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# SEQUOYAH ELEMENTARY

## *Student Expectations*



SEQUOYAH  
PUBLIC SCHOOLS

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To: ALL PARENTS

As a parent of a student at Sequoyah Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the Oklahoma State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches;
2. Whether the Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
4. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the principal of your child's building.

**ADMINISTRATION & ORGANIZATION  
OF  
SEQUOYAH PUBLIC SCHOOLS**

**LOCAL BOARD OF EDUCATION**

Gene Haynes.....President  
Brian Green ..... Vice-President  
Ken Inman..... Clerk  
Jake Dowty ..... Member  
Jeff Radley ..... Member

**SUPERINTENDENT OF SCHOOLS**

Terry M. Saul

**PRINCIPALS**

Chris Osburn, High School Principal  
Chris Osburn, Mid High School Principal  
Barry Bulman, Middle School Principal  
Eric Paul, Upper Elementary Principal (3-5)  
Lisa Rader, Lower Elementary Principal (PK-2)

**COUNSELOR**

Kenneth Hotfelt (Middle School)  
Pam Self (Mid-High/High School)

**SPECIAL SERVICES**

Lynn Schroeder, Federal Programs  
Amy Starr, Federal Programs

# — EAGLE CREED —

## *Quest for Excellence*

We are sagacious Eagles  
with our sights set on success.

Our potential takes us to new heights,  
but our integrity keeps us there.

With mutual respect and compassion  
we serve others with a willing heart.

Our attitude determines our altitude.



## **Eight Expectations for Living**

- We will value one another as unique and special individuals.
- We will not laugh at or make fun of a person's mistakes nor use sarcasm or put-downs.
- We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
- We will cheer each other to success.
- We will help one another whenever possible.
- We will recognize every effort and applaud it.
- We will encourage each other to do our best.
- We will practice virtuous living, using the Life Principles.



Dear Parents,

The purpose of this handbook is to familiarize you with the operation of our school so that we might work together.

We invite, and encourage you to visit the school and get acquainted with your child's teachers. The offices of the administrators are always open to you, not just when problems arise, but when you have questions or observations regarding the operation of the school.

We feel a deep responsibility to provide the very best opportunity for learning at Sequoyah School. We have endeavored to employ a competent staff and provide them with necessary supplies and equipment. There can be no doubt that the atmosphere for learning at Sequoyah School is one of the best in the state. Much effort and planning have gone into obtaining a staff of teachers who work together with the administration, the school board and the students. We are extremely proud of this harmony, as it is important to provide the very best education for the youth of our community.

To be successful, every organization must have expectations and regulations to guide them. The Board of Education, the superintendent and the principals have established guidelines that will make the school safe and provide an atmosphere that will be for the good of all. Please study this handbook in order to familiarize yourself with the basic rules and guidelines of Sequoyah School.

# **ADMINISTRATION**

## **Superintendent**

Terry M. Saul, 918-341-5472

## **High School (grades 11-12)**

Chris Osburn, 918-341-0642

## **Mid High School Principal**

Chris Osburn, 918-341-5537

## **Mid High/High School Counselor**

Pam Self, 918-341-0642

## **Middle School Principal**

Barry Bulman, 918-343-5105

## **Middle School Counselor**

Ken Hotfelt, 918-343-5105

## **Upper Elementary (grades 3-5)**

Eric Paul, 918-341-6111

## **Lower Elementary (PK-2)**

Lisa Rader, 918-341-6111

## **Athletic Director**

Steve Cooper, 918-341-0642

## **Transportation Director**

Chuck Vann, 918-343-8107

## **Cafeteria**

Sharon Groves, 918-341-0782

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Internet Usage and Sequoyah Handbook Sign-off  
must be returned to child's teacher (pgs. 35-39).

## STATEMENT OF COOPERATION

Cooperation means conducting yourself in such a way that others can work with you. Successful schools have the cooperation of the Superintendent, Board of Education, Principals, Teachers, Students and Community.

In order to better serve you we suggest that you contact the appropriate person as listed below when you have a concern or a suggestion.

If you have a problem, you should attempt to solve it at the point of origination. **If a problem occurs in a classroom, discuss it with the teacher first. If it isn't resolved, then call the principal.**

## ATTENDANCE

If one is to profit from any school, he must attend its sessions. The benefits derived are proportional to the time devoted to attending.

Any absence except those pertaining to school activities will be recorded on school attendance records, a state requirement. **Any absence, with or without doctor's permission, will disqualify a student for a perfect attendance. Tardies also disqualify a student for perfect attendance.**

**SCHOOL ATTENDANCE POLICY:** Absences will be recorded as: Scheduled school activities (ES) - within the state activity attendance policy for school sponsored events; Academic Meets, Cherokee Bowl, etc. Absence Unexcused (AU) is an absence that has NOT been verified by the parent/guardian by note or phone call. Absent Medical (AM) must include a note from a medical office for an attended appointment or procedure, and the note is turned in within 5 days of the absence. Absence Explained (AE) is an absence for an illness not receiving medical attention, funeral, personal matter, etc. and is verified by note or phone call to the office prior or during the day's absence.

In a semester, excessive amounts of absences are difficult for any student missing instructional time in class. Excessive absences/tardies will be turned over to the Roger's County District Attorney's Office for investigation, in accordance to Oklahoma State Law. Excessive absences may also lead to a lack of instructional time and foundation which causes a student to fall behind and retained based on the decision of the educational team.



The parent/guardian has the responsibility of providing the school with a written doctor's note, parent note, or by phone call on the day of the student's return to school. Include your contact # on the note. And parents must notify our receptionist by phone, 918-341-6111 on the day the child is absent.

Students will have one day for each day absent to make up their work. Failure to turn in work during this time will result in a zero grade unless exception is made by the teacher. An absence of one day does not necessarily exempt a student from taking tests on the day of his return.

**TRUANCY:** (1) After coming to school the student is out of any class without permission of the principal or a teacher. (2) After coming to school the student leaves school without permission of the principal. Punishment for truancy is as follows:

**1st Offense:** Parents notified, discipline administered

**2nd Offense:** Out-of-school suspension, determined by principal

**3rd Offense:** Long term suspension

If it is necessary for a student to leave school after arrival, the parent/guardian is responsible for signing the student out. Students will not be allowed to leave their classroom until the parent/guardian is present. Student will then go to the appropriate office to check out.

**TARDIES/ABSENCES:** If a student is not in their classroom at 8:25, they will receive a tardy. If a student arrives to school between: \*8:26 a.m. to 10:55 a.m., the student will receive a tardy. If a student arrives to school between: 10:56 a.m. to 12:00 p.m., the student will receive 1/2 day absence in the a.m. If a student is checked out between: \*1:01 p.m. to 3:05 p.m., the student will receive a tardy. If a student is checked out between: 12:01 p.m. to 1:00 p.m. the student will receive 1/2 day absence in the p.m.

\*\*4 tardies will count as 1 absence.

## DISCIPLINE

In the Sequoyah School system, the teacher shall practice such discipline as would be exercised by a kind and judicious parent. Minor infractions of school regulations may be handled by the teacher and/or administrator. In every case, a student should be informed of the nature of the infraction(s) with which he is charged and given the opportunity to tell his side. The teacher and/or administrator should be convinced of the guilt of the accused student before subjecting him to disciplinary action. Penalties shall be commensurate with the offense and normally be of the following categories:

1. Penalties that may be assigned by an administrator or a teacher.

- A. Make-up times other than during class or lunch time.
- B. Extra work beyond regular class work.
- C. Punishment agreed upon by administrator and/or teacher.
- D. Corporal punishment or suspension\*
- E. Loss of privileges.

*\*Parents who do not wish corporal punishment for their child must file a "No Corporal Punishment" form for each child with the building principal. Forms can be picked up in administration offices.*

- 2. Penalties that may be assigned by an administrator:
  - A. Long term suspension (10 days or more).
  - B. Suspension from or removal from class. If a student is disruptive within a class, a teacher may send him to the office. However, the decision to suspend or permanently remove the student from the class should be a joint teacher-administrative decision, rather than one made by the teacher alone.
  - C. Three day's suspension or less. It may be administered without a formal evidentiary hearing.
  - D. Corporal Punishment. Reasonable corporal punishment that does not inflict permanent bodily injury may be administered by an administrator after careful evaluation of the case. In each instance corporal punishment should be administered in the privacy of the principal's office or similar area.\*

The parent/guardian will be notified of the suspension by mail or telephone.

Students are not permitted to participate in or to attend any school activity while suspended. The student may be asked to return with a parent or guardian in order to be re-admitted to class.

- 3. Right to Appeal any lengthy suspension (10 or more days). The parent/guardian must submit the request for appeal to the superintendent within three school days of the final decision of the building principal. They have the right to appeal from this hearing to the Board of Education, if they so desire. The decision of the Board is final.

The following are common examples of punishable infractions:

- 1. Defiance of authority of the teacher school district employee; failure to identify self to a school employee, willful disobedience.
- 2. Profanity.
- 3. Failure to follow instructions from school employees.
- 4. Running in hall.
- 5. Violation of published school regulations.
- 6. Bus misconduct.

7. Minor defacing or damaging of school property or personal property of others.
8. Using tobacco products.
9. Habitual truancy or tardiness to class.
10. Stealing
11. Fighting or exhibiting quarrelsome behavior.
12. Unsatisfactory appearance or mode of dress.
13. Forgery of notes.
14. Unbecoming conduct or annoying distractions.

Sequoyah School Administration reserves the right to limit certain school privileges or functions to students who are on probation for academics or behavior.

4. Lengthy Suspensions. A lengthy suspension is in excess of ten (10) school days and may extend to the remainder of the semester or for the school year. It may also include removal from the rolls for the remainder of a semester and for the entire following semester. If such suspension occurred during the second semester, the period of the lengthy suspension would include the first semester of the next year.

Offenses that would place a student in jeopardy of a lengthy suspension would be one of the following categories:

1. The offense would be a felony by the laws of the State of Oklahoma.
2. The offense would be a misdemeanor by laws of the State of Oklahoma and such a serious violation of school rules that the administration determines lengthy suspension to be appropriate punishment.
3. Offense is a repeated violation of school rules or of significance that administration determines lengthy suspension to be appropriate punishment.
4. Possession of dangerous weapons as described in Section 20-1 or Title 70; Oklahoma Statutes, on school property or at any school function will result in a two-semester suspension.
5. Continued lack of interest in educational improvement and excessive absenteeism.
6. If a student is charged with a felony, he will be suspended from school until a review can be held.

Examples of lengthy suspension include, but are not limited to:

- a. Felonies or misdemeanors that include: Burglary, Larceny, Robbery, Theft, Arson, Vandalism, Perjury.
- b. Verbal assault.
- c. Assault and battery - Sexual or Non-sexual.

- d. Possession of a dangerous weapon.
- e. Sale, use, possession, or being under the influence of alcoholic beverages or illegal drugs.
- f. Extortion, blackmail or coercion of fellow students.
- g. Repeated school disturbances.
- h. Interfering with school employees through striking or threatening to strike, or otherwise abusing such employees at any time or place.
- i. Participating in unauthorized or disruptive demonstrations on school property.

All rules concerning discipline apply to student behavior in school buildings and on school grounds at all times.

Failure to comply with school policies could result in:

- A. Suspension from school for the remainder of the current semester plus one additional semester.
- B. If any previous suspensions or record of discipline exists, long term suspension will be recommended.
- C. Loss of right to participate in extracurricular events.
- D. Loss of right to participate in awards' ceremony.

## **RULES & REGULATIONS**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action or out-of-school suspension:

- 1. Arson
- 2. Cheating
- 3. Conduct that threatens or jeopardizes the safety of others
- 4. Cutting class or sleeping, eating or refusing to work in class
- 5. Disruption of the educational process or operation of the school
- 6. Extortion
- 7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
- 8. Failure to comply with state immunization records
- 9. False reports or false calls
- 10. Fighting
- 11. Forgery
- 12. Gambling
- 13. Bullying or Hazing (initiations) in connection with any school activity
- 14. Immorality
- 15. Inappropriate behavior or gestures
- 16. Inappropriate public behavior
- 17. Indecent exposure
- 18. Obscene language

19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knives, etc.)
25. Possession, use, distribution, sale conspiracy to sell or possess or being the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
26. Profanity
27. Bullying, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Bullying or threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulation.
37. Vulgarity
38. Willful damage to school property
39. Willful disobedience of a directive of any school official
40. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
41. High School students, unless authorized as student aides, will not be allowed access into the Elementary or Middle School campuses. Middle School students, unless authorized as student aides, will not be allowed into the Elementary buildings. Failure to comply will result in disciplinary action.
42. No skateboards allowed on campus; during or after school.

## **WEAPONS**

Students shall be suspended for having weapons of any kind at the school except under laboratory conditions when the necessity of said weapon shall be determined by an approved program and under the supervision of a qualified instructor. Any student who brings any weapon to school or on any school bus or any other vehicle transporting students to and from school-sponsored functions shall be in violation.

The student will be suspended from school for a period of not less than one year for guns. (Reference: Gun Free School Act, 1994)

Some examples of weapons: guns, knives of all kinds, bats, chains, nightsticks, paddles, etc. The maximum penalty for non-gun weapons is suspension for the remaining semester, plus one additional semester. The superintendent may modify the suspension requirement on a case-by-case basis.

## **CELLULAR PHONES, VIDEO GAMES AND HEADSETS**

CELLULAR PHONES are not allowed to be turned on at school and **MUST** remain in school bag. On the first offense of having a phone turned on or taken out of school bag, the phone will be confiscated. A parent or guardian must contact the building principal for the return of the phone.

Each additional offense will be determined by the administrator. If you, as a parent, choose to send a phone to school with your child, we will not be responsible for any phone that turns up missing or damaged. We strongly discourage cell phones.

VIDEO GAMES are not allowed in school buildings or on the bus. On the first offense of having a video game, the video game will be confiscated. A parent or guardian must contact the building principal for the return of the game. Each additional offense will be determined by the administrator.

HEADSETS will not be brought into any building, or on the bus. Headsets will be confiscated and the student may pick them up in the principal's office at the end of the day. On the second offense, the headset will be confiscated and the parent must contact the building principal for return of the headset. Each additional offense will be determined by the administrator.

Electronic devices are occasionally allowed on a scheduled date as a reward by the teacher or administrator. Students must follow all guidelines set for electronic devices.

## **FIGHTING**

Students involved in starting a fight or voluntarily participating in a fight will result in home suspension, determined by the administrator, for the first offense. Voluntarily participating is defined as not doing everything possible, including coming to the principal or other school officials, for their assistance. A repeated offense of fighting may result in a long-term suspension.

Unprovoked hitting or striking another student may lead to a substantial penalty. The aggressor could receive a more severe penalty. Harassment of any kind toward another student or school employee will not be tolerated and could result in suspension.

Vicarious liability -- (indirect responsibility) Third parties that initiate, instigate, aggravate, promote or otherwise cause or effect a fight by action or by word may be suspended.

Fighting at school events, which are an extension of the school day, or other inappropriate behavior, will result in being banned from all school activities for a period of time. Disciplinary action shall be taken as if the fight occurred during the regular school day.

## **SEARCH POLICY**

Since it is the duty of school administrators and teachers to protect the school population from foreseeable injury, and enforce laws and school rules, it justifies the conducting of a reasonable search that includes desk, carrying bags, and lockers. Searches should be based on reasonable suspicion with anticipated results of producing tangible objects, which were reported stolen, considered illegal, illicit, disruptive, or a general nuisance to the educational process. All searches will be authorized by an administrator.

## **STUDENT DRESS**

Students should endeavor to be neat, well-groomed and dressed in a manner appropriate and credible. All apparel must be clean, neat and not revealing to the extent that it could be described as indecent for school wear (stomach must be covered). No open back or open side dresses or garments. No shirts or other wearing apparel shall have written slogans that refer to an alcoholic beverage, sex, drugs, or other objectionable references. No muscle shirts are allowed. No hats or head-coverings should be worn in the building. Shorts and mini-skirts must conform to proper length, which is a minimum inseam of 5 inches. Short shorts, holes in shorts or jeans in inappropriate places and tight fitting shorts will not be permitted.

Proper school dress will be at the discretion of the building principal. Shredded or cut jeans and shirts are not appropriate dress for school. Billfolds with chains or chains used as decoration on outer garments will not be allowed. Dog collars and chokers will not be permitted. Oddly colored contact lenses will not be permitted. No unusual hair color, no visible body piercings other than ears. Tongue rings and trench coats will not be permitted. Pajama bottoms or house shoes are not appropriate dress for school.

Decisions regarding violation of any of the above policy shall be made by the administration.

## **SCHOOL BUILDING HOURS**

The building will open each school day at 8:00 A.M. Teachers begin duties at 8:00 A.M. Students that arrive at school prior to 8:00 A.M. will not be under school supervision. The school will not be responsible for those students. School will begin at 8:25 A.M. All students should be gone from the building by 10 minutes after dismissal in the afternoon unless they have a real and definite reason for staying that has been approved by a teacher. Students remaining after 3:15 will not be under school supervision.

There are times when school may be dismissed earlier than 3:05 due to reasons beyond our control. Parents of elementary students need to talk with their children and make alternate plans for where they should go if school dismisses early. In the past we have tried to let the students call their parents in these instances, but it is impossible for 600+ children to use the phone on such short notice.

## **STUDENT PICK UP / DROP OFF**

You may begin dropping your child off in the mornings at 8:00 a.m. They will be required to be in their classroom by 8:25. Please do not drop your child off before 8:00 a.m. Supervision begins at this time. Students are not allowed to be dropped off or picked up in the back where buses park. This area is reserved for buses, employees and students walking to and from classes only.

## **TRANSPORTATION CHANGES**

In order for us to make a change in your child's transportation, a parent or guardian must call the school no later than 2:00 p.m. on that day. We will not be able to make changes after this time. All changes to transportation, including students riding the bus home with others, must be approved by the building principal.



# BUSES

A fleet of modern and well-maintained school buses are provided for the transportation of all students living in the school district. Students have a responsibility of keeping buses safe, clean and attractive.

## BUS RULES

1. All changes to transportation, including students riding the bus home with others, must be approved by the building principal.
2. Drivers will have the same control over students while riding on buses as teachers have while students are in school.
3. Please be on time for bus stops. Pickup time should not vary over 5 minutes each day and probably less. Drivers are not required to wait for students who are not in sight.
4. Students should pass in front of a bus, never behind it.
5. At no time, either on regular bus routes or on activity trips, will the use of any tobacco be permitted.
6. The students are to remain seated, refrain from scuffling, and keep all parts of the body inside the bus at all times.
7. Every student should help to make the bus as safe as possible. This means keeping noise to a minimum so that the driver may focus his attention on driving the bus.

## BUS DISCIPLINE PROCEDURES:

- 1st Offense: Student written up by bus driver and moved to an assigned seat.
- 2nd Offense: Student written up by bus driver and parent will be notified and receive warning of being taken off of bus with the next offense.
- 3rd Offense: 3 to 5 day bus suspension.
- 4th Offense: 10 day suspension.
- 5th Offense: Off for semester.

**Note:** Severe infractions may result in student being taken off the bus on first infraction and disciplined by administrator.

## CLOSING OF SCHOOL

If, for any reason, especially during bad weather conditions, it becomes necessary for school to be closed, notice will be given on TV Channels 2, 6 and 8, and on the radio at 102.3 FM and 740 AM (KRMG).

## **ICE ROUTES**

When the roads become icy or snow packed and school is in session, it may be necessary to utilize alternate bus routes. These alternate bus routes are referred to as “ice routes.” Bus drivers will explain in advance where the pickup for your child will be and approximate time.

## **CARE OF MONEY & VALUABLES**

It is the responsibility of each student to care for and protect his own property. The following rules should be followed concerning money, jewelry, and other valuables:

1. Report all lost valuables to the teacher or office promptly.
2. Do not bring excess money to school. Bring only what you need.
3. Do not leave money or valuables in the classroom or lockers.
4. Be extra careful not to leave rings and wrist watches at wash basins after washing hands.

## **TELEPHONE CALLS**

Persons calling a student while the student is in class will be asked to leave a number or a message for the student. The student may return the call between classes, with permission of a school employee.

## **LOCKERS & DESKS**

According to state law, students shall have no reasonable expectation of privacy towards school officials in regard to school lockers, desks, or other school property. No locks are allowed on the lockers.

## **TEXTBOOKS**

Textbooks will be furnished to each student. The books should be well cared for by the students and checked in at withdrawal or at the end of the course. Students must pay for lost, defaced, water damaged, or torn books. Additional textbooks will not be checked out until arrangements have been made. It will be necessary for parents to purchase some supplies for classes during the school year. No credit is assigned in classes until fees for damaged and lost books are paid.

## **HALL CONDUCT**

Students are expected to know and display proper conduct in the halls. They should not shout, whistle, or make unusually loud noises. They should not run, scuffle, or bother others by pinching, pushing, etc. Students should remember that showing affection in public,

including hand holding, is inappropriate.

## **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from Sequoyah School, the student and parent should report to the office on the morning of the day he/she leaves. The student will check in all school owned property and settle outstanding cafeteria bills. Parent will sign a withdrawal form. A complete transcript of grades and records will be sent to the student's new school upon request of the new school.

## **SEQUOYAH CAFETERIA POLICY**

The system is based on a Pre-pay Account. You may deposit any amount. Students will be identified by a bar code number as they pass through the lunch line. The cost of the lunch will be deducted from their balance.

Deposit money into your lunch accounts daily as follows:

PK-5th Grade: Homeroom teacher

6th-12th Grade: Lunchroom Cashier or Building Office

## **ONLINE PAYMENT**

May use a credit card or bank card. Access your child's grade book account on school website quicklinks using your guardian portal password. To request a password, contact [jackie.francis@sequoyaheagles.net](mailto:jackie.francis@sequoyaheagles.net).

## **CAFETERIA REFUNDING POLICY**

Money remaining in a student's lunch account:

1. Refunded per parent's request.
2. Donate to a student's negative account per parent request.

If a request is not made, the money will be put into the student's account for the next fiscal year.

If a student leaves the school district without requesting a refund, the money will be handled in the following manner: Any balance \$3.00 and below will be used as a donation to the CNP. Remaining balance will be forwarded to the known address of the student. If the envelope is returned unopened, the money will be treated as a donation to the CNP.

## **SCHOOL CHARGE POLICY**

Charge limits for the following grades:

PK-3rd: 1 month or \$40.00

4th-12th: \$20.00

When this limit is reached the student will not be allowed to charge a meal until balance is paid.

## **LUNCHES**

### **School lunches will be served to students for:**

\$2.40 Pre-K through grade 3      \$2.80 for grades 4-12  
\$4.00 for visitors

Extra main entrée for grades 4-12 is \$1.40

Lunches carried to school must be eaten in the lunch room.  
Students are not allowed to take food out of the lunch room.

### **Breakfast will be served to students for:**

\$1.05 for Pre-K through grade 5      \$1.15 for grades 6-12  
\$2.50 for visitors

Extra main entree for grades 6-12 is \$.80  
\$.35 for small milk

Students are encouraged to prepay for at least a week's worth of lunches.

## **FREE AND REDUCED LUNCHES**

At any time of the school year, parents who believe their child may qualify for free or reduced lunches should go to the secretary's office for more information and pick up the appropriate form. You may also call the Child Nutrition Office at (918) 341-0782.

## **BULLETIN BOARDS**

All posting on hall bulletin boards should be approved through the office. All posting on room bulletin boards should be approved through the teacher.

## **ELEMENTARY REPORT CARDS**

Report cards were made for the purpose of guiding children. Teachers are more interested in showing how each child is working and improving rather than in comparing him with other pupils. Our report card is constructive in intent. It indicates the teachers concern with significant phases of child development, and encourages comparison with the child's own progress with references to his ability.

## **RETENTION POLICY**

The following criteria for the selection of students to be retained in their current grade will be used in this school district.

For PreK-5, a placement committee consisting of the principal, counselor and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider test scores, the student's age, developmental readiness, social emotional performance, school attendance and classroom performance. Whenever a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process.

## **PRE-SCHOOL POLICY**

Sequoyah Public Schools has established a pre-school program for four-year old children. This is a full day program. Children must meet the current age requirements and immunization regulations as set by the State of Oklahoma before entering the pre-school program.

Children who reside in the district will be given priority during enrollment. After the number of district students who wish to attend is determined, transfers will first be accepted for those with siblings already attending Sequoyah Schools, then by order of chronological age, from oldest to youngest. When classes are filled, any students for whom space is not available may be placed on a waiting list. The program is designed to be developmentally appropriate. The teachers will be certified in early childhood education. There will be a teaching assistant in the classroom with the certified teacher, making the preferred ratio of 1 adult per 10 children.

The pre-school will follow the same school calendar as Sequoyah Public Schools and will be in session on those days during the same time as the regular school day, excluding the first two days of school. Transportation will be provided the same as for all other students within the Sequoyah School District, excluding the first two days.

There will be no grades given, only reports to parents indicating the progress of each child toward meeting the suggested standards.

Regular attendance is required if a child is to show progress. A child who misses 5 or more days during a nine-week period may be considered for dismissal from the program. Parents will be notified in writing when a child has missed excessive days in order that they will be aware of the possibility of dismissal due to excessive absences.

A child who cannot learn to comply with classroom rules, which will be developmentally appropriate, and is a constant behavioral problem

that detracts from the learning of other students may be removed from the program.

Removal will only occur after the parents have been notified of the behavior, and given the opportunity to help remedy the problem.

Every effort will be made to correct both attendance and behavioral problems with the parents before removal from the program.

## **HONOR ROLL**

To be eligible for the Principal's Honor Roll, a student must make all B's or better. To be eligible for the Superintendent's Honor Roll a student must make all A's for the entire school year.

## **PERFECT ATTENDANCE**

To be eligible for perfect attendance, a student must be present every day, all day with no tardies.

## **VISITORS**

All parents, guardians, and visitors are required to check in through the Elementary reception office before visiting classrooms. The Elementary reception office is located inside double glass doors located east of the Superintendent's office.

## **ELEMENTARY SCHOOL**

Sequoyah Elementary School consists of grades Pre-K through fifth. Class schedules may vary from grade to grade but basic curriculum is followed. We have classes for learning disabled children and educable mentally handicapped.

## **SCHOOL ADMISSION**

A child must be four years of age on or before September 1 to enter Pre-K. A child must be five years of age on or before September 1 to enter kindergarten. He/She must be six years of age on or before September 1 to enroll in first grade. A child entering Pre-K or kindergarten must present an original birth certificate. Any students enrolling in Sequoyah for the first time must have a current immunization record before enrollment can be completed.

## IMMUNIZATIONS REQUIREMENTS

No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or public health authority that such child has received, or is in the process of receiving, the immunizations required for school entry, or, is likely to be immune as a result of having had the disease. This means parents or guardians must present an immunization record for each child that shows the required vaccines were received or show that the child is in the process of receiving the required vaccines.

## VACCINES REQUIRED BY SCHOOL YEAR AND GRADE LEVEL IN OKLAHOMA

OK State Department of Health - Required Immunizations

Vaccine	Pre-K	Kindergarten	
Dtap (diphtheria, tetanus, pertussis)	4	5	Booster in 7th Grade
IPV/OPV (inactivated polio/oral polio)	3	4	
MMR (measles, mumps, rubella)	1	2	
Hep B (hepatitis B)	3	3	
Hep A (hepatitis A)	2	2	
Varicella (chickenpox)	1	1	Booster recommended in Kindergarten

Oklahoma's School Immunization Law §70-1210.191

## DISTRIBUTION OF PUPILS TO ROOMS

After enrollment, pupil assignments will be made by the principal. This insures a balanced number of pupils in each room. Requests for certain teachers or rooms by parents will not be considered.

## TEACHER-PARENT CONFERENCES

Anytime you, as parents, feel the need to talk to the teacher about school problems, do not hesitate to call and set up a meeting. The school schedules and 2 conferences can be found on the school website, or contact the office.

## **CHILD FIND NOTICE**

Child Find is a component of individuals with Disabilities Act (IDEA) and is an ongoing process of locating, identifying, and evaluating children who may need special education and related services. All children with disabilities, residing in Sequoyah Public School District, whether attending public or private schools, should be identified, located and evaluated. This service is provided to children with suspected disabilities, ages 3-21 years, free of charge. If you would like more information on Child Find, contact Lynn Schroeder, Department of Special Education, 918-341-5472.

## **SEQUOYAH PUBLIC SCHOOL POLICY CONCERNING FEDERAL EDUCATION RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the 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 record(s) they wish to inspect. The principal 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 or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.



One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to an official of another school district in which a student seeks or intends to enroll.

*(NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request).*

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

NOTE: In addition a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

## **EMERGENCY PROCEDURES GUIDE**

Annual Notification for Parents, Teachers & Employees. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district 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 superintendent's office and at each campus.

## **STUDENT HEALTH PROBLEMS**

At the beginning of school, parents should inform teachers and school nurse of any problems that their child may have, such as asthmatic conditions, restroom problems, a heart condition, or any type of problem that the teacher needs to be aware. This should be taken care of as soon after the opening of school as possible.

## **ILLNESS/LICE/CONTAGIOUS DISEASE IN SCHOOL**

When contacted, you or your designee will be requested to furnish transportation home. For communicable/contagious diseases: a physician's note will be required for re-admittance, or fever free for at least 72 hours prior to re-admittance, or on an acceptable treatment plan prior to re-admittance. Students will be subject to check at re-admittance.

## **PHYSICAL EDUCATION RESTRICTIONS**

If your child is unable to participate in physical activity for more than three days due to illness or injury, a note from your physician must be submitted stating the reason and length of time the student is to be excused.

## **FIRST AID**

In case of an accident or sudden illness, school care will consist of immediate temporary treatment.

## **MEDICATIONS**

If your child requires medication during the school day, the following procedure must be followed (including Tylenol): All medication must be in a prescription bottle and parents must bring the medication to school and give it to the nurse.

Signed parental permission for the nurse to administer the medication. Parents must pick up the medication when its use is discontinued or at the end of the school year. Any medication not picked up will be discarded on the last day. Students are not permitted to carry medications with them. See nurse for protocol for Emergency

medication. Children WILL NOT receive over the counter medication, including Tylenol, unless provided by parent/guardian.

## **MOMENT OF SILENCE**

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

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

The minute of silence will be held at the start of the school day.

Each building principal will use the intercom or assign someone to read the statement concerning the “minute of silence” law. Students not in the general classroom setting first period of the day will be read the statement concerning the “Minute of Silence” law by their coach, band instructor or teacher, whatever the case may be.

## **INTERNET & OTHER COMPUTER NETWORKS ACCEPTABLE USE & INTERNET SAFETY POLICY**

The Sequoyah Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person’s misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

All students will be educated about the appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

Below is the Acceptable Use and Internet Safety Policy (“policy”) of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user’s access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

### **Term of the Permitted Use**

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### **Acceptable Uses**

1. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. Netiquette. All users must abide by rules of network etiquette, which include the following:
  - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address

to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

- D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
4. Cyber Bullying. Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
  - Spreading rumors about others through email, IM, or text messages.
  - Creating a Website or Facebook (or other social-networking) account that targets another student or other person(s).
  - Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
  - Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Sequoyah Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

## **Internet Safety**

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-

to-face meeting with someone “met” on the computer network or Internet without a parent’s permission (if the user is under 18). Regardless of the user’s age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. “Hacking” and Other Illegal Activities. It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are:
  - (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated

normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **Privacy**

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

## **Failure To Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

## **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.



The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

## **Updates**

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

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

**What is meningococcal disease?** It is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

**Who is at risk from meningococcal disease?** Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

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

**Is meningococcal disease dangerous?** Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease, contact your health-care provider immediately.

### **SIGNS & SYMPTOMS OF MENINGITIS**

- Headache
- Fever
- Chills
- Stiff Neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

**How can meningococcal disease be prevented?** Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the U.S. that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age)
- College freshmen who live in dormitories
- Other people at high risk 11 -through-55 years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demands; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccines, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2 through 10-years-old and adults over 55 who are at risk.

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

**Is the meningococcal vaccine safe?** Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines,

like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

**Does the meningococcal vaccine work?** Yes, The new meningococcal vaccine protects about 90% of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the U.S. It does not prevent type B, which causes about 1/3 of the cases in teenagers.

**Does the meningococcal vaccine prevent all cases of meningitis?** No. However, 63% of the meningitis cases in 18-22 years olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B.

Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Website listed in the box below.

**Where can I get the vaccine for my child?** If your child has health insurance, you can obtain it from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who: now have health insurance, are Medicaid eligible, are Native American, or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

**Is this vaccine required to attend school in Oklahoma?** This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

**Websites:**

National Meningitis Association: [www.nmaus.org](http://www.nmaus.org)

Immunization Action Coalition:

<http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, John Hopkins Bloomberg School of Public Health: <http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information:

<http://www.immunizationinfo.org>



# INTERNET ACCESS CONDUCT AGREEMENT

## 2nd through 5th Grade

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly): \_\_\_\_\_

Home Phone: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ Patron \_\_\_\_\_

I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\*\*Further information on our computer usage policies can be found on the school website.



# SEQUOYAH PUBLIC SCHOOLS

Dear Parents:

At Sequoyah Public Schools, we believe that parents play one of the most important parts in the education of a child. With this in mind, we ask that you read and discuss the items contained in the Student Handbook with your child. Make certain that the rules and policies are clearly understood. Discuss your expectations concerning the new school year. If questions should arise, please feel free to contact us for clarification.

When you have completed your discussion, please sign the following statement and return it to school with your child.

Thank you for your cooperation.

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

I have read and discussed the items contained in the Student Handbook and understand the rules and policies which are in effect at Sequoyah Elementary.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

If you should need to contact me at any time during the school year, please use the following phone numbers:

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

**PLEASE TEAR THIS PAGE OUT AND RETURN  
TO YOUR CHILD'S TEACHER**





## SEQUOYAH PUBLIC SCHOOLS INTERNET FORM

Sequoyah Schools has integrated the Internet into some of its curriculum. We have an excellent filtering system to prevent exposing our students to undesirable material. Sequoyah Schools will assume that your child has permission to use the Internet unless otherwise stated below.

I do not want my child using the Internet.

Parent's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Grade \_\_\_\_\_

Sequoyah Schools may use your child's picture on the school website and various publications (examples: Super Student, Muffins with Mom, Donuts with Dad, etc.)

If you do not want any pictures published please notify our registrar at 918-341-6111.

**Return only if you DO NOT want your child to use the internet or allow use of their pictures.**





# SEQUOYAH EAGLES



*Scoring to  
the Future Together*

**S**

equoyah Public School is dedicated to pursuing academic excellence and creating a life-long love for learning.

**O**

pen communication enabling the whole community to participate equally in educating our youth.

**A**

chieving high expectations through innovative leadership, life skills, and citizenship.

**R**

especting ourselves, others and our environment while striving daily to be self-assured role models.

*Come Scar With Us!*