

MISSION STATEMENT:

To develop a love for learning while growing in self confidence and appreciation of others.

GOALS:

- 1. To develop a lifelong love and commitment for learning.**
- 2. To teach children to work and play together cooperatively.**
- 3. To see that children learn the real basics of thinking about reading and math through personal experience and playful activities.**
- 4. To develop good self esteem and value their own achievements.**

CREED:

I am a bright child.

I am very special.

There is no one I'd

Rather be than me.

I will be the best that

I can be!

AGE REQUIREMENT

Pupils entering Pre-Kindergarten must be four years old on or before September 1.

WHAT DOCUMENTS ARE REQUIRED FOR ENROLLMENT

A birth certificate, short record and social security card are required at the time of enrollment.

IMMUNIZATIONS

Oklahoma Law requires that children must have received or be in the process of receiving immunizations to be eligible to enter/attend school.

Immunizations include:

3 DOSES OF POLIO

4 DOSES OF DPT (TETANUS, WHOOPING COUGH, DIPHTERIA)

1 DOSES OF MMR (MEASLES, MUMPS, RUBELLA)

3 DOSES OF HEPATITIS B

2 DOSES OF HEPATITIS A

1 DOSES OF CHICKEN POX

HALF DAY CLASS

Classes will begin at 8:15 and end at 11:00. Students should arrive no sooner than 8:00 and should be picked up at 11:00.

FULL DAY CLASS

Classes will begin at 8:15 and end at 3:00. Students should arrive no sooner than 8:00 and should be picked up at 3:00.

BUS TRANSPORTATION

Half day students living in the rural sections of our district may ride the bus in the morning only. Full day students living in the rural sections of our district may ride the bus in the morning and afternoon. (No service is offered at 11:00).

A parent should be waiting at the bus stop to meet the child. Students will be allowed to ride a different bus only with proper notification to the office. Please notify us early about changes in buses. Do not wait until the end of the day.

TRAFFIC PROCEDURES

If you bring your children to school, please read and abide by the following policies: The gravel parking lot on the North side of the school is reserved for **SCHOOL EMPLOYEES ONLY.**

In the mornings, we must keep the line of traffic moving. Parents, who wish to walk their child inside the building, please park in the parking lot to the west of the building, South of the playground. Buses come through the road East of the building on Sutton Rd. (this street is one way) at 8:15-8:20 in the morning, and 2:45-2:55 in the afternoon to load and unload students. Please do not park on this roadway. The map shows the line of traffic and how it should flow around the building. Ortner Street is still one way, but we will not be using it to drop off children. **PLEASE CHECK ENCLOSED MAP TO SEE FLOW OF TRAFFIC AND PARKING AREAS.**

The safety of the children is our first concern, and abiding by these policies will help insure YOUR child will be safe.

REPORT OF STUDENT PROGRESS

P-K report cards will be given at the end of each nine weeks to indicate student progress. Teachers will arrange conferences with their students' parents.

CURRICULUM

Curriculum at the Early Childhood Center will be developmentally correct for four year old children. The areas addressed will include development of several skills. Those included, but not limited to are:

Observation skills, natural curiosity, problem solving, self confidence, positive self-esteem, large and small muscle development, eye-hand coordination, fundamental math skills, social development, language development, respect for self and others, enhancement of reading skills, music awareness, cultural and artistic appreciation, dramatic play, listening and speaking skills, critical thinking skills, vocabulary, a positive attitude toward books, language, and learning, development of concentration, and taking part in exercise and organized games.

ATTENDANCE

Success in school depends upon regular attendance. If your child is going to be absent, please call the school in the morning and tell the secretary your child’s name and their teacher: If you cannot phone, please send a note with your child the following day, or when the return.

ILLNESS

If your child becomes ill at school, you will be notified and asked to provide your child transportation home. An emergency phone number should be given at the time of enrollment in the event you cannot be reached. It is very important that this be the number of someone who can pick your child up in your absence. Children should be free of these symptoms for 24 hours before returning to school. Children who have rashes or open sores that could become infected or contagious to others should remain at home. If your child contracts head lice, he/she will be sent home and will need to have proof of treatment to return.

FOOD SERVICE PROGRAM

Breakfast will be served in the cafeteria each day at about 8:05. Money for breakfast and lunches will be collected by personnel in the cafeteria. Checks for breakfast and lunch should be made out to Cleveland School Lunch Program.

Application forms for free and reduced lunches are available anytime during the school year.

Students may also bring their lunches and eat with the other students in the cafeteria.

Please send ready to eat items, there will be no place to heat items for students. Please do not send glass containers/or soda to school. (Prices subject to change)

LUNCH PRICES:

STUDENTS.....\$1.50
REDUCED.....\$0.40
MILK.....\$0.25
ADULTS.....\$2.25

BREAKFAST:

STUDENTS.....\$0.95
REDUCED.....\$0.30
ADULTS.....\$1.10

ONLY 3 CHARGES WILL BE ALLOWED WIHTOUR PAYMENT. AFTER THE 3RD CHARGE A STUDENT WILL AVE TO PAY CASH FOR THEIR MEAL. THE PARENT/GUARDIAN WILL NEED TO EITHER SEND CASH OR PAY OFF THE BALANCE OF THE 3 CHARGED MEALS. THE 3 CHARGES WILL BE REINSTATED AT THIS TIME. Cashiers at each site will be available to help with your account information.

STUDENT CLOTHING

Students should be dressed in comfortable, seasonable clothes and shoes. Clothing should allow your child freedom of movement. Outside activities are part of the curriculum, so please remember to include warm clothing when seasonably appropriate. Please remember to write your child's name in all coats, gloves, sweaters, hats, and bags. Parents are expected to keep their children well-groomed and neatly dressed. Any form of dress or hair style which is considered contrary to good hygiene and safety or which is distracting or disruptive in appearance violence, Satanism, or drugs will not be permitted. Shirts or blouses that exposes the stomach or can be seen through should not be worn. Skirts and shorts should be a proper fit for the child. Items worn in body piercing, should not be worn.

CLASS PARTIES

All classes will have holiday Parties at Halloween, Christmas, Valentine's Day and Easter. If you do not want your child to participate in class parties, please notify your child's teacher so special arrangements can be made. Birthday party treats may be brought to school. Please check with your child's teacher to see when it would be convenient. Birthday party invitations may be handed out at school only if every student in the class is included.

TOYS, CANDY, AND OTHER PERSONAL PROPERTY

Please do not let your child bring candy or gum to school unless it has been approved by his/her teacher. Children should not bring any toys, games, game boys, etc. to school. The only time a child may bring something to show at school is on their show and tell day.

EMERGENCY DRILLS

Four Fire drills will be held per school year. One tornado drill will be held as tornado season approaches.

In rare instances it may be necessary to dismiss school early without **warning due to weather conditions**. Please plan ahead with your child what he/she is to do should these situations arise. Your Child's teacher must also know about any special arrangements made. **Please fill out the early dismissal form in the back of this handbook and return it to school.**

MEDICATION

It is the policy of Cleveland Public Schools that no drug (aspirin included) or internal medicine be give to a student by any school personnel, without **proper directions and a release form signed and returned to the school**. (This form is in the back of this handbook).

LOST AND FOUND

Your child's name should be on all of his/her belongings. At the end of each day, unclaimed articles are placed in lost and found. Please check this box if your child has lost something. The school does not assume responsibility for lost, stolen, or misplaced items under any conditions.

INSURANCE

Public schools do not carry insurance on students, except when being transported in school vehicles. However, we are authorized to send home an application for commercial insurance. This will be done during the first week of school. This insurance is optional.

PARENT COMMUNICATIONS

Parents are always welcome to our building, but because we are concerned for your child's safety and well being, we ask that parents please check in at the office before going to any room.

MONEY

When sending money to school, please send the correct change or a check if possible. Please place this in an envelope with your child's name, and their teacher's name on the envelope.

EMAIL

The purpose of the Cleveland Schools e-mail system is for school and educational purposes. Individuals utilizing this system should have no expectation of privacy. All e-mails on this system are subject to the Open Records Act and as such may become matters of public record.

DISCIPLINE

Cleveland Public School's aim is to create a healthy learning and social environment. Students will learn to accept responsibility for their actions. To do this, students must understand that misbehaviors have consequences and that they can control and change inappropriate behavior. Each child is an individual with different abilities and needs, and as such, discipline will be handled on an individual basis.

Rules and consequences will be discussed with students. The following are specific examples of unacceptable behavior which are subject to disciplinary action, including suspension or expulsion:

1. Open or persistent defiance or authority.
2. Assault upon student or school personnel.
3. Creating, or attempting to create a disturbance.
4. Willful disobedience, profanity or vulgarity.
5. Showing disrespect for/ or damaging school property.

6. Possession or use of any dangerous instrument including but not limited to, firearms, explosives, knives, razors, drug paraphernalia, or other weapons used for assault refer to school laws of Oklahoma (article xxiv, sect. 33).
7. Use or possession of tobacco products.
8. Selling, possessing, or being under the influence of a narcotic or dangerous drug.

THE DIRECTOR OR TEACHER MAY USE ANY OF THE FOLLOWING DISCIPLINARY ACTIONS APPROPRIATE TO A SPECIFIC CASE.

- A. Time-out
- B. Parental conference
- C. Suspension (director only)(A copy of this may be viewed at the school office)
- D. Expulsion (director only)
- E. Corporal punishment will only be used as a last resort. Parents will be notified prior to administering corporal punishment.

Dear Parent:

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official or compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma.

***School Harassment, Intimidation and Bullying Policy Summary
for Cleveland Primary School***

In accordance with the School Bullying Protection Act, Cleveland Primary School will abide by the following policy to prevent harassment, intimidation and bullying. Harassment, intimidation and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation and bullying include, but are not limited to, a gesture or written, verbal or physical act. Such behavior is specifically prohibited.

Harassment set forth above may include, *but is not limited to*, the following:

1. **Physical Bullying** includes harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student- victim, when considering the factual circumstance in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, etc.
2. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age maturity and special characteristics of the students.
3. **Social Bullying** includes harm to another's group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprive the victim of the confidence and respect of student peers; or making of false statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.

4. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawing or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school; etc.
5. **Threatening Behavior** is defined as an activity which portrays that another person, persons, or property, may or will be harmed or killed. Threatening behavior means any gesture, written or verbal expression, or physical act that a reasonable person should know will threaten to harm or kill another student or damage another student's property. Threatening behavior is specifically prohibited.

Any Student exhibiting harassing behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to any of the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and determine an intervention procedure which may include any or all of the following:
 - a. Disciplinary action including detention, in-school suspension, or out-of-school suspension.
 - b. Notification of parent(s)/guardian
 - c. Notification of appropriate law enforcement agencies
 - d. Parent/Student conference with school officials and/or others as deemed necessary ("others" may include, but are not limited to, the following: police, Youth Service, Office of Juvenile Affairs, Department of Human Services and Child Welfare.)
 - e. School counseling and/or counseling provided by the parent/guardian.
3. If an out-of-school suspension occurs, the administrator may require a parent/student conference with the site school counselor and an administrator prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and alternative placement may be implemented. The student will be re-evaluated at a later date as determined by the school.
4. Repeated instances of bullying may result in long-term suspension and/or alternative placement

Students exhibiting behavior will be subject to the same interventions and disciplinary consequences set forth for harassment.

Any student who has been previously disciplined for threatening behavior may be subject to alternative placement or suspension. A suspension shall not exceed the remainder of the current semester and the succeeding semester.

A site administrator shall file a report on any student disciplined under this policy and send the report to the superintendent.

Parental Responsibilities – An administrative response to a reported act of intimidation, harassment or bullying may involve certain actions to be taken by parents. Parents/students should report bullying acts to school officials. To help prevent bullying at school, parents should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms;
5. *Cooperate fully* with school personnel in identifying and resolving incidents.

A complete copy of the District Policy regarding the *School Bullying Protection Act* is available upon request for students and parents.

After reading and discussing this information with your child, at an appropriate level that he/she can understand, please return this form to your child's teacher with parent's and student's signatures and the date.

Policy Regarding SB815

MOMENT OF SILENCE

It shall be the policy of the Cleveland Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

Each school site within the District shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who individually make the selection as to which of these behaviors they will engage in during the moment of silence. The options will also be included in the student handbook.

The minute of silence will be announced over the intercom at the appointed time.

Cleveland School District Gun-Free Schools Student Suspension Policy

It is the policy of the Cleveland School District that any student who is determined to have brought a weapon to school under the jurisdiction of the School District shall be suspended from school for a period of not less than one year.

Any suspension imposed under this policy may be modified for any student on a case by case basis by the chief administering officer of the School District.

For the purpose of this policy, the following definitions shall control:

1. The term “weapon” means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term “chief administering officer” means the superintendent of schools or the board of education of the District.
3. The term “determined to have brought a weapon means any student being in possession or control of a weapon on property owned, leased or rented by the School District sponsored function regardless of whether such function is conducted on School District property.

Enforcement of this policy shall be consistent with state and feral laws dealing with discipline of students with disabilities.

Any suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the School District’s Policy on Student Suspension. To the extent that this policy is inconsistent with any other policy of this School District, then this policy shall control.

TRANSFERS WITHEN THE DISTRICT

Because it is important for each child to feel stable and secure in his/her learning environment, any student wishing to change from one school to another WITHEN the district must receive approval from both the principal of the building he/she is moving from, and the principle of the building he/she is moving to, unless the student has moved out of the transportation boundary of the school currently attended. Once the student has withdrawn and is attending another school WITHIN the district, he/she will not be allowed to return to the original school unless the receiving principal gives written approval with valid explanation.

DRUG POLICY

On July 2, 1990, the Board of Education adopted a Drug Policy for Cleveland Public Schools. The policy is in two parts: (1) Cleveland public student Athletic Drug Testing Policy, (2) Cleveland Public School Policy on Student Possession or Use of Alcohol and Illegal Drugs. The Policy includes Extra Curricular Activates Contracts and Drug Testing Consent Forms.

The policy will be kept on file in each principal's office and is available to the students or public on request. Copies of the Drug Testing Policy will be handed out to all Cheerleaders and Drug Use will be passed out to all students involved in extra curricular activities.

The policy is intended to supplement and compliment the school district policy on student possession or use of alcohol or illegal drugs and all others policies , rules an regulations of the school district regarding possession or use of illegal drugs.

ASBESTOS POLICY

Cleveland Public Schools have made every effort to make this school system a safe and healthy environment that also meets local, state, and federal requirement. The known and assumed asbestos in our schools is being continually monitored and is being inspected every six months. It is also inspected by the E.P.A. every three years. The Asbestos Management Plan Handbook is available at each school site and the Superintendent's office.

NOTICE TO THE PUBLIC

It is the policy of Cleveland Public Schools to provide equal opportunities regardless of race, color, national origin, sex, age, qualified handicap, or veteran in educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. If you have inquiries concerning application of this policy, contact Mrs. Karie Braden, Compliance Coordinator, Cleveland Public Schools, 918-358-2210.

PUBLIC OFFICIALS/DHS

School personnel are *required by law* to cooperate in Department of Human Services investigations. These investigations may require Department of Human Services' officers to question students while at school. *It is the responsibility of the Department of Human Services to contact parents concerning any investigation.*

NOTIFICATION TO PARENT: REVIEW OF STUDENT RECORDS

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. You have the right to inspect and review these records at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of your concern.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act (FERPA):

1. The right to inspect and review the student's educational records.
2. The right to exercise limited control over other people's access to the student's educational records
3. The right to seek to correct the students educational record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights.

All rights and protection given parents under the FERPA and this policy transfer to the student when he/she reaches age 18 or enrolls in a post-secondary school, the student then becomes an "eligible student".