

# **Cleveland Public Schools**

*Cleveland Primary School*



**Cleveland Public Schools**

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# Table of Contents

## **Attendance, Enrollment**

Attendance  
Enrollment  
Immunizations  
Tardies

## **Student Academics**

Grading  
Retention  
Retention Appeals Process

## **Campus Life and General Information**

Visitors  
Student Checkout  
Cell Phone  
Telephone  
Dress Code  
Insurance  
Lost and Found  
Parties  
Playground  
Head Lice  
Screenings  
Safety Drills  
Volunteers

## **Nutrition, Transportation, and Health**

Lunch Program  
Bus/Transportation  
Traffic Procedures  
Medication  
Weapons  
Bullying  
Drug Policy

## **PUBLIC POLICY**

FERPA  
Non-Discrimination Statement  
AHERA

**APPENDIX**

CPS Bullying Policy

Forms

Medical

Medical Permission

Parental Authorization to Administer Medicine

Self-Administration of Medication

Vision, Hearing, Dental Screenings

Parental Consent to Access Public Benefits

Bus/Field Trip Consent Form

PERMISSION SLIP

# Attendance, Enrollment, Transfers

## 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.**

## 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 PreK 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 more than one hour after the day begins or leaves one hour or more before then end of day, it will count as ½ 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 specific 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/guardian 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 birth date, must enroll under their legal name and bring proof of immunizations.

## **IMMUNIZATIONS**

Will insert chart form Ok Health Dept.

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.

If a child's physician states immunization threatens the child's health or if the parent objects for religious reasons, a statement in writing from the physician or parent will become part of the child's record.

The principal's responsibility in enforcing the state requirements for immunization against specific diseases is as follows:

The principal should be made aware of all students who have not met the immunizations requirements. Any irregularities in complying with the state law shall be reported to the Superintendent, School Health Department, and/or City/County Health Department.

## **Tardies**

PK-2 students who arrive after 8:15 and depart before 3:00 will be counted as tardy. Three tardies will count toward ½ day absence.

# **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 district calendar for specific dates.*

## **Promotion/Retention**

At the K-2 level, multiple indicators are used to determine student retention. Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss students' progress. At the end of the fourth nine weeks if the criteria for retention are met, an intervention team meeting (consisting of principal and select teachers) and make a final recommendation for retention. The following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (of) enrollment in Special Education Programs and (g) other criteria. If recommendation for retention is made, parents will be informed in writing of the team's decision and the parent's options.

## **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 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.

## **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 parent. 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 and locker rooms. During class time (including time outside of the classroom such as media center) cells must be in the off position. During assemblies the device must be turned off and out of sight. 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 types.  
*CPS assumes no responsibility for lost or stolen cell phones.*

## **Telephone**

Students must have permission from their teacher and office personnel to use the 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.



## **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.

Shoes must be worn at all times-no house shoes/slippers allowed . Shoes with wheels in heel are not considered safe at school and may damage floor surfaces. Students may not use wheels at school.

No clothing with derogatory or suggestive pictures or phrases No advertising or suggestions of drugs, alcohol or tobacco

Clothing and grooming must not constitute a health or safety hazard

Pants with holes/frays in inappropriate places are not permitted

All pants must be worn at the waistline and all belts are to be buckled. Pants and jeans must be high enough to cover undergarments when seated. "Sagging" is never permitted.

Appropriate undergarments should be worn at all times and be in good taste (modesty is the key). Undergarments must not be worn as outer garments. Any attire exposing undergarments is not permitted.

Short shorts, biker shorts, spandex shorts, bodysuits and boxer shorts are not appropriate school attire.

Skirts, dresses and shorts must be mid-thigh or longer in length.

Tank tops, string or spaghetti strap tops, halter tops, tube tops, sheer tops with bra showing, racer backs and backless tops are not appropriate school attire.

Shoulders must be covered, cleavage unexposed and midriff covered.

Dresses are held to the same standard.

Headgear of any type is prohibited.

Accessories such as furry tails, chains, ropes, straps, spiked jewelry, sunglasses, etc. are not permitted inside the buildings.

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 schools' offices. 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 office. 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**

Grades PK-2 will have three scheduled classroom parties:

Halloween, Christmas, and Valentine's Day.

Students only may dress up for Halloween party only.

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, as determined by the teacher.

***Invitations to private parties will not be distributed at school.***

## **PLAYGROUND**

All elementary students will be sent outside for play periods (recess) unless they have been sick and have permission to stay inside. 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

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

## **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 apply to the principal and be approved by the administration.

## **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 family 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.*

## **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.*

## **Safety Drills**

In accordance with state and district laws and policies all schools will have 2 fire drills, 2 tornado drills, 2 emergency lockdown drills, 2 emergency intruder drills, and 2 other safety 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 and container of milk. All students are limited to three (3) charges.
- No charging will be allowed during the last two (2) weeks of school.
- Students may pay in cash or check payable to CHILD NUTRITION LUNCH PROGRAM. Checks payable this way will be used for food account only.

## **Meal Prices**

Elementary breakfast \$1.10 Elementary lunch \$2.30

Adult breakfast \$1.75 Adult lunch \$3.25

## **LUNCHROOM RULES PK-2**

Parents may bring food for their child only

Students will not be permitted to share drink/food for safety 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 and stop serving at 8:10. Students who wish to eat breakfast should go directly to 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 know 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 the authority on the

bus and has complete control over daily operations. Misconduct will be reported to the principal. The principal may contact the parent/guardian by phone or letter if their is involved in 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. 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.

### **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 Swan Drive and turn on the road between the Primary and Middle School. Your child will enter the school at the Primary School main entrance. Exit to the left on Wichita Street (one way only). Please do not leave your car parked in the traffic lane to walk your child into the building. If you are coming in the building with your child, please park in a designated parking space.

When picking up your child, please use Wichita Drive (southbound 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 signed out through the office or picked up in 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 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 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.

### **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. Pii
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 from 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 from 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 local child welfare agency or tribal organization when such agency is legally responsible for 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)(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 to 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 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 building 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 statement.

# HANDBOOK PERMISSION SLIP

DATE (MM/DD/YYYY) \_\_\_\_\_  
PRINT FULL NAME OF STUDENT \_\_\_\_\_  
STUDENT'S GRADE LEVEL \_\_\_\_\_  
PRINT PARENT/GUARDIAN NAME \_\_\_\_\_  
HOME PHONE (                    )      CELL PHONE (                    )  
EMAIL ADDRESS \_\_\_\_\_

Please read the following information and sign below:

Parent/guardian sign below which acknowledges understanding of the contents of the Cleveland Primary School Handbook and agrees to share information with your child. Parent also knows a digital copy of the handbook is posted online at [www.clevelandtigers.com](http://www.clevelandtigers.com). Printed copies are available through the school office on request. Parent/Guardian understands they are responsible for handbook content including bullying policy and bus referral procedure.

Please initial the below statements indicating permission to release student information.

\_\_\_\_\_ Release of Directory Information  
\_\_\_\_\_ Photo Release for School Publications and Newspaper  
\_\_\_\_\_ Image Release of Student Work for Websites

Parent/guardian need to sign below which acknowledges understanding of School Handbook contents.

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