enrolled in school as well as those who attend public and private schools, Head Start, state institutions, and other child care or treatment facilities.

Oakdale School has established and maintains a comprehensive screening and multidisciplinary referral, evaluation, and eligibility process for the identification of children with suspected disabilities. Child Find activities contain a mandate for public awareness of contact, location, and established screening procedures. Information regarding evaluation procedures can be obtained by contacting Kim Lanier, 10901 N. Sooner Road, Edmond, Oklahoma. Phone contact is available at (405) 771-3373.

As mandated by the Oklahoma State Department of Education, Oakdale School is required to fully inform parents that personally identify information is maintained on all children who are referred and evaluated under the provisions of Child Find. The types of information sought may include but not limited to: parent concerns, developmental, adaptive behavior, socio-cultural, health/medical, vision, hearing, motor, perceptual/processing, behavior, psychological, vocational and information gained through observations in the classroom and other environments.

It is the responsibility of Oakdale School to inform parents/guardians of their rights under the Family Education Rights and Privacy Act (FERPA) and their rights under the Individuals with Disabilities Education Act (IDEA) Procedural Safeguards.

The Oakdale School Administration Pledges to:

- ✓ Establish and maintain an environment conducive to learning by
 1. Hiring the best teachers – Highly Qualified as defined by NCLB - and support staff available and provide them with the materials and support they need to be effective in following at a minimum the PASS standards.
 2. Listen to all input concerning the school environment and how it relates to both the general student population and to individuals through at the minimum two parent teacher conference days per year.
 3. Provide unquestioned safety and security using guidelines with input from the Safe and Healthy School Committee.
 4. Keeping informed all those effected by and interested in every aspect of Oakdale news, policy and procedure.

The Oakdale School Faculty Pledges to:

- ✓ Give every child in our classroom and equal opportunity to learn and excel.
- ✓ Continue in our efforts to increase in knowledge of subject matter, student behavior, and individual mannerisms.
- ✓ Sharing input and information with parents through frequent progress reports and reasonable access at mutually agreeable times to help form the most cooperative educational bond possible.
- ✓ To function as a professional in all instances.

As an Oakdale Parent I Pledge to:

- ✓ Set aside each night an appropriate amount of time to help my child with homework or any problem that has faced them during their day.
- ✓ To have my child regularly at school on time in a physical, mental, and emotional state that will allow for the teaching learning process to be successful.
- ✓ Be cooperative by allowing and accepting the free flow of information and input between school and home.
- ✓ To volunteer and participate whether through parent organizations or individually.
- ✓ Monitor my child's extracurricular activities

As an Oakdale student I Pledge to:

- ✓ Treat the work assigned by my teachers as my job. To complete those assignments in a manner to the best of my ability.
- ✓ To treat others as I want to be treated.
- ✓ To follow the policies and procedures of MY school.

STUDENTS: FEES, FINES, AND CHARGES

It is the goal of the Oakdale Board of Education to provide a free, appropriate, public education to all the children of this district. However, there are certain areas in which the payment of fees, fines or charges may be required.

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel which become the property of the student and which are used in extracurricular activities.
8. Fines assessed for lost, damaged or overdue library books.
9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district. Final grade documentation may be withheld until fees are paid.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior 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; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. 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; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Oakdale School has developed and adopted 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. Oakdale School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

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

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Oakdale School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

District Wide Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

The Oakdale School District agrees to implement the following statutory requirements:

The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title 1, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school district will ensure that the required school-level parental involvement policies meet the requirements of section 11118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

In carrying out the Title 1, Part A parental involvement requirements, to the extent practicable, the school district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

If the LEA plan for Title 1, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

The school district will involve the parents of children served in Title 1, Part A schools in decisions about how the 1 percent of Title 1, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

The school district will be governed by the following statutory definition of parental involvement:

Parental involvement means the participation of parents in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

I. The Oakdale School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- A. Open Parent Meeting facilitated by the school parent organization.
- B. Written communication at the convenience of the parent
- C. School web site information dissemination
- D. End of summer session open meeting
- E. Parent / Teacher / Administrator conferences
- F. Communication concerning individual students and their participation in the programs.

2. The Oakdale School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- A. Open Parent Meeting facilitated by the school parent organization.
- B. Written communication at the convenience of the parent
- C. School web site information dissemination
- D. End of summer session open meeting
- E. Parent / Teacher / Administrator conferences
- F. Communication concerning individual students and their participation in the programs.

3. The Oakdale School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies as other programs become available or are used by the district

4. The Oakdale School District will take action to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The evaluation will be conducted each year at the end of the Title 1 funded summer program. The school principal will conduct the evaluation. Parents may give input at the meeting or through written response. The parents role will be to suggest modifications to the federal program policies that do not conflict with legal requirements.

1. The Oakdale School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will provide assistance to parents of children served by the school district in understanding topics such as the following:

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,

- the requirements of Part A,
- how to monitor their child's progress,
- and how to work with educators:

The district will accomplish this through

- Dissemination of information produced by the state and edited by the district.
- Web based information on the local site and links to others.
- Parent meetings both public and individual (arranged at parent convenience).
- Standing invitations to attend all school sponsored teacher inservice programs.

B. The school district will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by homework assignments, web based resources, teacher generated notes of information, inclusion in teacher inservices.

C. The school district will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by utilizing appropriate inservice activities and parent / school meetings where discussion on this topic takes place.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with outside agencies and state sponsored programs and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. Most of this work will be accomplished through the school counselor and the school parent organizations

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Weekly school notes
- Weekly parent notes
- Teacher Ease grade / communication web program
- Computer based calling system
- District web page

PART IV. ADOPTION

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title 1, Part A programs, as evidenced by being adopted at a public meeting of the Oakdale School Board of Education.

This policy was adopted by the Oakdale School Board of Education along with the entire district policy manual and then revised and re-adopted as of June 2007. The policy will be in effect on a yearly basis and re-adopted as the Board adopts all district policies . The school district will distribute this policy to all parents through the use of the school handbook and to Title I participants specifically during their time in the program.