

# **TWIN HILLS SCHOOL HANDBOOK**



**2022-2023**

On behalf of the Twin Hills School administration, teachers, and staff, we welcome each of you to Twin Hills School. We are proud of our facilities and expect you to enjoy your stay with us in our school.

This handbook should help you understand the rules, regulations, and schedules necessary for the smooth operation of our school.

We continually seek ways of improving our teaching methods, meeting the needs of students, and giving them the motivation needed to be successful in their education experience. We encourage students and patrons to call our office about any questions or problems that may arise during the year.

Rules cannot be written that would cover every imaginable situation. We would appreciate your cooperation in reading the rules of the handbook with your child. In those specific instances where the written rules do not exactly fit, we will make judgments to the best of our ability, based on reasonable and common sense. As always, with the cooperation and support of the Twin Hills School families and community, we will have an outstanding year.

Gary McElroy, Superintendent  
Twin Hills School  
7225 Twin Hills Road  
Okmulgee, OK 74447  
(918)733-2531

**We politely request students arrive on time as class instruction begins promptly at 8:15am. In addition, please refrain from picking students up un-necessarily early as they will miss valuable instruction time which can affect grades and also disrupts class. School is dismissed at 3:20pm.**

# Table of Contents

School Calendar & Contact Information.....	3
Board of Education & Staff.....	4
Day Schedule.....	5
Bad Weather.....	6
Visitors.....	6
Before & After School Study.....	6
Lunches.....	6
Class Parties.....	6
Asbestos.....	7
Student Expectations.....	7
Cell Phones, Electronics, Bullying, Drugs, Weapons, etc. ....	7
Reporting to Parents.....	8
Grading Scale.....	8
Academic Eligibility.....	8
Control & Discipline.....	9
Corporal Punishment.....	10
Rules of Class.....	10
Student Transfers.....	10
Dress Code.....	11
Tobacco Free Policy.....	12
Bus Rider Rules.....	12
Immunization Requirements.....	13
Meningococcal Meningitis.....	13
Other Infections, Rashes, etc.....	14
Medication Administration.....	15
HIV Prevention Education.....	16
FERPA.....	16
School/Parent Compact.....	17

**Twin Hills**  
**Contact Information:**  
**Address: 7225 Twin Hills Road, Okmulgee, OK 74447**  
**Phone: 918-733-2531, Fax: 918-733-2861**  
**Before school study: 918-733-2424**  
**After school study: 918-733-9115**  
**Website: [www.twinhills.k12.ok.us](http://www.twinhills.k12.ok.us)**

## **2022-2023 School Calendar**

August 8, 9, & 10.....Professional Development  
August 11.....First Day of School  
Sept. 2.....Professional Development, No School  
Sept. 5.....Labor Day, No School  
Oct. 11.....P/T Conferences 4:00pm-7:00pm  
Oct. 12.....P/T Conferences 8:00am-10:00am, No School  
Oct. 13 & 14.....Fall Break, No School  
Nov. 11.....,,,,,,,Veteran's Day  
Nov. 21-25.....Thanksgiving Break, No School  
Dec. 16.....End of 1st semester  
Dec. 19-Dec 30.....Winter Break, No School  
Jan. 3.....School resumes, start of 3<sup>rd</sup> 9 weeks  
Jan. 16.....Professional Development, No School  
Feb. 16.....P/T Conferences 4:00pm-7:00pm  
Feb. 17.....P/T Conferences 8:00am-10:00am, No School  
March 13-17.....Spring Break  
March 24 & 31, April 7, 14, 21, 28, May 5..... No School, Spring Holidays  
April 7.....Good Friday, No School  
April 27.....Kindergarten Graduation 6:30pm  
May 4.....8<sup>th</sup> Grade Graduation, 6:30pm  
May 11.....End of 2<sup>nd</sup> Semester (4<sup>th</sup> 9 weeks), last day of school  
May 12.....Professional Development

## Twin Hills Faculty and Staff

Gary McElroy.....Superintendent  
 Kristi Smith.....Principal  
 Brian Costanza.....Chairman, Board of Education  
 Chuck Lewis.....Clerk, Board of Education  
 Dave Miller.....Member, Board of Education  
 Stacy Been.....Encumbrance & Activity Clerk  
 Jana Markes.....Administrative Assistant, Payroll , & Child Nutrition  
 Amy Price.....Pre K Teacher  
 Jennifer Hilbern.....Pre K Teacher  
 Terri Jenkins.....Kindergarten  
 Sherri McElroy.....Kindergarten  
 Carrie Kemp.....First Grade  
 Percillia McCrary.....First Grade  
 Suezann Hobbs.....Second Grade  
 Tara Hinson.....Second Grade  
 Lisa Owens.....Third Grade  
 Sherri Brown.....Third Grade  
 Leslie Hanseth.....Fourth Grade  
 Shanna Gomez.....Fourth Grade  
 Darbi McElroy.....5<sup>th</sup> & 6<sup>th</sup> Math, 7<sup>th</sup> & 8<sup>th</sup> Girls Athletics  
 Rachel Dickens.....5<sup>th</sup> & 6<sup>th</sup> English, Writing, Spelling  
 Cindy Taylor.....E.L.A. Remediation Teacher  
 Casey Miller.....5<sup>th</sup> Social Studies, Science, & 3/4<sup>th</sup> girls P.E.  
 Danelle Cox.....Math Remediation Teacher  
 Jami Gibbens.....Virtual Learning Academy  
 Marion Tucker.....7<sup>th</sup> & 8<sup>th</sup> Reading, Spelling, 7<sup>th</sup> Geography, & P.E.  
 Stephanie Lee.....7<sup>th</sup> & 8<sup>th</sup> Math, Gifted & Talented  
 Milee Stites.....6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Science  
 Bobbie Bonebrake.....7<sup>th</sup> & 8<sup>th</sup> English, Spelling, & Writing, Reading  
 Jeff Oxford.....Social Studies, Boys Athletics & P. E.  
 Patrick Taylor.....Social Studies, Athletic Director & P.E  
 Matt Caldwell.....Music  
 Kristie Stidman.....Director of Special Education  
 Lucas Stidman.....Special Education  
 Jackie Miller.....Student Resource Director and Family Liason  
 Tonya Bradford.....Speech Therapist  
 Rebecca Allen.....School Nurse  
 Cheryl Story.....Title I, JOM, & Library  
 Susan Ratcliff.....Maintenance Staff  
 Eric Curren.....Transportation & Campus Maintenance  
 Chris Treat.....Transportation & Campus Maintenance  
 Sarah Hogan.....Maintenance Staff  
Teacher's Aides: Debbie OnTheHill, Tammy Holderness, Kim Maly, Sara Sumner, Amanda Rideout, Christel White, & Lacie Morgan  
Cafeteria Staff: Janelle Blevins, Crystal Blevins, Violet Joiner, & Amber Lipe  
Bus Drivers: Patrick Taylor, Robert Pinkston Jr., John Miller, Cindy Taylor, & Sherri McElroy

# **2022-2023**

## **BELL SCHEDULE**

(The bell schedule has been temporarily changed to aid in compliance with the school pandemic plan.)

**Teachers Report 7:40am**  
**Breakfast served 8:00am**  
**Bell to start the day: 8:15am**  
**School dismissed 3:20am**

### **LUNCH SCHEDULE**

**Pre K - 10:55**

**Kindergarten- 11:00**

**1<sup>st</sup> Grade - 11:25**

**2<sup>nd</sup> Grade - 11:30**

**3<sup>rd</sup> Grade - 11:40**

**4<sup>th</sup> Grade - 11:45**

**5<sup>th</sup> Grade 1<sup>st</sup>9wks/11:55 2<sup>nd</sup> 9wks/12:05 3<sup>rd</sup> 9wks/12:00 4<sup>th</sup> 9wks/12:05**

**6<sup>th</sup> Grade 1<sup>st</sup>9wks/12:00 2<sup>nd</sup> 9wks/11:55 3<sup>rd</sup> 9wks/12:05 4<sup>th</sup> 9wks/12:10**

**7<sup>th</sup>& 8<sup>th</sup> Boys 1<sup>st</sup>9wks/12:05 2<sup>nd</sup> 9wks/12:00 3<sup>rd</sup> 9wks/11:55 4<sup>th</sup> 9wks/12:00**

**7<sup>th</sup>& 8<sup>th</sup> Girls 1<sup>st</sup> 9wks/12:10 2<sup>nd</sup> 9wks/12:10 3<sup>rd</sup> 9wks/12:10 4<sup>th</sup> 9wks/11:55**

## Visitors, Sign In/Sign Out Log/Visitor Pass

Young friends or relatives will NOT be allowed to visit school during regular school hours. Parents are required to report to the office upon entering the building and obtain a visitor pass. Please, DO NOT ENTER the instructional area.

For the safety of the children, we ask parents to drop off and pick up your child through the office. If you pick your child up early, please go to the office to do so. Our safe school committee has implemented a sign in /sign out sheet. It is at the main office and we ask that you sign this each time you bring your child late or pick your child up early.

### Early Arrivals

The school doors will be open at 6:30am for early arrivals. Students should be checked in at the before school program located in the library building computer lab.

### Before School Daycare

We offer a free before school study program. It begins at 6:30am in the computer lab. Please contact the office if you are interested in this program.

### After School Study

We offer a free after school study program every day after school from 3:30pm-5:00pm. Each day from 5:00pm-6:00pm, there will be daycare service provided for a minimum fee. Please contact the office if you would like your student(s) to participate in this program. **Children must be picked up by 6:00pm otherwise an additional fee will be charged. Unpaid after school study balances will disqualify the parent/guardian from utilizing the service. The administration reserves the right to withhold report cards and outstanding balances could result in loss of participation of extracurricular events.**

### Lunches/Food Items

All student lunches must be eaten in the cafeteria. Currently, all students are able to eat free due economic eligibility. If parents/guardians choose to send a sack lunch, the administration requests adherence to proper nutrition guidelines. Contact the school administration with any questions. No food is to be carried out—specifically including but not limited to crackers, due to wrappers being discarded on the school yard. Please do not allow children to bring candy, gum or pop to school. These items are not permitted in the cafeteria or in the classroom unless cleared by the teacher for special occasions.

### Class Parties

There are four scheduled classroom parties: Halloween, Christmas, Valentine's Day, and Easter. Students are allowed to bring treats for these parties, but they **MAY NOT** bring gum.

### Bad Weather

Any change in the school schedule will be announced using the One Call Now messaging system & Facebook. In addition, Tulsa news channels 2, 6, 8, & 23. Please tune in for announcements of school closings, etc.

### Asbestos

We were audited for asbestos on August 1, 2008 by the State Department of Labor. We were found to have no asbestos in our school and our asbestos management plan to be in compliance with the rules.

## Expectations of Students Tardy/Absences

Please make sure your student arrives to school on time. Students will have a 5 minute passing period between classes. If a student is repeatedly tardy, on the 4<sup>th</sup> offense of the same class period, the student will be sent to the school Principal and 1 day of ISI will be assigned.

**Steps to follow when absent (For an absence to be considered excused—parent/guardian must contact the office and/or provide documentation of excuse for an appointment, etc.)**

1. The parent or guardian should phone the school and inform the office of the student's absence before 8:15am on the day of the absence.
2. Have parent or guardian write an excuse giving your name, date, days or absence, reason for absence, and his/her signature. (Exception only if there is no phone available).
3. Present your excuse to your principal or office staff immediately upon your arrival at school. It is the responsibility of each student to request missed assignments from the teacher.
4. Provide documentation from the child's physician, dentist, and etc. if absent for an appointment.

**Fighting**--Fighting, scuffling, horse playing, etc. will not be tolerated. A student is expected to keep hands, feet, and other objects to him/herself. Failure to comply will result in students being referred to the principal for disciplinary action. A student that feels that another student is harassing them or trying to start a fight should report this to the teacher on duty. If a conference cannot settle the issue, parents will be contacted.

**Bullying**--The Twin Hills Board of Education has adopted the School Bullying Prevention Act, which covers harassment, intimidation, and bullying by students at school. Harassment, intimidation, and bullying are defined as follows: Any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

**Disrespect**--Students are expected to show respect for teachers and other members of the school staff and their fellow students. Failure to do so will result in disciplinary action.

**Drugs**--The consumption or possession of alcohol, drugs, or controlled substances (except prescription medication) will not be tolerated. All prescription medication must be properly labeled with the student's name and pertinent information regarding administering times and dosage and must be checked in at the office. No medication is to be kept in a student's possession (on self, in locker, etc.). The only exception is an inhaler.

**Weapons**--The possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Violation of this policy will result in immediate disciplinary action.

**Cell Phones, Electronics, and Miscellaneous**--Please **DO NOT ALLOW** students to bring iPod, iPad, electronic games, cell phones, etc. to school. This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and well-being of students and staff. For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, smartwatches, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, iPods, iPads, tablets, computers, radios, pagers, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices. There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone.

Personal electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are not limited to, cheating on assignments and/or tests, harassing or



bullying others, and taking or distributing unauthorized photographs or recordings of other people. Personal electronic devices may not be used to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication. Livestreaming or social media posting during the school day is not allowed and automatically violates the electronic device policy

**STUDENT USE OF CELL PHONE during the school day or in after- school care will result in the phone being taken away.**

- **When a cell phone is confiscated, it may be returned at the end of the school day on the 1<sup>st</sup> offense.**
- **After the 2<sup>nd</sup> and recurring offenses, the student will be required to go to ½ day “In School Intervention”.**
- **Repeated offenses may lead to suspension and could possibly include mandatory enrollment in the Anne Maroney Youth Services graduated sanctions program.**

#### **Money**

If you give your child money for lunches, books, or other reasons, please put it in an envelope and write the child’s name and purpose for which the money is to be used. Bringing extra money is discouraged.

#### **Telephone**

We must have a current telephone number to contact parents or a responsible party for all students enrolled. Please update school records concerning changes in telephone numbers for each child. **Student use of the telephone is limited to emergencies (sickness or injury) only.**

#### **Illness**

Children who are ill should remain at home. It is the policy of Twin Hills School that no medicine of any kind be given to a pupil by the principal, teachers, or school employee without written permission from the parent or guardian.

#### **GRADING SCALE**

A	B	C	D	F
90-100	80-90	70-80	60-70	59 & below

#### **Reporting to Parents**

Parents will receive information from the teacher about the progress of the student. Report cards will be sent home at the end of the 2<sup>nd</sup> and 4<sup>th</sup> nine week period. At the end of the 1<sup>st</sup> & 3<sup>rd</sup> nine weeks, there will be a parent/teacher conference at which time parents can pick up their child’s report card. If the parents are unable to attend, the report card will be sent home. Student grades are posted every Friday and available for parent access via the internet.

#### **Academic Eligibility**

Students must maintain a minimum of a 60% average in all course work to be eligible. If the average falls below 60%, the student will be placed on academic probation for 1 week. During this time the student may be allowed to participate in activities. Upon the conclusion of the 1 week probationary period, if the average remains below 60%, the student is declared academically ineligible to participate.

#### **Field Trip Eligibility**

The student must be academically eligible and have no more than 5 office visits for disciplinary reasons to be allowed to participate in field trips. Parents/guardians shall be notified of each offense.

## **CONTROL AND DISCIPLINE POLICY**

The Board of Education believes that the school's primary goal is to educate, not to discipline. However, when the behavior of an individual student interferes with the rights of other, corrective action may be necessary for the benefit of the individual as well as the school.

Oklahoma Law, Title 70, Section 6-1114, provides teachers with the same rights as parents to control and discipline school children within the local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The behavior, which is not included in the following schedule, may warrant appropriate disciplinary measures. Additionally, the principal and teachers shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary policy schedule.

### **INFRACTIONS**

#### **Level I**

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

#### **Level II**

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Tobacco on school grounds

#### **Level III**

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

**Possible Disciplinary Actions (The following disciplinary actions serve as a guide – school administration and teachers shall have the authority to enforce other reasonable disciplinary action, found warranted by the circumstances of individual cases)**

1. Removal from class or group (temporary or permanent)
2. Parental conference (phone or personal)
3. Detention
4. In school intervention
5. Corporal punishment
6. Suspension (103 days, no school make-up)
7. Expulsion (follow due process)
8. Any other disciplinary action deemed appropriate under the circumstances
9. Loss of points/course credit

### **Corporal Punishment**

Any parent who does not wish corporal punishment (swats) administered to his/her child should notify the principal of the school in writing annually and that request will be considered. If parents do not wish corporal punishment, then other punitive measures will be taken which will be determined by the principal or the teacher. When administering corporal punishment, teachers and the principal will have a certified employee as a witness.

### **Leaving School or Class**

All students must check out through the main office before he/she leaves school during the day. Students should not be out of class at any time without authorization from the teacher or principal.

### **RULES OF THE CLASS**

1. Students will bring textbooks, paper, pencil or pen, and any other materials required by the teacher.
2. Students are to be on time for class.
3. If you wish to ask something, raise your hand and wait until you are recognized by the teacher. Then ask your question fully and completely.
4. Always be polite. Extend courtesy and assistance to those around you. Use words like “please” and “thank you”. Try never to embarrass anyone.
5. Homework is due on the day for which it was assigned. Late homework will be penalized if there is no acceptable reason why it is late.
6. The bell doesn't dismiss the class—the teacher does.
7. Whenever there is a guest in your room, that guest is to be treated with respect.
8. **YOU ARE HERE TO LEARN.** If you do not understand something-----PLEASE ASK.
9. It is your responsibility to make up work after an absence. The same goes for missed tests and assignments. The teacher will not go to you. It is your responsibility to ask the teacher.
10. Extra help will be available to anyone who wishes it. Please see the teacher and he/she will arrange a convenient time.
11. There will be **NO** gum chewing or candy eating.
12. The class will proceed in an orderly fashion. Consequently, there will be relative quiet unless otherwise instructed. If you wish to speak, raise your hand, and you will be recognized.
13. If you need to use the restroom or go to the principal's office, go to the teacher's desk and ask quietly.
14. Obscene, profane, or vulgar language, hitting anyone, mocking anyone, destroying property, stealing, cheating, and bad manners **WILL NOT BE TOLERATED AT ANY TIME.**
15. Note writing, reading, receiving, or having a note in your possession, will be subject to disciplinary action.

**IF EVERYONE COOPERATES, THERE IS NO REASON WHY WE SHOULD NOT HAVE A HAPPY AND PRODUCTIVE SCHOOL YEAR.**

### **Student Transfers**

Student transfers will be required to complete a probationary contract and abide by all contract criteria or the privilege of attending Twin Hills School may be immediately revoked as set forth by Policy FE-E2 Adopted by the Twin Hills Board of Education 09/09/2013 Please refer to the school web-page transfer section for the latest information and updates regarding student transfers.

## **DRESS CODE**

**All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with the dress code rules will be required to contact parent/guardian for appropriate clothing—violations can result in student disciplinary measures.**

1. Dresses, skirts, culottes, slacks, jump suits, shorts, miniskirts with leggings, and jeans are acceptable. The length of dresses, shorts, skirts, should follow the “fingertip rule” (the bottom of the garment should be at or below the wearer’s middle finger when the arm is fully extended at the side and shoulders in a relaxed position).
2. NO leggings (except with appropriate length shorts, skirts, or shirt whereas the hem of the shorts, skirts, or shirt follows the aforementioned “fingertip rule”).
- 3. Sleeveless shirts and cut out shoulder shirts will not be permitted in the 5th, 6th, 7th, & 8th grades.**
4. NON-ACCEPTABLE clothing includes: see through tops, halter tops, backless shirts, spaghetti strap tops, tops that do not cover the stomach, necklines or armholes that are too deeply cut, exposing the body unnecessarily; clothing with obscene or controversial writing or symbols. Undergarments such as bra straps and underwear should not be visible.
5. **NO CAPS** to be worn indoors, boys and girls.
6. Cleats should not be worn to school because mud collects on the bottom and they mark the floors.
7. Students are not allowed to wear any other body piercings other than ears. No ear gauges or body art to include temporary tattoos or artwork made with markers, ink pens, etc. (The only exception is pep rally day).
8. NO jeans with rips or tears on the upper thigh and backside area will be permitted. (Rips/tears should follow the “fingertip rule” and be at or below the wearer’s middle finger when the arm is fully extended at the side and shoulders in a relaxed position).
9. NO pajama bottoms. NO blankets.
10. The waistband of jeans, shorts, etc. must be worn at the waist as intended, not below the hips.
11. Hair should be kept neat, clean, and reasonably styled. No ornamental headbands with cat ears, unicorn horns, antennae, etc.
12. No attire should be worn that will detract from the education environment.

**It will be up to the Principal’s discretion to determine if other types of clothing or accessories, not mentioned above, are acceptable as proper school attire.**

### **Possible Disciplinary Actions**

1. Removal from class and phone conference with a parent to correct the dress code violation.
2. Detention, ISI, Corporal punishment, Suspension, Expulsion (follow due process)
3. Any other disciplinary action deemed appropriate under the circumstances.

## **24/7 Tobacco Free Policy**

Twin Hills School adopted a 24/7 tobacco free school policy which prohibits the use of all tobacco products and E-cigarettes/vaping devices on all school owned property by everyone. The policy applies to everyone, including parents, staff, students, and visitors 24 hours a day seven days a week. For information regarding tobacco cessation contact 1-800-QUIT-NOW.

## **Bus Rider Rules**

Riding the bus is a privilege. Not following the rules may result in suspension from riding the bus. A child must ride his/her assigned bus daily unless written permission is granted by the parent/guardian.

### **Prior to loading....**

1. Be on time at the designated school bus stops. Keep the bus on schedule.
2. Stay off the street at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
6. Parents must provide a written explanation informing the school of a change in transportation for a child.

### **While on the bus....**

1. Keep hands and head inside the bus at all times after entering and leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Damage to seats, etc. must be paid for by the offender.
7. Keep all books, packages, coats, and all other objects out of the aisle.
8. Leave no books or other articles on the bus.
9. Help look after the safety and comfort of small children.
10. Do not throw anything out the bus window.
11. Bus riders are not permitted to leave their seats while the bus is in motion.

12. Horse play is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow pupils and the bus driver.
14. Absolute quiet when approaching a railroad crossing. It may save your life.
15. In case of a road emergency, children are to remain on the bus.

#### **After leaving the bus.....**

1. If it is necessary to cross the road, you should cross at least ten feet in front of the bus. Before crossing, be sure to look and see that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. The driver will not discharge riders at places other than the regular bus stop or at school, unless by proper authorization from the parent or school official.

### **Immunization Requirements**

Pre-schoolK	7 <sup>th</sup>	8 <sup>th</sup> -9 <sup>th</sup>
4 DTP/DTaP/Td	5 DTP/DTaP/Td/Tdap	5 DTP/DTaP/Td
3 Polio	4 Polio	4 Polio
1 MMR	2 MMR	2 MMR
3 Hep B	3 Hep B	2 or 3 Hep B
2 Hep A	2 Hep A	2 Hep A

- All Measles, mumps, and rubella (MMR) and varicella vaccine doses must be administered on or after the child's first birthday or up to 4 days before the birthday to be counted as valid doses.
- If the 4<sup>th</sup> dose of DTP/DTaP is administered on or after the child's 4<sup>th</sup> birthday then the 5<sup>th</sup> dose of DTP/DTaP is not required.
- Beginning January 1, 2003, 5<sup>th</sup> doses of DTaP must be given on or after the 4<sup>th</sup> birthday or within 4 days before the birthday.
- If the 3<sup>rd</sup> dose of Polio is administered on or after the child's 4<sup>th</sup> birthday then the 4<sup>th</sup> dose of Polio is not required.
- Hepatitis A vaccine must be administered on or after the child's second birthday or within 4 days before the birthday.
- Hepatitis B may be administered in a two (2) dose series to children 11-15 years of age. All other age groups will receive three (3) dose Hepatitis B series.
- A parental history of a child having varicella (chickenpox) disease is acceptable in lieu of varicella vaccine.
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are "in the process of receiving" immunizations.
- One dose of Tdap will be required for all students entering the 7<sup>th</sup> grade beginning with the fall semester of the 2011-2012 school year. Proof of immunization must be submitted before a student is allowed to enter the seventh grade. Also accepted is proof of DTaP vaccination at age 7 or older.

***Vaccination exemption forms may be obtained in the school nurse's office if for any reason a parent objects to or there is a medical condition that prevents them from being vaccinated. The form must be completed, submitted to the school nurse, and mailed to the Oklahoma State Department of Health.***

### **Meningococcal Meningitis**

Senate Bill 1467, effective November 1, 2006, requires school districts to provide information about the health risk of meningococcal meningitis to parents and guardians of students.

**What is meningitis?** Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. Meningitis is usually caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability, and even death.

**What are the signs and symptoms of meningitis?** High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. AS the disease progresses, patients of any age may have seizures.

**How is meningitis diagnosed?** If symptoms occur, the patient should see a doctor immediately. The diagnosis can be confirmed by collection of spinal fluid and testing for bacteria.

**Is meningitis contagious?** Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (coughing and kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or flu. Prolonged contact with a person infected with meningococcal meningitis increases that person's risk of contracting the illness.

**Are there vaccines against meningitis?** Yes, there are vaccines against Hib, against some serogroups of *N. Meningitidis* and many types of *Streptococcus pneumoniae*. The vaccines against Hib are very safe and effective.

#### **Other Infections, Rashes, Etc.**

- A. Head Lice (pediculosis)—early symptoms: itching of scalp, matting of hair, dermatitis, and enlargement of regional lymph nodes. Mode of transmission—contact with infected persons or with clothing containing lice. Student's hair must be free of lice and nits (eggs) before returning to school. The student must be checked by the school nurse before returning to class.
- B. Scabies—parasite that burrows beneath the skin causing itching and dermatitis. The affected areas are usually in between fingers, elbows, wrists, thighs, and abdomen. The mode of transmission is usually by direct contact with an infected person. Students may not return to school until properly treated.
- C. Ringworm—Incubation period is 10-14 days. Early symptoms are round scaly patches, yellow crusts, scaly concentric rings or inflammation. Students may attend school if under treatment.
- D. Impetigo—Incubation period 1 to 5 days. Early symptoms: vesicular and crusting skin lesions commonly on face, often on hands. Mode of transmission: from skin lesions of an infected person. Infected child—exclude until all pustules are healed with effective topical treatment.
- E. Pink Eye (Acute Infection) Incubation period is 24-72 hours. Early symptoms are irritation, tearing and redness of the conjunctiva of one or both eyes followed by swelling and discharge. Mode of transmission is from the infected eye discharge. Students should refrain from attending school until the acute phase is over. Treatment is with antibiotic ophthalmic drops or ointment.
- F. Chicken Pox—Incubation period is 13-17 days. Early symptoms are slight fever, child does not feel well. Rash develops advancing to vesicles which later crust. Mode of transmission: airborne respiratory droplet infection or from skin lesions. The infected child must refrain from attending school until cleared by their physician.

## **Medication Administration**

If your child should require medication, either prescription or nonprescription, on a routine or “as needed” basis, please complete the Authorization for Administration of Medication form and return it to the school nurse. All prescription medication must be brought to school by the parent/guardian in the original container, properly labeled with the student’s name, the name of the physician, directions for the administration of the medication and the strength of the drug in the bottle. The pharmacist can provide two bottles (one for home and one for school). All medication will be kept secure in the nurse’s office with the exception of asthma inhalers. Medication will NOT be sent home with the student. The parent/guardian MUST pick up any remaining medication for the safety of our students.

If a student’s physician determines the student should carry an inhaler at all times and should self-medicate as needed, the school should allow this exception to the policy with the following stipulations:

1. The parent will sign a parental authorization form and provide a written directive from the doctor stating the student should be allowed to carry the inhaler and self-administer the medication as needed.
2. The inhaler must be properly labeled with the pharmacy label.
3. It is recommended that the parent provide the school nurse an additional inhaler to be kept in the nurse’s office in case of an emergency.

## **HIV/AIDS Education**

Acquired Immune Deficiency Syndrome (AIDS) Education instruction will be offered to 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade students during the school year. Parents will be notified of the specific dates by school newsletter and the web page. If a parent/guardian does not want their student to participate please notify the school nurse or school administration. This instruction is required by Oklahoma Statute (70-11-103.3). The law states that the school districts make available the AIDS Prevention Education curriculum and materials prior to the beginning of said education. The curriculum will be available for review in the school nurse’s office. Please direct any questions to the school nurse. The law also provides that no student will be required to participate in AIDS Prevention Education instruction.



## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education record: maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant specific State Law.

*Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PRA bulletin, student handbook, or newspaper article) is left to the discretion of each school.*

*For additional information, you may call 1-800-USA-LEARN (1-800-872-5327). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:*

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520**

## School-Parent Compact

The Twin Hills School, and the parents of the students participating in activities, services and programs funded by Title I Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved students' academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

### Required School-Parent Compact Provisions

#### School Responsibilities

Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:

- Twin Hills School will purchase textbooks that utilize teaching practices based on research documented practices.
- Twin Hills School will purchase United Streaming, which is a research based visual aid program to allow live video in the classrooms.
- Twin Hills School will continue to utilize Scholastic Reading Counts, which is a research based supplemental reading program run through the library.
- Twin Hills School will continue to utilize Scholastic Reading Inventory, which is a research based program to evaluate and track reading progress from one grade to another.

#### Part I: General Expectations

Twin Hills School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in its Title I, Part A program, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work to ensure that the required school-level parental involvement policies meet specified requirements.

#### Part II: Description of How the District Will Implement Required District Wide Parental Involvement

##### Policy Components

- The Twin Hills School will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA.
- Twin Hills School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA.
- Twin Hills School will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Twin Hills School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Before and After School Study, Early Reading, Reading First and Peer Tutoring.
- Twin Hills School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to increase participation by parents in parental involvement activities. Twin Hills School will give special attention to parents who

are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of racial or ethnic minority background. The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary. If a revision is necessary parents will have input on revision. The Superintendent, Gary McElroy, will be responsible for conduction and analyzing parent evaluation. The role of the parent(s) will be to fill out the survey. The evaluation will be conducted in the form of a survey which lists detailed services offered through Title I, Part A. This will give parents the opportunity to respond on a qualitative basis.

- Twin Hills School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of community to improve student academic achievement, through the following activities specifically described below:
  - Twin Hills School will, with the assistance of its Title I, Part A program, provide assistance to parents of children served by the school district of school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph.
    - Oklahoma's student academic achievement standards
    - Oklahoma and Twin Hills School academic assessments including alternate assessments
    - Requirements of Part A,
    - How to monitor their child's progress, and
    - How to work with educators
- Twin Hills teachers will attend Staff Development opportunities offered by the Staff Development Committee. These opportunities are in correlation with state law. Twin Hills teachers are equipped with email accounts to ensure constant collaboration with parents. Twin Hills teachers put all lesson plans and grades online, in order that parents will know what is going on in the classroom and know grade information. Every measure is taken to ensure that parents and teachers are strategizing to ensure student success.
  - The school district will provide materials and training to help parents work with children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.
    - Parents will be given user names, passwords and explicit directions to access online lesson plans and grades.
    - Parenting classes offered through Okmulgee County Health Department.
    - Materials and articles will be given out at parent meeting on how to create a learning environment at home for children.
    - Parent letters describing student achievement generated by the Success Maker and SRI will be sent home.

The school district will educate its teachers, pupil services personnel, principals, and other staff, in how to reach out to, communicate, and work with parents as equal partners, in the value and contribution of parents, and how to implement and coordinate parent programs and build ties between parents and schools by:

- Parents will be given user names, passwords and directions to access online lesson plans and grades
- Parenting classes offered through Okmulgee County Health Department
- Materials and articles will be given out at parent meetings on how to create a learning environment at home for children
- Parent letters describing student achievement generated by the Success Maker and SRI will be sent home.

The school district will educate its teachers, pupil services personnel, principals, and other staff, in how to reach out to, communicate and work with parents as equal partners, in the value and utility of

contributions of parents, and how to implement and coordinate parent programs and build ties between parents and schools by:

- Providing in-service and staff development opportunities dealing with parent and community involvement
- Providing a coordinator for parent programs to help build ties between parents and the school

The school district will, to the extent that is feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs—conduct other activities such as parent resource centers that encourage and support parents fully participating in the education of their children.

- A parent library is in place at Twin Hills School that discusses various topics from getting your child to succeed in school to discipline.
- The library is open 5 days a week, 11 hours a day for parents to utilize the Internet to search for materials pertinent to search for materials pertinent to raising children and promoting education in the home.
- Twin Hills School has a link on the school web page to a database of periodicals that parents can access at home. This database is full of information that is helpful to parents.
- The school nurse has viable information dealing with parenting and making good decisions.

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

Twin Hills School will send home a monthly newsletter stating upcoming events, parent conferences, and pertinent information dealing with the school. Twin Hills School will strive to send information home to parents in the first language spoken in the home.

Twin Hills School also maintains a web page with contact information and upcoming events in the school.

### **PART III. Discretionary District Wide Parental Involvement Policy Components**

- Parents will be involved in creating and developing training for teachers, principals and other educators to improve the effectiveness of training.
- Parents will be allowed to work on Success Maker software to build math and reading scores at any time during the school day. If monies are exhausted from all other funds available for this task, Title I funds will be utilized.
- If necessary, Twin Hills School will pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Twin Hills School will schedule meetings and conferences at a variety of times to ensure maximum attendance by parents. If necessary the school will provide at home conferences if the parent cannot travel to school.
- Twin Hills School will adopt and implement model approaches to improving parental involvement.

- Twin Hills School will establish a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Twin Hills School will establish roles for community based organizations and businesses, including faith based organizations in parental involvement activities.
- Twin Hills School will provide reasonable support for parental involvement activities under section 1118 as parents may request.

#### **PART IV. Adoption**

This district wide Parental Involvement Policy has been developed jointly with, parents of children participating in Title I, Part A programs.

This policy was adopted by Twin Hills School on 06-10-2010 and will be in effect until rescinded by the Twin Hills Board of Education. The school district will distribute this policy to all parents of participating Title I, Part A students on or before 08-12-2021