

# Cleveland Public Schools

## *Cleveland Primary School*

*Be Respectful*

*Be Responsible*

*Be Ready to Learn*



**2023 - 2024**  
**Cleveland Public Schools**

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Kelli Sloan.....	Principal
Leigh Ann Sheets.....	Assistant Principal
Valerie Vaughan.....	Secretary
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## **Attendance and Enrollment**

### **Attendance**

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian having custody of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school, to neglect or refuse or to cause or compel such child to attend and comply with the rules of some public,

private, or other school, or receive an education by other means for the full term the schools of the district are in session. **Excessive absences and tardies will be reported to the District Attorney and District Truancy Board.**

\*\*Written documentation of the absence must be received when the student returns for absences in excess of three (3) days.

### Tardy and Chronic Absenteeism Policy

#### CODING FOR ATTENDANCE

- AC - Guardian made contact but no Dr. note
- AU - Student absent, but no contact from guardian
- AM - Student absent and we have received Dr. note
  - Extenuating circumstances - Circumstance at school that a parent/guardian feels a student is not safe (Lockout, inclement weather), widespread viral illness (flu epidemic), when a child is sent home from school with a fever or vomiting.
- EE - Student gone on a school activity
- Do not code students if they are seeing a counselor, or absences are included in their IEP/504
  - Make a note in the comments section of their attendance
- Do not code students who are homebound
  - Make a note in the comments section of their attendance

#### COMMUNICATION WITH GUARDIAN for absences listed as AC or AU

\*Any AU absence receives a message and/or call, whether it is the 1st absence or the 15th absence

- If a student comes to school after 9:00 am or leaves before 2:40 pm, it will count as a 1/2 day absence (PK-2nd).
- 3 absences within a quarter requires Guardian contact by school.
- 5th absence within a semester, the guardian receives a 5 day letter and a phone call by a school official.
  - If phone calls are unsuccessful, then a home visit is done by administrator or school resource officer
- 8th absence within a semester, guardian receives truancy letter for court
- If the plan at truancy court is not upheld, then submit a report to the district attorney.
- If a student exceeds 8 absences in a semester they are put on an attendance contract for the following semester, failure to live up to attendance contract may result in no credit for grade and a report to the district attorney.

### Tardies

Any student who arrives at school after 8:15 am is considered tardy and must be signed in by an adult through the office for admission to class. PK- 2nd grade students who arrive between 8:15 and 9:00 am and depart after 2:40 pm will be counted tardy. Three tardies will equal one unexcused absence.

### PRE-K

If a child is absent for any reason, it is the responsibility of the parent/guardian, or other person having charge of that child to notify the school at the beginning of each school day in which the absence occurs. Written documentation of the absence must be received when the student

returns for absences in excess of three (3) days. Though enrollment in the Pre-K program is voluntary, CPS maintains a full class load and waiting list for students in the Pre-K program. This policy ensures that students desiring the opportunity to attend the CPS four year old program have the opportunity. The Principal or designee may recommend the withdrawal of the student from the program for the following:

1. Above procedure is not followed
2. Following the student's 10th absence

The principal or designee shall notify a student's parent/guardian in writing upon the student's 5th and 10th absence with an understanding that the 10th absence may carry removal from the PK program. The parent/guardian may ask to convene a conference to discuss the absences.

### **K-2**

At the beginning of the school day, it is the responsibility of the parent/guardian to notify the school if a child is absent for any reason. If a student comes to school after 9:00 am or leaves before 2:40 pm, it will count as a 1/2 day absence (PK-2). If the school has not been notified, school personnel will attempt through a phone dialer to notify the parent of the absence.

In the event of a **CHRONIC ILLNESS**, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year. Documentation must be submitted annually. The Superintendent has the discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

### **ENROLLMENT**

Children of age five (5) years on or before September 1 through twenty-one (21) years who reside with parents/guardians within the district may attend Cleveland Public Schools. Proof of residency is required.

Children who are at least four (4) on September 1, but not yet five (5) may enroll in the early childhood program of the District, within the constraints of available classroom space. All enrollment procedures for grades K-12 will apply to enrollment in the early childhood program. Children who are at least five (5) on September 1, and have not attended a public school kindergarten may enroll in a full day kindergarten program.

Children, who are at least six (6) on September 1, may enroll in first grade.

Underage pupils in kindergarten and first grade, who have been in legal school attendance in a public or private school in another state or in a Department of Defense School for military dependents, may enroll.

Students entering Pre-K, kindergarten or first grade for the first time in a public school must present their birth certificates or other legal proof of birthdate, must enroll under their legal name and bring proof of immunizations.

### **IMMUNIZATIONS**

Guide to Immunization Requirements in Oklahoma - 2017-18 School Year

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma.

Please read the bullets below for essential information. For more information refer to the School Administrator's Guide to Oklahoma's Immunization Law at:

	CHILDCARE Up-to-date for age	PRE-SCHOOL PRE-KG	KG-6th	7th - 12th
<b>VACCINES</b>	Total doses		Total doses	
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	4 DTaP	5 DTaP	5 DTaP & 1 Tdap booster
PCV (pneumococcal conjugate vaccine)	1-4 PCV	Not required for school		
IPV/OPV (inactivated polio/oral polio)	3 IPV?OPV		4 IPV/OPV ◀	
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR
Hib (Haemophilus influenzae type b)	1-4 Hib	Not required for school		
HepB (hepatitis B)	3 HepB		3 HepB	
HepA (hepatitis A)	2 HepA	2 HepA	2 HepA	2 HepA
Varicella (chickenpox)	1 Varicella (2nd dose recommended at KG entry)	1 Varicella (2nd dose recommended at KG entry)		

If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose DTaP is not required.

The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.

If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.

Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.

Students 11 through 15 years of age who have not received any HepB vaccine previously may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

- The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma

If the certificate indicates the immunization procedure has currently been started but not completed, the child may be admitted to school, only if a completion date is agreed upon. If the agreed date is not met, the student will be dropped from school records. I

# **Student Academics**

## **Student Grades**

Progress Reports are presented to students during the fifth week of each quarter. Report cards will be distributed on a nine week academic period in October, January, March, and May.

*Please consult the district calendar for specific dates.*

## **Promotion/ Retention Policy**

At the PK-2nd Grade Level, multiple indicators are used to determine student retention. Data is collected throughout the entire school year. The following information is considered when determining student retention: (a) performance in all classes, (b) assessment data, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs, (g) any other necessary criteria. Parents/guardians will be involved and informed in every step of the retention process.

Guidelines for Retention:

1. Data will be collected and reviewed in data meetings throughout the school year.
2. If a teacher has concerns about a student's progress they will express those concerns with the parents/guardians at the first parent/teacher conference.
3. If the teacher still has concerns at the end of the second nine weeks, they will start conversations about the possibility of retention with the parents/guardians.
4. At the end of the third nine weeks, teachers will make their recommendations for retention to a retention team (consisting of the principal, assistant principal, title I teachers, and classroom teacher).
5. If the retention team agrees on the recommendation for retention, the teacher will inform the parents/guardians at the last parent/teacher conference as well as complete the retention paperwork.

## **Retention Appeals Process**

A parent may appeal a decision to retain a student by taking the following steps:

- Request review to principal in writing within five (5) days of receipt of notification or decision is final. (Level I)
- Request review to the Superintendent of principal's decision within five (5) days of receipt of notification or decision is final. (Level II)

# **Campus Life and General Information**

## **Visitors**

All visitors should check in at the school office, present a valid ID and receive a visitor badge. This policy is in place for the safety of your children and our staff. Visitation by "non-enrolled" children is not permitted. The Principal or designee of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with the



peaceful conduct of activities and/or enters the institution for the purpose of committing an act that interferes with the safety, routine or security of staff or students.

### **Before School Student Supervision**

- **No supervision of students is provided before 7:45 A.M. Do not leave your child at the school unsupervised.**
- All students will report to their classroom or go to breakfast when they arrive.

### **Rules for General Behavior**

One of the most important phases of a child's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude for intellectual development. The following is a partial list of infractions which are not tolerated at school:

- Fighting (mutual participation by students in an altercation)
- Defiance (refusal to follow the directions of any school staff member)
- Use of profanity (use of words, written or verbal, that are not acceptable for a school environment)
- Possession or use of weapons (real or toy gun, loaded or unloaded, or real or toy knife or other dangerous objects to include any item that can be readily converted to harm another person).
- Vandalism (destruction or defacing of school/teacher's or another person's property on school grounds)
- Theft (taking without permission school/teacher's property or another student's property)
- Threatening/bullying (any gesture, written or verbal expression, or physical act that a person should know will harm another person, damage another's property, place another person in reasonable fear of harm to person or property, insult or demean a person or group of people in such a way as to interfere with the school's educational mission. This includes intentionally intimidating, teasing, or threatening another person.
- Assault (inflicting bodily injury on another person, this includes all students and school personnel and other persons on the school grounds).

### **Corporal Punishment**

CPS does use corporal punishment if the parent/guardian signs a written permission slip stating that they give permission for the building principal to do so. The building administrator will contact the parent/guardian before corporal punishment is administered.

### **Student Check Out**

No student may leave school except at regular dismissal time without checking out through the office. Elementary students will be called to the office to meet the parents/guardians. Only names provided by parents and currently in the data system

will be permitted to check out students the day of request. Photo identification will be required when checking out a student in person.

### **Cell Phone**

Students may possess wireless telecommunications devices while on school premises, while riding school transportation or attending any function sponsored or authorized by the school. Use of wireless devices is prohibited in restrooms, locker rooms, during class time (including time outside of the classroom such as media center, recess, field trips). Cells must be in the off position and must remain in their locker during school hours. Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a cell phone or camera phone if it is believed that this device has been used to break school policies of any type.

*CPS assumes no responsibility for lost or stolen cell phones.*

### **Telephone**

Students must have permission from their teacher and office personnel to use the office phone. Outgoing calls are to be made only in case of emergency. Permission to go to a friend's house or a forgotten assignment are not considered to be emergencies. Please make arrangements each morning as to where your child is to go after school, especially if it is out of the ordinary routine.

### **Toys/Fidget Spinners**

It is at the teacher's discretion to allow toys/fidget spinners (toy cars, trading cards, yo-yos, dolls, etc.). However, if these items become a distraction, bothersome, or a nuisance, then the student can be asked to not bring these items to school anymore. They must stay in their locker unless permission is given by the child's teacher to bring it into class. If your child needs/requires a fidget, one will be provided that is not a distraction to others.

First offense - teacher will give students a warning and contact parents/guardians.  
Second offense - item will be taken to the office where it will remain until a parent requests the item from the office in person.

### **Dress Code**

Educational consideration is given to grooming and dress which must not constitute a distraction or interfere with educational opportunities of other students. With ever-changing styles, additional guidelines are established to help maintain high standards. These standards are provided so clothing does not distract from the educational process. Students may choose their own grooming and clothing styles, provided that such apparel does not interfere with schoolwork or create disorder in the learning environment. Community standards of health and safety must be maintained at all times. Footwear and shirts must be worn at all times.

*Wearing the following apparel/items is prohibited:*

- Sunglasses in the buildings or classrooms

- House shoes or slippers
- Shoes with wheels in the heel
- Clothing with derogatory or suggestive pictures or phrases
- Any item of clothing with profanity or suggestive slogans related to tobacco products, alcohol, drugs, sex or violence
- Pants/ jeans with holes or frays in inappropriate places
- Pants/jeans worn below the waistline; Sagging is never permitted, belts are to be buckled
- Undergarments worn as outer garments
- Apparel exposing undergarments is not permitted
- Short shorts (shorts must be mid-thigh or longer in length)
- biker shorts, spandex shorts, bodysuits, boxer shorts
- Pajamas or bedtime wear
- String or spaghetti strap tops
- Halter tops, tube tops, sheer tops with bra showing, racer backs, backless tops
- Obscene or vulgar jewelry, furry tails, chains, ropes, straps, spiked jewelry
- Clothing that exposes a bare midriff or abdomen
- Headgear of any type is prohibited
- Short skirts/dresses must be mid-thigh or longer in length or have shorts underneath
- Painted faces
- Any item of dress that is a distraction to the educational process

Clothing worn when participating in a school-sponsored theme day may be worn to school when approved by the classroom teacher or principal. Examples: pajama day, hat day, etc.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or other types of situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to meet dress code regulations will be grounds for disciplinary action and could result in an unexcused absence.

**The judgment of the principal concerning appropriateness is final.**

### **INSURANCE**

Insurance will be made available to all students PK–12 through school. It is not compulsory, and the school is not responsible for payment claims to students or parents.

### **Lost and Found**

The Lost and Found is maintained in the playground hallway. If a student finds an article in the classroom, it should be given to the teacher. Items found elsewhere in the buildings should be taken to the lost and found location. The school assumes no responsibility for items left unattended in classrooms, lockers, cafeteria or other areas. Under no circumstance should students leave personal items unattended or unsecured on campus, nor should anything of value be brought to school. Articles not claimed by June 1st will be donated to charity.

## **Parties**

- Parents/visitors must check in with the front office when attending class parties.
- Store bought treats only may be brought to classroom parties.
- ***No Homemade treats are permitted due to state health codes.***
- Grades PK-2nd will have three scheduled classroom parties: Halloween, Christmas, and Valentine's Day
- Students may only dress up for the Halloween party

Any other parties will have to be arranged with the classroom teacher and approved by the building principal. All parties will be held during the last 30 minutes of the day, or as determined by the principal/teacher.

**Invitations to private parties may be distributed at school as long as an invitation is given out to each child in the classroom. Invitations must be given to the teacher to be distributed.**

## **Physical Education**

Federal law mandates that students in kindergarten through fifth grade must receive 120 minutes a week of physical activity. The law provides for the implementation of a sequential, developmentally appropriate physical education curriculum and requires that at least fifty percent (50%) of physical education activities be performed at a moderate or vigorous level. Cleveland Public Schools follows all state and federal guidelines. Students unable to participate in physical education will need to bring a doctor's note stating they need to be excused from physical education and the date that they may begin participating in class.

## **PLAYGROUND**

All elementary students will be sent outside for play periods (recess). Parents are requested to dress children for cold weather. (Children will not be sent outside when it is raining or extremely cold ).

- Students are expected to remain in the designated playground area at all times
- Students should not throw objects that might injure others or participate in any activity that is dangerous
- Students will not be allowed to take food or drink to the playground
- No items allowed in students' mouths while on the playground
- Children may not leave the playground without a duty teacher's permission
- No one is allowed in the outdoor play areas without adult staff supervision

In the event of inclement weather, recess will be held in a designated area inside the building.

Students must have a written doctor's note to be allowed to stay inside from recess.

## **Illness or Injury**

In case of illness or injury, the school secretary, school nurse or a member of the school staff will care for a student.

- School personnel will render first aid treatment if needed.
- If **emergency** medical treatment is necessary, the parents will be contacted. If needed emergency medical personnel will be contacted (911). If parents are not available, the student will be taken to the emergency room.
- An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at school.

**YOUR CHILD NEEDS TO BE FREE OF FEVER, DIARRHEA, OR VOMITING FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL**

**Volunteers**

Cleveland Public Schools encourages parents, grandparents, guardians and citizens to be involved in our educational system. Our goal for our volunteers is to assist our school in providing the best possible education for each student. Volunteers will need to fill out a volunteer packet at the superintendent's office, which requires a background check.

**Field Trips**

Parent participation on field trips is welcomed, but parents will not be allowed to ride on the bus.

**Head Lice**

Any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice and is safe to return to school. [O.S. § 15- 1210.194]

Any child prohibited from attending school due to head lice shall not be allowed to re enter school until the parent/guardian brings the child to school and the school nurse or principal's designee has cleared the child.

*Procedure for Head Lice*

1. Send home. Nurse will explain treatment for the child, family and home as well as the procedure for having the child cleared to return to class. Child must be seen by the nurse or office staff and cleared for each incident before being allowed to return to class or ride the bus after being sent home for head lice.
2. Send home. Nurse will review procedures to parent or guardian. The nurse will let families know of additional resources.
3. Send home. Nurse will notify DHS.
4. Send home. Nurse will notify DHS.
5. Send home. Parents/Guardian will be required to attend Cleveland Public Schools/Pawnee County Truancy board with district attorney.

*Subsequent absences after initial date of contact with nurse will be documented in CPS attendance policy.*

**Bed Bugs:** Bed bugs are usually active at night when people are asleep. They are usually not seen during daylight hours. Although bed bugs are becoming a very common problem, they are not known to transmit diseases. The home of any person can be infested by bed bugs, regardless of gender, race, or economic status. If a suspected bed bug (in all stages/forms of life) is found on a student, the following protocol will be followed:

1. The student will not be sent home. The parent, legal guardian, person responsible for the student's care will be notified.
2. The student will temporarily be removed from the classroom. An inspection of clothing, belongings, etc. will be done in a confidential and private area.

3. There will be positive identification of the bug by a pest management company. If positive identification, appropriate actions taken
4. Provide the student with plastic bags or a plastic bin in which to store their belongings while they are at school.
5. Reduce the number of items that the student has to transport between school and home.
6. Regularly inspect the student's desk and/or locker for bed bugs.
7. Avoid accumulation of clothes, shoes, and boots in classroom

### **Screenings**

We would like to inform parents/guardians that your child may participate in one or all of the following screenings: Developmental, Speech-Language, Hearing, Dental, and Vision.

*See Appendix for permission form.*

### **Child Find**

If you know of a child in need of special education services please contact Becky Littrel (Special Services Director) 918-358-2210.

### **Safety Drills**

In accordance with state and district laws and policies, all schools will have 2 fire drills, 2 tornado drills, 4 security drills, 2 additional drills, and 2 bus evacuation drills during the school year. Each teacher will have a copy of all procedures including warning signs and will instruct each class in safety procedures.

## **NUTRITION, TRANSPORTATION, SAFETY**

### **Lunch Program**

It is the desire of the Cleveland School District to provide meals to all students. The district will not discriminate against any child because of inability to pay the price of a meal.

The following guidelines are used to assist the Food Service Department:

- Students receiving food or beverage substitutions must have a written prescription from a licensed physician.
- Students will never be denied access to any meal as a result of a disciplinary action. Students who have exceeded the charge allotment and have no alternative to eat will be given a sandwich, fruit and container of milk. All students are **limited** to three (3) charges.
- **No charging will be allowed during the last two (3) weeks of school.**
- Parents, legal guardians, students may credit their account in any amount. Internet accessibility is available to credit or retrieve information on lunch accounts in Infinite Campus Parent Portal or make checks payable to CHILD NUTRITION LUNCH PROGRAM. Checks payable this way will be used for food accounts only.

## Meal Prices

Elementary breakfast \$1.50 Elementary lunch \$2.50

Adult breakfast \$1.75 Adult lunch \$3.50

## LUNCHROOM RULES PK-2

- Parents may bring food for their child only
- Students will not be permitted to share drink/food for safety/health reasons
- Please do not send glass containers
- Candy may be eaten with lunch but no gum is permitted at any time

The cafeteria will begin serving breakfast at 7:45 A.M. and stop serving at 8:10 A.M. Students who wish to eat breakfast should go directly to the cafeteria during this time. Students are allowed to eat breakfast and finish in the event of late bus arrival.

## Bus/Transportation

Bus routes are established to give the best possible service to all individuals in accordance with state laws and regulations. Be sure you contact the transportation director to make sure he knows the exact location of your home. A parent should be waiting at the bus stop to meet the child. For reasons of safety, if a student is to ride a different bus, the parent/guardian **MUST** contact the school and a Bus Transfer/Permission form must be completed. **Students will be allowed to ride a different bus ONLY for emergency situations.** Students are not to get off their bus at other stops for any reason while in transit to or from school.

Bus drivers have a great responsibility in driving the bus, so we expect complete cooperation from students and parents. The driver is recognized as an authority on the bus and has complete control over daily operations. Riding the bus is a privilege, not a right, and a student's privilege to ride the bus may be removed. Misconduct will be reported to the principal through an electronic referral. The principal may contact the parent/guardian by phone or letter if there is inappropriate behavior. If the consequences dictate a suspension, dates will be set for the suspension and the parents will be contacted. In the event that parent contact has been attempted and not achieved, the suspension dates will be enforced. **A principal's decision to limit or revoke bus riding privileges is final and may not be appealed.**

Students are expected to behave at bus stops and on the buses as they do in the classrooms. Due to misbehavior, a child may be denied the privilege of riding the bus. The following procedures have been set for bus referrals:

- 1st bus referral - Warning and parent will be contacted
- 2nd bus referral - 2 days of lunch detention
- 3rd bus referral - The student will be suspended from riding the bus for 3 days.
- 4th bus referral - The student will be suspended from riding the bus for 5 days.
- 5th bus referral - The student will be suspended from riding the bus for 10 days.

- 6th bus referral - The student will be suspended from riding the bus the remainder of the school year.

A student may receive an immediate bus suspension if the student's behavior/actions warrant an immediate removal from the bus. Examples that may warrant immediate removal from the bus might include fighting, bringing inappropriate items on the bus that can be harmful to the student or other students, open defiance towards the bus driver etc.

**If a change is being made on how a student is getting home, the office must be notified by 2:00 PM. If calls are made after 2:00 PM, there is no guarantee that we will be able to make the change.**

### **Traffic Procedures**

We respectfully request that all parents/guardians follow our traffic procedures for the safety of our students.

Parking: Leave your vehicle in a designated parking space only. Do not leave unattended vehicles parked in the traffic line or in front of the building entrance.

### **When bringing your child to school**

Please use Wichita Drive (one way only) and turn into the parking lot, then take a right to head toward the main entrance of the school. Exit on Gilbert or Swan. If you choose to walk your child in, you need to walk them all the way to the front doors. Your child will enter the school at the Primary School main entrance. Please do not leave your car parked in the traffic lane to walk your child into the building. If you are coming into the building with your child, please park in a designated parking space.

### **When picking up your child**

Please use Wichita Drive (one way only) and turn on the road on the west side of the Primary school. Teachers will have students waiting on the sidewalk and will put them in your cars, then you will exit to the left on Swan Drive. There is NO hallway/tile pickup after school. All students must be picked up in the car line. The entrance to the Primary School on Gilbert Street will be closed to traffic from 3:10-3:30 for bus traffic/pickup. *Please refer to the map on Cleveland Public Schools website.*

### **Medication**

1. The term medicine as used in this policy means “non-prescription medicine” and “filled prescription medicine.” Filled prescription medicine is prescription medication contained in a prescription vial with a label that correctly states the name and address of the pharmacy, date of filing, name of patient, and name of prescription, prescription number and directions for the administration of the medicine.
2. Only the school principal or designee shall be authorized to administer medicine at school.



3. No medicine shall be administered unless the parent or guardian of the student requiring medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the office of the school the student attends and complete and sign the “parental authorization form.”
4. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label or as otherwise authorized in writing by the child’s physician. All medicine shall be properly stored and not readily accessible to a person other than the person who will administer the medication. All medication brought to school shall be registered with the principal or designee.
5. The school will keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medicine which was administered, the dosage of the medicine was administered and the time the medicine was administered. The *Log of the Administration* will be used to keep the record for all medicine.

### **Doctor and Dentist Appointments**

Parents are encouraged to make every effort to schedule medical appointments outside school hours. Prior notification to the teacher is encouraged. Parents must check students out from the office. If a student misses school due to an appointment please bring a medical excuse form to the office when the student returns to school or have the doctor’s office fax it to 918-358-2532.

### **Weapons**

It is the policy of the Board of Education [Policy EI] that possession of dangerous instruments or weapons on school property or other property adjacent to school property, at school functions or while in any 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), fireworks, explosives, knives, including automatic opening or switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students ") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Cleveland Public School District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a

written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. VII 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cleveland Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of

the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The Uninterrupted Scholars Act Public Law 112-278, Allows schools to disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student. This includes PII from records of students in foster care placement, an agency caseworker or other representative of a local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student.

- To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(i)(B)(2) are met. [§99.31(a)(1)]
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)]
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or to enforce the terms and conditions of the aid. [§99.31(a)(4)]
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. [§99.31(a)(5)]
- To organizations conducting studies for, or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [§99.31(a)(6)] Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

## **AHERA NOTIFICATION**

The Asbestos Hazard Emergency Response Act of 1986(AHERA) requires the inspection of all school buildings for asbestos. YPS has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the YPS Administration Building. We will annually notify all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities; planned or in progress, will be disseminated by posting a notice or using hand out bulletins, flyers and/or using newspaper public notice statements.

## **Bullying Policy**

### Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

### Definition of Terms

#### A. Statutory definition of terms:

“Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

#### B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will

consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

### C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, 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, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

### Understanding and Preventing Bullying

#### A. Student and Staff Education and Training

A full copy of this policy will be posted on the district’s website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district’s annual written notice of the availability of the district’s anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district’s bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district’s strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for

infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

#### B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

#### Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

#### Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

#### Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, the assistant superintendent.

#### Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school

official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or assistant superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the district's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resources provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health

Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the

Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation. If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

#### Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

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

#### Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy. Monitoring and Compliance In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator. A copy of this policy will be submitted to the State Department of



Education by December 10th of each school year as part of the school district's Annual Performance Report.

***Discrimination***  
**CLEVELAND PUBLIC SCHOOLS BOARD OF EDUCATION POLICY**  
**Adopted: September 12, 2022**

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM  
AND COMPLAINT PROCESS**

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

(1)

One race or sex is inherently superior to another race or sex, An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously, An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex, Members of one race or sex cannot and should not attempt to treat others without respect to race or sex, An individual's moral character is necessarily determined by his or her race or sex, An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex, Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

(8)

A "course" shall include any forum program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures; (B) Identify the dates the alleged discriminatory act occurred; (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated; (D) Include relevant information that would enable a public school to investigate the alleged violation; and (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Sol Bayouth as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest.

Complaints may be provided via telephone at (918) 358-2210 and via email to [solbayouth@clevelandtigers.com](mailto:solbayouth@clevelandtigers.com). This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; 9; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

*Source:* Legal Reference:

*Oklahoma State School Boards Association* 70 O.S. & 24-158; State Accreditation Standard 210:10-1-23

*A POLICY ON THIS ISSUE IS REQUIRED BY THE STANDARDS OF ACCREDITATION FOR OKLAHOMA SCHOOLS*

**Cleveland Primary School Hand Book Policy  
Signature Sheet 2023-2024**

Dear Primary School Parent/Guardian,  
The following Primary School Policies will be discussed with your student and are Online:  
Please review our policies at [www.clevelandtigers.com](http://www.clevelandtigers.com) (Click Primary School and then Handbook). Return this form to the Primary office asap.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Teacher \_\_\_\_\_ Date: \_\_\_\_\_

**Attendance Policy:**

I have read the policy summary and reviewed the policy with my student.

Parent/Guardian Signature \_\_\_\_\_

**Bullying Policy:**

I have read the policy summary and reviewed the policy with my student.

Parent/Guardian Signature \_\_\_\_\_

**Corporal Punishment Policy:**

I have read the policy summary and reviewed the policy with my student.  
I understand that the school will notify me before any corporal punishment is administered.

Parent/Guardian Signature \_\_\_\_\_

**Permission for Medical Treatment:**

I give my permission for medical treatment and hospitalization if necessary, in case of my absence.

Parent/Guardian Signature \_\_\_\_\_

**Internet Access Agreement:**

I have read the policy summary and reviewed the policy with my student.

Parent/Guardian Signature \_\_\_\_\_

**Screenings:**

The school provides screening throughout the year. We provide vision screenings and hearing screening for some/all of the students. Please check whether or not you want your child to participate.

Vision: Yes \_\_\_\_\_ No \_\_\_\_\_  
Hearing: Yes \_\_\_\_\_ No \_\_\_\_\_  
Dental Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Early Dismissal:**

In case school should ever be dismissed early due to bad weather, we need to know if your child has special plans for getting home other than his/her usual means of transportation. We need to know in advance written instructions for your child and will keep them on file. I have discussed this plan with my student.

Student's Name \_\_\_\_\_

Teacher's name \_\_\_\_\_

Parents Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

Instructions for early school dismissal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_

**After School Instructions:**

To avoid any confusion regarding what your child is to do every day after school write it below. Your child will do this every day unless we receive a phone call from you (parent/guardian) requesting other arrangements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Remember, we will not let your child do anything different than the instructions you have written above, unless you call the office **by 2:00pm** to make other arrangements.*

Parent/Guardian

Signature \_\_\_\_\_



**Parental Authorization to Administer Medicine**

I am the parent with legal custody or the legal guardian of \_\_\_\_\_, a student attending this school. This student requires medication at intervals during the school day and/or this student may require medication due to illness.

I hereby give my consent and authorize the school nurse, secretary, principal, or \_\_\_\_\_ (an employee or the school district designated by the school nurse, the principal, and me) to:

\*please check and write the name of those which apply below

\_\_\_\_\_ Administer \_\_\_\_\_, a non-prescription medication which I am hereby supplying you, and which may require written instructions from the child's physician if taken regularly.

\_\_\_\_\_ Administer \_\_\_\_\_, a filled prescription medication which I am hereby supplying you in the original labeled vial, and with written instructions from the child's physician.

\_\_\_\_\_ Administer \_\_\_\_\_, an oral inhaler prescribed medication which I am hereby supplying you, and which may require written instructions from the child's physician if taken regularly.

I understand that under state law the Board of Education, the School District, or Employees of the District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Parent/Guradian  
Signature \_\_\_\_\_