

Osage School

7960 W 490 Rd.

Pryor, OK 74361

Phone: 918-825-2550

Fax: 918-825-1433

www.osageelementary.com

Superintendent: Alex M. Monk



Student Handbook 2025/26

I have read and agree to abide by the policies as well as the school-parent compact as outlined in this
2025/26 OSAGE SCHOOL STUDENT HANDBOOK.
I will make the following student(s) aware of the same.

Student's Name(s)

Grade

Signature of Parent/Guardian

Date Book Received

PLEASE SIGN, REMOVE AND RETURN THIS COVER SHEET

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Board Approved 07/14/2025



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SCHOOL HOURS: The school day will begin at 7:50 a.m. and end at 3:30 p.m. NO COST, free supervision of students begins at 7:30 a.m. and ends at 3:30 p.m.

TARDINESS: *Students arriving late to class are a disturbance to the entire classroom.* Therefore, students MUST arrive on time. Students arriving at school after 7:50 a.m. must report to the office to receive an admit to class. **Absence from a class period for 5 minutes or more, will be counted as an absence. Three (3) tardies will be counted as one (1) absence.**

STUDENT ABSENCE: If a child is absent without valid excuse four (4) days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.(70-10-106) Days out of school, excused or unexcused, are counted as absences. **Tardiness to school or leaving early from school are considered absences.**

Acceptable EXCUSED absences:

- 1) Illness
- 2) Funeral
- 3) Extreme Emergency

If a parent deems an absence necessary for any other reason, please contact the superintendent.

Upon the return of the student to school, parent/guardian MUST send a **Doctor or Dentist office note** regarding the absence in order to be granted an EXCUSED absence. Please make all planned doctor and dentist appointments after school hours or on days when school is not in session.

Absent students will be allowed one (1) day, for each day of absence, to make up their missed schoolwork. Makeup work will be due at the beginning of the class period as a result of the absence from a subject or class. Please do not request assignments during the absence if the student is unable to complete the work during the absence.

STUDENT ABSENCE /EXTRA CURRICULAR ACTIVITIES: Students are absent if they miss 5 minutes or more from any class period. If a student is absent without valid excuse, any part of the day on the day of an extracurricular activity, they will not be allowed to participate in that activity. Doctors' or Dentists' notes are required to be turned into the office the day of the absence in order for the absence to be deemed an excused absence, and participation allowed for that activity.

HOMEWORK: Students are given daily assignments and are usually given some time to work on them in class. However, on occasion, work may be assigned to be completed at home.

MEDICATIONS: Students are **not** to carry prescription or non-prescription (Tylenol, etc.) medications with them. These are to be held in the school office for students until needed. **Prescription medicine must be contained in a prescription vial with the name of the student along with written instruction for dispensing to the student.** Students may be permitted to carry inhalers and epi pens with the proper documentation completed and on file. Check with the office for more specific information concerning this.

STUDENT PHONE USE: Student use of the school phones in the office will be kept to a minimum and will be permitted based on the nature of the request - calls regarding social arrangements with friends will be denied.

BIRTHDAY PARTIES: ALL Birthday parties will be celebrated on the last Friday of each month, during the last hour of the day unless otherwise notified by the superintendent. DO NOT plan to bring birthday celebration items for your child's class except on those designated party days. If you send birthday treats and it is not on the designated party day – they WILL be sent back with the child. Please Do Not hand out party invitations at school unless all children in the class are included. All birthday party items must be healthy snacks.

BUS ROUTES: Students are not permitted to get off at stops other than their regular stops unless they have a written note from home. **Transportation arrangements must be phoned into the school office no later than 2:30pm.** Verbal or written notification will be given for any route changes that may be necessary within the school year.

TRANSPORTATION: Safety is stressed at all times. The driver of the bus is a school official. After the student gets on the bus, they are under the supervision of the bus driver/ and or monitor and are expected to help maintain discipline in order to prevent accidents. Any student who persists in disobeying bus rules may be suspended from riding the bus for a period of time determined by the superintendent.

BUS RULES will include, but not be limited to, the following:

1. Be on time at the designated bus stop to allow the bus to be on schedule.
2. Wait until the bus comes to a complete stop before attempting to load.
3. No candy, gum or sunflower seeds are permitted on the bus.
4. No food or drink (except that which is in lunches from home).
5. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and may cause an accident.
6. Keep feet on the floor and the aisle clear.
7. Keep all body parts inside the bus.
8. No moving, changing seats, standing up, etc. while the bus is in motion.
9. Treat the bus as a valuable possession of yours. Do not deface the bus in any way.
10. No electronic devices.
11. No animals (alive or dead).
12. No unscheduled stops. A note signed and dated by the parent and/or school personnel is required for a student to get off the bus at a location that is not usual for that student.
13. The bus driver is not responsible for lost clothing, books, homework, etc, while you are on the bus.
14. Above all, remember to be safe and courteous.
15. No glass containers or balloons.

Problems occurring on the bus will be handled in the office by the superintendent, upon a written referral by the bus driver.

HEAD LICE: This common public health condition requires cooperation between parents and the school. ***Parents are asked to perform regular checks of their children.*** A student found to have head lice will be sent home from school with a written indication concerning the condition or phone contact with parent/guardian. The student must be nit free before returning to school. In order to return, the school may require the student to have a written note from a licensed physician or the County Health Department that the child is no longer afflicted with head lice. A Head Lice Fact Sheet states, "Head lice are highly dependent upon human body warmth and will die if separated from the human host for approximately 24-48 hours."

VISITORS: Any persons coming into the school for any reason **MUST CHECK IN AT THE OFFICE** before going anywhere within the building. **Students are not permitted to bring visitors to school during the regular school day hours.** Visitors are not to be in the classrooms, unless they are observing their student(s) with previous permission from the school office.

LUNCH/BREAKFAST: School lunch and breakfast is FREE for all school age students due to the Community Eligibility Program. Contact the school office if you have questions about breakfast, lunch or the Community Eligibility Program.

Economically Disadvantaged Application is required by law to verify family income/household residents. This document is part of the enrollment packet/process and is vital to CEP and Federal Programs and must be filled out by **ALL** families regardless of income levels.

Should a student have a written directive from their physician (which is on file in the school office) stating that the student is not to drink milk, only then will they be permitted to substitute juice for milk with a school meal.

Students may purchase a juice/milk for 25¢ to go with a school meal or lunch from home.

WE ASK FOR YOUR COOPERATION BY NOT SENDING POP, ENERGY DRINKS OR CANDY IN LUNCHES FROM HOME.

Student's name must be visible on the outside of the lunch sack/container when lunch is brought from home. These lunches are to be taken to the designated area.

CELL PHONES: Students are not permitted to use cell phones or paging devices during the regular class day. If they bring one of these devices to school, they must be turned off. Students caught using such devices will be subject to disciplinary action.

IPODS/MUSIC DEVICES: Ipods or other music devices-not cell phones or cell phones without service-may be allowed at individual teacher discretion for music in classrooms. If allowed students may listen individually using earbuds. Students are responsible for keeping up with devices and the district will not be responsible for stolen or damaged equipment. Cell phones with or without service will NOT be allowed for listening to music as that would be a direct violation of the cell phone policy.

VIDEOS/MOVIES: Copyright laws do not permit school personnel to offer the viewing of entertainment videos at school. Only movies/videos rated "G" will be made available for student viewing while in attendance at school for classroom educational purposes or while on school field trips. Videos of other ratings will require written parental permission prior to students viewing.

LIBRARY BOOKS/BILL OF RIGHTS: The Library Bill of Rights of American Library Association asserts and generates the understanding of American freedoms and helps to inform and develop responsible citizens of our youth. A completed form must be submitted to the Board of Education for the evaluation to request removal of materials.

Lost library books must be paid for when they cannot be located by the student who checked them out from the classroom or central library.

NON-DISCRIMINATION: Osage School does not discriminate on the basis of race, religion, sex, age, national origin, handicap and/or other human differences. The school is aware of the provisions of Title IX and Section 504 and intends to comply with them. This district's Title IX Director will be responsible for investigation of any complaint brought to the district under these provisions.

PRIVACY RIGHTS: State Law (Section 24-102 of Title 70) states that pupils shall not have any reasonable expectations of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Students may have locks for their lockers only when an extra key/code is provided to the school office. If a key is not provided the lock may be removed by a school official.

ASBESTOS REGULATIONS: The Asbestos Hazard Emergency Response Act of 1986 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. You may examine the plan in the Superintendent's Office upon request. Osage School annually notifies all parents, students and staff in the Osage School Student Handbook. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by flyers when they arise. The asbestos identified in our management plan will be checked regularly by an asbestos company and our staff to scrutinize any changes in the materials which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

DIRECTORY INFORMATION:

Osage School C043 will not make student or staff directory information available for commercial use.

WEATHER: Should Osage School not be in session because of weather, a school messenger call will be sent notifying families as well as notification using the following media:

KJRH-TV (Tulsa)	Channel 2
KOTV-TV (Tulsa)	Channel 6
KTUL-TV (Tulsa)	Channel 8

Osage School Policy for Minute of Silence: At the beginning of each school day in which students are present at school, the District shall observe one (1) minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other student in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence.

The teacher or administrator shall also indicate when the minute of silence is concluded. Teachers shall limit their comments regarding the minute of silence to the statement set forth above or face possible disciplinary action.

DRESS CODE: Good grooming promotes pride and good behavior. Good grooming is a very important part of the general training of young people and is a cooperative effort of the school, parents and students. It is the intent of the student dress code to permit students to dress according to fashion and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. No attire or dress will be acceptable that shows disrespect to the American Flag. **All students are to dress according to the best standards of neatness, cleanliness and decency.**

DRESS CODE RULES

Shoes shall be worn at all times. Flip flops will be allowed, parents should use discretion and consider activities students participate in at school. ***Flip Flops will NOT be allowed on field trips.***

Sunglasses shall be worn OUTSIDE only.

Clothing which depicts profanity (actual or implied), advertises beer, illicit drugs, tobacco, liquor, or the occult, is PROHIBITED. Any clothing that is offensive toward a particular race or group is disruptive *and shall not be worn.*

Hats, caps, bandannas or hoods on jackets, may ***not*** be worn inside the building.

Pajamas may only be worn during spirit days.

The length of the skirt, dress or pant-skirt shall be long enough not to be conspicuous or indecent.

Any shirt, blouse or sweater may be worn with the following conditions:

- a) Spaghetti Straps, muscle tops (oversized armholes) or midriff tops may only be worn with a shirt or blouse underneath or during P.E.
- b) Extremely thin (see-through) shirts or blouses may not be worn.
- c) Shirts and blouses must be buttoned properly.
- d) Any article of clothing which exposes the midriff may not be worn.
- e) T-shirts or blouses with inappropriate or distasteful language or pictures may not be worn.

Pants, jeans or slacks are to be worn on the waistline - ***no sagging.***

Shorts may be worn when seasonally appropriate - if they are at least fingertip length with arms at sides. Shorts may not be conspicuous or indecent. No bicycle-type shorts or man's boxer-type shorts may be worn alone - they may be worn under other shorts.

VIOLATION OF THE DRESS CODE MAY RESULT IN DISCIPLINARY ACTION.

NO TOBACCO PRODUCTS POLICY: Smoking, e-cigarettes or any other forms of tobacco are NOT PERMITTED for students, staff or any patrons on school property 24 hours a day/7 days a week.

In compliance with Section 5145 of the Drug Free Schools and Communities Act and Public Law 101-226, the unlawful possession, use of, or distribution of illicit drugs and/or alcohol by students on school premises, or as part of any of its activities, will result in suspension and/or expulsion from Osage School.

The Drug-Free Schools and Community Act Amendments of 1989 require that we inform you of the following information:

- A. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- B. The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school activity is prohibited.
- C. Disciplinary sanctions, up to an including suspension and referral for prosecution, will be imposed if a student is found in possession of, using, or distributing any illicit drug or alcoholic beverage (including beer) or has any drug/alcohol paraphernalia in their possession on school premises or at any school activity.
- D. Any student suspected of being under the influence of drug/alcohol should be brought to the attention of the Superintendent immediately. Students will be escorted to the school office and parents contacted (if needed, law officials will be contacted).
- E. If suspected use is confirmed, students will be referred to the counselor for drug/alcohol counseling. If the counselor feels it necessary, parents will be contacted and the counselor will assist parents in researching for possible treatment.

PROFICIENCY BASED PROMOTION: Proficiency Based Promotion (PBP) is a system which awards credit for a student's knowledge in the core curriculum areas of Social Studies, Language Arts, Mathematics, and Science through an assessment process. All students in grade K-8 are eligible for PBP if they perform at the 90% or above level on designated assessments. Students may advance one (1) or more levels in the core curriculum areas. Students who demonstrate proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner. Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the Student's Cumulative File. Upon request of the student, parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one (1) or more areas of the core curriculum. The proficiency shall be based on a criterion-referenced test which addresses the Oklahoma Academic Standards in each curricular area. The student must score 90% or above in any curricular area in which they wish to progress. This assessment will be available to Osage students on the following schedule:

Second (2nd) Thursday in September
Second (2nd) Thursday in January

PARENTS RIGHT TO KNOW POLICY: Osage School does have a complete policy for request and review in the school office by interested parties.

PARENTAL PARTNERSHIP POLICY: Osage School does have a complete policy for request and review in the school office by interested parties.

OSAGE STUDENT CONDUCT POLICY

All Osage staff members are committed to the goal of helping each child develop self-control and self-discipline leading to maturity and responsible citizenship. To achieve this goal it is necessary that all members of our school community - students, parents, teachers and staff - understand and agree upon guidelines and expectations. The school and home need to form a strong partnership in this effort, working together to create an environment conducive to positive student development.

STANDARDS:

To ensure that all students receive equal educational opportunities, students are expected to:

- Cooperate with the directions of staff members and comply with the rules of the classroom and school
- Respect school and private property
- Refrain from fighting and other physical acts which may cause injury to people or property
- Refrain from threats or verbal assaults including profanity, name-calling, racial or ethnic slurs, obscene gestures, or acts of intimidation

Teachers will be responsible for discipline necessary in their classroom and while on duty. All teachers will follow an Assertive Discipline format whereby a set of “Rules of the Classroom” will be posted within the classroom and discussed thoroughly with the students. Each teacher will develop their own classroom rules which shall be submitted and approved by the Superintendent. A list of Progressive Uniform Consequences, with increased severity for repeated violations of the rules, will also be posted in the classroom and discussed with the students.

Parents who believe there is an issue in a class should follow a chain of command and start with the teacher to remedy the issue. Once the teacher or parent feels they have exhausted all means to remedy any issue(s) then they should involve administration.

PROCESS:

The following steps will be implemented if the above expectations are breached:

1. Teacher and student attempt resolution of problem. If not resolved then:
2. Teacher contacts parents to share information and seek resolution. If not resolved then:
3. Teacher, parent and student (if appropriate) meet with the Superintendent to develop a plan.
4. Follow-up meeting takes place to assure the plan has been effective. If problem still exists then:
5. Students may be suspended or expelled from school.

(Note: In the event of extreme violence or acts which interfere with another student's learning, steps 1 and 2 may be skipped.)

TYPES OF DISCIPLINE PERMITTED AT OSAGE SCHOOL:

Without parent contact - Writing of Sentences, Time-Out, Loss of Recess, Detention, School Service.

WITH Parent contact - Corporal Punishment, After/Before-School Detention, In-House Suspension, or Suspension from School.

Students and Parents are expected to read and understand the Osage Student Conduct Policy and to agree to cooperate with the staff and school community in its implementation and maintenance.

PROCEDURES FOR SUSPENSION/EXPULSION OF STUDENT:

The following steps will be taken when a student is suspended from classes at school:

- 1) The parents will be notified by telephone of the suspension/expulsion and will be asked to come and take the student home.
- 2) The parents and student will be informed of why the suspension/expulsion is being enforced and the parent will sign a suspension/expulsion notice. The notice will contain the rights of the parents to appeal. The parents will indicate on the notice their desire to appeal or not appeal the suspension/expulsion.
- 3) If the parents appeal, the appeal will be heard by the Local Board of Education. It can be scheduled in a Special Meeting or Regular Meeting of the Board of Education. An Executive Session will be placed on the agenda and the Board will then vote to uphold or turn down the appeal.
- 4) A student cannot be suspended/expelled if the parents are in the process of appealing. The student will serve his/her suspension/expulsion only after the appeal has been turned down by the vote of the Board of Education.
- 5) Duration of the suspension/expulsion will be determined by the severity of the offense.
- 6) Suspended/expelled student's parents must pick up all student's daily assignments on a weekly basis in the office. These assignments are due and must be turned in at the completion of the suspension/expulsion. It is the student's and parents' responsibility to insure that student assignments are picked up. For suspensions more than 10 days, an educational plan will be provided by the district.

DISCIPLINE POLICY

Pursuant to O.S. 6-114, as amended by the Oklahoma Legislature, HB No.1466, Osage Board of Education had adopted the following policy for the control and discipline of all children attending this school. The parent or guardian of every child attending this school shall be notified of the adoption of this policy and they may receive a copy of the policy if they request it.

In response to the legislative call, Osage Public Schools has drafted a Discipline Action Schedule. This Discipline action schedule was formulated with input from administrators, students, teachers, and parents from the Osage District. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip school personnel for their disciplinary responsibilities.

Nothing in this discipline schedule shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in situations that may end in suspension or expulsion.

The principal/superintendent shall have the authority to enforce other reasonable disciplinary action which they find warranted to situations not covered in the Disciplinary Action Schedule.

CODE NUMBERS

1. Warn Students (orally)
2. Advise Parents
3. Remove from class or activity (temporary or permanent)
4. Parental conference
5. In-school detention
6. Financial restitution
7. Involve law enforcement
8. Refer to other social agencies
9. Suspension
10. Expulsion
11. Any other disciplinary action deemed appropriate under the circumstances
12. Confiscate materials involved
13. Detention
14. Corporal Punishment

INFRACTIONS

Level 1	Level 2
1. Unexcused tardiness 2. Disruption of Class 3. Misbehavior at school 4. Lunchroom misconduct 5. Use or possession of tobacco, vaping, or tobacco products. 6. Non-participation in class.	1. Cutting class 2. Leaving school without permission 3. Truancy 4. Bus misconduct
Level 3	Level 4
1. Theft 2. Assault-Physical or verbal, hazing 3. Fighting 4. Destruction of property 5. Use or possession of tobacco, vaping, or tobacco products 6. Other offenses - Possession of deadly weapons, use of drugs or alcohol, distribution of obscene material, etc.	1. Possession of deadly weapon federal law will be followed in accordance with school policy FNCGA.

DISCIPLINE ACTION SCHEDULE

1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Level 1		
1. 1 2. 1,5,14 3. 1,5,14 4. 1,5,4 5. 1,2,12,13,14 6. 1,7	1. 1,5 2. 2,14 3. 2,3,5,14 4. 2,3,14 5. 2,7,12,14 6. 2,7,14	1. 5, 2. 4,9,14 3. 4,9,14 4. 3,4,9,14 5. 2,7,9,12,14 6. 4,7,9,14
Level 2		
1. 1,2,4,9,13,14 2. 1,2,4,7,9,14 3. 1,2,4,5,7,9,13,14 4. 1,3,7,11,14	1. 2,4,9,13,14 2. 2,4,7,9,14 3. 2,4,5,7,8,9,13,14 4. 2,4,5,7,8,9,13,14	1. 4,9,13,14 2. 4,7,9,14 3. 4,5,7,8,9,13,14 4. 4,5,7,8,9,13,14

Level 3		
1. 2,6,7,9,11,12,14 2. 2,7,9,11,14 3. 1,5,7,9,11,13,14 4. 2,3,4,7,11,14 5. 2,4,7,8,9,10,11,12	1. 4,6,7,9,10,11,12,14 2. 4,7,9,11,14 3. 2,5,7,11,13,14 4. 3,4,6,7,8,9,10,11,14 5. 4,8,9,10,11,12	1. 6,7,8,9,10,11,12 2. 7,10,11 3. 4,7,9,10,11,13,14 4. 6,7,10,11,14 5. 10,11

INTERNET BASED INSTRUCTION: Osage School does not regularly allow students to participate in Internet Based Instruction of subjects not offered through regular course work. DUE to COVID-19, Extreme Medical Issues or other certain circumstances that may require students to be enrolled in a virtual program to obtain school credit a case by case situation will be reviewed. Please see COVID-19 policies and plans or contact the school office for more information.

BOOK BAGS, BACK PACKS: Due to safety and custodial issues, book bags/backpacks WITH ROLLERS will NOT be permitted at Osage School.

GRADING: The following grading scale is used as a guide. Several variables that the teacher will be confronted with might make it necessary to adjust the percentages to make the letter grade reflect grade level achievement:

90-100%	A	(Superior)
80-89%	B	(Above Average)
70-79%	C	(Average)
60-69%	D	(Below Average)
59% and below	F	(Unsatisfactory)

K4-2nd Grades use a mastery based grading system so parents will not see letter grades until 3rd grade.

Honor Roll: Honor roll is calculated every nine weeks. /GPA of **regular class** core subjects to include Reading, Math, Language Arts, Science, and Social Studies. A grade of “D” or “F” in any of these core subjects disqualifies a student’s eligibility for honor roll for that nine week period.

Valedictorian/Salutatorian: Valedictorian will be determined by highest GPA in regular class core subjects (see above) from the beginning of fifth grade through the first semester of eighth grade. To be eligible for Valedictorian, the student’s GPA must be 3.5 or above. To be eligible for Salutatorian, the student’s GPA must be 3.0 or above. If no students meet these criteria, the highest GPA will be declared an Honorarium, and no valedictorian or salutatorian will be named.

ELIGIBILITY: Eligibility will be checked according to OSSAA rules. Eligibility will be calculated for the semester and only starts over at the semester (however a student failing 2 classes at the semester will be ineligible for the first 6 weeks of the second semester). When eligibility is checked on Friday students who are failing will be met with and told if they are on probation or ineligible status. They will be told what they need to do to correct their failing grade(s)-however teachers will not be required to give extra assignments to raise a student's grade. Parents will be notified in writing of students probationary or ineligible status. All students who are ineligible will report the next week to academic intervention during lunch, recess, and elective classes to work on the class(es) they are ineligible in. Students who are ineligible will not be allowed to participate in any extracurricular activities for that week.

Lost or Destroyed Book Policy: Osage Public School Library shall charge the parent/guardian of a student who loses or destroys a book a set price. The price is \$10.00 for a paperback book, \$20.00 for a hardcover book, or \$25.00 for a reference book. Refunds will not be given after July 1st of the proceeding school year.

AR Procedure/Policy: Students in the first through eighth grade will take the STAR test by the fourth (4th) week of school and again throughout the school year to establish a reading Lexile or ZPD. This Lexile/ZPD score will be used by the teacher, librarian, and administration.

Students can test over books within a reasonable distance from their Lexile/ZPD. If a student is reading a book far below their Lexile/ZPD, which they may do for pleasure, they will not be allowed to test over the book to meet their AR goal.

Different arrangements between teacher, librarian, and administration will be made in special circumstances.

BULLYING PREVENTION GUIDELINES

Osage School is committed to creating a safe, healthy, learning environment for all students that enhances personal safety and encourages respect, dignity, and equality among students.

Osage School is committed to creating and maintaining a learning environment that is free of bullying and harassment. Reports of bullying should be made to Mrs. Monk or Ms. Best, Bullying Prevention Officer (BPO).

DEFINITIONS

Bullying:

Bullying is aggressive behavior or intentional harming.

Bullying can be physical, verbal, emotional or sexual.

Bullying is carried out repeatedly over time.

Bullying occurs within an interpersonal relationship characterized by an imbalance of power.

Sexual Harassment:

Sexual harassment is a form of discrimination based on sex.

Discrimination based on sex means treating someone differently because she or he is female or male. Sexual harassment is illegal and is prohibited by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964.

- Sexual harassment is unwanted and unwelcome sexual behavior.
- Sexual harassment can be physical, verbal, or include gestures or display.
- Sexual harassment can happen once, several times, or on a daily basis.
- Sexual harassment interferes with the victim's academic or social life.

Bullying on campus can have long-lasting results for many students. These acts cause feelings of anxiety, fear, and shame in the students who are targets. They can interfere with concentration, inhibit full participation in class and interrupt academic and social learning.

Witnesses and bystanders also experience similar feelings, as they know they could be the bully's next target.

Osage School defines reporting as telling an adult about another student's actions with the purpose of getting help with a difficult situation, i.e., one that is threatening or hurtful.

Osage School staff will strive to maintain confidentiality of any student target or bystander who reports bullying or sexual harassment. The school staff will also respect the confidentiality of the student accused of bullying or sexual harassment. Any disclosure of reported information, including the identity of a student, will be made only to individuals involved in the school's response to the incident.

Osage School will not tolerate retaliation for reporting bullying or sexual harassment. School staff will discipline any student who retaliates against anyone who reports an incident, or against any person who testifies, or assists in a reprisal, or harassment, whether physical or verbal.

Osage School expects students to demonstrate respectful behavior throughout campus, on the bus, and at all school-sponsored events. Students whose behavior is found to be a violation of this policy will be subject to appropriate sanctions.

All school staff are expected to model respectful interaction with all students and staff, at all times. Staff are expected to respond to bullying and sexual harassment incidents immediately, and in a manner consistent with school policy.

Staff who witness any incident among students are expected to intervene by:

- Responding immediately
- Establishing the safety of the target
- Educating both students by identifying the unacceptable behavior and explaining its harmful impact on the target and other students.
- Setting a logical, reasonable and educational consequence for the bullying or harasser, which promotes the safety of the target. Targets will not receive consequences.

Bullying, Hazing and Harassment

It is the policy of Osage School district that no student or employee of the district shall participate in, or be members of, any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

No student will be subject to bullying, hazing, or harassment, or any other form of persecution by student or employee whether connected to any fraternity or organization or not.

For the purposes of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

For the purposes of this policy, bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else.

For purposes of this policy, violence is defined as any word, look, sign, or act that hurts a person's body, feelings or things.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary actions toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees. For more information regarding district Bullying Policy see District Policy FNCD.

Osage School District Internet Use Agreement

We are very pleased to bring Internet access to the Osage School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. Osage School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. An industrious user may discover controversial information. We (Osage School District) believe that the valuable information and interaction may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If an Osage School District user violates any of these provisions, his or her account will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet Terms and Conditions

1) Acceptable Use -The purpose of NSFNET, which is the backbone network to the internet, is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with educational objectives of the Osage School District. Use of another organization's network or computing resources must comply with the rules appropriate with that network. Transmission of any material in violation of any US or State regulation is prohibited. This includes, but is not limited to copyrighted material, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2) Privileges -The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will participate in a discussion with an Osage School District faculty member pertaining to the proper use of the network). The system administrators may close an account at any time as required. The administration, faculty, and staff of Osage School District may request the system administrator to deny, revoke, or suspend specific user accounts.

3) Network Etiquette -You are expected to abide by the generally accepted rules of the network etiquette. These include (but are not limited to) the following:

- A) Be polite and do not become abusive in your messages to others.
- B) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- C) Do not reveal your personal address or phone number to those of your fellow students or school personnel.
- D) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system does have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- E) Do not use the network in such a way that you would disrupt the use of the network by other users.
- F) All communications and information accessible via the network should be assumed to be private property.
- G) Non-school owned software is not brought to school nor loaded on the school's network. Such non-school owned software will be confiscated and held until such time as a parent or a guardian comes to the school to claim it.

4) Osage School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Osage School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, miss-deliveries or any information obtained via the Internet is at you own risk. Osage School District specifically denies any responsibility for the accuracy of information obtained through its services.

5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or the District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism - Vandalism will result in the cancellation of privileges, and depending upon the seriousness of the vandalism (malicious destruction of data, installation of unauthorized passwords, alteration of operating files, etc.), may result in suspension from school. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes (but is not limited to) the uploading or creation of computer viruses.

Limitations - Limitations are defined as online locations that are not educational in nature. Examples may include but are not limited to chat rooms, hot mail accounts, or any non-educational site. Failure to stay out of these areas will result in the cancellation of privileges.

**SPECIAL EDUCATION
(PUBLIC NOTICE)
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Osage School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy (FERPA) for ***all Special Education students***. These policies may be found under Section 500.015 Student Records. Copies of district policies are available for review in the Office of the Superintendent. The Osage School District will provide parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

1. The rights of a student's parents and eligible students to inspect and review the student's educational records (see Statement of Rights).
2. The intent of the Osage School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the U. S. Department of Education, if the Osage School District violates the FERPA.
5. Parents and eligible students should come to the Superintendent's Office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the Osage School Superintendent's Office.

***The district will arrange to provide translations of this notice
to non-English speaking parents in their native language.***

CHILD FIND: In accordance with Public Law 94-142, Osage School must conduct an annual search and Find campaign to identify those pre-school children in our school district who are handicapped. This will allow us to provide or arrange the necessary services for the benefit of the child. *If you are aware of such a child, please contact the school office at 825-2550.*

HOMELESS PROGRAMMING AT OSAGE SCHOOL:

Homeless Coordinator for Osage School is Alex Monk. Contact information-918-825-2550 or amonk@osageelementary.com

FOSTER CARE PROGRAMMING AT OSAGE SCHOOL:

Foster Care Policy for Osage School can be found at www.osageelementary.com

Foster Care Coordinator for Osage School is Alex monk. Contact information-918-825-2550 or amonk@osageelementary.com

OSAGE SCHOOL-PARENT COMPACT

The purpose of this contract is to foster the development of a parent-school relationship to promote high expectations and to help all children achieve the high academic standards of the Osage community and the state of Oklahoma.

The Osage faculty and staff will encourage and support student's learning at Osage Elementary School by doing the following:

- Demonstrating care and concern for each student.
- Respecting cultural, racial, and ethnic differences.
- Maintaining highly qualified teachers.
- Providing explanations of the standards students are expected to meet to demonstrate learning progress.
- Providing quality texts, supplies, and materials that support instruction.
- Making efficient use of academic learning time.
- Providing parents with regular and accurate assessments of students' progress in meeting school achievement and performance requirements.

As a PARENT/GUARDIAN, I will encourage and support my child's learning by doing the following:

- Ensuring that my child attends school daily and arrives at school on time.
- Supervise the completion of homework.
- Providing a quiet, well-lighted study area.
- Establishing a regular time for study.
- Attending parent-teacher conferences.
- Supporting the school in its efforts to maintain a safe environment that promotes learning.