

# **Briggs Public School Student/Parent Handbook 2023-2024**

Mr. Stephen Haynes, Superintendent

Ms. Angel Supernaw, Principal

Mrs. Tara Feary, Assistant Principal

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This student/parent handbook is designed to assist students in having a successful and enjoyable year. It contains information about the school day that is necessary for day-to-day operations and includes policies and procedures adopted by the Board of Education. Students will have the opportunity to review the handbook during the first week of school with teachers. We strongly encourage parents/guardians to also read the handbook and to keep the copy that is sent home with students for later reference.

Briggs School provides excellence in education through a cooperative effort of students, teachers, administrators, parents, and community members. Parents are encouraged to become actively involved in school activities, to volunteer when possible, to stay informed about what your child is learning and his/her progress, to see that your child arrives at school promptly and attends on a regular basis, to provide your child with proper nutrition, sufficient rest and adequate personal hygiene, and to support the school in its efforts to maintain proper discipline. Only with parent cooperation can we continually assist your child in obtaining a high-quality education.

If you have concerns or questions about any aspect of our school program, share them with us. We are looking forward to a very successful school year and are committed to the shared responsibility of preparing students for productive, responsible, citizenship in an ever-changing world.

## **MISSION STATEMENT**

***The Mission of Briggs Public School is to promote a caring and supportive atmosphere where success is expected and developed through a culture of excellence inspired by the collaborative work of students, staff, families, and community.***

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## BRIGGS PUBLIC SCHOOLS 2023-2024 CALENDAR

<p>4 Independence Day</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JULY 2023</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 2023							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JANUARY 2024</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>1-5 Winter Break 8 Begin 2<sup>nd</sup> Semester/3<sup>rd</sup> Qtr. 15 Professional Day (No School)</p>	JANUARY 2024							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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1<sup>st</sup> Quarter: 41 Instructional Days, 6 Professional Days  
 2<sup>nd</sup> Quarter: 40 Instructional Days, 1 PTC, 2 Professional Days  
 1<sup>st</sup> Semester: 81 Instructional Days, 1 PTC, 8 Professional Days  
 165 Instructional Days@6.5 Hours=1,072.5 Hours/2 PTC@6 Hours=12 Hours/13 Professional Days@6 Hours = 78 Hours  
 180 Days/1,162.5 Total Hours Meets 1,080 Hours Requirement (1,114.5 Hours for State Aid Purposes)

3<sup>rd</sup> Quarter: 43 Instructional Days, 2 Professional Days  
 4<sup>th</sup> Quarter: 41 Instructional Days, 1 PTC, 3 Professional Days  
 2<sup>nd</sup> Semester: 84 Instructional Days, 1 PTC, 5 Professional Days  
 165 Instructional Days@6.5 Hours=1,072.5 Hours/2 PTC@6 Hours=12 Hours/13 Professional Days@6 Hours = 78 Hours  
 180 Days/1,162.5 Total Hours Meets 1,080 Hours Requirement (1,114.5 Hours for State Aid Purposes)

## TELEPHONE NUMBERS

Main Office/Attendance Office/Principal's Secretary: Ms. Michelle Houston	918-456-4221 ext 100
Principal's Office: Ms. Angel Supernaw	918-456-4221 ext 106
Assistant Principal's Office: Mrs. Tara Tarrance-Feary	918-456-4221 ext 109
Superintendent's Secretary: Mrs. Amanda Petree	918-456-4221 ext 103
Superintendent's Office: Mr. Stephen R. Haynes	918-456-4221 ext 108
Counselor's Office: Mrs. Candice Davis-Garcia	918-456-4221 ext 107
Business Office: Mrs. Jamie Cole	918-456-4221 ext 104

To contact teachers please call 918-456-4221 and use the extension list provided below. Please be aware that these extensions will go directly to voicemail during instructional time. Teachers will review voicemail and return phone calls during non-instructional time. If you have an emergency, please call the main office.

Adventure Head Start	208	Hahn, Devon	231
Ashlock, Marta	270	Haynes, Stephen	108
Athletics	111	Hicks, Chastity	212
Bacon, Pam	240	Houston, Michelle	100
Band Room (Krysten Williamson)	131	James, Laura	115
Blankenship, Karen	290	Keener, Toni	127
Cafeteria Kitchen	121	Library-Denise Mitchell	295
Cafeteria Office	110	Lord, Tracy	261
Cafeteria Parlor	122	Petree, Amanda	103
Capps, Dawn	210	Pickens, Janet	252
Childs, Michelle	209	Poteet, Ranea	262
Cole, Jamie	104	Rice, Crissy	211
Crittenden, Julie	241	Ritzhaupt, George	102
Daugherty, Bryn	281	Rogers, Christine	217
Davenport, Haley	280	Saxon, Susie	213
Davis-Garica, Candi	107	Sisco, Connie	205
Dillard, Allison	114	Supernaw, Angel	106
Feary, Tara	109	Tuttle, Lisa	204
Foreman, Bobbi Jo	242	Upper Gym Concession	120
Galvin, Lora	251	Limore, Jim	291
Gibson, Angie	250		

## **STUDENT GENERAL INFORMATION**

### **AFTER SCHOOL PROGRAM**

The Briggs After School Program (affiliated with Boys & Girls Club of Tahlequah and the 21st Century Community Learning Center grant) will begin approximately two days after the first day of school and will end approximately one week prior to the last day of school (official dates will be announced at the beginning of each school year). The program will run daily from 3:00-5:30 p.m. Students must be enrolled prior to attending the program. Contact Pamela Bacon, program coordinator, for more information at 918-456-4221 ext 240 or 550.

### **ATTENDANCE**

If a student is going to be absent the parent or guardian should call or visit the main office and explain the reason for the absence. The main office/attendance office can be reached at 918-456-4221 extension 100.

### **BEFORE SCHOOL**

Students arriving at school between 7:00 - 7:25: Pre-Kindergarten and Kindergarten report to the cafeteria. 1st-4th report to the elementary building. 5th-8th report to the middle school. Students should not be dropped off at school before 7:00 a.m.

### **BELL SCHEDULES**

Warning Bell	7:45 a.m.
Tardy Bell (Class Begins)	7:50 a.m.
School Dismissal Bell	2:50 p.m.

### **CAFETERIA AND LUNCH PERIODS**

It is the policy of Briggs School to make available food services for the students enrolled without regard to race, color, sex, or national origin. Doctor statements are required if a student has any kind of food allergy or special diet plan.

Breakfast will be served at 7:30

Students will eat lunch at the approximate times listed below:

1 <sup>st</sup> - 4 <sup>th</sup> grade	12:10	7 <sup>th</sup> -8 <sup>th</sup> grade	11:40
5 <sup>th</sup> - 6 <sup>th</sup> grade	10:45	Pre-Kindergarten and Kindergarten	11:00

### **LOST AND FOUND**

Students who have lost personal or school-owned articles may look for them in the designated Lost & Found area—see front office for more information. Students finding articles in or around the school are encouraged to bring them to the front office. The school is not responsible for personal belongings left at school, even in a locked compartment or room. All Lost & Found items not claimed by the end of each semester will be donated to charity.

### **MORNING ANNOUNCEMENTS/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

Announcements will be made over the intercom system each morning at 8:00 a.m. They will begin with the reciting of the Pledge of Allegiance to the flag of the United State of America and the Oklahoma flag. Students not wishing to participate in the pledge shall not be required to do so; however, students are required to be respectful (still and quiet) while others participate. Following the pledge, announcements will inform students of upcoming events, requirements, meetings, activities, etc. After announcements and following state law, students will observe approximately one minute of silence

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allowing each student to exercise his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

## **VISITORS TO SCHOOL**

We request ALL visitors (including parents/guardians) to check in at the front office located at the elementary building and sign a visitor's log immediately upon arriving on school campus for the safety of all students, faculty and staff. Student visitors will not be allowed on school days.

## **STUDENT ACADEMICS**

### **ACADEMIC/ATTENDANCE ACTIVITIES ELIGIBILITY**

**Probation-** A student must receive a 60% or better in all courses at the end of the second full week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

**Ineligibility-** The student must earn a 60% or better in all classes following the week of academic probation or the student will be ineligible to participate in school activities. The student remains ineligible until he/she receives a 60% or better in all courses. A student regains academic eligibility on the Monday following the week in which the student receives a 60% or better in all courses. The Principal or Principal's designee will run an eligibility report by 8:00 a.m. on the first day of each school week, beginning on the third full week of each semester.

#### **Academic Probation and Ineligibility**

1. Having below a 60% in any course(s) after 2nd week of semester = Probation
2. Having below a 60% in any course(s) 2 consecutive weeks = Ineligible
3. Students remain ineligible until the student is passing all subjects for 1 week.

**Attendance Eligibility-** A student must be present for half of the school day to be eligible to participate in any school sponsored activity that day or night. A student may not be absent more than nine (9) days total during a semester to be eligible to participate in school activities/field trips.

A student must maintain academic and attendance eligibility to participate in any authorized school activity. For academic and attendance eligibility purposes authorized school activities include but are not limited to: competitive events against other schools, athletic events, cheerleading, field trips, student activities outside the normal school day; and, non-classroom activities. A student who is ineligible will not suit up, travel with the team, group, or organization, nor sit on the bench or stand on the sidelines of the event.

## **ACHIEVEMENT TESTS**

The Oklahoma State Department of Education uses Oklahoma Core Curriculum Test (OCCT) to gather information on specified areas of knowledge, skills, and content on state mandated curriculum. These tests will be administered annually in the spring to 3rd-8th grade students. District adopted assessments will be used to gather information on specified areas of knowledge, skills, and content for Kindergarten through second grade students annually. In addition, benchmark assessments will be administered to all K-8<sup>th</sup> grade students periodically throughout the school year to gauge their progression toward the state standards.

## **ALTERNATIVE ASSESSMENT PROGRAM**

Alternate Assessment Program: The Individuals with Disabilities Act (IDEA) requires that children with disabilities be included in general state and district-wide assessment programs with appropriate accommodations if necessary. This would include all state and district OCCT tests. It is the intent of the District to maximize the participation of students

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with disabilities in the reporting, accountability and educational benefits associated with state and district-wide assessments. For more information contact the Special Education Department or the Testing Coordinator.

## **CREDIT FOR HIGH SCHOOL EQUIVALENTS**

Eighth grade Algebra follows the scope and sequence of high school Algebra I and meets the academic rigor expected at the high school level. Students completing Algebra during 8th grade with a passing grade will have the course added to their high school transcript, although no grade earned at the middle school level will be recorded on the high school transcript and the high school grade point average will not be affected. The Algebra course is only recorded as complete to meet requirements. High School students will still be required to take 3 additional units of math while attending high school. You will be required to sign a letter, which outlines the Algebra I curriculum, for your child to be considered to take Algebra. Selection will be based on academic performance in prior math classes, teacher recommendations, and parent requests.

## **EVALUATION OF STUDENT PROGRESS**

The school year is divided into four 9-week periods. There will be at least 2 Progress Reports given each semester approximately 4 to 5 into the grading quarter. Report Cards will be given out at the end of each semester. Reports may be sent home for satisfactory and unsatisfactory work as well as when there is a notable change in performance. Additional progress reports may be sent at any time during the year.

## **GIFTED PROGRAM**

Briggs Public School offers educational programs for gifted children as defined in Oklahoma Statutes Section 1210.307 of Title 70 through differentiated curriculum in the classroom and enrichment. Student participants must qualify for the program by meeting certain criteria in compliance with Oklahoma State Law and district policy. Placement will be considered based on intelligence tests, achievement tests, records, portfolios, and recommendations of teachers and parents.

## **GRADING POLICY**

The grading scale listed below will be used to indicate the level of performance of students at Briggs Public School. Grades will be given at the end of each quarter.

<u>2<sup>nd</sup> - 8<sup>th</sup> Grade Core Classes</u>	<u>SFA Reading Scale</u>	<u>Pre-K, K</u>
A 100-90	Advance 85-100	(this scale may also be used for 1 <sup>st</sup> -8 <sup>th</sup> Non-Core Classes)
B 89-80	Proficient 70-84	E Excellent
C 79-70	Basic 51-66	S Satisfactory
D 69-60	Below Basic below 50	L Below Level
F 59 and below		N Needs Improvement

I Incomplete, L Late Work, M Missing Work, P Passing

1<sup>st</sup> grade uses Object-Based Grading

## **HOMEWORK/MAKE-UP/LATE WORK**

Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of "a day for a day" to turn in work (unless the teacher allows extra time) when the student has been absent or missed class. (EX. A student who is absent for two school days has two school days to complete the work and then turn it in at the beginning of class the third day). Late work may be turned in per the teacher's deadline for reduced credit.

## **HONORS**

**Principal's Honor Roll** \*- A student must receive no grade lower than a "B" in all courses for the 9-week grading period.

**Superintendent's Honor Roll** \*- A student must receive no grade lower than an "A" in all courses for the 9-week grading period.

**Salutatorian/Valedictorian** \*- The 8<sup>th</sup> grade salutatorian and valedictorian will be selected by calculating the cumulative GPA on the student's 6<sup>th</sup> through 8<sup>th</sup> grade academic years. A student that does not attend a full academic 8<sup>th</sup> grade year at Briggs School will not be eligible for Salutatorian/Valedictorian.

\*Students found to have violated the cheating/plagiarism policy will not be eligible for academic honors recognition.

## **PROFICIENCY BASED PROMOTION**

Upon request from a parent/guardian, a student will be given the opportunity to demonstrate proficiency in the district adopted learner outcomes. Proficiency will be demonstrated by an assessment of evaluation appropriate to curriculum areas, which include Language Arts, Reading, Math, Social Studies, and Science. A student demonstrating proficiency in this set of competencies at the 90% (or higher) level, shall be advanced to the next level of study in the appropriate curriculum area(s).

## **PROMOTION AND RETENTION OF STUDENTS**

It is the intention of this policy that students will be placed at the most appropriate grade level. This determination is to be based upon documented evidence as to the student's ability, level of academic achievement, social and emotional characteristics. Students will normally spend one year in each grade. It is believed that the utilization of immediate and thoughtful corrective actions will benefit and remediate most deficiencies in achievement. However, there may be students, who for reasons consistent with their ability or due to excessive absences, would benefit by repeating a grade. Factors to be considered for repeating an elementary grade are (1) academic achievement; (2) chronological age; (3) social maturity; (4) physical development; (5) work and study habits; (6) attendance record.

When a teacher(s) recommends that a student be retained at the present grade level or not pass in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board shall be final. (70-24-114.1)

## **Reading Sufficiency Act**

The purpose of the Oklahoma Reading Sufficiency Act is to ensure that each child attains the necessary reading skills by completion of the third grade, which will enable that student to continue developing reading skills and to help them succeed throughout school and life. The development of reading skills is the key for foundational reading and being ready for fourth grade. Third grade is a critical year for independent reading. In Oklahoma, third grade is the first year a student is required to participate in the Oklahoma School Testing Program (OSTP). Third grade students must score at or near standard on the reading comprehension and vocabulary section of the third grade Oklahoma Core Curriculum Test. Students may be promoted to fourth grade if they qualify for one of the good cause exemptions [Section 1210.508C]. Students kindergarten through third grade who does not meet the grade-level target on the RSA screening assessment will be screened for characteristics of dyslexia (70 O.S. 1210.520)

1. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.



2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below standard on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.

3. a. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade the student may qualify for automatic promotion to the fourth grade upon scoring at/near standard or above on the reading comprehension and vocabulary portion of the statewide third-grade Oklahoma Core Curriculum Test.

b. Prior to promotion, however, the district shall provide notice to the student's parent(s) and/or guardian(s) that the child is not yet reading at grade level and provide the parent(s) and/or guardian(s) of the child the option for retention should they so desire. The notice shall contain, at a minimum, the most recently identifiable grade level on which the student is actually proficient, the opportunities for summer reading programs, or other tutoring that may be available c. A student so promoted shall be entitled to intensive remediation in reading until the student is able to demonstrate proficiency in reading at the grade level in which the student is enrolled.

4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

5. A student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:

- (1) the parent(s) and/or guardian(s) of the student.
- (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
- (3) a teacher in reading who teaches in the subsequent grade level,
- (4) a certified reading specialist (if applicable)\_

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled.

6. Students who score below standard on the reading comprehension and vocabulary portion of the statewide third-grade criterion-referenced test and who are not subject to a good cause exemption as provided in subsection 7 of this section shall be retained in the third grade and provided intensive instructional services and supports.

7. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- (1) English learners who have had less than two years of instruction in English and are identified as Limited English Proficient/English learner on an approved screening tool.
- (2) Students with disabilities whose Individualized Education Plan (IEP) indicates they are to be assessed with the Oklahoma Alternate Assessment Program (OAAP)

(3) Students who demonstrate an acceptable level of performance on an alternative standardized reading test approved by the Oklahoma State Board of Education.

(4) Students who demonstrate through a teacher-developed portfolio that they can read on grade level.

(5) Students with disabilities who participate in the Oklahoma School Testing Program (OSTP) and who have an individualized education plan that reflects that the student has received intensive remediation for reading and have made adequate progress toward IEP goals.

(6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained for academic reasons.

(7) Students facing exceptional emergency circumstances that prevent them from being assessed during the testing window.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable.

2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district's superintendent; and

3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

#### **Midyear Promotion-Fourth Grade**

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a midyear promotion to fourth grade. The midyear promotion of a retained student will be considered if the student can demonstrate that the student is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade. Tools that may be utilized to reevaluate any retained student may include subsequent **assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education**. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score at or near standard on the third-grade statewide criterion-referenced test and upon showing progress sufficient to master appropriate fourth grade-level skills, as determined by the school district.

A midyear promotion shall be made only upon the agreement of the parent or guardian of the student and the school principal.

#### **STUDENT RECORDS**

A cumulative folder of student records is kept on file. Parents/guardians may set up an appointment and inspect and review any school records dealing with their child. See Notification of Rights under FERPA in the Policies and Procedures section for more information.

#### **WITHDRAWALS**

When it is necessary for a student to withdraw or transfer from Briggs, the parent/guardian will need to complete a withdrawal form in the main office including date of withdrawal and the name, address, and phone number of the new school. A student must attend at least two weeks to receive a grade. All books and materials must be returned or paid for before the withdrawal can be completed (unless other arrangements are approved by the Principal).

## **STUDENT ATTENDANCE**

There is a proven correlation between good attendance and academic performance; good attendance is the responsibility of the student and the parent; and the state mandates daily attendance for all school-age children; therefore, every student is expected to be in attendance at school every day. Regular attendance at school is necessary for students to successfully progress in and fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. Some absences are unavoidable, but every effort should be made to keep absences to a minimum.

Absences: Students are expected to attend all classes each day. **ALL ABSENCES, excused or unexcused, count toward our attendance policy for passing coursework and for meeting the requirements for the End of the Year field trips.**

Absences from scheduled classes due to participation in school-sponsored or endorsed activities shall be considered in-school absences but shall not exceed ten (10) days per year unless approved by the Superintendent or the Superintendent's designee or otherwise excepted as set forth herein. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level and absences due to participation in a remote Internet-based course approved by the Board shall not be considered for purposes of the ten (10) day limitation. Additionally, the sponsor of an extracurricular activity may submit a request for an exception to the principal when a student has a GPA for the current semester of 3.0 or higher.

Excused absences include, but are not limited to, the student's illness, doctor's appointments, serious illness or accident involving a family member, religious observances, a death in the family, or attendance at a funeral. Proper documentation for the excused absence should be submitted from the parent/guardian explaining the excused absence. **The attendance/main office should receive the documentation** within five (5) days following the student's return to school or the absence will be considered unexcused (**truant**).

Unexcused absences include, but are not limited to, truancy, leaving school without proper approval, personal business, work, transportation problems not caused by District, and tardiness.

Absences shall not exceed nine (9) days per semester. **A letter will be mailed to the parent/guardian of the consequences for violating the attendance policy along with information on the appeal's process.** Violation of the attendance policy may result in a student being given an incomplete grade for the subject/class, loss of eligibility to participate in school activities and field trips **and could result in retention in the student's current grade. Parent/Guardian will be notified upon the 4<sup>th</sup> unexcused absence and on the 6<sup>th</sup> total absence. School Administration or the Administration designee and/or the school's Truant Officer will contact the parent/guardian to set up a meeting with a member(s) of the attendance team.** Extenuating circumstances such as serious illness or injury substantiated by a doctor's statement, or any absence considered extenuating circumstances by administration once documentation is submitted by the student or student's parent/guardian may be exempt. **If documentation (acceptable forms of documentation are original copies of doctor's notes or funeral programs) was provided when the student returned to school, the student may appeal absences by following the appeals process that will be stated in the letter mailed to the parent/guardian after the 9<sup>th</sup> absence.**

Tardies: **Our official school day begins at 7:50 AM, and we have educational opportunities available for all students beginning as early as 7:00 AM. Being late to school on any type of consistent basis is unacceptable. Students coming into class late are not only disruptive to what is going on in the classroom, but they are missing valuable educational time as well. If your child arrives after 7:50 AM, they will need to be signed in at the main office and get a tardy slip before they go to class.**

Likewise, our official school day does not end until 2:50 PM. Removing your child from class even a few minutes early is just as disruptive as being late in the morning. Students who leave between 2:20 PM and 2:49 PM will

**also receive a tardy. Please do not call to withdraw your child a few minutes early unless there is a significant appointment that day. All students leaving before the end of the day MUST be signed out in the office.** Tardy is defined as arriving after the class bell rings at the beginning of the school day, at the beginning of each class period **or being signed out between 2:20 PM and 2:49 PM. We will notify our Truant Officer or the D.A. 's office when a student reaches 12 or more tardies by either arriving at school late or being taken out of school early at the end of the day.** Students arriving more than **twenty-five (25)** minutes after class has begun will be considered absent.

Truancy: The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. The District's attendance officer is the Superintendent, and the Superintendent is responsible for enforcing the attendance requirements. The Superintendent or Superintendent's designee shall maintain a record of student attendance and shall notify a student's parent or guardian of the student's unexcused absence. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the Truancy Officer and/or the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes.

### **MAKE UP WORK**

Students will be allowed to make up work for absences. Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of "a day for a day" to turn in work (unless the teacher allows extra time) when the student has been absent or missed class. (EX. A student who is absent for two school days has two school days to complete the work and then turn it in at the beginning of class the third day). However, when a student fails to timely make-up the work, the student will receive a zero as a result of his/her failure to make-up the work. During the period of make up time allowed, the work missed shall not be calculated in the student's grade until the work is turned in or the make up time has expired. Late work may be turned in per the teacher's deadline for reduced credit.

### **PERFECT ATTENDANCE**

**To be eligible for Perfect Attendance awards, rewards, and trips a student must have zero absences (excluding in-school absences), 3 or fewer tardies, and no out of school suspension days.**

### **ABSENCE PROCEDURE**

The attendance/main office can be reached at 918-456-4221 extension 100.

If a student is going to be absent the parent or guardian should call or visit the main office and explain the reason for the absence. Absences for doctor/dental/orthodontic appointments should be accounted for with a note from the place of treatment upon the student's return to school. If a parent or guardian does not contact the main office and if no documentation is submitted within 5 days, the absence will be counted as unexcused (truant).

Students arriving at school after **7:50 AM** must check in at the front office before going to class.

If a student must leave during the school day a parent or guardian must sign the student out in the main office. If a student returns to school on the same day the parent or guardian must sign him/her in at the main office when they return. Failure to check out in the main office will result in disciplinary procedures. Students will only be released from school to a parent or guardian unless the parent or guardian has provided administration with a written statement authorizing the release of the student to a third party. The administration may contact the parent or guardian to authenticate or verify the written authorization.

## **ACTIVITY ABSENCES**

A student shall not be absent for school-sponsored activities from any class period more than 10 days in one school year. The following activities are exempt: State and National levels of school sponsored competitions which have the approval of the Board, field trips, interscholastic meets, serving as a page in the State Legislature, and school assemblies. No student may take an activity absence beyond ten days unless the absence has been pre-approved by the 10-day absence committee.

## **STUDENT CONDUCT AND DISCIPLINE**

We believe in providing a school environment, which enhances self-esteem, promotes learning, and fosters respect for self, property, and others. We work in partnership with families to develop responsible citizens. Students are expected to practice good character such as compassion, courage, honesty, integrity, perseverance, respect, responsibility, accountability, self-discipline, and teamwork. Students are expected to be respectful of self, property, and others. The following are specific rules for various areas:

### Classroom

- Be a good listener; follow directions carefully.
- Think before you speak.
- Keep a neat and clean desk/work area.
- Show care for all property.
- Avoid disturbing others in your class or in other classes.
- Leave everything in order at the close of the day.

### Hallways

- Always keep to the right when moving in the halls.
- Running inside the buildings is never allowed.
- Respect others' space.
- Keep your voice at a whisper, and keep your hands, feet, and objects to yourself.
- Maintain a clean school environment by discarding trash properly.

### Cafeteria

- Practice good manners at all times.
- Put all paper and plastic in the waste can.
- Leave the area by the proper exit.
- Each person is responsible for leaving tables and floor areas clean.
- Stay in your seat.
- Keep your hands to yourself.
- Use a quiet voice.
- Clean up your area.

### Playground

- Any student who incites, encourages, promotes, and/or participates in acts determined by the playground supervisor to be hazardous to the safety of others shall be subject to disciplinary action.
- Tackle football and dodgeball are not allowed.
- Obscene language or obscene gestures will be grounds for disciplinary action.
- Students must have permission from the playground supervisor to go into buildings.
- Students must report problems to the playground supervisor.
- Students must not climb on electrical/air conditioning equipment, buildings, or sidewalk canopies.
- Homeroom teachers will review other playground rules that are specific to particular playgrounds.

## **CONDUCT**

The Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms to social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the

benefit of the individual and the school. Oklahoma Law Title 70, Section 6-114, provides for the teacher of a child attending a public school to have the same rights as a parent or guardian to control and discipline that child while the child is in attendance or in transit to or from the school or while participating in any school function authorized by the school district.

Student discipline, suspension, and due process for students with disabilities, as defined by the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with "The Policies and Procedures Manual for Special Education in Oklahoma" published by the Oklahoma State Department of Education. Federal law or regulation and Oklahoma law or regulation pertaining to students with disabilities shall take precedence in all matters that are specifically addressed by the federal and state laws or regulations. Where Federal and Oklahoma law or regulation permit, are silent, or do not directly address issues dealing with students with disabilities, Briggs Board Policy and regulations will be followed and will involve the Individualized Education Plan (I.E.P.) team or 504 accommodation plan team as appropriate.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the facts that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

The following behaviors at school, while in school vehicles, or going to or from or attending school events will result in disciplinary action, up to and including out-of-school suspension. These behaviors may include, but are not limited to, the following:

- Arson
- Assault on a school employee- A school employee shall mean any duly appointed person, employed by or employees of a firm contracting with the Briggs school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9-113.
- Assault on another student – physical and/or verbal: Assault and Battery - Assault-Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats. Battery- Offensive, unconsented touching of another’s person. Includes: fighting and throwing objects
- Bullying, hazing, harassment- Harassment includes, but is not limited to: Offensive teasing, unconsented communications with another student, taunting, slanderous remarks regarding another student, including social media, etc.
- Cheating/Plagiarism
- Conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process of effectiveness of the school
- Cutting class, sleeping in class, eating in class, or refusing to work in class
- Dangerous behaviors including but not limited to headlocks, choking, etc
- Disruptive Behavior - Failing to follow classroom rules and/or disrupting the educational environment
- Disruption of the educational process and daily school activities, extra-curricular activities or while in transit to and from school
- Electronic Devices- Electronic devices such as gaming devices, ipads etc. are prohibited at school without prior approval from teachers or administration
- Failure to attend assigned detention or other disciplinary assignment without approval
- Fighting
- Forgery, fraud and embezzlement
- Gambling
- Gangs or Gang behavior including a set behavior and attire
- Indecent exposure

- Insubordination- A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel without just cause as determined by the administration, shall be subject to disciplinary actions.
- Leaving school without permission
- Littering the school building or property
- Misinformation - willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent)
- Obscenity/Profanity - Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and electronic communications (texts, social media, videos), oral or written materials (books, letters, poems, videos, etc.) which are commercially or student produced are prohibited. Profanity, including but not limited to gestures, symbols, verbal, written, etc.
- Possessing weapons
- Any kind of public display of affection
- Running in the building
- Sexual assault and harassment
- Theft, including the removal of school property from the library or classroom without following appropriate check-out procedures
- Threatening, Blackmail and Extortion - The taking of money/property by anyone who uses threats, or other illegal use of fear or coercion in order to obtain the money/property, and whose conduct falls short of the threat to personal safety required for robbery
- Truancy
- Unauthorized or inappropriate use of technology software and/or hardware
- Unexcused, repeated tardiness
- Unexcused, repeated tardiness to school
- Use of wireless telecommunications devices without prior authorization
- Use of, possession, distribution, or sale of tobacco in any form including any type of vapor products or vaping.
- Use of, possession, distribution, sale, conspiracy to sell or possess, or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled substances
- Use of, possession, or threat of use of a dangerous weapon and related instruments.
- Use of or possession of missing or stolen property if property is reasonably suspected to have been taken from student, a school employee, or the school
- Using racial, ethnic, or sexual labels or slurs
- Vandalism/destruction of school property or the property of others on school grounds.
- Violations of Board of Education policies, rules or regulations or violation of school rules and regulations or violation of state statutes.
- Vulgarity

## **FORMS OF DISCIPLINE**

**BEHAVIORAL CONTRACT** may be developed to outline the expected behavior for a student. The student and parent will be asked to sign the contract, which will include consequences if the contract is not met.

**CHANGING STUDENT'S SEATING AND/OR CLASS ASSIGNMENT** - Teachers and/or administrators may change a seating assignment as needed to control behavior issues. Administration may change a class assignment as needed to control behavior issues.

**CONFERENCE WITH STUDENT AND/OR PARENT** by the teacher and/or administration with the parent/guardian to discuss behavior and consequences.

Determining reasonableness of punishment includes student's age, sex, physical and mental condition, nature and motive of offense, whether force was degrading, and likelihood of permanent harm upon student. *Holman v. Wheeler*, 677 P.2d 645 (Okla. 1983)

**IN-SCHOOL DETENTION (ISD)** is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment yet continues to attend school and receive instruction.

ISD is during the regular school day in the ISD room. A student must serve the ISD on consecutive school days. A student in ISD may participate in extracurricular activities that occur outside the regular school day at the discretion of the extracurricular coach or sponsor.

Teachers will turn in ISD assignments to the office before 7:50 a.m. on the day the student is to begin ISD. Those assignments will be graded as in the regular classroom. Students are not penalized academically in ISD.

ISD Rules: Remain in assigned seat, no talking/communicating with others, no sleeping, work on assignments (ISD teacher will give additional assignments if the student completes the regular teacher's assignments), and students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISD teacher that prohibits contact with students in the regular educational setting.

**INVOLVEMENT OF LOCAL AUTHORITIES** certain actions and behaviors may warrant contact with local authorities including prosecution in some instances.

**LUNCH DETENTION** is served after the student has eaten and as assigned by the teacher or administration. A student who is absent from or tardy to lunch detention will be subject to the policy for Failure/Refusal to Serve Assigned Discipline.

**OUT OF SCHOOL SUSPENSION** – A short-term out-of-school suspension shall be for a period of 10 or fewer school days. A long-term out-of-school suspension shall be for a period of 11 or more school days. A long-term suspension shall not extend beyond the current school semester and succeeding semester except in the case of possession of a firearm or dangerous weapon in which case an out-of-school suspension of up to 1 calendar year may apply. Students under suspension are not permitted to participate in or attend extra-curricular activities on school property or other sites where school activities occur during the period of suspension. Students under suspension are not permitted to ride a school bus, ride in school vehicles, or be on school premises. A student shall serve the assigned suspension period on consecutive school days.

#### PROCEDURAL STEPS FOR OUT OF SCHOOL SUSPENSION

##### Pre-Suspension Conference

- When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the Principal will conduct an informal conference with the student.
- At the conference with the student, the Principal will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule or regulation.
- The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
- If it is concluded that an out-of-school suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.
- The Principal will immediately notify the parent by phone and in writing that the student is being suspended out-of-school and that alternative in-school placement or other available options have been considered and rejected. Students will not be dismissed before the end of the school day without advance notice to the parent.

##### Immediate Suspension without a Pre-Suspension Conference

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- A student may be suspended without the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the Principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, staff, or to school property, or a continued substantial disruption of the educational process.
- In such cases, a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

#### Conference with Parents

- The Principal will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the Principal at the time he/she is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
- At the conference, the Principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The Principal will provide information as to the basis for an out-of-school suspension rather than the use of alternative options. The parent/guardian should be asked, by the Principal, if he/she understands the rule and the charges against the student.
- At the conclusion of the conference the Principal will state whether he/she will uphold, modify or terminate the suspension. In all cases the parent will be advised of his/her right to appeal the decision of the Principal.

Right of Appeal - Short-Term Suspension (10 or fewer days) A student, who has been given a short term out-of-school suspension, and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student, with a short-term out-of-school suspension, and his/her parent shall be informed by the Principal of this right and the method of submitting an appeal. The decision of this local committee will be final and non-appealable.

#### Method of Appeal to a Committee:

- Letter to the Superintendent must request an appeal.
- If no appeal is received within three (3) school working days after the parent/guardian or student receives the Principal's decision, the Principal's decision will be final and non-appealable.
- The Superintendent shall convene a review committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
- The Superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration will be given to accommodate the schedule of the parent/guardian whenever possible. If possible, the student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The administrator who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
- The Principal will briefly outline the student's conduct, read the policy, rule or regulation, which the student's conduct violated, and present any evidence and witnesses that support the Principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
- At the conclusion of the presentation of the evidence, the committee shall render a decision. The suspension committee may uphold the suspension, modify the terms of suspension, or terminate the suspension. The Committee's decision shall be rendered in writing within three (3) school working days of the hearing to the parent or guardian of the student, the Principal, members of the committee, and the Superintendent.
- The decision of this committee will be final and non-appealable.

Right of Appeal - Long Term Suspension (more than 10 days) a parent or the student may appeal the out-of-school suspension decision of the Principal to the Superintendent and the Board of Education.

#### Method of Appeal to the Superintendent or Designee:

- Letter to the Superintendent must represent an appeal.
- If no appeal is received within three school working days after the parent or student receives the Principal's decision, the Principal's suspension decision will be final and non-appealable.
- The Superintendent should hold a conference with the parent or guardian as quickly as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
- At the conference, the Superintendent will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The Superintendent should ask the parent if he/she understands the rule and the charges against the student.
- The student and his/her parent or guardian will briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
- Within three school working days of the conclusion of the conference the Superintendent will notify the student and parent in writing whether he/she will uphold, modify, or terminate the suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

#### Method of Appeal to the Board of Education

- Letter to the Superintendent must request an appeal to the Board within three school working days of receipt of the administration's decision.
- If no appeal is received within three school working days after the parent or student receives the decision of the Superintendent, the Superintendent's decision will be final and non-appealable.
- The Board will hear the appeal as soon as possible.
- The parent and student will be notified in writing of the date, time, and place of the hearing.
- The parent and student will have the right to an "open" or "closed" hearing, at their option.
- Reasonable efforts will be made to accommodate the work schedule of parents.
- The Board may uphold, modify, or terminate the suspension.
- The Board's decision is final and non-appealable.

#### Attendance at School Pending Appeal Hearing

Pending the appeal hearing before the Board, the student will have the right to attend school under such "in school" restrictions as the Principal or Superintendent deems proper, except that at the discretion of the Principal or Superintendent the student may be prohibited from attending school pending the appeal hearing.

- The conduct for which the student was suspended reasonably indicates that continued attendance by the student pending the appeal hearing would be dangerous to other students or school property; or
- The conduct for which the student was suspended reasonably indicates that the continued presence of the student at the school pending the appeal hearing would substantially interfere with the educational process at the school.

#### Education Plan for Suspended Students

A student who is suspended for five days or less shall be allowed one day for every day suspended to make-up assignments and tests given during the suspension period. The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension. The failure of the student to meet these time requirements will result in an "F" and no credit for work, assignments, and/or tests not made up according to the time requirements. If a student is suspended from school for longer than five days, administration shall develop and provide to the student and the student's

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parent/guardian an education plan which includes assignments in core unit subjects that should be completed and returned to the school by the date(s) specified in the plan. A student who is suspended for possession of a weapon, firearm, or controlled dangerous substance shall not be provided an educational plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension.

**REFERRAL TO COUNSELOR AND/OR APPROPRIATE SOCIAL AGENCY** – Depending on behavioral issues, the student may be referred to the school counselor who will determine if the student should be referred to the appropriate social agency.

**RESTRICTION OF PRIVILEGES** - Including but not limited to restriction of privileges to go on field trips, to competitive events, and any other school sponsored activity

**WORK/CLEANING DETAIL** - Students may be required to clean trays and wipe tables in the cafeteria during lunch time, pick up trash around the campus, etc as part of a disciplinary work assignment. Students may be required to clean up and/or straighten items or facilities in which they caused damage.

**OTHER APPROPRIATE DISCIPLINARY ACTIONS MAY BE REQUIRED AS INDICATED BY THE CIRCUMSTANCES.**

## **DANGEROUS WEAPONS**

The possession or use of any weapon during the time a student is in attendance in Briggs Public School or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited. For purposes of this policy the “possession of a dangerous weapon” includes but is not limited to any person having a dangerous weapon: (1) on his/her person; (2) in his/her locker; (3) in his/her vehicle; (4) held by another person for his/her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives, razors, clubs, slap jacks, night sticks; any device which throws, grenades, fireworks, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains, artificial knuckles; or dangerous instrument. Also prohibited are, any facsimile or counterfeit weapons resembling a weapon. Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extracurricular activity and are used in the appropriate manner. Any student who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy. A student who violates this weapon policy will be subject to: Out of school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances or for up to one calendar year.

## **DAMAGE TO SCHOOL PROPERTY**

All school property belongs to the patrons of the Briggs School District and is to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and subject to discipline by school authorities.

## **FAILURE OR REFUSAL TO SERVE ASSIGNED DISCIPLINE**

If a student fails to serve the discipline assigned due to circumstances genuinely beyond the student’s control, the student must make up the discipline. If a student “forgets” to serve the discipline, the discipline will be doubled. If the student

refuses to serve the discipline the student will receive out of school suspension. Upon returning from the suspension, the student must serve the original discipline.

## **OUT OF SCHOOL ACTIONS**

The Board of Education recognizes that the out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to suspension from school for any conduct, which, in the opinion of the school administration, has an adverse impact upon the school. Such activity includes, but is not limited to, the following: Damaging school property, engaging in activities which cause physical or emotional harm to other students, teachers, or other school personnel, or engaging in activities which directly impede discipline at school or the general welfare of school activities.

## **STUDENT POLICIES AND PROCEDURES**

### **ACCEPTABLE USAGE POLICY (INTERNET USAGE POLICY)**

**Please read AUP policy carefully, as your signature on the "PERMISSION/VERIFICATION FORM" assumes that students will abide by all policies herein this agreement and that students have permission to access the Internet.**

These guidelines are provided so that users are aware of the responsibilities they accept when they use Briggs School District owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources. Our goal in providing these services is to promote educational excellence in school for students and to facilitate employees of the District in their effort to provide quality education.

It is the responsibility of every staff member to educate students about appropriate online behavior, including interactions with other individuals on social networking sites, chat rooms, and cyber bullying awareness and response. This may occur in a variety of ways including but not limited to training sessions which meet CIPA, NCIPA, and the Protecting Children in the 21st Century Act, one-on-one discussions with individual students, educational videos, or podcasts, and/or educational handouts. It is also the responsibility of all staff members to monitor students' online activity while at school for appropriate behavior.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Under no circumstances are the users to attempt to bypass the firewalls or content filters. Should a student inadvertently access such a site, they should notify the teacher or principal immediately. The District may monitor online activities of any computer at any time.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:  
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(1) unauthorized access, including so-called “hacking”, and other unlawful activities; and (2) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

With respect to promoting the safety and security of minors, it shall be the responsibility of the District to educate minors about appropriate online behavior, including cyber bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. The District may implement this requirement in a number of different ways, including but not limited to: (1) distribution of this policy to all students at the first of the year which contains such information; (2) including such information in orientation for students at the beginning of each year in each computer class; (3) talking to students about such matters each time an incident occurs that involves these matters; and (4) any other manner deemed appropriate by the Superintendent or Board.

#### Supervision and Monitoring

It shall be the responsibility of all District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Briggs School District uses many technology utilities in day-to-day management of all parts of the network. Some of these utilities, while providing the capability to remotely manage user’s computers, also provide opportunities for surveillance of user technology activity. Users are thus notified that at any time their technology activity could be monitored. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designee. Unacceptable uses of computer and electronic communications resources include use that jeopardizes personal safety, use that involves illegal and prohibited activities and use that threatens the security of the District’s technology resources.

#### Personal Safety

Employees and students shall not use the District’s technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

1. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people’s photographs on the web and identify them by name.
2. Student users shall not agree to meet with someone they have met online, without parental approval.
3. Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based email, messaging, videoconferencing, or chat services, except in special cases where arrangements have been made in advance and approved by the District.
5. Users shall not attempt to repair, alter, or change the configuration of District-owned technology resources.

#### Illegal Activities

Engaging in illegal and prohibited activities involving use of the District’s technology is prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District’s technology is not to be used for illegal activities. Among other things, users are expected to abide by the following:

1. Users shall not plagiarize works that are found on the Internet or any other electronic resource. For purposes of this policy, plagiarism means presenting the ideas or writings of others as one’s own.
2. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) that is not approved by the District.

3. District staff will not support or maintain any computer operating system or application software that does not meet District standards.
4. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder and approval from the District. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws would be removed.
5. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
6. Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
7. Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in loss of the recipient's work or systems.
8. Users shall not use the District's technology resources to engage in any activities that interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.
9. Users are strictly prohibited from performing vandalism acts of any kind to the District's technology resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, Internet, or any other agencies or other networks that are connected to the network or any attempt to modify, delete, or add to any part of the network. This includes, but is not limited to, the uploading or creation of viruses, or the intentional downloading of a file known by the user to contain a virus, defacing, or damaging school technology.

#### Security of District's Technology

The District spends substantial monies to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with education objectives in a technology-rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District's resources. Security with respect to the District's technology resources requires adherence to the following:

1. Users shall access the Internet in a manner that does not compromise the security and integrity of the District's technology resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file, or software from non-District sources must observe District policies and procedures for virus checking and system security.
2. Users are responsible for their individual logon passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share passwords, provide access to an unauthorized user, or access another user's account without authorization.
3. A computer logged into the District wide area network or the Internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.
4. Users must immediately notify the administrator if they identify a possible security problem.
5. Users are responsible for the appropriate storage and backup of their data.
6. The administration, faculty, or staff of the District may request a system administrator to deny, revoke, or suspend specific user accounts for violation of these policies or procedures.

#### Inappropriate Communications

Inappropriate communications are prohibited and can result in removal of access or other disciplinary action. Users must adhere to the following directives:

1. Users shall not use, view, download, copy, send, post, or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images, or video, or material that

advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images, or video apply to public messages, private messages, material posted on web pages and files stored or created on the District's technology resources.

2. If a user mistakenly accesses inappropriate information, the user must immediately inform his or her teacher or the network supervisor of the location of that information.

3. Parents or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.

4. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources of the District.

5. Users shall not harass another person. For purposes of this policy, harassment or "cyberbullying" means persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity that that person finds harassing, the user must stop immediately. Individuals who believe they are the victims of harassment should immediately contact their teacher, principal, or the Superintendent.

6. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

7. Users shall not manipulate, post, or make public pictures of other people without explicit permission from the other person and school officials.

8. Users shall not use personal equipment/technology to access the District's network without prior permission. If individuals use personal equipment/technology to access the network, they waive any right to privacy.

#### Disciplinary Action

The use of District technology resources is a privilege, not a right. The signature(s) of the student and parent/guardian on the "Permission/Verification Form" and staff signatures on the "Staff AUP" is (are) required prior to any technology use at Briggs School and is legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. Violation of District policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action up to and including termination of employment for employees and suspension from school for students. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities for prosecution.

#### Cell Phone Policy

Student cell phones, air pods, Bluetooth headphones, or smart watches will need to be powered off during school hours. We understand that it is difficult to feel out of touch with your student, but parents can call the office to relay messages. If students need to talk to their parents they can come to the office or use the school phones in the classroom. Some of the difficulties we face with hundreds of cell phones being used by students include the possibility of:

- Students taking pictures/videos of other students without permission and posting to social media.
- Students continuously checking their phones during class.
- Students watching movies/video clips, or listening to music during class.
- Students participating in group texts/chats during the school day.
- Students bullying other students through group texts/chats.

Students who violate this policy will have their device placed in the main office and returned to them at the end of the day.

In case of emergency situations students will be allowed to use their phones.

#### ASBESTOS MANAGEMENT PLAN AND NOTIFICATION OF ACTIVITIES

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Briggs Public School has been inspected for the presence of asbestos-containing materials and is in compliance with the Asbestos Hazard Emergency Response Act of 1986. The asbestos management plan and the results of the re-inspection will be available for your reviewing during office hours in the Superintendent's office. Please call for an appointment.

## **CHILD IDENTIFICATION, SCREENING, AND EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

**REFERRAL:** Students who are suspected of having disabilities that may require special and related services may be referred for screening and evaluation. Briggs School works in coordination with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through two years of age or for special education and related services beginning at three years of age.

**SCREENING:** Activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

**Readiness Screening:** Kindergarten students may participate in readiness screenings to assess readiness for first grade entry. Results of the screening are made available to parents/guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent/guardian.

**Educational Screening:** Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. No child shall be screened without notice to the child's parent/guardian.

**EVALUATION:** Under I.D.E.A. or Section 504 of the Rehabilitation Act, evaluation means procedures to determine whether a child has a disability and the nature and extend of the special education and related serves that the child needs. Written consent of the parent/guardian for such evaluation must be on file prior to any child receiving an initial evaluation for special education and related services.

## **COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION**

Educational records containing personally identifiable information shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma.

## **COPYRIGHT POLICY**

It is the intent of Briggs School to adhere to the provisions of the copyright law (Title 17 of the U.S. Code) as they affect the district and its employees. While the law identifies some "fair use" provisions, it also defines specific restrictions on the reproductions of copyrighted materials. A copyright is a property right. Willful infringement of a copyright can result in criminal prosecution. Copyright materials, whether print or non-print, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted materials may not be made or used on district equipment.

Congress has identified four criteria to be balanced in considering questions of "fair use": the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work.



Standardized tests are copyrighted and confidential and cannot be copied or given to parents. Parents may receive and review test scores.

Copyright law also addresses the use of videos in educational settings. For a video to meet copyright law, the use must meet all four of the following criteria: The video must be legally made or acquired, and the use of the video must take place in a classroom or other place of instruction and be directed by students or teachers of the institution in the course of face-to-face teaching activities.

Briggs Public School recognizes the importance of protecting its intellectual property rights in original works from unauthorized reproduction, distribution and public display or performance. Briggs Public School will implement a copyright, ownership, and licensing as follows: Institutional works are the exclusive property of Briggs School and may not be copied, distributed, publicly performed, or displayed or used in the preparation of derivative works without the prior written consent of Briggs Public School. Institutional works are original works of authorship created for school purposes in the course of and as part of the author's employment with the school or specifically commissioned by the district to be created by the author for the district's benefit. Institutional works may include, but are not limited to, curriculum guides, curriculum materials, video or audiovisual productions, and works that depict interscholastic athletic, music, or other activity events, games, meets, matches, and performances

Institutional works shall have the following notice attached to each authorized copy:

*Copyright 20\_\_ Briggs Public School*

*All rights reserved. This material or parts thereof may not be reproduced or transmitted in any form without prior written permission from an authorized representative of the Briggs Public School.*

The District may retain ownership of the institutional works as defined herein, but it may convey that ownership and shall have the exclusive right to retain or convey its copyright.

The Superintendent or designee shall serve as the Copyright Officer for the District. The Officer will receive and act upon all requests for permission to copy institutional works or permission for performance or display rights. The Officer may approve any request for permission to reproduce, perform or display any institutional works for non-commercial or educational purposes. Any request for profit must be approved by the Board of Education.

## **CRISIS INTERVENTION TEAM/PLAN**

A Crisis Intervention Team, made up of teachers, administrators, students, parents/guardians, and other staff, has been established to develop and provide for implementation of the crisis plan. The Crisis Plan contains the written plans and procedures that are in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. The Crisis Plan is on file in the Superintendent's office for review and on file with the local emergency management organization.

## **CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS**

A parent/guardian who is awarded legal custody of a child by court action shall file a copy of the current court decree, awarding such custody, with the school. If a court decree is absent, both natural parents/guardians have the right to view the student's school records, to receive school progress reports, to visit the child at school, and to participate in parent/teacher conferences.

## **DISTRIBUTION OF WRITTEN MATERIALS BY STUDENTS IN SCHOOL FACILITIES**

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Public school students may distribute written materials in school facilities, subject to reasonable regulation by school authorities of time, place, and manner of distribution and subject to certain restrictions concerning the content of the material. Students shall not distribute written materials in a manner which disrupts a school activity or which impedes the flow of traffic within hallways or entranceways to the school. No person will be compelled to accept any written material. A person who declines to accept written material will not be threatened, treated with disrespect (verbally or by gesture), or impeded in any manner. Students who distribute written materials will be responsible for removing discarded and leftover materials from the school facility and grounds before the students leave the school premises after distributing material. The distribution of written material shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, students must realize that rights go hand-in-hand with responsibilities and that students have a responsibility to refrain from the distribution of written material, which is:

Obscene to minors, meaning 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, is inappropriate.

Libelous, meaning a false and unprivileged statement about a specific individual, which tends to harm the individual's reputation.

Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language.

A 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.

Group defamation, 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 handicapping condition. This includes racial, gender related, and religious epithets, "slurs," insults and abuse.

Disruptive of school operations, meaning material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Students are required to have material approved by the Principal or his designee. Distribution without the Principal's permission may subject students to disciplinary action as provided herein, and the Principal may elect to take action to halt distribution of the material. Students who violate this policy will be subject to disciplinary action, including suspension.

## **DISTRIBUTION OF FLIERS/POSTERS BY OUTSIDE AGENCIES AND INDIVIDUALS**

The distribution of all literature by outside agencies and individuals is to be approved by the Superintendent or designee. No literature will be distributed that contains primarily religious or political materials and/or advertising overtones, which may be beneficial to any particular group or business.

## **DRESS CODE**

A student's appearance should not distract classmates from the task of learning. Because a relationship between one's appearance and behavior does exist, attire for students must be reasonable, modest, and in such a style that it will not cause distraction. The following rules should be followed in regard to student dress:

- Short-shorts, bicycle, boxer, and cut-off shorts are not permitted. Skirt, dress, and short hemlines should not be shorter than the tip of the longest finger with the hand hanging at the student's side.

- The student’s torso, chest, undergarments, or any other inappropriate area of the body should not show at any time while sitting, bending, or leaning.
- Mesh shirts, midriff, halters, lowriders, tank tops, clothes with holes or tears in inappropriate places and other similar attire are inappropriate.
- Clothing displaying disruptive or suggestive lettering and/or symbols will not be permitted. Items advertising alcoholic beverages, drug and tobacco products, weapons, criminal behavior, inappropriate moral conduct, nudity (partial or whole), obscenity, profanity, or violence will not be permitted.
- Gang related behavior, body adornment, tattoos, or clothing will not be permitted; this includes but is not limited to “sagging”, bandanas, gang/set colors, written symbols, and/or gestures that reflect gang affiliation.
- Hair and makeup must be reasonable, modest and clean. Extreme hairstyles and colors, which distract or disrupt the learning environment, will not be permitted.
- Hats, scarves, bandanas, and sunglasses are not permitted inside the buildings at any time.
- Shoes must be worn at all times. House shoes and shoes with wheels are not permitted. Students are encouraged to bring gym shoes to wear on the gym floor for P.E. (street shoes are not allowed—bare feet are allowed but discouraged, Briggs School does not take responsibility for injuries incurred when students do not wear gym shoes for P.E.).
- Uniforms conforming to the above guidelines may be worn during the school day.
- All students participating in any school-sponsored activities must comply with the dress and appearance regulations.
- All students participating in any school sponsored activity that requires specific dress and/or appearance will follow the dress and appearance guidelines of the group and/or team.

Students at Briggs School are expected to dress appropriately for the school setting. Clothing, accessories or hairstyles that in the judgment of the administration create a foreseeable disruption to the educational environment or creates a risk of health or safety to any person are prohibited at school or any school related activity.

## **ELECTRONIC DEVICES**

Valuable property such as gaming devices, tablets etc. should be brought to school ONLY when permission is given by a staff member, for class parties, and/or field trips. Students are not allowed to wear earphones, earbuds, etc during the school day without approval. Briggs School will not be responsible for lost, damaged, or stolen items. Items brought without permission will be taken to the office and picked up by a parent.

## **EMERGENCY/DISASTER DRILLS**

**TORNADO DRILLS** - Two tornado drills will be held each school year. When the tornado alarm sounds, prepare to leave your room with your grade book/class rosters. Listen for any instructions as you leave. If instructions are not received, evacuate to the cafeteria (storm shelter). The building should be evacuated as quickly as possible. Students will not linger to get books or personal items, run, shove, or talk. As you enter the cafeteria (storm shelter) move your class as quickly as possible into the interior of the room so that the doors are not blocked.

If the storm has approached too quickly for evacuation to the cafeteria (storm shelter) as per instructions over the intercom, quickly have students move to the interior of the building and away from windows. Students should assume a position down on knees, lean forward, with their hands and arms covering their head and neck.

Stay in the cafeteria (storm shelter) or interior of the building until instructions are received.

**FIRE DRILLS** - Two fire drills will be held each school year. When the fire alarm sounds, prepare to leave your room with your grade book/class rosters. Listen for any instructions as you leave. If instructions are not received, evacuate using the safest route. Make sure that your door(s) are shut, not locked. If you see smoke in the hall the direction that you are to

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exit, turn and move towards an alternate route. The fire exit routes should be posted in all rooms (if you do not have one posted please contact the office). The building will be evacuated as quickly as possible. Students will not linger to get books or personal items, run, shove, or talk. Students will move away from the building, find the teacher at the designated area, and remain at that area until given further instructions. Teachers need to take their grade book with them and check roll. If a student is out of the classroom, they will exit with the closest group around them and will then report to their teacher once they are a safe distance from the building.

Safety precautions: Inside the school building, be sure to walk and walk to your right. No running in the halls. No running on the sidewalks or walkways around the school buildings. When crossing the road in front of the school buildings, watch carefully for oncoming traffic.

**LOCKDOWN/INTRUDER ON CAMPUS/EMERGENCY DRILL** - The signal for the alert will be announced to the staff. When this is announced over the intercom, lock doors and windows quickly, close blinds, turn off lights, move away from windows and doors, and stay quiet and still. Do not open the door for anyone until you have been notified over the intercom that the alert is rescinded.

## **ENGLISH LANGUAGE LEARNERS**

Briggs School offers an ELL program designed to develop the English skills of all students who speak a language other than English and who are in need of additional English instruction due to lack of English proficiency. ELL staff will notify parents when there is a change in an ELL student's language proficiency and/or the services for which a student qualifies. ELL students will be assessed annually using the WIDA assessment provided by the Oklahoma State Dept. of Education.

## **ENROLLMENT REQUIREMENTS**

A child must be four years of age on or before September 1 to attend the four-year-old program. A child must be five years of age on or before September 1 to attend Kindergarten. A child must be six years of age on or before September 1 to attend first grade. Students with disabilities may be entitled to attend school from three years of age. Contact the district's Special Education Director to determine eligibility for early admission.

To gain admission to Briggs Public School, a student must be a legal resident of this district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Briggs Board of Education. New students are required to bring birth certificates, up-to-date and certified immunization records, and proof of residency (a current gas or electric bill and a statement from the County Assessor's Office) at time of enrollment.

Transfer Students- The enrollment of a student whose parents are not legal residents of Briggs School District must be approved by Briggs School administration and by the school of residence before enrollment will be final.

A student must be in good standing at the time of withdrawal from any previous school in order to enroll in the District. A student who has been suspended from a public or private school for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in the District until the terms of the suspension have been met or the time of suspension has expired.

Entry from Non-Accredited/Home Schools: Students entering an accredited elementary school from an elementary school not accredited by the State Board of Education or home school shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with administrative regulations.

If required to take a standard achievement test, students must demonstrate proficiency at the 70% to be placed in the academic level commensurate with their age. Students scoring below the 70% will be placed in the grade below. Along  
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with parental input, this decision will take into consideration such factors as social, emotional, physical and mental growth. All exams shall be administered by the receiving school and the results be kept on file for one year.

## **ETHNIC AND RACE RELATIONS**

Briggs Public School respects the rights and dignity of all persons. The district further believes all children deserve the opportunity to learn in an environment that creates sensitivity and awareness of diverse cultures.

## **EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS**

Students who participate in curricular, co-curricular and/or extracurricular activities (clubs, organizations, tournaments, contests, meetings, banquets, performances, etc.) represent our school and community and, therefore, must abide by all rules and regulations set forth in the Student Handbook and/or by that organization. This includes academic eligibility, attendance, and proper attire and conduct. Failure to do so may result in removal from that activity, disqualification from being eligible to receive any organizational or school honor, removal from organization membership, or loss of rights to attend a trip or activity with no reimbursement to student/parent/guardian for expenses incurred to date. Students who are suspended for drug and/or alcohol infractions will not be allowed to participate in school activities for the remainder of that semester and/or the following semester. When a student's behavior results in disciplinary action, he may lose participation rights in some or all activities for that semester and/or the following semester. Students must be in attendance one-half of the school day to participate in after-school activities. In case of conflicting activities, performance takes precedence over practice. Organizations may have rules and regulations in addition to those in the handbook. Some organizations that may be available for students are Service Club, Students Working Against Tobacco (SWAT), 4-H, Student Council, and Academic Team (Membership is by teacher referral, academic record, test score, and student interest).

## **FIELD TRIPS**

To attend school-sponsored trips, a student must have a parent/guardian signed field trip permission form on file. The permission form is a part of the enrollment packet completed at the beginning of the school year or when a student enrolls. Students without signed permission forms on file will remain at school. Students will be transported by school bus, school vehicle, or commercial transportation. Students must ride the bus to the event/field trip but may go home with a parent/guardian following the event/field trip. No private automobiles will be used to transport students.

Out of state travel requires approval of the Superintendent and then the Board of Education. There may be situations, which will necessitate a last-minute cancellation of a trip. This could result in parents and students losing deposits, admission fees, and other expenditures made prior to the trip. If a decision is made which results in money being lost, the Briggs School will not be responsible for reimbursing students and/or parents. Funds, which have been collected but have not been spent or committed, may be refunded.

All discipline policies will be observed during field trips. Students are expected to follow bus safety rules and be respectful to others while being transported to and from a field trip destination.

End of the Year Field Trips and "special" activities will require students to meet minimum standards in order to participate. Students must be academically eligible. Any student with a total of **ten (10)** or more accumulated absences (doctor notes are **not excluded**; therefore, they count as an absence) within a semester will not be eligible for the End of the Year Field Trip or "special" activities.

## **GANG AND GANG RELATED BEHAVIOR POLICY**

Briggs School District has a responsibility to maintain a school environment free of violence, intimidation, and/or other behaviors, which threaten the safety and well being of students and staff. Anti-social and/or criminal activities of gangs

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or gang-like groups threaten the school environment and interfere with the educational process. Anti-social and/or gang activities will not be tolerated, and the District hereby bars all gangs, gang affiliations and gang related activities from school buildings, school buses, school related activities and school property at all times.

A “gang” is defined as any identifiable group or club which exists without the sponsorship or authorization of the school and which engages in antisocial or criminal behavior or activity, which is disruptive of the school environment.

Activities of gangs/associations/organizations including recruitment, initiations, hazing, intimidation, retaliation and /or related activities, which could potentially cause bodily danger, physical harm, or personal degradation or disgrace and result in physical or mental harm to students are prohibited as are all forms of criminal activity. The use of language, hand signals, graffiti, tattoos, haircuts,, or the presence of any wearing apparel, footwear, jewelry, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is hereby prohibited.

School administrators will monitor the school environment and parents will be informed of suspected gang involvement and /or activities. If an administrator verifies a student’s involvement in gang activity, the parent or guardian will be informed and appropriate law enforcement and social service agencies will be notified, Administrators shall comply with confidentiality laws when releasing student record information.

Cooperation with law enforcement agencies is authorized and encouraged. Students violating this policy may be subject to appropriate disciplinary action, including suspension and/or recommendation for expulsion review.

## **GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS**

If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the Principal. If the issue involves another student or other school personnel, the parties will address the issue with the Principal. If the issue is not resolved, the parties will bring the issue before the Superintendent. If the issue is not resolved the parties may file for a hearing with the Board of Education through the office of the Superintendent at least 7 days prior to the next scheduled board meeting. The decision of the Board is final.

## **HALL PASSES**

Students leaving a classroom during class time must have a hall pass in his/her possession. Students in the hall without a pass may be subject to disciplinary action.

## **HARASSMENT AND/OR BULLYING**

Harassment, intimidation, and bullying constitute unethical and/or unacceptable employee or student conduct that will not be tolerated at any level. All employees/students are strictly prohibited from engaging in any form of harassment, intimidation, and bullying of any other employee or student. Any employee/student engaging in harassment, intimidation and/or bullying is subject to disciplinary action including, but not limited to, student suspension, employee suspension, demotion, forfeiture of pay or benefits, and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context, and gravity of such activities or incidents.

While it is not easy to define precisely what constitutes harassment, it certainly includes, but not limited to, written, electronically generated, verbal and physical contact, epithets, slurs, gestures, or graffiti, even in jest, that are targeted toward an individual because of race, color, religion, sex, age, national origin, marital status, veteran status, sexual orientation, or disability (mental or physical), height, weight, socioeconomic status, or any other distinguishing characteristic. This includes intimidation and bullying in any form that a reasonable person should know will harm another employee or student, damage property, create fear, or demean any employee, student, or group of students.

Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or “all in good fun” to one person may be extremely offensive to the person to whom the comments or actions are directed.

When allegations of harassment of a sexual, racial, religious, or disability nature are filed, a thorough investigation will be conducted. A Principal or Superintendent will investigate other allegations of harassment or bullying and when appropriate, provide education, training, and/or discipline related to such behavior.

## **HEALTH SERVICES/WELLNESS PLAN**

Briggs School will not be employing a school nurse for the 2022-2023 school year. Briggs School will have nursing services available through the Cherokee County Health Department. Cherokee County Interlocal will be providing training on CPR Heart Saver and First Aid to all employees.

It is the parent/guardian’s responsibility to communicate health-related information, including chronic illness to the Principal to ensure proper care of the student. If a teacher/administrator becomes aware of a health problem involving a student, the parent/guardian shall be notified immediately. If efforts to resolve the problem through consultation with the parent/guardian are not successful, the administrator shall consider referring the matter to the Department of Human Services.

School officials are required to report incidents of child abuse or neglect to the proper legal authorities. 250.S.846 A (1) (c).

Any child who is determined to be afflicted with a contagious disease as currently defined by the Oklahoma Department of Health or with head lice shall be prohibited from attending school until a health officer or designee has determined that the child is free of head lice or the contagious disease is no longer contagious. 70 O.S. S5-117, S10-105, SS11-103, and S1210.194

**ALLERGIES** – School officials must be notified by the parent/guardian of student allergies (including but not limited to peanuts, latex, milk, bee stings, etc).

**EMERGENCY FIRST AID** - First aid shall be provided to students, school staff, and campus visitors.

All school employees shall complete training in CPR Heart Saver, First Aid, and AED use, provided that an Automated External Defibrillator (AED) is maintained in that building. Cherokee County Interlocal nurses will provide training. First aid supplies shall be kept in the health office at the school, where they will remain clean and available to all personnel. First aid boxes will be available in all classrooms.

Since students may have epileptic seizures and/or asthma attacks or other health conditions at school, teachers shall be made aware of appropriate procedures for handling these conditions and for calling 911, Emergency Medical Services (EMS) during the training provided by the Cherokee County Interlocal nurses. Each year, students’ parents or guardians will be requested to update the Emergency Medical/Authorization Form, with the student’s current health conditions and any known major health conditions or allergies that may require school personnel to provide emergency care.

When an emergency exists, school employees will implement appropriate emergency procedures. Administration will be contacted immediately unless the situation warrants calling 911 first. A school “employee” includes any person employed by the District who is assigned to the public as a result of an agreement between the District and the School Board.

Emergency Injections: epinephrine auto-injectors prescribed for students with identified allergies.

When a licensed medical professional believes that epinephrine to treat an allergic reaction is necessary during school hours, school employees will administer it. The parent or guardian and licensed medical professional, as indicated, must

complete the appropriate authorization forms. Cherokee County Interlocal nurses will train school employees on how to administer the injections during the CPR Heart Saver and First Aid training.

Only pre-measured doses of epinephrine (Epi-Pen or Epi-Pen Jr.) may be given. The injection will be given immediately after report or exposure to the allergen or at the prescribed student's request due to onset of allergic reaction. Type of exposure (e.g., ingestion, skin contact, inhaled) as well as specific allergen must be indicated on the licensed medical professional's order. In situations where students are approved to carry their own epinephrine, staff will be prepared to administer the injection if the student is not able. A second dose, to be used for back up, should be kept in the health office in case the student's medication is not available. The school shall contact administration, call 911 and call the parent or guardian of the student who was given epinephrine.

**HEALTH EDUCATION – AIDS (Acquired Immunodeficiency Syndrome)** Education is required by Oklahoma State Law and will be provided for eighth grade students. The curriculum developed by the Oklahoma State Department of Education is used, as required. An informational meeting for parents/guardians is provided, as required, at least thirty days prior to the implementation of the curriculum. All curriculum and materials used to teach AIDS education will be available for inspection by parent/guardians. If a parent/guardian does not want the student to be involved in the AIDS education program he/she must notify the Principal in writing each year.

**HEALTH EDUCATION – OTHER** Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

**HEAD LICE** – A teacher, staff member, or administrator will check students suspected of having head lice. If a student is found to have nits only the parent/guardian will be contacted and asked to provide treatment before the child returns to school the following day. If a student is found to have live lice the parent/guardian will be contacted and asked to pick the child up from school and provide treatment before the child returns to school the following day. Once the child returns to school the parent/guardian will be asked to stay with the child until a teacher, staff member, or administrator re-checks the child's head for nits/lice. If the school employee clears the child, he/she may return to class. If the child is not cleared by the school employee, he/she will need to go home with the parent for further treatment.

In cases of severe infestation, inability of the family to rid the child of infestation, chronic infestation, repeated infestation, (re-infestation of the same child > two times within six months), or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent will be referred to the county public health nurse or to the family's physician/medical care provider for treatment. In such cases, the child will be excluded from attending school until the child is no longer infested. Depending on the circumstances of the case, Youth and Family Services or other local Department of Human Services personnel will be contacted to assist the family. In cases of exclusion, a note from a representative of the public health department or the child's medical provider, which declares the child to be lice and nit free, is necessary to allow re-entry to school.

Prior to school-sponsored overnight events, students participating will be checked for head lice. Students who are treated may have a recheck before trip departure. The presence of nits or live lice on the day of departure will prohibit the student from attending the event. Any prior expense incurred will not be reimbursed to the student/parent/guardian.

**HEALTH SCREENING** - The Briggs School Health program will provide vision and hearing screenings for students in designated grades. After screening, a representative of the school will contact parents/guardians if the student's screening results indicate the need for referral to a doctor. If the screening results are within normal limits, parents/guardians will not be contacted. Parents/guardians may request in writing that no screenings be done by notifying the school in writing each year.

**ILLNESS AT SCHOOL** – Parents/guardians will be notified by the teacher, staff member, or administration for the illness related reasons listed below. Parents/guardians must pick up students within an appropriate time span after being



notified and are to transport a student who becomes ill at school. Parents/guardians are requested to report any contagious health conditions to the Principal or designee.

Parents/guardians will be notified, and the student may be sent home for the following:

- Temperature of 100 degrees or higher. A student with a temperature of 100 degrees or above must be sent home.
- Head injury.
- Diarrhea and/or vomiting.
- Body rash
- Eye discharge, defined as thick mucus or pus draining from the eye, or a pink colored eye,
- Severe coughing
- Body fluid drainage that may pose a risk of exposure to others,
- Live lice. A student with live lice must be sent home.
- Any other condition that may distract from the learning environment of the affected student or classmates.

**IMMUNIZATIONS** – All students are required to keep complete immunization records on file. These records must be kept in compliance with the Oklahoma State Immunization Law. Without current and up-to-date immunization records, no students shall be permitted to enroll in the District unless the student presents to the school at the student’s initial enrollment either:

- Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of the student signed by a physician; (2) the parent/guardian of the child objects to such test or immunizations for religious reasons; or (3) the parent/guardian claims an exemption for person reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

**MEDICATION AT SCHOOL** - All medication (prescription and non-prescription) must be checked-in the main office upon the student’s arrival at school. The designated staff member will keep all medication. If possible, parents/guardians are advised to give medication at home on a schedule other than during school hours. This medication policy has been established to maintain the safety of all students. It promotes responsible and reliable medication schedules and recognizes special needs with flexibility and includes accountability. If it is necessary that a medication be given during school hours, these regulations will be followed:

- “Emergency Medical/Authorization” form must be completed and signed by the parent/guardian.
- All prescription and non-prescription medications must be in the original container and the container must be properly labeled. All prescription medication must have a prescription label bearing the student’s name, the name of the prescribing physician, and the name of the drug, and the instructions for administration. The child’s physician in writing must approve dosage changes. Expired medications will not be administered.
- Empty prescription bottles will be sent home with the student. Medication will not be sent home with the student. Any remaining medication must be picked up by a parent/guardian. Exceptions to this policy will be made at the discretion of the Principal and/or Superintendent. All medication not picked up by the last day of school will be discarded.
- According to the provisions of Section 116.2 of Title 70 of Oklahoma Statutes, Briggs School permits the self-administration of inhaled asthma medication by a student for treatment of asthma according to the requirements as follows:
  - The parent/guardian of the student must sign the form for the student’s self-administration of medication.
  - The parent/guardian must have the form signed by the physician treating the student that the student has asthma, is capable of and has been instructed in the proper method of self administration of medication.
  - The parent/guardian signs the form acknowledging that the school shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

- The form granting permission for self-administration of asthma medication is effective for the school year for which it was granted and must be renewed each year.
- Briggs School will not provide any non-prescription medication for students

Under Oklahoma State Law, the Briggs Board of Education, the Briggs School District, and/or Briggs Employees shall not be held liable to the student, parent, or guardian for civil damages for any personal injuries to the student, which result from acts or omissions in administering these medications.

**PHYSICAL EDUCATION** – All Kindergarten through 8<sup>th</sup> grade students will receive at least 120 minutes of physical education/activity per week. Students are encouraged to bring gym shoes to wear on the gym floor for P.E. (street shoes are not allowed—bare feet are allowed but strongly discouraged, Briggs School does not take responsibility for injuries incurred when students do not wear gym shoes for P.E.).

**WELLNESS PLAN** – The Healthy and Fit School Advisory Committee updates the Wellness Plan each year. The plan is available in the Superintendent’s office.

**Important information for Parents about Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health**

**WHAT IS MENINGITIS** – Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. A virus or bacteria usually causes meningitis. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe and may result in: brain damage, hearing loss, limb amputation or learning disabilities.

**WHAT TYPES OF BACTERIA CAUSE MENINGITIS** – There are several types of bacteria that cause meningitis, including: Neisseria Meningitidis, Streptococcus Pneumonia, Group B Streptococcal Disease and Haemophilus Influenzae Type B. This information sheet will focus on the disease caused by Neisseria meningitidis, which is rare but especially risky for certain ages. Disease caused by Neisseria Meningitidis is usually referred to as “Meningococcal” or “Meningococcal Disease”.

**WHO IS AT RISK FROM MENINGOCOCCAL DISEASE** – Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them. The risk of meningococcal disease increases for adolescents and young adults aged 15-22 years, because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in OK. More than half of these could be prevented by vaccine. Other persons at increased risk include those with immune system problems, those without a spleen, or travelers going to places in the world where the disease is more common.

**HOW IS THE DISEASE SPREAD** – The disease is spread by droplets in the air and by direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm or anything an infected person touches with his or her mouth.

**WHY IS MENINGOCOCCAL DISEASE DANGEROUS** – Meningococcal disease is especially dangerous because every year in the U.S. about 2,500 people are infected and about 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded or suffer seizures or strokes. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

**SIGNS AND SYMPTOMS OF MENINGITIS** – Headache, fever, chills, stiff neck, extreme tiredness, vomiting, sensitivity to light, rash of small purplish black-red dots, confusion and seizures.

**HOW CAN MENINGOCOCCAL DISEASE BE PREVENTED** – Vaccines can prevent many, but not all types of meningococcal disease. There are two vaccines available in the U.S. that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4 is recommended for: All adolescents 11-18 years of age, college freshmen living in dormitories if not vaccinated previously and other people at high risk 2-55 years of age. The earlier vaccine, called Menomune, or MPSV4 was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and may not require booster doses. MPSV4 is still used for children 2-10 years of age and adults over 55 who are at risk. Teenagers

and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

**IS THE MENINGOCOCCAL VACCINE SAFE** – Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small. A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4. At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

**DOES THE MENINGOCOCCAL VACCINE WORK** – Yes, the new meningococcal vaccine protects about 90% of the people who receive it from meningococcal disease caused by types A, C, Y and W-135. These types cause almost two thirds of all meningococcal disease in teenagers in the U.S. It does not prevent type B, which causes about one third of the cases in teenagers.

**DOES THE MENINGOCOCCAL VACCINE PREVENT ALL CASES OF MENINGITIS** – No; however, 63% of the meningitis cases in 18-22-year olds occurring in OK from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B.

**WHERE CAN I GET THE VACCINE FOR MY SON OR DAUGHTER** – If your child has health insurance you can obtain the meningococcal vaccine from your regular health-care provider. Local county health departments have the vaccine available at no charge for children who: have no health insurance, are Medicaid eligible, are Native American, or whose health insurance does not pay for vaccines and are either 11-18 years of age, or who are 2-18 years of age and do not have a spleen, or have terminal complement deficiencies, or HIV infection or will be traveling to countries with high rates of meningococcal disease.

**IS THIS VACCINE REQUIRED TO ATTEND SCHOOL IN OKLAHOMA** – Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma.

## **HOMEBOUND SERVICES**

The student must have a chronic or acute health condition that is so severe that it prevents them from attending school for a minimum of two or more weeks and would otherwise place them at risk of school failure as a result of the health condition. The condition must be verified by a physician and approved by the school Homebound Team. Students or parents of students requiring homebound services must see the Principal for further information.

## **INSURANCE**

Student health and accident insurance is available through the school at the student's expense. Student insurance application forms may be obtained during enrollment or at any time from the administrative offices. Briggs School and Briggs Board of Education does not assume responsibility for any athletic/P.E. related injuries to students.

## **LIBRARY**

Students are expected to be quiet, courteous and to use library materials in a responsible manner at all times. If this is violated repeatedly, these privileges may be taken away and/or a probation period given as designated administration. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739)

## **LOCKERS AND SCHOOL PROPERTY**

Lockers are the property of the school and are assigned to the student. Students hold neither expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of

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value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy. (70-24-102)

## **MCKINNEY-VENTO HOMELESS ACT**

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact the front office for more information.

## **MEALS**

Parents are encouraged to eat breakfast or lunch with their child whenever possible. Meal tickets may be paid for in the front office prior to eating. The cost for adult breakfast and lunch will be available at the beginning of each school year. All students may eat breakfast and/or lunch for no cost.

## **NON-ACCREDITED HOME SCHOOL ENROLLMENT**

Briggs School welcomes enrollment of students who have been in non-accredited schools and who have been homeschooled. Students enrolling from non-accredited schools and who have been homeschooled will be placed in grade levels and in courses based upon educational factors, primarily academic mastery as demonstrated on tests that assess the student on Academic Standards adopted by the Oklahoma State Board of Education. Students who do not have evidence of mastery through participation in nationally standardized achievement assessments will be required to take academic assessments administered by Briggs School personnel. The administration shall determine the approved assessment instruments that will be used to implement this policy. A parent who disagrees with the placement decision of the school may present a written objection for inclusion in the student's permanent folder and may request a review by the Superintendent. The decision of the Superintendent shall be final and non-appealable.

## **NON-DISCRIMINATION**

Briggs Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs including vocational programs and career technology in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; TITLE VI, Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act (ADA) of 1990. The school district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, national origin, sex, age, disability, and veteran status. Any person who believes he or she has been discriminated against based upon one of these protected categories is encouraged to file a discrimination complaint.

## **PROTECTION OF PUPIL RIGHTS**

The Protection of Pupil Rights Amendment affords parents certain rights regarding curriculum materials, surveys, collection and use of information for marketing purposes, and certain physical exams.

## **INSTRUCTIONAL MATERIALS**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary instructional material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or students in the District. However, teacher lesson plans and tests are confidential records  
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under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any instructional material shall initially be addressed to the Principal and then to the Superintendent, if necessary, who shall have final authority over the matter. Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the Board of Education subject to statutory and state board of education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control of materials or parental control, approval or review of teaching techniques or methods.

### **SURVEYS**

Without the parent's prior consent, no student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's family;
- Religious practices, affiliations, or beliefs of the student or the student's parent'
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Mental or psychological problems of the student or the student's family'
- Critical appraisals of other individuals with whom the student has a close family relationship;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; and
- Income (other than that required by law to determine eligibility for a program or for receiving financial assistance under a program).

Parents may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the Principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the Superintendent, or his or her designee, who shall have final authority over the matter. The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

### **PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATIONS**

Without the prior written consent of the parent or guardian, no student shall be required, as part of any applicable program, to submit to psychiatric or psychological examination, testing or treatment.

### **INSPECTION OF DATA COLLECTION INSTRUMENTS**

The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. Parents may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the Principal and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the Superintendent who shall have final authority over the matter.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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

- The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access. Parents should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent of the time and place where the records may be inspected. Copies of student records are available to the parents/legal guardians or students over 18 at a cost of per page.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents may ask the district to amend a record that

they believe is inaccurate or misleading. They should write to the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/eligible student.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

### **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act requires that the District, with certain exceptions, obtain written consent from the parent/guardian prior to the disclosure of personally identifiable information from the student's education records. However, the District may disclose appropriately designated "directory information" without written consent. The primary purpose of directory information is to allow the District to include this type of information from your student's education records in certain school publications. Examples include: a play program; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports rosters. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. The following has designated as "directory information," that can be disclosed without prior written consent: Student's name, parent's or guardian's name, dates of attendance, honors, achievements, and/or awards received, student photographs, and grade in which enrolled.

### **NOTIFICATION OF THREAT TO SELF OR OTHERS**

A parent/guardian is to be notified at any time a student discloses or is suspected of suicidal intentions or of causing harm to others. The counselor or school administrator will make an assessment concerning the severity of the situation and will provide information to the student's parent/guardian. The counselor or administrator may provide parents with a list of agencies and emergency numbers for assistance. The failure of parents to provide professional support may result in school officials reporting negligence to the Department of Human Services and/or recommending that the student not return to school until his/her safety or the safety of others is assured.

## **PARENT/GUARDIAN CONCERNS**

The Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. The purpose of this procedure is to secure, at the lowest possible level, a resolution for concerns. Such concerns are best resolved through communication with the appropriate staff members such as the faculty, the Principal, the Superintendent and then the School Board.

1. Matters concerning individual students and their teachers or coaches should first be addressed with the teacher/coach.
2. Unsettled matters from (1) above should be addressed with the Principal and the teacher/coach.
3. Unsettled matters from (2) above, or problems/questions concerning the district should be directed to the Superintendent.
4. If the above procedures do not resolve the matter satisfactorily, the complainant may pursue the matter formally with the School Board by submitting a letter to the Superintendent, which will be brought to the attention of the Board.

## **Parental Involvement Policy**

### **PART I. GENERAL EXPECTATIONS**

Briggs Public School District agrees to implement the following statutory requirements:

- Briggs School will put into operation programs, activities, and procedures for the involvement of parents, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, Briggs School will ensure that parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with sec 1118(d) of the ESEA.
- Briggs School will incorporate this district wide parental involvement policy into its district plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Briggs School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- Briggs School will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:
  - Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
    - that parents play an integral role in assisting their child’s learning;
    - that parents are encouraged to be actively involved in their child’s education at school;
    - that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
    - the carrying out of other activities, such as those described in section 1118 of the ESEA.

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

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

1. Convene an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program. An annual meeting (at the beginning of the school year – in conjunction with a Meet and Greet Back to School Night) will be held to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs.
2. Offer a flexible number of meetings. Planning and review meetings will be held throughout the school year (a minimum of two meetings per year) at times deemed to be of convenience to most parents.
3. Involve parents in planning, review, and improvement of Title I programs. Planning and review meetings will be held throughout the school year (a minimum of two meetings per year) at times deemed to be of convenience to most parents. Parents will be notified and encouraged to participate in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
4. Briggs School will provide assistance to parents of children served in understanding the topics listed below by holding annual meetings and training throughout the school year.
  - The State's academic content standards,
  - The State's student academic achievement standards,
  - The State and local academic assessments including alternate assessments,
  - The requirements of Part A,
  - How to monitor their child's progress, and
  - How to work with educators.

An annual meeting (at the beginning of the school year – in conjunction with a Meet and Greet Back to School Night) will be held to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. In addition, information will include a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

A parent meeting will be held to present information on PASS test scores, API, and student achievement each fall once test scores are available (if scores are available the meeting will be held in conjunction with Open House/Ice Cream Social). An individual student report about the performance of their child on the State assessment in at least math, language arts and reading will be provided to parents.

Briggs School will hold Parent/Teacher Conferences at least once per semester; giving parents an opportunity to meet with teachers to discuss the academic progress of their child. Technology presentations created by students will be incorporated into the conferences.

5. Briggs School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement. Parent/Student Literacy Activities—Family literacy activities will be held once per semester throughout the school year to promote family literacy and to provide information about how “parents can help their child academically”. Mini technology training sessions for parents will be held periodically throughout the year that will educate parents in areas that will contribute to their children's academic achievement. Provide adult ESL training as needed that will educate parents in areas that will contribute to their children's academic achievement.

6. Briggs School will educate its teachers, pupil services personnel, Principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools through staff meetings and/or professional development will be held each year.

7. Briggs School, to the extent feasible and appropriate, will coordinate and integrate parental involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children and conduct other activities, such as parent resource centers, that encourage and support parents in more fully

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participating in the education of their children by: Briggs School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Reading Recovery Program, Title III, 21st Century Community Learning Center Program, Title VII Indian Education, Cookson Hills Head Start, etc. by coordinating funding as well as meetings and activities so that parents will better understand all programs available for their child and will have further opportunities for involvement. A parent resource center will be available to all parents in the school library. Materials will be available for check out.

8. Briggs School will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. A phone messaging system will be used to notify parents of programs, meetings, and other activities. In addition, monthly calendars, notes about meetings, planning, activities, and opportunity for involvement will be sent home with each child as needed. Information will also be posted in the local newspaper as applicable. Teachers will call parents to discuss activities, homework, and academic achievement. Notes will be translated as needed for non-English speaking parents and families. As applicable, e-mail, automated calling systems, social media sites, and the school website will be used to communicate with parents. Other methods of communication will be available upon request, as practicable.

9. Briggs School will take the following actions to provide other such reasonable support for parental involvement activities as parents may request. Other parental involvement activities requested will be evaluated by the school Principal and where applicable by the Title I planning committee for implementation. All requests must be submitted to the school Principal and will be responded to in a timely manner.

10. Briggs School will provide parents with an opportunity to submit dissenting views to the district if a school's program is not acceptable to them. All dissenting views can be submitted to the school Principal. The school Principal and Title I committee will review and discuss the issues and will respond in a timely manner.

### **PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

Briggs School will strive to build parents' capacity for involvement in the school and school system to support their children's academic achievement, the following discretionary activities listed under section 1118(e) of the ESEA may be used in building this capacity:

1. Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
2. Providing child-care on campus to enable parents to participate in school-related meetings and training sessions;
3. In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times;
4. Adopting and implementing model approaches to improving parental involvement;
5. Developing appropriate roles for community-based organizations and businesses in parental involvement activities; and
6. Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

### **PART IV. ADOPTION**

This Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. This policy was adopted on April 28, 2010 and will be in effect for the 2010-2011 school year. This policy will be distributed to all parents of participating Title I, Part A children on or before October 1, 2010.

## **PARENTS RIGHT TO KNOW**

Parents/guardians have the right to request and receive (in a timely manner), information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

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- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provide instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request as outlined above, Briggs School shall provide to each parent:

- Information on the level of achievement of the parent’s child in each of the State academic assessments as required under this part
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

All information provided to parents under this policy shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## **RESTRAINT OF A STUDENT**

It is the policy of the Briggs School to promote a safe and productive educational environment for employees and students, and to ensure that every student is free from the unreasonable use of physical restraint, and that physical restraint shall only be used with extreme caution in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate. In the event physical restraint is deemed appropriate the CPI, Crisis Prevention Intervention, behavior management system will be utilized.

## **SEARCH POLICY**

Students shall not have any reasonable expectation of privacy in the contents of a school locker, desk, or other school property. All school personnel have access to school lockers, desks, and other school property in order to supervise properly the welfare of students. Student searches may be made based on a reasonable suspicion of a violation of school rules and/or state or federal law. The search will be made pursuant to the reasonableness, under the circumstances, of the search. The search of the student will be justified at its inception, based on reasonable suspicion and reasonable in scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. (Section 24-101.3). School personnel may utilize trained contraband dogs on school premises.

## **SELLING CANDY OR OTHER PRODUCTS**

Students are not allowed to sell candy or other products that are not school sponsored while on the school premises.

## **SEXUAL HARASSMENT**

It is the policy of Briggs Public Schools that sexual harassment of faculty, staff, and students is prohibited in the workplace in the recruitment, appointment, and advancement of employees. Sexual harassment of students by other students or adults is prohibited in and out of the classroom and in the evaluation of student’s academic performance. It is also the policy of the District that accusations will be taken seriously and will be investigated and accusations of sexual harassment which are made without good cause shall not be condoned. It should be remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

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 meanings, and jokes. Demeaning comments about a girl’s ability to excel in a class historically considered a “boys” subject, privately talking to a student about sexual manners, hugging or touching a student inappropriately may constitute sexual harassment. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes a sexual harassment. Graffiti of any kind will not be tolerated on school property. The Superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Any of the aforementioned conduct which effectively deprives a student of access to educational opportunities or benefits provided by the school.

**Specific Prohibitions:** 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. 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.

**Report, Investigation and Sanctions:** 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 Sexual Discrimination Grievance Policy. The Office of Civil Rights relies on the school administrator’s judgment and common sense in meeting the requirements of the federal law. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents 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. Every attempt will be made to maintain confidentiality; however absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. 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.

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

## **SPECIAL EDUCATION**

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals of Disabilities Education Act (IDEA), P.L. 101-476. Special education means specially designed instruction, at no cost to the parents/guardians, to meet unique needs of a child (ages 3-21) with one of the following disabilities: autism, deaf-blindness, deafness or hearing impairment, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, developmental delays.

### **SPECIAL EDUCATION INCLUDES**

- specially designed instruction in the classroom (regular classroom with support services, part-time special education classroom, full-time special education classroom, and special day school);
- specially designed instruction in the home, hospital, institution, or other setting;
- speech-language pathology services;
- physical education with modifications;

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- vocational education with modifications;
- related services such as transportation, speech-language pathology, physical and occupational therapy, identification and assessment, and counseling.

Briggs Public Schools embraces a philosophy of inclusion in the regular school community for all students. To the maximum extent appropriate, students with disabilities are included in the regular educational environment. The amount of time to be spent in general education classes is determined by the Individualized Education Program (IEP) for each student on an individual basis.

## **TELEPHONE USE**

Students may only use the telephone with the permission of administration or designee for necessary, school related business. Students may place local calls only. Phone messages will be delivered to students at an appropriate time.

## **TEXTBOOKS**

Textbooks for students are furnished free by the state of Oklahoma. All that is expected of students in return is an appreciation of this expense by the taxpayers of the State of Oklahoma. The student is responsible for any damages done to the book while it is issued to the student. A fine is levied at the end of the current school year for books damaged by abuse or mistreatment. If the book is not returned at the end of the school year, you will be required to pay a replacement price for the book. All records can be held until books have been paid for if destroyed.

## **TOBACCO USE/POSSESSION**

Possession of tobacco or tobacco products by students is prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242.) Prohibited tobacco products and paraphernalia include, but are not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained; who shall refuse to furnish such information shall be guilty of a misdemeanor.

## **TRANSPORTATION**

The safety and well being of student riders will be the first consideration in matters pertaining to transportation. Children will be instructed as to the proper and safe conduct while aboard transportation vehicles. Emergency evacuation drills on the bus will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

Students participating in a school sponsored activity off-campus must ride to and from the activity on transportation provided by the school and follow all transportation safety rules established. Exceptions may be made for students who ride with their parents upon permission of administration or designee. Using transportation service is a privilege granted to students. The District may suspend that privilege as a discipline for inappropriate student behavior, when it is in the best interest of the school and/or to ensure the safety of students and staff. The decision to suspend transportation services is non-appealable.

The school bus driver has a great responsibility in transporting our most "precious cargo" to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted. This is dangerous and cannot be allowed. It is necessary that student safety rules and regulations be enforced and followed without question. Parents must see that their child understands the importance of good behavior while riding on a bus.

The bus driver accepts the responsibility of getting students to and from school safely. Therefore, what he/she observes and reports to the Principal is final. The driver is there to report any misconduct or behavior that might keep him/her from properly doing his/her job.

**BEFORE LOADING:**

- Be on time at the designated bus stops in order to keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Approach the bus stop with caution.
- Respect people and their property while waiting for the bus.
- Receive proper authorization to be discharged at places other than the regular bus stop.

**WHILE ON THE BUS:**

- Stay in your seat.
- Keep all parts of the body inside the bus.
- No eating and drinking on the bus.
- No use of any form of tobacco, alcohol, or drugs.
- Throw away all trash (do not leave it in your seat or throw it on the floor).
- No loud talking, laughing, or unnecessary confusion.
- Do not damage the seats or any part of the bus. The offender will pay for damage.
- Never tamper with the bus or any of the bus equipment.
- Help look after the safety and comfort of small children.
- Maintain possession of books, lunches and other articles to keep the aisle clear.
- Do not throw objects in or out of the bus.
- No horseplay and fighting on the school bus.
- Be courteous to fellow students, bus drivers, and assistants.
- Talk quietly while riding the bus.
- Remain in the bus during road emergencies unless directed by driver, school personnel, or authorities to leave the bus.

**UPON LEAVING THE BUS:**

- If you must cross traffic, go at least ten feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
- Go home immediately, staying clear of traffic.
- Help look after the safety and comfort of small children.
- If you drop anything near the bus at the bus stop, DO NOT try to pick it up. Wait until the bus has left the bus stop and traffic is clear.

**DISCIPLINE:**

Discipline is at the discretion of the administration depending on the circumstances. It may include removal from the bus for 1 to 10 days or permanent removal from the bus. Serious misbehavior on the bus may also be cause for punishment up to and including suspension from school.

**SAFETY**

School bus drivers will always bring the bus to a full stop with caution lights flashing, before loading or unloading passengers. It is very important that each of us observe the safety rules that apply to school buses and around the school. As a reminder to parents, please observe the following rules: Never pass a school bus in a vehicle while it is loading or unloading children or when the RED LIGHTS are flashing, Do not exceed the 5 MPH speed limit while on school property.

## **UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES**

It is the policy of the Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his/her possession, alcoholic beverages or a controlled dangerous substance as defined by law, shall immediately notify the administration. The administration shall immediately notify the parent or legal guardian or said student, if possible. Every teacher employed by the Briggs School District who reports such information to appropriate school officials shall not be subject to civil liability. Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulations, state law, or student handbook rules.

## **VIDEO SURVEILLANCE**

The District is committed to nurturing a safe, caring, and positive environment. In order to provide for the personal safety and security of students, staff, and patrons while on district property and while attending District functions, as well as to protect District property, the Board of Education supports the use of video surveillance on school property including the surveillance of vehicles, in accordance with guidelines established by the administration. The Superintendent and Principal will be responsible for managing and auditing the site use and security of video surveillance cameras. This policy is expected to encourage individuals to demonstrate respect for themselves, for others, and for their surroundings. Video surveillance devices may monitor school buildings, vehicles, and grounds. Video surveillance shall not include audio recordings. Only the Superintendent, Principal, and employees designated by the Superintendent and Principal shall be permitted access to the video monitors or be permitted to operate the video system controls. Video monitors shall be located in controlled access areas. The District shall inform students, staff, and parents at the beginning of each school year that the district will be conducting video surveillance on school property. The recording of actions of students, staff, and others may be reviewed or audited for the purpose of determining adherence to federal and state law, Board of Education policies, as well as district and school rules. The District may use video surveillance to detect, report, and/or deter criminal offenses. The District may monitor video surveillance and recordings from such surveillance to assure the safety and security of students, staff, and patrons. If deemed appropriate by the administration, further actions may be taken by the District as a result of video surveillance activities, including but not limited to disciplinary actions and reporting evidence of crimes to appropriate authorities.

## **WINTER WEATHER DISMISSAL**

It may become necessary to dismiss school earlier than 3:00 p.m. if there is a possibility the roads will freeze and become a hazard to the children returning home in the evening. If it appears likely school will turn out early, a public announcement will be made on KEOK/KTLQ Radio and the local television stations (channels 2, 6, 8, 23) and a phone call/text message/email will be sent using the notification system. Students will also be allowed to use classroom telephones to call in this circumstance.

If inclement weather occurs during the evening or early morning hours before the time for school to start, the decision to dismiss for the day will be announced on KEOK/KTLQ Radio and local television stations (channels 2, 6, 8, 23) and a phone call/text message/email will be sent using the notification system.