



**2023-2024 School Year**

**HULBERT ELEMENTARY SCHOOL HANDBOOK**

**DISTRICT I-16 ADMINISTRATIVE STAFF**

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Jolyn Choate

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LaKisha Blandon – HS/MS Principal

**Hulbert High School Directors**

LaKisha Blandon -Special Education Director

Aaron “Packy” Ellis – Maintenance/Transportation Director

Cameron Jones – Information Technology Director

**Counselors**

Aubree Korte– Elementary Counselor

Nick Pruitt-MS Counselor

Rachel Buford– JH/HS counselor

**Support Staff**

Kelly Brown– Activity Accounts/Encumbrance Clerk

Jamie Kirk– Treasurer/JOM

Mary Longmire- Payroll/Child Nutrition

Brandi Brave – High School Secretary

Carla Johnson – Elementary Secretary

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## **INTRODUCTION**

The ultimate purpose of education is to help each student become an effective citizen in a democracy. The development and acceptance of the responsibilities and obligations of becoming a good citizen will help students to participate in our varied activities and thus find those things within our school which will prepare them to live a better life and finally take their place in this complex society. Remember that each student's success in school will be directly proportional to their efforts and future.

## **MISSION OF HULBERT ELEMENTARY**

Hulbert Elementary is committed to providing all students with a quality education which includes the acquisition of both academic and social skills. Hulbert Elementary will provide the opportunity and environment for our students to fully develop their skills and abilities so that each student has the ability to have a great life beyond high school.

## **LETTER TO PARENTS**

Dear Parents,

In order to promote better communication and cooperation between the parent(s) and the school, the Hulbert Elementary School has provided this information packet to help you better understand the functions and activities of your elementary school.

The primary goal of any school system is to provide the best possible education for its students. It therefore becomes necessary to establish certain rules and regulations that must be followed in order to maintain a high level of efficiency which results in the accomplishment of that primary goal. We, as educators, must have your cooperation as parents in keeping your child informed of not only what those rules and regulations are, but of the importance of following them in order for the total education process to work smoothly.

It is intended to be a guide but may not address every situation. Every effort has been made to make rules equally fair to all students. This handbook cannot be absolutely complete, however, and the administration reserves the right to change the rules as our needs change.

On behalf of the administration and the Hulbert School Board, I wish every student the best year ever! Thank you in advance for your cooperation.

Taf Morphis, Principal  
Hulbert Elementary School

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Hulbert School District has developed policies and procedures designed to meet the provisions and the Family Education Rights and Privacy Act (FERPA). These policies may be found under section 500.15 Student Records. Copies of district policies are available for preview in the office of the superintendent. The Hulbert School District will provide parents and eligible students a notice of their rights under the policy. These rights are as follows:

1. The right of a student's parents and eligible students to inspect and review the student's records (see statement of rights).
2. The intent of the Hulbert School District to limit the disclosure of information contained in a student's education record except: (1) by the prior consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
3. The right of a student's parent or eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the U.S. Department of Education and Hulbert if the Hulbert School District violates the FERPA.
5. Parents and eligible students should come to the Principal's office to obtain copies of the policy and information as to correct procedures to follow in requesting action about a student's records.

**FERPA Rights.** Under FERPA, districts must provide parents and eligible students with annual notice of the following:

- the right to inspect and review education records
- the right to amend education records
- the right to consent to disclose personally identifiable information in education records • the right to file a complaint with DOE
- the procedure to request and review education records in the district
- a statement that records may be disclosed to school officials without prior written consent and • The definitions of "school official" and "legitimate educational interest".

DOE has created a *Model Notification of Rights for Elementary and Secondary Schools*. Find it at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>. The *Model Notification* has not been modified since February 2012.

**Uninterrupted Scholars Act**, which became law in January 2013, allows a district to disclose education records of a student to an agency caseworker or representative from the state or a local child welfare agency or to a tribal authority if that person is determined to have a right to access and the agency/tribal authority is legally responsible for the student's care and protection. Very little information has been released so far to explain this new exception, but DOE is preparing a guidance document. If you aren't sure if a requesting caseworker or agency/tribal representative is entitled to rely on this exception to obtain access to a student's education records, then ask him/her for clarifying information so you can make an informed decision.

**Directory Information.** FERPA also requires that districts give notice to parents and eligible students if they choose to disclose directory information about students. Virtually every district chooses to disclose directory information about students, at least so they can publish yearbooks, programs for athletic events, plays, music performances and graduation, honor roll lists, and the like. The district's directory information notice must include a list of the information it has designated as directory information and when and how parents and eligible students can opt out

of allowing the district to disclose that information. Districts may choose to satisfy the ESEA notification requirement that they release names, addresses and phone numbers of secondary students to military recruiters (unless the parents opt out) in their FERPA notice.

## **NOTICE OF NONDISCRIMINATION**

Hulbert Public Schools does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, prohibiting discrimination based on sex and pregnancy, providing equal access to the Boy Scouts and other designated youth groups or in any aspect of their operations. The Hulbert Public School District also does not discriminate in its hiring employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act 1975, and the Americans with Disabilities Act 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

## **ASBESTOS INSPECTION**

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed the re-inspection of the buildings that contained asbestos building materials. As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems. The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

AHERA requires that districts annually notify parents, teachers, other building occupants and employee organizations in writing of the availability of the district's asbestos management plan and planned or ongoing inspections, re-inspections, response actions and post-response actions.

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Hulbert Public Schools has conducted re-inspections to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspections conducted on 04/14, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected [and found to be in good condition].

The law further requires an asbestos management plan to be in place by July 1989. Hulbert Public School developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: All buildings at Hulbert Public Schools.

It is the intention of Hulbert Public Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office of the school during regular business hours. Jolyn Choate is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos related issues should be directed to her at 918-772-2501.

# JUST SAY "NO" TO DRUG ABUSE

In recognition of the school's obligations to our students and community, we stand ready to assist with drug-related problems. Any student found possessing, using, or under the influence of drugs or possessing drug paraphernalia, may be suspended. The doors of the principal's office and the counselor's office are open to anyone wishing to seek help. Every effort will be made to keep this information confidential.

The following agencies will also help if a student has a drug-related problem:

- Department of Human Services.....918-456-9468
- Cherokee County Guidance Center.....918-456-0108
- Cherokee County Child/Teenage Guidance.....918-456-8828
- Cherokee Nation Jack Brown Center.....918-453-5500
- Cherokee Nation Behavioral Health.....539-234-3500
- Department of Mental Health.....918-456-8272
- People Inc. Behavioral Health Services.....918-458-0971

# WARNING!

DRUGS AND ALCOHOL ARE HAZARDOUS TO YOUR HEALTH

## ENROLLMENT

Certain requirements for enrollment into the schools of Oklahoma are set forth by the Legislature and recorded in the "Oklahoma School Code".

Those requirements are as follows:

1. A 3 year old program student must have attained the age of three (3) years on or before September (1st).
2. A Pre-K student must have attained the age of four (4) years on or before September first (1st).
3. A kindergarten child must have attained the age of five (5) years on or before September first (1st).
4. A first grade child must have attained the age of six (6) years on or before September first (1st).
5. A birth certificate or hospital record must be presented at the time of enrollment in kindergarten OR first grade.
6. A child entering school for the first time (pre-kindergarten, kindergarten, first grade, or students transferring from another school) must present a certification form signed by a physician or authorized representative of the State Department of Health stating that the child is adequately immunized.

**\*Note - The Hulbert School will be using the Brisance Diagnostic Readiness Test\***

## IMMUNIZATION REQUIREMENTS

The Oklahoma State Department of Health requires that all children have the following vaccines prior to starting school. Each child should have or be in the process of getting the required vaccines. A current record should also be on file in the Elementary and High School Offices.

MMR (2 doses) – Kindergarten through 12<sup>th</sup> grade; Hepatitis B (3 doses) – Kindergarten through 12<sup>th</sup> grade; Hepatitis A (2 doses) – Kindergarten through 12<sup>th</sup> grade; DTP (5 doses) and Polio (4 doses) – Kindergarten through 10<sup>th</sup> grade; DTP and Polio (3 doses) 11<sup>th</sup> grade and 12<sup>th</sup> grade; Varicella (Chicken Pox) 1 dose Kindergarten through 8<sup>th</sup> grade (or documented case of Chickenpox).

PLEASE NOTE. All Measles, Mumps, and Rubella (MMR) doses must have been administered on or after the child's 1<sup>st</sup> birthday. If the 4<sup>th</sup> dose of DTP and 3<sup>rd</sup> dose of Polio are administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTP and 4<sup>th</sup> dose of Polio are not required.

## ARRIVAL AND DISMISSAL

**Arrival Time:** Teachers are scheduled to arrive at 7:50 A.M.; therefore, students should not arrive before 7:30 A.M. and no later than 8:00 A.M. The cafeteria will be open at 7:30 A.M. and breakfast is served in the cafeteria from 7:40-8:00 A.M.

**Dismissal Time:** School will be dismissed at 3:15P.M.

## VISITORS

All persons wishing to visit classrooms, programs, teachers, etc. must come to the office and receive a visitor identification pass. Students are not to bring visitors to school with them or invite them to come to school. Parents are welcome to visit the school anytime. If a parent needs to visit with a teacher, they should call the office so that a proper time can be arranged. If a parent needs to see a child at school they should first come to the office so the office personnel can notify the teacher. In order to reduce class disturbances, parents that come early (just before the end of the school day) should not go into the classroom before the dismissal time.

## EARLY DEPARTURE

If it becomes necessary for you to pick up your child before 3:15, the classroom unless the teacher is called over the intercom from the office. This is a protective measure for your child and school personnel. Parents/Guardians are encouraged to refrain from picking students up early. Class schedules are designed to provide maximum time on task for student learning. Early departure deprives the student of this valuable time in the classroom.

## EARLY DISMISSAL

Sometimes, it is necessary for school to be dismissed early without warning because of emergency situations. Please make arrangements with your child (ren) as to where they should go and what they should do at these times.

### **DURING THE WINTER MONTHS:**

It may become necessary to dismiss school earlier than 3:15 P.M. We usually dismiss early when we feel there is a possibility that the roads will freeze and become a hazard to the children returning home in the evening. If it appears likely we will turn out early, a public announcement will be made on KTLQ radio (1350 AM) Noonday News. If you are unable to hear the news, please contact Hulbert Elementary School regarding the dismissal time. If inclement weather occurs during the evening or early morning hours before the time for school to start, the decision to have school or dismiss for the day will be made prior to 6:00 A.M. If the decision is to dismiss school, KTLQ will make the announcement starting at 6:00 A.M. School dismissal announcements will be made on Channel 8, Channel 6, and Channel 2 television stations. We will also use our School Reach program (sign up during the enrollment process).

**PLEASE DO NOT CALL THE RADIO OR TELEVISION STATION. THE INFORMATION WILL BE MADE AVAILABLE TO YOU AS SOON AS THE RADIO OR TELEVISION STATION RECEIVES IT FROM THE SCHOOLS.**



## **ATTENDANCE/ABSENCES**

It is important that the children attend regularly. Of course, if your child is ill, it is best for him/her to stay home. Excessive absences may affect a student's grade. Promptness to class is very important. Students are to be in their seats and ready to work when the bell rings.

### **EXCUSED ABSENCES FOR RELIGIOUS HOLIDAYS**

Hulbert Public School District will excuse a student from attending school for the purpose of observing Religious Holy Days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The district will excuse a student for the days on which the Religious Holy Days are observed and for the days on which the student must travel to and from the site where the students will observe the Holy Days.

### **ATTENDANCE**

Regular school attendance is a precursor to academic and/or extra-curricular success. Regular school attendance is required by federal and state statutes, and by local policy.

#### **ABSENCES**

It is considered an absence when a student:

- Is truant
- Is more than 5 minutes late to class for any reason other than a school sponsored activity
- Is not present in class for any reason other than a school sponsored activity
- Misses more than half a class period

Absences shall not exceed 7 during each semester.

Absences accompanied by a doctor's note are noted and entered into our attendance database system.

If a student exceeds the allowed 7 days due to serious illness or injury, it is the responsibility of the parent/guardian to submit appropriate documentation (i.e. note from doctor must be a hand written form from the doctor's office. A fax or email will not be an acceptable note to be used for the excuses of absences) within two (2) school days of the student's return to school. **NOTES RECEIVED MORE THAN TWO (2) DAYS FOLLOWING A STUDENT'S RETURN TO SCHOOL WILL NOT BE ACCEPTED.**

Additionally, it is the sole responsibility of parents/guardians to initiate any appeal of excessive absences, in writing, to the school principal.

Appeals will be reviewed by an appeals committee made up of five teachers (appointed as needed). The committee will review the documentation contained in the student's cumulative file, and have a closed voting session. Majority vote will determine the approval or denial of the appeal. The committee's decision is final.

**SCHOOL ACTIVITY ABSENCES**

Students will be allowed to miss a maximum of 10 days per year to participate in activities sponsored by the school.

**TARDIES**

A student is considered tardy when arriving less than 5 minutes after the tardy bell. If the student is not in class, within the next 15 minutes, the student will be considered  $\frac{1}{2}$  day absent. 3 tardies will equal an absence.

**PROGRESS REPORT**

Report cards are used at the end of each quarter or nine week session. Actual student percentages are used to indicate a pupil's progress. A key to determine the letter grade designated by the percentage appears below.

In kindergarten, student progress is denoted by the use of signs representing the words: Satisfactory and Area of Concern.

**Grading Scale**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

**HOMEWORK**

Students are given assignments, usually with time to work on them in class. If they do not finish, they may take the assignments home to complete and return the next day. Homework should be flexible and dependent on the needs of the individual pupil. It should be a preparation, extension, or follow-up to class work and discussion. All home-work assignments are explained by the classroom teacher. In addition to increasing understanding for the child, homework can be helpful to parents by giving them an idea of the progress that is being made by the child.

Homework is due the next time the student is in attendance of the class the homework was assigned in.

**FAILURE TO PRODUCE HOMEWORK, BY THE TEACHER'S DISCRETION, THE STUDENT MAY SERVE DETENTION.**

**CONFERENCES**

Please make arrangements in advance for conferences. A time will be set up when the teacher is not in the classroom or on recess duty. A parent may call and set up an arranged time at any time with an appointment.

## WITHDRAWALS

PARENTS WHO WISH TO WITHDRAW THEIR CHILDREN MUST FOLLOW THESE STEPS:

1. Inform the office or teacher at least one day prior to leaving.
2. Make sure all library books and other school property are returned.
3. Pick up withdrawal slip and report card from office.

## NUISANCE ITEMS

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedures. MP3 Players, iPods, iPads, PSP's, Game Boys, Pokémon related items, knives, matches, skates, skateboards, water pistols, yo yo's, laser pens, toys, etc. are considered "nuisance items" and SHOULD NOT be brought to school. Students are not to bring baseball or any other trading cards to school for the purpose of trading. Nuisance items may be held by the teacher until parents pick them up. **The school is not responsible for the safety or care of these items.**

## LOST AND FOUND

All articles found are to be placed in the lost and found box in the office. Please check the box when you lose something. Many articles are not claimed. Articles not claimed will be given to some charitable organization at the end of the school year. Please use name labels or some form of identification on items of clothing so that the child will recognize it.

## PARTIES

There will be various parties in the classroom during the school year. These holidays will be observed but not limited; Halloween, Christmas, and Valentines.

## MONEY

When it is necessary to send money to school, please send a check if possible. If not, send the correct amount in a sealed envelope. If you chose not to send the correct change, please send a check.

## SCHOOL TELEPHONE

The school telephone is a business phone and is not to be used by the students except in the case of emergency, or with approval of the teacher, principal, or office staff. Students wanting to call home to get permission to go to town, to a friends' house, etc., will not be granted permission as these matters should

be taken care of before school.

The following limitations are placed on the use of the school telephone:

1. Students must have permission from the teacher to use the school telephone.
2. Outgoing calls are to be made only in cases of emergency, such as illness or inclement weather.  
Permission to visit a friend does not constitute an emergency.
3. Recommendation is made that the parent and the child work out an agreement at the beginning of the term as to where the parent will meet the child during bad weather, thus saving some telephone calls.
4. Students will be called to the telephone in cases of emergency. Parents should not call their children at school and ask office personnel to deliver messages unless it is an emergency. The principal will define "emergency".

### **BREAKFAST AND LUNCHES**

Breakfast and lunches are provided in the cafeteria for the benefit and convenience of both the student and parent. Students may bring their lunch, but they will be required to eat in the cafeteria. Please do not send glass containers, soda pop, or candy for the student's lunch. We encourage parents to pay for lunches in advance. If your child is absent or does not wish to eat in the cafeteria, he/she will not be charged for that day. Prices are as follows: Reduced breakfast \$0.30, reduced lunch \$0.40, Student Full breakfast price is \$1.60, and Student Full lunch price is \$2.35. Adult Breakfast price is \$2.35 and Adult Lunch price is \$4.35.

**\*\*Applications for free and reduced lunches are included with the enrollment packet. They may also be obtained from the office of the Superintendent. Students will not be considered enrolled until this application has been filled out and returned\*\***

### **CLOSED CAMPUS**

Before permission can be granted for a student to leave the campus during school hours:

1. The student's parent/guardian must notify the principal's office that the student will be leaving.
2. Only the parent/guardian may pick up the student.
3. The parent/guardian must sign the student out through the principal's office before the student is allowed to leave.
4. The student must be picked up and returned to the principal's office.
5. The student must sign back in upon returning to campus.

## **TRANSPORTATION**

Free transportation is furnished to students who reside one and one-half miles or further from the school. All buses used by the Hulbert Public School system meet 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, that student 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 who persists in disobeying regulations may be removed from the bus. 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). A note signed and dated by the parents and principal will be necessary if permission is to be given for any student to ride a different bus than normal.

### **BUS RIDER RULES**

#### **1. PREVIOUS TO LOADING (*On the road and at school*)**

- A. Be on time at the designated school bus stops. This keeps the bus on time.
- B. Stay off the road at all times while waiting for the bus (Bus riders should conduct themselves in a safe manner while waiting).
- C. Wait until the bus comes to a complete stop before attempting to enter.
- D. Be careful in approaching bus stops.
- E. Bus riders are not permitted to move toward the bus at the school loading zones until the bus has been brought to a complete stop.

#### **2. WHILE ON THE BUS**

- A. Keep all body parts inside the bus at all times after entering and until leaving the bus.
- A. Refrain from the use of any form of tobacco or vaping products.
- B. Assist in keeping the bus safe and clean at all times.
- C. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- D. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offenders.
- E. Bus riders should never tamper with the bus or any of its equipment.
- F. Leave no books, lunches, or other articles on the bus.
- G. Keep books, packages, coats, and all other objects out of the aisles.
- H. Help look after the safety and comfort of small children.
- I. Do not throw anything out of the bus window.
- J. Bus riders are not permitted to leave their seats while the bus is in motion.
- K. Horse play is not permitted on or around the school bus.
- L. Bus riders are expected to be courteous to fellow pupils and the bus driver.
- M. Keep absolutely quiet while approaching a railroad crossing stop.
- N. In case of a road emergency, children are to remain in the bus unless instructed otherwise.
- O. Follow directions given by the driver.

**FAILURE TO COMPLY WITH BUS RULES AND THE INSTRUCTIONS OF THE BUS DRIVER CAN OR/WILL BE**

## GROUNDS FOR DISMISSAL/SUSPENSION OF THE PRIVILEGE OF USING THE BUS

### 3. AFTER LEAVING THE BUS

- A. Before crossing the road, students should:
  - a. Go at least ten (10) feet in front of the bus.
  - b. STOP!
  - c. Check the traffic.
  - d. Watch for the bus driver's signal THEN CROSS THE ROAD.
- B. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
- C. Students should help look after the safety and comfort of small children.
- D. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

### 4. EXTRA-CURRICULAR TRIPS

The above mentioned rules and regulations will apply to any trip under school sponsorship. Pupils shall respect any chaperone appointed by the school officials. Library books must be accounted for before attending any trip.

#### WALKERS

1. Students not riding a bus **SHOULD NOT** arrive before 7:30 A.M.
2. Students eating breakfast **SHOULD** arrive by 7:40 A.M.
3. Parents should advise their children not to accept rides, clothing, gifts, food, drinks, etc. from strangers (parents should also make sure their children understand WHO is a stranger).
4. It is best if students and parents have agreed upon a definite and consistent route to follow to and from school.

#### PERMISSION FORMS

Any time a student is required to leave the school grounds (field trips, etc.) parents will be required to sign a permission slip for the specified activity. Students will not be allowed to leave school grounds or participate in said activity without a form signed.

#### BICYCLES

Parents should consider the following recommendations:

1. Bicycles should be in good condition and meet all safety requirements.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked upon arriving at school and not ridden again until school is dismissed.
4. The school is not responsible for stolen bicycles. We suggest padlocks on bicycles.
5. Students must leave school premises immediately upon dismissal. They may not ride by school buses, on Rider Lane, or any intersecting streets around the school until the buses have left school premises.

#### BUS LINE

1. Students riding the bus are to go directly to their bus lines immediately after school.
2. Stay in your bus line until the bus arrives.

3. Do not play or make excessive noise.
4. Wait for the bus duty teacher to tell you to get on the bus.

### **CAR PICK UP**

1. Students to be picked up by car must be dismissed by the teacher before leaving their group. Then, they must go directly to the assigned area and watch for the car.
2. Wait for your car to stop in front of the sidewalk.

### **\*\*\*RULES AND REGULATIONS FOR STUDENTS STAYING AFTER SCHOOL OR GOING ANYWHERE OTHER THAN DESIGNATED DESTINATION POINT\*\*\***

Any student who wishes to go anywhere other than to his or her designated destination point after school **must have a written letter of confirmation from a parent or guardian**. The letter must state specifically the date, where, and with who the student will be. No student may stay after school without written permission by the parent or guardian of said child. The permission slip must state specifically the purpose for staying after school. The authorities will be notified of unsupervised students left on the playground.


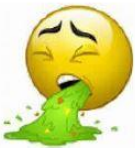




### **POLICY FOR DISPENSING OF MEDICATION**

1. The term "medicine" as used in this policy means "non-prescription medicine" and "filled prescription medicine". Filled prescription medicine is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of the patient, name of prescriber, prescription number and directions for the administration of the medicine.
2. Only the school principal or school employees who have been named in writing by the principal shall be authorized to administer medicine at school, unless the medication must be retained by the student for immediate administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the medication must be retained by the student for self-administration.
3. No medicine shall be given unless the parent or guardian of the student needing the medication has given the school written permission to administer the medicine. The parent or guardian of any student needing medication during school shall bring the medication to the principal or the principal's designee and complete and sign the Parental Authorization Form. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medication to the student.
4. Filled prescription medicine shall be given according to the directions listed on the label or otherwise authorized in writing by the child's physician. All medicine shall be properly stored and not readily accessible to persons other than those who will administer the medication. All medication brought to school shall be registered with the principal or the principal's designee.
5. A record of the administration of medicine shall be kept.

## Illness Policy

Please be mindful of how your child(ren) feels.

# I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 degrees F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit

# I AM READY TO GO BACK TO SCHOOL WHEN I AM...

Fever free without the assistance of medication for 24 hours (i.e., Tylenol, Motrin, Advil)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

## Lice

Students who are found to have head lice or nits (eggs) will have their parents called. Parents or a designated person must immediately pick them up at school. The student must be treated and another treatment needs to be given within 7 to 10 days. Once the student has been sent home for treatment they will not be able to come back to school until the following day. Upon returning to school after treatment, the student will be checked by the school nurse or others. If the condition still exists, the student will need to stay home until the condition is gone.

Resources for Obtaining Lice Treatment Shampoo are listed below:

Child Welfare (open case only)  
1298 W Fourth St.  
Tahlequah, OK 74464  
918-207-4500

Cherokee Nation Outpatient Health Center  
19600 E Ross St.  
Tahlequah, Ok 75564  
539-234-1000



## STUDENT RESPONSIBILITIES

### ***School Wide***

1. Be in designated areas.
2. Follow directions of school personnel.
3. No physical aggression and/or fighting.
4. No profanity, abusive language, or obscene gestures.
5. No articles which are hazardous and disruptive to others.

### ***Classroom***

Each teacher will have a set of classroom rules and an assertive discipline plan.

This plan will be:

1. Approved by the building principal.
2. Sent home to the parents.
3. Posted in the classroom.

### ***Hall and Restroom***

1. No running or excessive noise.
2. Do not jump and hit exit signs, tops of doors, ceilings, etc.
3. Do not play or climb in the restroom.
4. If you see someone abusing a restroom, call a teacher.

### ***Cafeteria***

1. Good manners are important.
2. Speak softly.
3. Walk and move in the cafeteria line without distracting others.
4. Be excused before leaving the table.
5. Eat food - do not throw it.
6. No food or drink is to be taken from the cafeteria.
7. Students who bring lunches to school are required to eat in the cafeteria.

## **WIRELESS TELECOMMUNICATION DEVICES**

A student may possess and/or use a wireless telecommunication device ONLY upon the prior consent of both a parent or guardian and school principal or superintendent for specific times, events, or circumstances. Unless, given permission to use the phone by their teacher for educational purposes it must be turned off and put away. A student found to be in violation of the following rules will be subject to detention, suspension, or other disciplinary action deemed appropriate by the school administration.

1. Devices will not be visibly displayed or worn by students while in school.
2. Devices are to be turned off and unable to receive or transmit any and all communication while school is in session; 8:05 A.M. to 3:15 P.M.

### **NO CELL PHONES ARE TO BE USED DURING THE SCHOOL DAY**

- a. 1<sup>st</sup> offense: Cell phone will be taken and given back at the end of the day.
- b. 2<sup>nd</sup> offense: Cell phones will be taken and kept for a parent to pick up.
- c. 3<sup>rd</sup> offense: Automatic ISS (in School Suspension) or Detention; phone will be taken and kept in the office until a parent can pick up the phone.

## **SEARCH OF STUDENTS**

The Superintendent/Principal, teacher, or security personnel of the Hulbert School System, a public school in the state of Oklahoma, shall upon reasonable suspicion, have the authority to detain, search, or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled substances, or for missing or stolen property. The search will be conducted by a person of the same sex and will be witnessed by a least one other authorized person of the same sex.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search (Refer to Section 390. School Law Book).

## **ACCIDENT AND INJURY POLICY**

In case of an accident or injury to a student, the school personnel should provide appropriate basic first aid to the injured student. Following the completion of first aid and notification of parent or legal guardian, the school personnel will fill out a student accident report form. It is recommended that school personnel will make a copy for their own file in the office.

Any accident-related incident involving a student should be reported immediately to the office and administration and an accident report filed at that time.

## **PUPILS RELEASED TO LAW OFFICERS**

Various police, attorneys, and/or insurance investigators may interrogate school children only with the consent of the parent or guardian or upon written order of a court and with permission of the principal. No child will be released into custody of an officer of the law without the parent or the guardian's consent or upon the written order of a court. If a law officer directly requests a student through a teacher, the teacher will not release said student without permission by the principal personally.

## **STUDENT DRESS CODE**

In accordance with policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

Revealing or sexually provocative clothes or clothes of extreme style may not be worn. Principals in conjunction with sponsors, coaches, or other persons in charge of extra curricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the student will be called to the principal's office and the principal shall request the student to make appropriate corrections before returning to class. 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 refuses, the principal shall take appropriate disciplinary action. Time missed from class will be considered an unexcused absence.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extra-curricular activities. In extreme cases, students may be suspended until the violation is corrected.

The following are specifically prohibited:

1. Cutoffs, or tank tops except in gym (shorts must be no shorter than mid-thigh)
2. Bare midriff garments
3. See-through garments
4. Strapless garments
5. Mini-skirts
6. Jewelry or accessories that advertise or promote the use of drugs, alcohol, tobacco, or other prohibited item
7. Writing or pictures on shirts or patches that suggest obscenity or vulgarity
8. Indoor wearing of hats or caps

## DISCIPLINE POLICY

Hulbert Elementary School

### RESPECT AND RESPONSIBILITY POLICY

We, the people, who study and work at Hulbert Elementary School, believe that everyone has the right to learn without interruption and to be free from harm. All students at Hulbert are expected to maintain a high degree of discipline. Self-discipline is one of the most important lessons we should learn from education. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and consideration of other people. In order to guarantee your child and all the children at Hulbert the excellent learning climate they deserve, we are utilizing a school-wide discipline plan. This policy reflects our belief that inappropriate behavior cannot be tolerated and that appropriate behavior will be rewarded. If the students choose to break the rules they know and understand, then they choose to accept the consequences of being irresponsible.

We expect students to:

1. Respect the rights of others.
2. Show up on time.
3. Be prepared for classes.
4. Do their best.
5. Be responsible.

Unacceptable behaviors and their consequences

#### **Level I - Any inappropriate behavior which was not intended to harm persons or property.**

The consequences of such inappropriate behavior shall be detention. Students must bring work to detention. Talking is not allowed at this time. If students do not mind the detention teacher or do not bring work, days will be added to their detention time.

Inappropriate behaviors are but are not limited to:

- 1.1. Running in the halls
- 1.2 Riding bicycles on the playground or sidewalks
- 1.3 Throwing food in the lunchroom
- 1.4 Misuse of school equipment - see playground rules
- 1.5 Unsafe games:
  - a. camel riding
  - b. smear
  - c. snowball fights or washing faces
  - d. tackling or piling-on games
  - e. tripping

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- f. sliding on the ice
- g. karate kicks or chops
- h. play fighting

1.6 Unnecessary roughness or wrestling

1.7 Lying

1.8 Writing notes

1.9 No hall pass

1.10 Spitting

1.11 Littering

1.12 Loitering

1.13 Having candy, gum, or sunflower seeds anywhere

1.14 Misuse of the telephone - must have room pass

1.15 Being in the building during unsupervised hours

1.16 Being in restricted areas - supply room, faculty lounge, janitor's closet, etc.

1.17 Loitering on the playground after the bell rings

1.18 Repeated classroom disruptions (after 30 minutes of classroom detention in one day)

1.19 Skipping detention

1.20 Sitting or swinging on road gates

1.21 Throwing rocks

**Level II - Any inappropriate behavior intended to harm persons or property or serious disruption of school.**

The consequences of inappropriate Level II behavior shall be school detention, or ISS, or in some cases OSS. Principals discretion as to which consequence should or will be used.

Inappropriate Level II behaviors are:

2.1 Intentional harm to others

2.2 Swearing (word or gesture)

2.3 Theft

2.4 Defacing school property

2.5 Repeated Level I offenses - after three Level I offenses in a quarter

2.6 Lying

2.7 Defiance

2.8 Violation of civil law

2.9 Truancy

**Level III - Any behavior which indicates that a student is ungovernable.**

The consequences of ungovernable behavior will be the immediate in-school or out-of-school suspension for no less than 1/2 day or more than 3 days and a parent conference.

Ungovernable behaviors are:

3.1 Extreme defiance

3.2 Extreme disrespect

3.3 Serious injury to others

3.4 Leaving school without permission

3.5 Repeated truancy

### 3.6 Repeated in-school detentions

#### **Level IV - Out-of-school suspension or expulsion.**

- 4.1 Serious injury to another person
- 4.2 Repeated Level III offenses

## **SUSPENSIONS AND EXPULSIONS**

I. The principal has the authority to suspend any student in accordance with existing state laws, for misbehavior or for other sufficient reasons.

II. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal, be suspended from school.

III. Some causes for the suspension or expulsion of students are as follows:

1. continued willful disobedience
2. deliberate trifling in school
3. damaging or defacing school property
4. repeated truancy
5. profanity or vulgarity
6. stealing
7. immoral conduct
8. gambling or bringing alcoholic beverages, narcotics, drugs, etc., on the school premises, or under the influence of alcohol or drugs when in attendance at school functions such as football or basketball games away from the home school that involve enrolled students of the Hulbert School.
9. fighting
10. not attending the regularly scheduled classes (playing hooky)

## **STUDENT REPRIMAND**

In order to achieve a more uniform discipline policy, a reprimand system has been devised for the student body. The procedure is as follows:

1. Teacher will notify parents and fill out the referral form for each offense.
2. Homeroom teachers are to keep track of their referrals.
3. When a student receives five (5) accumulative referrals, they will be ineligible to participate on any and all school field trips, athletic functions, class trips, class parties, or any extra curricular events that would involve transportation and participation away from school grounds.
4. In cases of severe misbehavior, the administration reserves the right to use whatever disciplinary action necessary to alleviate the situation, including immediate suspension from school or In-House Suspension.

## Discipline

Learning proper behavior, cooperation, respect, and self-discipline are all important phases in the educational development of an elementary child in Hulbert Elementary School. Development of self-discipline is part of the total education process and is necessary for each student to be able to fit into society. During this course, it is sometimes necessary to dispense penalties to students for inappropriate behavior that may interfere with the educational process.

Oklahoma law vest teachers and administrators with the same rights as parents with regard to the control and discipline of children during the time the child is in attendance or in transit to or from school or any other function authorized by the school district.

## Detention

Detention for Elementary students may be served in the morning from 7:55-8:10; lunch detention for 3rd, 4th and 5th grade from 11:15-11:30 and for 1st-2nd 11:45-12:00

### ***Elementary Disciplinary Procedures***

**Lack of cooperation, mischief, discourteous to others, not having class materials, disorderly conduct, refusing to serve detention, profanity.**

1. Teacher reprimand based on classroom disciplinary procedure (Detention may be assigned with a parent phone notifying them of the action from the teacher assigning detention.)
2. Parent Contact and 1 or 2 days detention
3. Parent Contact and 1 day ISS or OSS
4. Parent Contact and 2 days ISS or OSS

**Fighting, verbal aggression, profanity toward teacher.**

1. Parent Contact and 1 day ISS or OSS
2. Parent Contact and 2 days ISS or OSS
3. Parent Contact and 5 days ISS or OSS

### **Horseplay**

1. Parent Contact and 1 day detention
2. Parent Contact and 2 days detention
3. Parent Contact and 1 day ISS or OSS

### **Cheating**

1. Zero (0) on assignment; Parent notified by teacher; 1 day detention
2. Zero (0) on assignment; Parent notified by teacher; 2 days detention

**Possession of Tobacco, distribution of Tobacco or vapor devices**

1. Confiscation; Parent notified; 3 days ISS or OSS
2. Confiscation: Parent notified; 5 days ISS or OSS

**Harassment; Verbal, Physical, Sexual**

1. Parent Contact and 3 days detention

2. Parent Contact and 5 days detention
3. Parent Contact and 2 days ISS or OSS

**Vandalism or Stealing**

1. Parent Contact and 3 days detention and restitution
2. Parent Contact and 2 days ISS or OSS and restitution
3. Parent Contact and 5 days ISS or OSS and restitution

**Aggression toward teacher**

1. Parent Contact and 5 days detention
2. Parent Contact and 3 days ISS
3. Parent Contact and 10 days ISS

**Threatening death or violence**

**Meet with proper authorities (School Resource Officer or local police) to do a threat assessment. The Authorities will determine the threat severity. Administration and will determine any other consequence.**

1. Parent Contact and Minimum 3 days ISS or OSS and contact proper authorities
2. Parent Contact and Minimum 10 days ISS or OSS and contact proper authorities
3. Parent Contact and Minimum 20 days ISS or OSS and contact proper authorities

**Assaulting teacher or other faculty**

1. Parent Contact and 90 days OSS; contact proper authorities.

**Possession or use of drugs, alcohol, or controlled substance Meet with proper authorities (School Resource Officer or local police). Administration and will determine any other consequence.**

1. Parent Contact and Semester OSS and refer to proper authorities
2. Parent Contact and Maximum suspension allowed

**Possession of weapon other than firearm**

**Meet with proper authorities (School Resource Officer or local police) to do a threat assessment. The Authorities will determine the threat severity. Administration and will determine any other consequence.**

1. Parent Contact and Confiscate; determine intention(s); 1 – 3 days ISS or OSS
2. Parent Contact and Confiscate; determine intention(s); 5 -10 days ISS or OSS
3. Parent Contact and Confiscate; 1 semester OSS

**Possession or use of firearm or knife with blade longer than four (4) inches** 1. Law enforcement notified; parents notified; 10 days OSS (pending hearing); and expulsion one year (1) calendar year; with discretion from administration.

**\*\*ANY OF THE ABOVE CONSEQUENCES ARE SUBJECT TO ADMINISTRATIVE DISCRETION\*\***



## **BULLYING AND HARASSMENT**

It is the policy of Hulbert Elementary School that no student will be subject to bullying or harassment or any other form of persecution by any student or employee. Our district defines bullying as a type of violence that includes any word, look, sign or act that hurts a person's body, feelings or things. Students or employees who violate this policy will be subject to disciplinary action which could include expulsion for students and employment termination for employees. Students should remember the following:

1. I will not bully other students
2. I will try to help students who are bullied
3. I will include students who might be left out.

When a student witnesses or experiences a bullying incident, they should immediately tell an adult. Speaking with the bully is not suggested as it may be interpreted as bullying on their part.

### **WHAT BULLYING IS NOT:**

1. Single episodes of social rejection or dislike.
2. Single episode acts of nastiness or spite.
3. Random acts of aggression or intimidation.
4. Mutual arguments, disagreements or fights.

These actions can cause great distress. However they do not fit the definition of bullying, and they are not examples of bullying unless someone is deliberately and repeatedly doing them.

### **HALLS AND CLASSROOMS**

1. Walk on the right side of the hall at all times. SINGLE FILE.
2. No running or jumping in the hall.
3. No running or jumping in the classroom.
4. No gum chewing at any time.
5. Pick up clutter on the floor to aid the janitor in cleanup (don't leave books, notebooks, etc., in the hall overnight).
6. Use proper walks and crosswalks before and after school.
7. No hats worn in the building.

\*A designated school staff member(s) will be on duty during all recesses and at the end of the school day.

### **4-H**

Membership in 4-H is open to 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students. 4-H participants may take part in various activities. Some choose to show animals such as pigs, cows, or sheep at various shows.

Some students are taken to participate in activities at Tahlequah, such as: Jr. Round-Up, Appropriate Dress Contest, Speech Rally, and the Cherokee County Fair. The Dress Review, Food Fair, and Land Judging are offered at night to which they may elect to go. 4-H students bring items to take to local nursing homes at Christmas, food baskets are made for the needy, and they participate in a county-wide candy sale.

## SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy toward teachers, fellow students, and the officials of school Athletic activities.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship is the ability to win and lose gracefully.

The loyal student supports his/her school and does their utmost to keep the scholastic and activity standards at the highest possible level. School spirit means loyalty to all functions of the school.

## COMPETITIVE SPORTS

The faculty and staff at Hulbert Elementary feel that competitive sports are a very important part of your child's overall education. Therefore, we encourage your child to participate in competitive sports.

The competitive sports program at Hulbert Elementary consists of boys and girls basketball, softball or baseball, and track. Participation in the sports program will be mainly in the third through fifth grades. Each upper grade student participating in sports activities must be passing ALL subjects. If the student is not passing in one or more subjects, he/she will not be able to participate until the grade is brought up. Grade checks and disciplinary checks will be made prior to any extra-curricular activity (ball games, 4-H, etc.).

**Students will not be allowed to participate in extracurricular activities if they have (1) F, or I, in any two classes.**

***Quitting a particular sport will prohibit a student from participating in that sport the rest of the current season and the entire succeeding season.***

The student's position on the team and the amount of participation time that he/she receives will be at the discretion of the coach. This is based upon practice habits, dressing out, and commitment on behalf of the student.

## PHYSICAL EDUCATION

Physical Education is an established class in the elementary curriculum. Physical Education Instructors have the option of issuing letter grades, just as in any other class within the curriculum. Physical Education is not designed as a recess or play period, but in an educational setting. Students are required to dress out and participate. Lack of participation in class will be the equivalent of an absence and graded accordingly. Students are subject to any and all requirements as deemed by instructional staff, just as for any other class within the prescribed curriculum. Students not participating in PE due to a short-term illness must have a note dated and signed by a parent. This is to be given to the gym teacher. Before an injured student will be allowed to resume physical activity, a written release from the parent or doctor must be presented to the PE Teacher.

## SPECIAL EDUCATION

Special Education provides services for those who are served. Services are provided in the areas of Learning Disabilities, Mentally Handicapped, and Speech and Language Disabilities. Instruction is provided for each child in their area of disability.

Classes are small (groups of 10 or less) so that individual needs will be met. Rewards and individual instruction enhance learning abilities.

If you think your child may need our services, please contact the school for further information.

### **1. Individuals with Disabilities Education Act (IDEA)**

In Oklahoma, districts use SDE's *Parents Rights in Special Education: Notice of Procedural Safeguards* form to satisfy IDEA requirements. Although SDE has modified some special ed forms for the 2013-14 school year, it did not modify this form. Districts must give the parents of a child with a disability a copy of *Parents Rights* one time every year and upon

- initial referral
- parent request for evaluation
- filing of a request for due process by either parent or district
- deciding to impose discipline that constitutes a change of placement and
- parent request.

**2. Title VI of the Civil Rights Act – prohibiting discrimination based on race, color and national origin  
Section 504 of the Rehabilitation Act – prohibiting discrimination based on disability  
Title II of the Americans with Disabilities Act – prohibiting discrimination based on disability  
Title IX of the Education Amendments – prohibiting discrimination based on sex and pregnancy  
Age Discrimination Act – prohibiting discrimination based on age  
Boy Scouts Act – providing equal access to the Boy Scouts and other designated youth groups**

Districts must notify students, parents and others that they do not discriminate on the bases listed above and that they provide equal access to the Boy Scouts and other designated youth groups. You can download the *Notice of Non-Discrimination* from the U.S. Department of Education website that describes what the district's notice must contain and how notice must be provided under each statute. Even better, at the bottom of the *Notice*, there is a sample notice of non-discrimination that districts can use to satisfy the requirements of all of these statutes. Find it at

<http://www2.ed.gov/print/about/offices/list/ocr/docs/nondisc.html>. The *Notice* has not been modified since September 2010.

## **POLICY AND PROCEDURE FOR SUSPENSION OF STUDENTS WITH DISABILITIES**

1. Under the Education for all Handicapped Children Act "EHA" and the Rehabilitation Act, Section 504, a school district may suspend a handicapped student for a period of ten consecutive days or less or any conduct that would warrant suspension for a non-handicapped student. No additional procedural protections are required.
2. Under EHA, school districts need not provide educational services during long- term suspensions to students who are handicapped only under Section 504, if the Student's disability did not cause his or her misconduct.
3. School districts can employ temporary suspensions for up to ten school days, using the time to convene an I.E.P. team meeting, conduct any necessary evaluations and propose a modified placement. If the parent and the school district cannot agree to a modified placement, the school district may file a lawsuit for appropriate injunctive relief, thereby obtaining court approval of its proposed placement, while administrative due process proceedings are pending.

### ***I. PROCEDURE FOR DISMISSAL***

1. Notify the student's parent or guardian in writing of the proposed change of placement.
2. Convene an I.E.P. team meeting to determine:
  - a. Whether the school district needs to conduct an additional evaluation of the student;
  - b. Whether the student's misbehavior is caused by his/her handicapping condition;
  - c. If necessary, the type and frequency of educational and/or related services to be provided to the student during the suspension.
3. If the student's parent or guardian fails or refuses to attend a meeting, after having been properly notified, the other team members should proceed with the meeting and their decision will be final.

## **TITLE I**

Title I is a federally-funded program whose purpose is to improve the educational opportunities of educationally-deprived students by helping such students succeed in the regular education program of the LEA, attain grade-level proficiency, and improve achievement in the basic and more advanced skills. Test results from the B.E.A.R, C.R.T. and Common Core Achievement Tests are used to identify students that may qualify for help.

Due to changes in the Title I guidelines, the Title I teachers have been assigned to teach at the grade levels most needed.

A committee has been formed to assess the Title I needs.