

# Carnegie Public Schools Elementary & Middle School Student Handbook 2021-2022

---

## VISION STATEMENT

Developing lifelong learners and productive citizens.

---

## ADMINISTRATION

Mr. Eric Smith

Carnegie School Superintendent

Telephone: 580-654-1470

Email: [esmith@carnegie.k12.ok.us](mailto:esmith@carnegie.k12.ok.us)

Mrs. Lori Walters

Carnegie Elementary Principal

Telephone: 580-654-1945

Email: [lwalters@carnegie.k12.ok.us](mailto:lwalters@carnegie.k12.ok.us)

Mr. Randy Turney

Carnegie Middle School Principal

Telephone: 580-654-1470

Email: [lwalters@carnegie.k12.ok.us](mailto:lwalters@carnegie.k12.ok.us)

Mr. Abe Lopez

Carnegie High School Principal

Telephone: 580-654-1266

Email: [alopez@carnegie.k12.ok.us](mailto:alopez@carnegie.k12.ok.us)

---

## ONLINE RESOURCES

School Website: [www.carnegieschools.com](http://www.carnegieschools.com)

School Facebook Page: <https://www.facebook.com/Carnegie-Schools-239402093307912>



# Carnegie Public Schools

## Carnegie School Song

In the boomer sooner state almost everything is great,  
There's a high school that is always right in line  
Keeping step, step, with good old Carnegie pep,  
And they win the victory most every time.

### Chorus

Carnegie High School, Carnegie High School  
We will rally 'round the colors RED AND Black  
We will fight the battle thru, yes, in everything we do.  
and we'll love and honor then our dear old school.



School Colors: Red and Black  
School Mascot: The Wildcat

### **POLICY NOTIFICATION**

---

It is the policy of the Carnegie Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Mr. Eric Smith, Superintendent of Schools/Coordinator of Title IX, and Section SW responsibilities, Carnegie Public Schools, Carnegie, Oklahoma 73015, 580-654-1470.

The local Board of Education Policies supersede any statement included in this handbook.

### **ENROLLMENT ELIGIBILITY**

---

Students must be a legal resident of the district or qualify for and have on file a transfer in order for the student to enroll in school (Refer to policies FD & FE). Certain transfer situations can affect students' eligibility to participate in OSSAA activities.

## **ASBESTOS**

---

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office at 330 West Wildcat Drive in Carnegie, Oklahoma.

## **ASSEMBLIES**

---

Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by District rules of conduct shall be subject to disciplinary action.

## **ATTENDANCE, ABSENCES, TARDIES**

---

### **STUDENT ATTENDANCE POLICY**

One of the most important factors contributing to school success is attendance. Prompt and regular attendance is a must if a student expects to succeed in the work assigned.

#### **Types of Absences:**

**Tardy:** Students will be considered tardy if they are not inside the classroom when the tardy bell finishes. Three unexcused tardies equal one unexcused absence. If tardies relate to a medical condition, appropriate medical documentation will be required to be provided to the school district. In such case, medical tardies will not count toward absence. Excessive tardies may result in penalties similar to those for truancy.

**Regular Absence:** A regular absence occurs when a student is absent from school for any reason other than a school activity. It is the responsibility of the guardians or parent to notify the school of the student's absence on the day of the absence. Upon returning to school, documentation concerning the absence (i.e. doctor's note, court documentation, funeral program) may need to be brought to the office by the student or parent. Students will be responsible for making up all work missed for full credit if completed in accordance with school guidelines. Time given to make-up work missed will correspond to time of the absence plus one.

Students with 4 or more absences in a semester will receive a courtesy letter from the school. Refer to O.S. 70-10-106 Oklahoma Laws on School Attendance: "If a child is absent without valid excuses four (4) or more days or parts of days within a four (4) week period or is without a valid excuse ten (10) or more days or parts of days within a semester, the school principal or designee shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county where the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes." (70-10-106)

**Truancy:** A student is truant when the student is absent from school without the knowledge and approval of the guardian or school administrator. The student will be allowed to make up all work missed for full credit. However, the student may be subject to disciplinary action. Students considered truant may receive a fine and/or be referred to Caddo County District Attorney's Office.

**School Activity Absence:** This is an absence that requires a student to be absent from the classroom to participate in a co-curricular or extracurricular program or activity. The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. There are exceptions that are mandated by Oklahoma State Department of Education regulations that will be applied where special circumstances exist

**Extenuating Circumstances:** A student may not be considered absent from school if: an extenuating circumstance has been determined by the building principal and meet one of the following: 1. They are not physically present at school but are completing work in a virtual online program approved by the school district, or 2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the school.

Chronic Absenteeism: Chronic absenteeism is defined as a student with less than 90% attendance or 8 or more absences per semester (or 10% of days enrolled) in class for any reason except school activity absences. When a student acquires 8 absences in a semester, credit for class and/or promotion to the next grade level may not be given. An appeal to the building principal may be made upon request to hear extenuating circumstances concerning absences and review documentation. When coming before the principal, all absences must be supported with proper written documentation. The school will pursue the legal obligation of the parent/guardian to compel the student to attend school as required by law if necessary.

Appeal Process: If a student accumulates 8 or more absences per semester and believes that special circumstances exist which should be considered, the student and parent/guardian may request a hearing with the building principal for consideration of the granting of credit. Such a request must be in writing and presented to the building principal. When coming before the principal, all absences must be supported with proper written documentation.

#### Section 229. Neglect or Refusal to Compel Child to Attend School:

- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.
- B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of that district are in session.
- C. Any parent, guardian, custodian, child, or other person in violation of any of the provisions of the section, shall be guilty of a misdemeanor. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child, or other person of the child has been ordered to school by the juvenile court shall constitute a separate offense.

#### **EARLY DEPARTURE/CHECKING OUT**

---

If it becomes necessary for you to pick up your child before regular school dismissal, go to the office to sign your child out. No student will be dismissed from the classroom unless the teacher is notified from the front office. This is a protective measure both for your child and the school personnel.

#### **CHANGE OF ADDRESS**

---

If there is a change of your address, telephone number, or place of employment, please notify the school immediately. Also, notify the school office if there is any change in the information listed on the emergency telephone numbers listed on the Student Enrollment Form.

#### **INTERNET ACCEPTABLE USE POLICY FOR STUDENTS & EMPLOYEES**

---

##### **A. Purpose Statement**

The Carnegie Public Schools provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand informational and communication resources in furtherance of the District's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District and its patrons. Through the Internet, the District will provide students and employee ("users") access to:

- electronic mail ("e-mail");
- information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA;
- public domain software and shareware;
- news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the District;

- access to university libraries, the Library of Congress and other repositories of information;
- World Wide Web access to information containing text, graphics, photographs, and sound on millions of topics

With access to such vast storehouses of information and instant communication with Millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken reasonable precautions, including but not limited to the use of filters that block access to obscenity, pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material, and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that users may procure material which is not consistent with the District's educational goals.

The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his or her account will be terminated, and future access could be denied. A recommendation for dismissal or non-reemployment of employees could also be implemented as a result of violations. The user's signature on the Employee Internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Internet Acceptable Use Policy for Employees, understands the policies and agrees to abide by all terms and conditions described in the Policy or subsequently implemented by the District's Director of Technical Services, Students' use of the District's system is governed by the Internet Acceptable Use Policy for Students as well as the student code of conduct. Students and parents will be provided information concerning appropriate internet usage, access, and rules in the school's handbooks. A Student/Sponsoring

Parent/Guardian Access Agreement Form will be signed by the student and parent/guardian. A parent/guardian may deny access to internet usage at school by annually notifying the school in writing.

## **B. Network and Internet Access – Terms and Conditions.**

1) Privilege of Use. Use of the District's computer network system and Internet access through it is a privilege, not a right. Inappropriate use will result in termination of those privileges, and future access and use may be denied. Inappropriate use is any use prohibited by the terms of this Policy or use determined by the District's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the District.

2) Acceptable Use. The use of the District's system must be in support of education and consistent with the educational objectives of the District. The system may only be used for educational, professional and career development activities. The use of any non-District network or computing resource must comply with the rules and regulations appropriate for that network or resource. All Internet use must comply with United States and state law and regulation, including copyright laws.

3) Unacceptable Use. Each system user is expected to comply with all District policies governing Internet access and to abide by general-accepted rules of network etiquette. These rules apply to all use of the District's computer system and access to the Internet, including but not limited to e-mail. These policies and rules include, but are not limited to the following:

- Do not transmit, receive, access or view any material inconsistent with educational objective of the district. This includes, but is not limited to: copyrighted material or material protected by trade secret; and material that could be considered obscene, indecent, lewd, profane, vulgar, libelous, defamatory, slanderous, unlawful, threatening, abusive, harassing, hateful, rude, disrespectful, disruptive or annoying.
- Do not transmit, receive, access or view any material in violation of any United States or state law or regulation.
- Do not use obscene, indecent, lewd, profane, abusive, rude or disrespectful language in messages to others. Be polite. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
- Do not use e-mail for private communications. The District monitors all content on its network, including but not limited to e-mail, Internet browsing, and web posting. Anyone using the District's computer network system for any reason or accessing the Internet through the District's system has no expectation of privacy. Messages

- relating to or in support of illegal activities will be reported to the authorities. A user will not be allowed access to the Internet, e-mail, or web-message boards until she/he consents in writing to School interception and review.
- e. Do not use the District system in a way that will disrupt the use of the network by other users. The network may only be used for educational, professional and career development activities. System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.
  - f. Do not use the District system to engage in commercial activities or transactions, including product or service advertising.
  - g. Do not use the District system for political lobbying.
  - h. Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
  - i. Do not access or distribute inappropriate information or material, which includes but is not limited to the following:
    - i. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
    - ii. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
    - iii. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
    - iv. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
    - v. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapped condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
    - vi. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
    - vii. Personal Information, meaning unauthorized disclosure, use, and dissemination of personal information regarding minors and other employees.
  - j. Do not use any internet group programs or chat room programs.
  - k. Do not engage in off-campus Internet use that may cause or create a significant risk of on-campus disruption. A user who does engage in off-campus Internet use that causes or creates a significant risk of on-campus disruption will be punished.
  - l. Do not access any web site, forum or other part of the Internet that provides term papers, book reports, "canned" assignments, or other materials which can be used to avoid creating original work.
  - m. Do not engage in activities that threaten the security of the District's computer system or the Internet. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should you provide your personal password to another person. If you identify a potential security problem on the District's system or the Internet, you must notify the system administrator immediately. You should not demonstrate or reveal the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

n. Do not vandalize the District's hardware, software or the system itself. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user, or of any other network connected to the Internet, including all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of the District's computer system. All systems users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the District's system. Any attempted or actual vandalism will result in the cancellation of a user's privilege.

### **C. District Web Sites**

District web sites shall be maintained as limited open forums. This means that the District's web sites are only open to school business, school sponsored organizations or any organizations that are student initiated and otherwise appropriate within the perimeters of this Policy and the Student Handbook. Nothing in this Policy is intended to create an open forum. District web sites are limited to subjects that are educationally related. The District will monitor all content on its web sites and promptly remove any inappropriate content upon discovery.

### **D. Limitation of Liability**

The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which a user may suffer through use of the District system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District does not endorse the contents of any third-party web sites that have been linked to the District's web site. The District is not responsible for any financial obligations which may be incurred through use of the District system.

### **E. Employee Access**

An employee of the District will not be allowed to access the District system or the Internet, e-mail, or web-message boards until the employee indicates his/her intent to abide by the terms of this Policy by signing the Employee Internet Access Agreement.

### **F. Student Education**

The District will educate students on an ongoing basis about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### **G. Application and Enforceability**

The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. By executing the Employee Internet Access Agreement, the user agrees to abide by the terms and conditions contained in the Internet Acceptable Use Policy for Employees. The system user acknowledges that any violation of the Internet Acceptable Use Policy for Employees may result in disciplinary action, including access and use privileges being revoked as well as any disciplinary action allowed by law, including termination of employment. (Amended June 2012).

### **H. Failure to Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet,

including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

## **COMMUNICABLE DISEASES**

---

Parents of students with communicable or contagious diseases are asked to telephone the principal so that other students who have been exposed to the disease can be alerted; convalescing students are not allowed to come to school until the disease is no longer contagious. These diseases include but are not limited to chickenpox, diphtheria, fever (100.4 or greater), gastroenteritis, head lice, hepatitis, type A, impetigo, influenza, measles, (Rubeola), German Measles, meningitis, mumps, pink eye, Polio, ringworm of the scalp, salmonellosis, scabies, shigellosis, streptococcal sore throat and scarlet fever, tuberculosis, and whooping cough.

## **CONTROL AND DISCIPLINE POLICY**

---

The goal of any school discipline policy should be to correct the misconduct of the students and to promote adherence by that student and all other students to the rules, regulations, and policies of the school district. Carnegie Public Schools, in order to provide the best educational environment for all its students, intends not to tolerate disruptive student actions that would interfere with the tranquil operation of the school, the safety of its students and/or employees or the damaging of public or personal property. Students, while enrolled in Carnegie Public Schools, shall be under the supervision of and accountable to school personnel. That supervision shall include going to and from school and while attending any school-sponsored activity or going to and from such an activity. The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. Oklahoma State Law (70-6-114) gives the teacher the same rights as a parent to discipline such a child according to local policies. The following schedule is an aid to them in control and discipline. However, every possible incident cannot be spelled out. Therefore, teachers may discipline or control incidents that may arise in a responsible manner that the deem necessary at the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district.

## **INFRACTIONS**

### **Level I**

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Bus/Playground misconduct
5. Negligence in completing classwork.

### **Level II**

1. Skipping class
2. Leaving school w/out permission
3. Truancy
4. Tobacco on school grounds

### **Level III**

1. Theft
2. Assault-physical or verbal
3. Fighting
4. Destruction or property
5. Other offenses-possession of deadly weapons, use of drugs or alcohol
6. Distribution of obscene material, obscene language, action, etc.
7. Refusal to obey school officials

## Code Numbers

1. Warn Students
2. Remove from class or group (temporary or permanent)
3. Parental conference (phone or personal)
4. Detention
5. In-school supervision
6. Corporal punishment
7. Financial restitution
8. Involve law enforcement
9. Refer to other social agencies
10. Suspension
11. Expulsion (Follow due process)
12. Any other disciplinary action deemed appropriate under the circumstances.
13. Loss of points/course credit

## CONSEQUENCE & DISCIPLINE SCHEDULE

---

### Level I

<i>1st Violation</i>	<i>2nd Violation</i>	<i>3rd Violation</i>
1. 1	1,3,4	3,4,5,6,10,12
2. 1,2,3,6,10	1,2,3,4,5,6,10	2,3,5,6,10,11,12
3. 1,2,3,4	1,2,3,4,6,10	2,3,5,6,10,12
4. 1,2,3,6,10	2,3,4,5,6,10,12	2,3,5,6,10,11
5. 1	1,3,4	1,3,4,6,10,12,13

### Level II

<i>1st Violation</i>	<i>2nd Violation</i>	<i>3rd Violation</i>
1. 1,4,12,13	3,4,5,6,10,13	3,5,6,10,11,13
2. 1,4,12,13	3,4,5,6,10,13	3,5,6,10,11,13
3. 1,3,4,5,12,13	3,4,5,6,10,13	3,5,6,10,11,13
4. 1,3,4,5,6,10	3,5,6,10	5,6,10,11

### Level III

<i>1st Violation</i>	<i>2nd Violation</i>	<i>3rd Violation</i>
1. 3,4,6,7,8,9,10,11	3,6,7,8,9,10,11	7,8,9,10,11
2. 3,4,5,6,8,10,11	3,5,6,8,10,11	3,5,8,10,11
3. 3,5,6,10	3,5,6,10,11	3,5,10,11
4. 3,5,6,7,8,9,10,11	3,5,6,9,10	3,5,7,11
5. 3,5,6,10,11	3,5,6,9,10	3,11
6. 3,5,6,10,11	3,6,9,10	3,10,11
7. 1 thru 13	1 thru 13	1 thru 13

The above schedule is a list of alternatives, of which one or more may be used as the principal or designees deems just, given the circumstances of the individual case. Alternatives are not necessarily selected in numerical order, but are to be determined by the principal or teacher according to the severity of the offense.

Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary policy schedule.

The use or possession of any form of tobacco by students is not allowed on any school campus. Tobacco products in the possession of students will be confiscated by school personnel. Possession of tobacco on campus can result

in detention and repeated offenses may result in an out of school suspension. Refusing to identify the source of purchase of tobacco is a misdemeanor and punishable by fine. Tobacco use off campus in a residential area observable from school grounds may be subject to detention with repeat offenders subject to suspension.

Carnegie Public Schools recognizes the fact that a drug-free campus is beneficial in maintaining a positive learning environment for all students. Canines may be used to conduct searches according to law and board policy in an effort to have a drug-free campus. Students having illegal substances on school property, including vehicles in the school parking lot, may be subject to the following consequences:

First Offense: Suspension from school and school activities for a period of eight days.

Second Offense: Suspension from school and school activities for a period of thirty days.

Third Offense: Expulsion from school for the maximum amount of days allowed by law.

These general guidelines may be subject to change depending on the circumstances surrounding each individual case.

## **DISTRICT JURISDICTION**

---

The district has jurisdiction over its students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day on the school grounds, attendance at any school related function, regardless of time or location, and any other school related activity, regardless of time or location. Students at school or school related activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage property.
3. Leaving school grounds or events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.
6. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by other students or District employees.
10. Engaging in misconduct, as defined by district policies and regulations, on school buses.
11. Fighting.
12. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate substantial disruption of the school program or incite violence.
14. Engaging in inappropriate sexual contact is disruptive to other students or school environments.
15. Assaulting a teacher or other individual.
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance, a dangerous drug, abusable glue or aerosol paint or volatile chemical, or an alcoholic beverage.
17. Possessing a firearm, knife, club, or other weapon.
18. Smoking or using tobacco products.
19. Aggressive behavior or group demonstrations that substantially disrupts or materially interfere with school activities.
20. Engaging in any other conduct that disrupts the school environment or educational process.

## **SEARCHES**

---

School lockers, desk, devices, etc. are school property. Students have no expectation of privacy concerning school property. School property may be searched at any time with or without reasonable suspicion.

Search of personal items will be conducted only within accordance to district, state, and federal law. (FNF-R)

## COUNSELING/PERSONAL COUNSELING

---

School counselors are able to help students with a wide range of personal concerns. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should make an appointment.

## STUDENT DRESS CODE

---

All students are to be dressed appropriately for the activity in which they are involved. The superintendent, principals and/or designated school official shall be responsible for determining whether the student is in compliance with the dress code rules. A violation of these rules may result in disciplinary action.

### Items Specifically Prohibited

1. Obscene or suggestive lettering or pictures, including alcoholic, drug or tobacco promotions
2. Hats, caps, bandanas, armband, headbands, hairnets, muscle shirts, tank tops, bike shorts, and billfold chains
3. Clothing that exposes or reveals inappropriate areas of the body
4. Clothing that is torn, cut, mutilated or does not have a finished border
5. Dresses, shorts, or skirts that do not extend down within four inches of the kneecap
6. Undergarments, leggings or tights not appropriately covered by outerwear
7. Overall straps not attached, pants that sag below a reasonable waistline
8. Sunglasses without medical documentation
9. All other items of dress determined to be disruptive to the educational environment

It should be understood that appropriate dress for school shall promote cleanliness, modesty and should not create distractions within the educational environment. Every student's hair should be well-groomed and clean and not distracting to the educational process.

### Extra-Curricular Activity Dress Code

All students representing Carnegie Public Schools at public events (athletic, music or other activities that take place before the public) will dress in a manner so as to project the best image possible on our school and community. It is the expectation of the administration of Carnegie Schools that activity sponsors establish and enforce standards for dress at public events that meet or exceed standards previously set forth in this regulation. These standards shall be submitted in writing to the principal for approval. Reference: 70 O.S. 24-100.4 (Section 154, School Laws of Oklahoma)

If a student's dress or grooming at school or in attendance at a school sponsored event is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take the appropriate disciplinary action. Students who violate provisions of the dress code and refuse to correct the violation may be disciplined by removal of exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected. **The district administration shall have the final say on all student dress code decisions.**

## DRILLS: FIRE, TORNADO, AND OTHER EMERGENCY

---

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers quickly and in an orderly manner.

## WIRELESS PHONES & OTHER ELECTRONIC DEVICES POLICY

---

It is the policy of the Board of Education that a student may possess an electronic device while on school premises or while in transit under the authority of the school. Students are only allowed to use their electronic device in the classrooms with teacher permission, and only for appropriate instructional purposes. Coaches and sponsors have the authority to extend and adjust this policy for extracurricular activities. Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized use of electronic devices. Students found to be using

any electronic device for any illegal purpose, violation of school rules, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device confiscated and not returned until a parent conference has been held. Students violating this rule may be disallowed from carrying any electronic device following the incident unless a bona fide health emergency exists. Use of an electronic device to photograph or video inappropriate behavior or situations will result in the forfeit of electronic device privileges. Student found to be in possession of an electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device, detention, or suspension. Where appropriate, police authorities may be contacted.

- Devices should not be visible in the classroom setting unless the teacher has given permission.
- Devices should not be used in bathrooms, during assemblies, programs, or guest speakers
- At no time should a student be on Facebook, Twitter, Instagram, Snapchat, etc.

### **What is appropriate instructional use of electronic devices?**

Appropriate instructional use is any planned instructional activity incorporating the diverse integration of today's technology aligned with ISTE standards during an educational lesson. Ex. Calculators, internet research, question-response activities, note applications, etc.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

---

Any decision to close school due to bad weather will be made by the administration. As soon as the decision to close or delay school is finalized, the announcement will be given to local new stations 4, 5, and 9, posted on the school Facebook Page.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY INSTITUTIONS**

---

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that affords parents and "eligible students" over 18 years of age certain rights with respect to their child's education records. They are:

- The right to inspect and review the child's educational records within 45 days from the day the school district receives a request for access. Parents or eligible must submit in written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.
- The right to request correction of the child's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the child's privacy rights. Parents or eligible students may ask the school district to amend a record they believe is inaccurate, misleading, or otherwise in violation of the child's privacy rights. They must submit a written request to the school principal, clearly identify the parent of the record they want changed and specify why it is inaccurate or misleading or otherwise in violation of the child's privacy rights. If the school district decides not to make changes in the record as requested, the school district must notify the parent or eligible student of the decision and advise them of their right to a formal hearing regarding the request for correction. Additional information hearing procedures will be provided to the parent or eligible student at the time of this notification.
- The right to consent to disclosures of personally identifiable information contained in the child's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31). School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom the school district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks for intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request.) School districts may disclose, without consent, "directory" information; however, school districts must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the school

district not disclose directory information about that child. School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook, and/or other means left to the discretion of each school district.

- The right to file a complaint with United State Department of Education concerning alleged failures by the school district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

## CARNEGIE ELEMENTARY & CARNEGIE MIDDLE SCHOOL GRADING SCALE

**A Superior Progress, 90-100**

**B Good Progress, 80-89**

**C Average Progress, 70-79**

**D Poor Progress, 60-69**

**F Failure, Below 60**

**I Incomplete**

Grade point averages (GPA) shall be figured by the principal and only solid course grades will be used. No activity (non-solid) grades will be used for GPA purposes. All teachers are to record the equivalent of two (2) grades per week for eligibility for the students. Non-core classes such as athletics may be graded using a Pass/Fail System.

## HOMELESS LIAISON

In accordance with Title X, Part C McKinney-Vento Act, Mrs. Hope Worthington is the Carnegie Public School District's Homeless Liaison. Inquiries regarding this act may be made to Mrs. Worthington at Carnegie Public Schools, 330 West Wildcat Drive, Carnegie, OK, 580-654-1945.

## IMMUNIZATIONS

It is the intent of the law that all students, regardless of circumstances, meet the requirements for their grade level. All children transferring from other school districts, all students in these grade levels due to retention, and all students in transitional levels between these grades, are required to have the doses indicated for their grade level in the table below. By referring to the table you can determine which vaccines are required for specific grade levels for each school year. If a student should not be immunized for medical reasons; the student or parent must present a certificate, signed by a U.S. Licensed physician, that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

	Pre-School/Pre-K G	KG-6th	7th-8th	9th-12
<b>VACCINES</b>	<b>PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION</b>			
<b>DTaP (diphtheris, tetanus, pertussis)</b>	4 DTap	5DTP/DTaP	5 DTAP*+1 Tdap Booster	5DTP/DTaP
<b>PVC (pneumococcal conjugate vaccine)</b>	Not required for school			
<b>IPV/OPV (inactivated polio/oral polio)</b>	3 IPV/OVP	4 IPV/OPV ◀	4 IPV/OPV	4 IPV/OPV
<b>MMR (measles, mumps, rubella)</b>	1 MMR	1MMR	2 MMR	2 MMR
<b>Hib (Haemophilus influenzae type b)</b>	Not required for school			
<b>Hep B (hepatitis B)</b>	3 Hep B	3 Hep B	3 Hep B ■	3 Hep B ■
<b>Hep A (hepatitis A)</b>	2 Hep A	2 Hep A	2 Hep A	2 Hep A
<b>Varicella (Chickenpox)</b>	1 Varicella	1 Varicella	1 Varicella	1 Varicella

## **LOST AND FOUND**

---

All lost and found items should be brought to the lost and found area. It should be the responsibility of students who have lost an item to find the item in the lost and found box. Clothing not claimed by the end of each semester will be given to charity. Please put your child's name on their jackets, gym clothes, and shoes before they wear them to school.

## **SCHOLASTIC HONORS**

---

**SUPERINTENDENT'S HONOR ROLL:** Each semester reporting period all students receiving All "A's" are placed on the Superintendent's Honor Roll.

**PRINCIPAL'S HONOR ROLL:** Each semester reporting period all students making no grade less than a "B" are placed on the Principal's Honor Roll.

## **LOST AND FOUND**

---

All articles found are to be placed in the designated lost and found area. Please check the area when you lose something. Many articles are not claimed. Articles not claimed may be discarded or given to a charitable organization at the end of each semester.

## **LOCKERS**

---

Middle School students will be assigned lockers as they enroll. Combination or keyed locks may be purchased by the student for their locker. The combination or extra key to the lock must be given to the homeroom teacher to provide access in case of future needs. The school will not be responsible for lost or stolen items. The student lockers are a part of the school building and as such are under the supervision and jurisdiction of the school. Student lockers may be searched by school officials at any time.

## **MOMENT OF SILENCE**

---

Each morning before the daily announcements are made via intercom to all students and faculty, a one minute "moment of silence" will be observed.

## **BREAKFAST AND LUNCH**

---

The District participates in the School Breakfast Program and the National School Lunch Program. A hot lunch program will be provided daily in the cafeteria. A nutritious breakfast will also be served daily from 7:35 a.m. to 7:55 a.m. Students should not arrive to school prior to 7:35 a.m. If students are not eating breakfast at school, they should not arrive before 7:45 a.m. The District offers free and reduced meals to families who have the financial need for the program. This program is approved on a year to year basis. Free and Reduced-Price School Meal Applications are available to every student Pre-K through 12<sup>th</sup> grade. These applications can be located at your school office or at the superintendent's office. However, it is only necessary to fill out ONE application per family. Forms will be approved or denied within a timely manner upon receipt and a letter will be sent to the parents/guardians verifying the status of the application.

## **MEDICINE AT SCHOOL**

---

In order for a student to be dispensed prescription or nonprescription medications at school by the school principal or his/her designee, the following will be required:

1. "Parental Authorization to Administer Medication" form to be completed by parent/guardian.
2. Prescription medications must be in the original prescription container for that student.
3. Over the counter medications must be brought to school in sealed containers; open bottles will not be accepted.
4. All medications must be brought to the school by the student's parent/guardian.
5. Medications will be administered as written on the medication container unless a written prescription is provided by the physician.
6. Medications must remain at school unless picked up by a parent/guardian.
7. Medications must be picked up by the parent/guardian on or before the last day of classes; medications not picked up by the last day of classes will be disposed of by the school principal.

## STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

---

Pursuant to 70 O.S.> Sec. 1-116.3, the Board of Education of the Carnegie School District permits students to self-administer inhaled asthma medication in accordance with the following conditions and guidelines:

Definitions:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; 2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

### Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication. Such written permission shall include the following:
  - a. Permission statement authorizing the student to self-administer inhaled asthma medication.
  - b. A written statement from the student's physician stating that the student has asthma is capable of and has been instructed in, the proper method of self-administration of the medication.
  - c. Acknowledgement from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.
3. Prior to the District granting permission for the student to self-administer inhaled asthma medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the School District's policy. A student who has been granted permission by the District to self-administer inhaled asthma medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler at all times.

## BULLYING POLICY

---

Carnegie Schools recognizes that bullying and intimidation have a negative effect on the school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. **Definition of bullying.** Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.
2. **Bullying is prohibited.** Carnegie School staff shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. **Staff intervention.** The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene--unless intervention would be a threat to staff members' safety. Staff members shall not directly intervene in a fight or physical altercation. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.
4. **Students and parents shall report bullying.** The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
5. **Investigation procedures.** Upon learning about a bullying incident, the principal or designee shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.
6. **Consequences/intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; corporal punishment; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students

involved; providing staff support for students as necessary reporting incidents to law enforcement if appropriate; limiting students attendance and/or participation in extracurricular activities; and developing a supervision plan with the parents.

## **SEXUAL HARASSMENT POLICY**

---

It is the express desire of the Carnegie Board of Education that the students and employees of this district be able to function at all school duties and activities without any discrimination against or harassment of that person on the basis of their sex. This policy shall apply to all students and employees, including non-employee volunteers whose work is subject to the control of school personnel.

### **1. Sexual Harassment**

A. For the purpose of this policy, sexual harassment includes 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-meaning statements, and jokes.

B. 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 may constitute sexual harassment.

C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The Superintendent and/or Principal is directed to cause any graffiti or unauthorized writings to be removed immediately.

### **2. Specific Prohibitions**

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described below.

3. The school district is concerned with the “off-duty” conduct of school personnel if the conduct has or will have a negative impact on the educational process of the school and, therefore, sexual or romantic involvement between an employee and a student could be investigated. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

### **3. Report, Investigation, and Sanctions**

A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the following manners:

1. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

2. Confidentiality will be maintained, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to, warning, suspension, or termination, all subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to, warning, suspension, or other appropriate punishment, all subject to applicable procedural and due process requirements.

---

## **TRANSPORTATION**

Free transportation in district-owned buses is furnished to students who reside one and one-half miles or farther from the school. All buses used by the Carnegie Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him/her maintain discipline in order to prevent serious accidents. The driver has absolute authority and is expected to look after the welfare of all students under his/her care; any student may be removed from the bus who persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver.

---

## **STUDENT COMPLAINTS**

Students or parents who have a complaint should first bring up the matter with the teacher. If the outcome of that discussion is not satisfactory; they can request a conference with the building principal. If not satisfied at that level, they can request a conference with the superintendent or designee and, ultimately, appear before the Board in accordance with Board policy. Students and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact the superintendent or designee. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be brought to the Special Education Director.

---

## **WITHDRAWAL FROM SCHOOL**

A student withdrawing from school should make necessary arrangements through the principal's office. When a student has returned all schoolbooks, and paid all school obligations, an official check-out slip will be issued. This check-out slip may be used for enrollment in the school to which they transfer.

---

## **SCHOOL VISITORS**

Visitors are REQUIRED to check in at the office and to conduct themselves in accordance to the rules for students. Students absent from their own school may not visit another. The principal or school staff may request identification from ANY person on school property and may ask ANY person not having legitimate business to leave.

---

## **SPECIAL PROGRAMS**

The District provides special programs for handicapped, gifted and talented, and bilingual students. Students or parents with questions about these programs should contact the principal. The coordinator of each program can answer questions about the eligibility requirements and programs and services offered in the District or by other organizations.

---

## **STUDENT RECORDS**

1. Student records shall be defined as any material concerning individual students maintained in any form by the school board or its employees except personal notes and work products maintained by teachers and other school personnel solely for their own individual use and not communicated to any other person.
2. All records on a student shall be open to that student's parent(s) or guardian(s), and to the student if she/he is 18 years old or older. Inspection of student records may be made during school hours during the regular school term.
3. Parents and adult students may make copies of such records and are entitled to a hearing before the building principal or his designated representative if they challenge the records as inaccurate, misleading, "or otherwise inappropriate." If the problem cannot be resolved, the following review procedure will be followed:

- (a). A hearing shall be conducted, and the decision rendered by the superintendent of schools and the Board of Education not later than 40 days after the presentation of a written request for a hearing by the student or his parent(s) if the student is under 18 years of age.
  - (b). The parent(s) or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues. The decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing.
4. The consent of the student who is 18 years old or older, or the parent(s) or guardian(s) shall be required each time any part of the student's records is divulged to any person except:
    - (a) Carnegie School officials, including teachers who have a "legitimate educational interest" in a student.
    - (b) Officials of the U.S. General Accounting Office HEW School Auditor, and State Education Departments who need specific data to evaluate federal programs or enforce federal laws.
    - (c) Anyone to whom the student has made application for, or receipt of, financial aid.
    - (d) Statistical data that does not identify any student.
    - (e) Schools can give information to medical personnel, city, county, state, and federal agencies in an emergency situation without prior written permission as outlined in 4(b) and (c).
  5. The building principal or his designated representative is the person authorized to control the release information at the individual schools. The parents should contact the principal or designated representative for release of, or to inspect information.
  6. Parents and students will be notified annually of their rights to privacy of information and to inspect records.

#### **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by local school district coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

##### **Referral:**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through local schools. Local school districts and Regional Education Service Centers coordinate with the SoonerStart Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

##### **Screening:**

Screening activities may include vision, hearing, and/or health. Other screening activities may include review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

1. Readiness Screening-Personally identifiable information is collected on all Pre-kindergarten students participating in school-wide readiness screenings to assess readiness prior to entry into Pre-K. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without notice to the child's parent or legal guardian or whose parent or legal guardian has billed written objection with the local school district.
2. Educational Screening-includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the individuals with Disabilities Act (IDEA). Each school district in the state provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed a written objection with the local school district.

- a. Educational screening is implemented for all first-grade students each year.
- b. Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- c. 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.

**Evaluation:**

Evaluation means procedures used in accordance with the 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 of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

**Collection of Personally Identifiable Information**

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in the state of Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy form the local school district's administrator.

These are the rights of the parents and children regarding personally identifiable information in accordance with FERPA.

1. To inspect the student's educational records;
2. To request the amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy of other rights;
3. To consent to disclose education records, except where consent is not required to authorize disclosure;
4. To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 § CFR 99.1-99.67); and
5. To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of the parents under FERPA.

For further information, contact the following person at your local school: Mrs. Connie Leitner, Director of Special Services, Telephone: 580-654-1470, Address: 330 West Wildcat Drive, Carnegie, OK 73015.