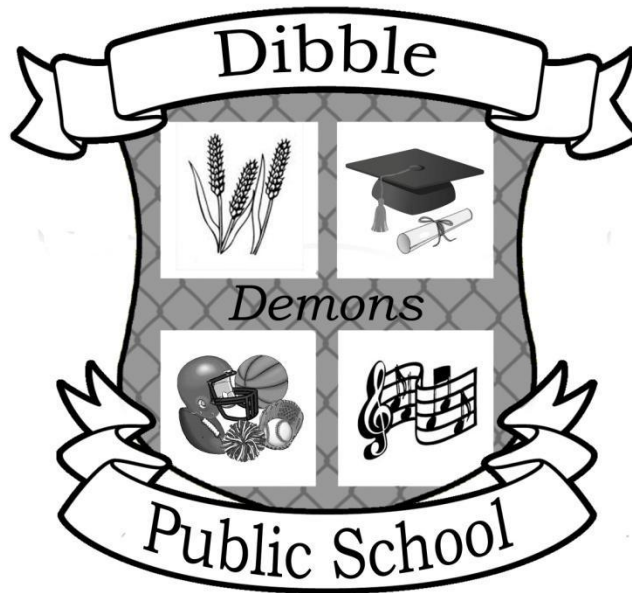


Dibble Elementary School

2022-2023

Student/Parent Handbook and Planner



100 Main Street

Dibble, OK 73031

Phone: 405-344-6380

Welcome to Students and Parents

We, the administration, faculty, staff and Board of Education of Dibble Elementary School (DES), would like to take this opportunity to welcome you as a partner in our combined endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a student may not achieve his/her fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her best in every class or activity. With your help, our chances of doing something that will be of lasting benefit for your child are greatly increased. This handbook has many of the questions about school that are likely to come up for discussion with your family. For this reason, it is hoped, that it will be helpful to all parents and community members interested in our school. Students and parents are encouraged to read the entire handbook and to keep in mind that changes are likely to become necessary year after year. Please visit your school, meet the teachers, and feel free to ask for a conference on any concern involving our school community.

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Statement of Philosophy and Goals

The elementary school is the beginning point of a child's education process which should be provided in a positive environment conducive to living and learning. DES will insure a program of study that will allow each student to reach his/her maximum potential while developing both a positive self-image and a respect for others. The curriculum will provide students with knowledge, practice and skills set forth by the Oklahoma Academic Standards. DES will provide the foundation for a student to become a productive, responsible, and a literate member of society. DES will strive to assure that:

- All students have the opportunity for the best curriculum and instructional programs possible.
- All students are provided equality in educational opportunities.
- All students and employees have a safe, healthy, and orderly environment.
- Citizens and parents are aware and involved in our schools.
- To develop ideals, attitudes, appreciations, and loyalties that will assist the students in determining their responsibilities to society
- To encourage the love of literature and recognize its value (D.E.A.R.)
- To encourage correctness in oral and written English
- To cultivate useful work habits and study skills
- To develop certain skills which will enable each one to be a happier individual
- To encourage the practice of self-discipline
- To promote health and safety for every student
- To guide students and develop the proper use of their leisure time
- To train students in those qualities that will make them worthy members of a family
- To instill a respect for property, persons, and themselves
- To build the foundation and give insight of various vocations in which students are interested
- **To instill character traits of Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship**

Expectations of Students

We are proud of our students, our faculty/staff, and our families and the achievements our students accomplish in the various activities offered by our school. This year we will be implementing the outstanding practices of Great Expectations. Great Expectations has been around for many years and is research proven to increase student achievement, self-confidence, increase morale and help students make great choices. Our students will focus on the 8 expectations for living and life principles from Great Expectations:

The 8 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 putdowns. 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.

<http://www.greatexpectations.org/about-us/life-principles/>

Procedures in our school

Dibble Elementary - Expectations Matrix

Settings

<i>Expectations</i>	Classroom	Hallway	Bathroom	Cafeteria	Playground	Computer Lab	Arrival / Dismissal	Bus	Movie Room	Outside transition
<i>Be Responsible</i>	Keep up with your materials Participate in class Hang your backpacks when possible	Walk on the 3rd tile at zero	Wash hands Flush toilet/ Put trash in can	Only take what you are going to eat Throw away trash and clean up spills	Follow playground and game rules and keep your hands to yourself	Keep germs out of room. Clean hands with hand antiseptic Clean keyboards, mouse, desks with Clorox wipes Keep your hands on the computer	Go straight to designated area Line up when bell rings	Tell office of bus changes/bring pass Keep track of belongings	Sit on your class line at zero. Make sure the lights are out if you are the last person in the movie room	Keep your hands to yourself. No tag, gotcha or chase

<p style="text-align: center;">Be Respectful</p>	<p>Listen to teacher and other students</p> <p>Follow directions</p> <p>Use kind words</p> <p>Be at 0 when teacher is talking</p>	<p>Listen to school staff in hallways</p> <p>Use a "Level 0" voice</p>	<p>Respect privacy of others</p> <p>Quiet voices</p>	<p>Eat silently letting our friends finish their food</p> <p>Use manners like saying "please and thank you"</p>	<p>Listen to teacher and other students</p> <p>Follow directions</p> <p>Use kind words-winning or losing</p>	<p>Quietly line up at zero in class</p> <p>Hands to self, be kind!</p> <p>Use positive words</p>	<p>Listen to school staff and other students</p> <p>Follow directions</p>	<p>Listen to bus driver</p> <p>Follow directions</p> <p>Use kind words</p> <p>Wait for younger students to exit hallway before going to buses</p>	<p>Be respectful to the flags and moment of silence</p>	<p>Do not cut in front of others</p>
<p style="text-align: center;">Be Safe</p>	<p>Keep chair legs on floor</p> <p>Keep body and objects to self</p> <p>Walking feet</p>	<p>Keep body and objects to self</p> <p>Walking feet</p> <p>Go straight to destination</p>	<p>Keep body and objects to self</p> <p>Notify an adult if a custodian is needed</p> <p>Return straight to class</p>	<p>Keep body and objects to self</p> <p>Leave the rocks alone</p> <p>Do not jump off the top of playground equipment</p>	<p>Keep body and objects to self</p> <p>Walking feet</p>	<p>Keep chair legs on floor</p> <p>Walking feet</p>	<p>Keep body and objects to self</p> <p>Walking feet</p> <p>Stay in line to enter and exit</p> <p>Go straight to assigned area</p>	<p>Keep body and objects to self</p> <p>Stay seated while bus is moving</p> <p>Stay in line to enter and exit</p>	<p>Walk in the movie room</p>	<p>Walk in a single file line</p>

Arrival Procedures

School begins at 8:00 a.m. Students not in their rooms at 8:05 a.m. are marked absent or tardy. . **NO FRONT DOOR DROP OFF, staff are coming in and are blocked, therefore, unable to be in their room to supervise children.** Bus drivers are instructed not to deliver students to school prior to 7:35 a.m.; therefore, **No student should arrive at school before 7:35 a.m.** Pre-K, Kindergarten students need to go directly to the Early Childhood Building. These students will eat breakfast as a group, after the school day has started. Students in the 1st through 5th grades should go directly to the cafeteria to eat breakfast or to the playground upon arrival at school. **Pre-K/Kindergarten** students will be dropped off and picked up at the Early childhood building. Please adhere to the following procedures; From highway 39 enter at the Pioneer substation towards the football field Next turn right or east to drop off at the Early Childhood Building. (If you have older children, you may drop them off as well, and they will walk to the appropriate destination). **No parking** in front of the Early Childhood building will be allowed. If you would like to walk your child to the Early Childhood Building, please park in the spaces in front of the cafeteria. **Headstart will have their own procedures.** **1st-5th** grade will be dropped off, picked up in a designated area of the street in front of the building. There will be a staff member at 7:35 to help small children out of the car.

Departure Procedures

School will be dismissed at 3:30 p.m. Parents, please wait outside the building, in your car, in the car line until school is dismissed. **Parent Pick-up-** 1st-5th students will be picked up at the Elementary Building at 3:30. **Pre-K/Kindergarten** students will be picked up at the Early Childhood building. Please adhere to the following procedures; From highway 39 enter at the Pioneer substation towards the football field. Next turn right or east to pick up at the Early Childhood Building. **No parking** in front of the Early Childhood building will be allowed, please park in the spaces in front of the cafeteria. **If your Pre-K/Kindergarten** student has a sibling at the Elementary; they will be escorted by a teacher to meet up with their 1st-5th sibling. **Buses-** will depart approximately 5 minutes after the end of the school day. Bus riders will be taken to buses between the gym and the old elementary building. **Please notify the office by 2:30 if routine is changed... (bus rider, parent pick-up, etc.)** **1st-5th** grade will be dropped off, picked up in a designated area of the street in front of the building. There will be a staff member at 7:35 to help small children out of the car.

Attendance

Students receive maximum benefits from school only through preparation and participation in all classes each day. Daily attendance is expected of all students. When a student is absent from school, his/her parent are responsible for calling the office to state the reason for absence by 9:00 AM. Please call 344-6868 to report the absence or send a physician's statement. Students that are consistently absent or tardy during the school year will be reported to the McClain County District Attorney's Office (Truancy Court).

Tardies

Any student not in class by 8:06 a.m. will be counted tardy. The student will report directly to the office and will be given a tardy slip to go to class. Discipline for the first and second tardy for each class period will be at the teacher's discretion. On the third tardy, the student will have silent lunch and for every three tardies there after. Three tardies will represent an absence. Needless to say, please have your child on time and here daily. Your help with this is appreciated.

Make-Up Work

It is the student's responsibility to contact teacher's regarding work missed. Please allow ample time for teacher's to prepare any homework assignments that might need to be picked up. . Students will have the same amount of days absent to make up missing work from that absence.



Dibble Elementary School-Wide Student Behavior/Motivation Plan

We believe our students are the best and students need to be rewarded consistently for working hard in school and doing the right thing. At Dibble Elementary students are celebrated for their accomplishments, which builds confidence, pride in doing the right thing, promotes responsibility and students look forward to coming to school.

Students will be invited by the principal (Mr. Johnson) to participate in a celebration at the end of each nine-week period called the **Honor Code Party** for simply **doing the right thing**. The Honor Code Party is big and something for students to look forward to. Examples of possible Honor Code Parties are: Giant inflatables, Extreme Animals, ice cream parties, movie and popcorn, etc. Additional smaller rewards will be given to students for earning stamps throughout the year in between Honor Code Parties.

Here is how it works:

- 1. Students earn a stamp or sticker on their Big Blue Card every day for having a good day.**
- 2. If students don't get their "Stamp for the day," the teacher will note the reason in the Big Blue Card. This helps with communication between school and home. Please sign cards daily and return them in your child's binder/folder.**
- 3. Don't lose the cards. We don't want to lose our stamps.**
- 4. Students have to be present to earn their stamps. Good attendance is critical to success in school!**
- 5. Students will need to earn the following amounts of stamps in their Big Blue Card each 9 weeks to attend each Honor Code Party**
 - 1st 9 weeks 29 stamps
 - 2nd 9 weeks 27 stamps
 - 3rd 9 weeks 33 stamps
 - 4th 9 weeks 27 stamps

8 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 putdowns.
- 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.

<http://www.greatexpectations.org/about-us/life-principles/>

Daily Consequences for not adhering to Rules – Procedures

Consequences will be as follows...

- 1 behavior infraction in a day = warning
- 2 behavior infractions in a day = appropriate consequence and no stamp
- 3 behavior infractions in a day = appropriate consequence, no stamp and parent contact from the teacher
- 4 or more behavior infractions in a day = referral to the office and further consequences at the principal's discretion, no stamp.

Immediate office referral will be given for major disruptive behaviors, which includes:

Examples of severe inappropriate behaviors:

- Intentional Harmful Physical Violence/Fighting
- Threat of Violence
- Abusive/Inappropriate Language (Profanity) and Gestures
- Technology Damage or Misuse
- E Cigarettes, Drugs, alcohol
- Theft of school property
- Leaving classroom or the building without permission
- Academic Dishonesty
- Destruction/Misuse of school property
- Insubordination to school staff
- Any dangerous behavior which threatens the safety of themselves or others
- Severe disruptions to the school environment

(This list is not intended to be a complete list, but is a listing of more frequent restricted behaviors. Additionally, administrators shall have the authority to enforce other reasonable disciplinary actions that they find warranted by situations not on the above example list of severe inappropriate behaviors.)

Dibble Elementary students must be willing to accept the concepts of personal dignity and responsibility through a combined commitment to scholarly effort, courteous behavior, and respect for others. Students and parents should review this Behavior plan and the entire Dibble Schools student handbook together. Please contact Mr. Johnson if you have any questions.

Dress Code

All students need to come to school prepared to learn. Students do their best when they are comfortable and without distraction. **Please consider the weather** when you are preparing your child for school. Please remember, there will always be activities such as P.E., Recess, Art, etc.

The following will not be permitted:

- Shorts or skirts, which do not extend past the fingertips when arms are at the student's side
- Tank tops, fish net tops, spaghetti strapped dress or blouses
- Sheer shirts or blouses that allow undergarments to be seen
- Cut or torn clothing
- Hats or caps
- Pajamas, nightgowns, sleepwear
- Sunglasses
- shirts with suggestive logos or advertisements for substance abuse, tobacco or alcohol
- Shirts or blouses, which expose the midriff area
- Jeans, pants or shorts with holes above the knee
- Pants or shorts that sag...Leggings or Jeggings

This list is not intended to be a complete listing of all possible examples of inappropriate dress.

Teachers who feel a student's dress may be inappropriate will explain to the students how his or her dress does not meet the dress code. A second infraction will result in an office referral. The administration will make the final judgment as to the appropriateness of a student's attire. The parents will be contacted and the student will be required to change clothes before returning to class. Repeated violations will result in disciplinary action.

Cell Phones, Electronics and other Telecommunications Devices

The use of cell phones/electronic devices during school hours is strictly prohibited. The school is not responsible for any lost or damaged cell phones or electronic devices. If you wish for your child to have a cell phone for before and after school activities, it must be turned off and put up in their backpacks.

If your student is found to be using their device, the following actions will take place:

1st offense-Phone will be brought to the office, parents/guardians will be notified and the student may pick it up at the end of the day.

2nd offense-The parents will be contacted and the phone/electronic device will only be released to the parent/guardian.

3rd offense-The student will no longer have the right to possess the phone/electronic at school.

*If a student needs to use the telephone during the school day, they need to come to the office. This will be for emergency use only.

We recognize the value of wireless telecommunication devices such as laptops, iPads, cell phones and other devices during the educational day. They may be used in the classroom, **only when permission has been given by the student's teacher, then turned off and put back up before the student leaves the classroom.

Respect of School Property

Students should not mark, mar, or deface any school property. Such cases should be reported to the administration. Parents are liable to reimburse the school for the amount of damage. This includes books, textbooks, workbooks, and furniture.

Student Threats

Because of recent violence in schools across the nation, any student making any kind of threat toward other students, faculty or staff will be taken very seriously. Parents will be contacted and the student will be referred to the administration for disciplinary actions. Repeat offenses may result in long-term suspension or expulsion as recommended by the administration.

Bullying

Bullying of students will not be tolerated in any form and will be investigated to the fullest. Student should notify a teacher or staff member upon the first incident. Students who have been found to be involved will be disciplined accordingly. Parents of all parties will be notified. (A copy of adopted school board policy can be found in the Administration office)

Weapons

No weapons of any kind are to be in a student's possession on the Dibble campus. If students choose to bring any inappropriate item, it will be confiscated and discipline will be issued.

Bus Behavior

Bus drivers must ensure the safety for all passengers. All students must have no inappropriate behavior while at the bus stop, riding, loading, unloading of the bus. **All bus riders will be assigned seats as determined by driver or administration.** The School Laws of Oklahoma stipulate that transportation by bus may be furnished by the school district, but that districts are not required to do so. Therefore, by law, it is a privilege to ride a school bus and not a requirement. A penalty that may be applied to bus riders is the loss of bus privileges on a temporary or permanent basis. Misbehavior and Office Referral on the bus will result in:

- 1st offense – Loss of bus privileges for 3 days
- 2nd offense – Loss of bus privileges for 10 days
- 3rd offense – Permanent or long term loss of bus privileges, for the remainder of the school year

Playground Rules

Students must be respectful of each other at all times. All inappropriate behavior will result in loss of playground privileges.

Discipline

Disciplinary action will be taken depending on the severity of the violations and/or number of times the student has broken the regulations. Disciplinary methods may include, but are not limited to the following methods:

- Before and/or after school detention
- Loss of privilege
- A conference with parent/guardian

- Contact with parent/guardian
- Warning the student
- Corporal punishment
- Financial restitution
- In-school detention (APP)
- Out-of-school suspension (OSS)
- Removal from class
Silent lunch

This list is not intended to be a complete listing of all possible discipline options, but it is a listing of those procedures most commonly administered. Additionally, administrators shall have the authority to enforce other reasonable disciplinary actions that they find as appropriate for the violation.

A. Teacher Assigned Detention

Teachers may assign detention as a classroom disciplinary action. Students late to or not attending an assigned detention will have their detention assignment doubled. Students late or not attending detention after doubling will be referred to the office. Refusal to attend office assigned detention could result in APP or OSS.

B. Suspensions (APP or OSS)

Students who commit serious offenses, which threaten the rights of others, or who show, a tendency to be uncooperative may be suspended for a period of one to ten days. At the end of the suspension period, a parent or guardian must accompany the student to the superintendent and/or principal's office for reinstatement. During suspension, the student is excluded from all activities, and will not be permitted to attend any school activities or be on the school grounds. Serious disciplinary cases may result in a student being suspended from the school for the remainder of the present semester, and the succeeding semester. Students will accept assigned punishment or be suspended from school until a parent or guardian returns with him/her for a conference. In cases of suspension, the superintendent will notify the parents of their rights both verbally and in writing.

Drills

State mandated emergency drills will be conducted to help insure the safety of students while at school.

A. Fire Drills

There will be at least 4 fire drills conducted throughout the course of the year.

B. Tornado Drills

There will be at least 2 tornado drills conducted throughout the course of the year.

C. Security Drills

At least 4 security drills will be practiced during the year.

D. Bus Evacuation Drills

There will be at least 2 bus evacuation drills conducted throughout the course of the year. Directions will be given by the bus driver.

School Closings

Sometimes it is necessary to close school because of severe weather. When this decision is made, it will be sent to all local media as soon as a decision has been made (Channel 4, 5, 9, 25) and IRIS school alert to updated parent contact information.

Report Cards/Honor Roll

Grade Reports will be sent home every 9 weeks. Only semester grades will be recorded to student transcript. Any student that is not enrolled within the first 10 days of school will be considered NFAY (Non Full Academic Year) and will not be considered for honor roll, perfect attendance, state testing.

Home Schooled

Home Schooled students will be required to take a placement test when coming back to Dibble Public School in order to place them in the appropriate grade.

Illness

Students with a temperature of 99.5 degrees or more, vomiting, or with diarrhea must go home and not return until they have been free of fever, vomiting or diarrhea for 24 hours. When children are sick, they should remain home to keep infections from spreading. This does not include sniffles and coughs due to allergies.

Contagious Diseases

Any student who has contracted a contagious disease (head lice, impetigo, ring worm, scabies, COVID-19 etc.) will not be allowed to attend school until a release statement is received by the office from a physician or health department. A temperature of 100.4 requires a 3 day fever free child. DES will follow the CDC Guidelines on return to school. Dibble School has adopted a no nit head lice policy. If a child is found to have head lice/nits (eggs) during a screening examination at the school he/she will NOT be readmitted to school until declared free of all lice and nits (eggs) by a licensed physician, osteopathic physician, chiropractor, registered or licensed practical nurse, certified physician's assistant or an authorized representative of the State Department of Health and a school recheck confirming that the child is no longer affected with head lice or nits. Checks for head lice will be conducted as deemed necessary by the school administration.

Medical Considerations

- A. Illness at School:
Any student becoming ill at school should report immediately to their classroom teacher. The teacher should alert the office, /who will notify parents to take proper action.
- B. Medical Records
Any medical problem or special condition should be on record. Such things as diabetes,

epilepsy, asthma, rheumatic fever, heart condition, migraine headaches, etc., should be noted on a child's school records when he is enrolled, and teachers should be made aware of potential problems.

C. Allergies

Any allergies, which could result in serious illness, should be on record. Allergic reaction to bee or wasp stings, allergies to medication, or allergies to food should be noted, and if medicine is prescribed, school personnel should be made aware of its location, dosage instructions, and emergency procedures

D. Administering medication to students

If a child is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer the medication, or if circumstances exist that indicate that it is in the best interest of the student that a non-prescribed medication be dispensed to that student, only an administrator, or administrator's designee may administer the medication in compliance with the regulations that follow:

1. Prescription medication must be in a prescribed container that indicates the following:
 - a. Student's name.
 - b. Name and strength of medication.
 - c. Dosage and directions for administering.
 - d. Name of physician.
 - e. Date
2. Such medication shall be accompanied by a written authorization from the parent/guardian, physician, or dentist that indicates the following:
Purpose of medication.
Time to be administered.
Termination date for administering the medication.
3. Non-prescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities are inappropriate or ineffective. The parent or guardian may give a blanket permission or conditional permission for the student to receive non-prescription medication to be given.
4. A permission form will be sent to school by parents at the beginning of the school year. The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.
5. Dibble Elementary School retains the discretion to reject requests for administration of medicine.

Cafeteria Rules

Breakfast and Lunch are served in the cafeteria. Breakfast is served from 7:35-7:50. (PK-KDG 8:30-8:50) Lunch time varies by grade. Students should use proper table manners at all times.

Only 3rd, 4th, and 5th grade students will be allowed to use the microwave at lunch time.

Elementary students will not be allowed to purchase ala-carte items unless approved by a teacher.

Cafeteria Pricing

Breakfast for Students	\$2.50	Breakfast for Adults	\$4.00
Lunch for Students	\$3.75	Lunch for Adults	\$5.50

Charges will be allowed for students and employees. When paying for charges, please bring payment to the Elementary office. Charges will be limited to \$50.00

Lost and Found

If you find an article of any value, you are requested to turn it into the principal's office. If you lose anything, inquire at the office or lost and found bin. The school assumes no responsibility for personal property. Students are urged to take every precaution to protect their possessions. LABEL YOUR CHILD'S OUTERWEAR AND LUNCH BOXES.

Field Trips

Field trips are a valuable tool used to supplement curriculum needs. All students must have a signed permission slip in order to attend.

Camp Goddard

Camp Goddard is an environmental science camp located at the Lake of the Arbuckles. All students in the 5th grade will have the opportunity to attend. Specific information and pricing per person will be released as the date approaches.

Library Books

Pride should be taken in the care and maintenance of all books issued to the students at Dibble Elementary. Students who abuse books will be required to pay financial restitution for the replacement of the book. Students will be required to pay for lost, damaged or abused library and text books. Students who have overdue books will not be allowed to check out books.

Physical Education

All students are expected to participate in PE classes unless they have a doctor's statement. Proper shoes should be worn for any PE activity. Specific information, rules, etc., for PE class will be released by the teacher.

Privacy Rights

Pupils shall not have any reasonable expectation of privacy toward 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, or other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such searches.

Retention

Effective July 1, 1996, state statute provides that the decision for retaining students rests with the school they attend. Should the school choose retention in a grade for a student, the student and his/her parents have the right to appeal. Final decision will rest with the Board of Education if there is an appeal. Policy can be reviewed in the Administration office.

Additionally, the following will be implemented based on state law:

Beginning with students entering the first grade in the 2011-2012 school year, if the reading deficiency of a student, as identified based on assessments administered as provided for in subsection B of this section, is not remedied by the end of third grade, as demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test administered to Section 1210.508 of this title, the student shall be retained in the third grade. (Reference: Senate Bill No. 346)

School Publications

Throughout the school year there will be time when we wish to recognize student achievement through various means of publication (i.e. school website, internet, local newspapers, etc.). **If you do not want your child's picture or name to be published in one of these public forums then you must notify the office by September 1st of the current school year. If you enroll after September 1st then you must notify the office within ten (10) school days.**

Visitors

All guests or visitors, including parents, must report to the office upon their arrival on school grounds. If a parent/guardian needs to check a child out, they can call the office at 344-6868 or buzz the door. **Only parents/guardians or adults designated by the parents/guardians may check students out of the office. Anyone checking out a student must show identification before checkout.**

Authority of the School

Students are subject to the authority of the school and its officials when attending any school-sponsored activity. This also applies to students as participants and spectators at any out of town school activities. Teachers have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are further responsible for the learning and social development of students at school. Teachers are therefore vested with the necessary authority to discharge these responsibilities. It should be understood that any teacher has this authority at any time on school property or at school functions. One of the most serious offenses a student can commit is insubordination to a teacher, and any such behavior shall be dealt with most severely. Under no circumstances will disrespectful or threatening behavior be tolerated. Senate Bill 610 approved by the state legislature states: "Every person who, with justifiable or excusable cause, knowingly commits any assault, battery upon the person of a school employee or a school district or threatens and places such employee in immediate fear of bodily harm while such employee is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding six months, or by a fine not exceeding \$500, or by other such fines and imprisonment.

Parents Right to Know

Parents/Guardians may request information on the professional qualifications of their child's teacher. Please call 344-6380 to request this information.

Asbestos Policy

Following a mandate issued by the United States Congress in 1986, the U.S. Environmental Protection Agency has established the Asbestos Hazard Emergency Response Act (AHERA) rule. The AHERA rule provides guidelines for indemnification, monitoring, and management of asbestos containing materials (ACM) in all public and private schools from kindergarten through twelfth grade. Policy can be found in the administration office for further review.

FERPA Policy

The Family Educational Rights and Privacy Act (FERPA) afford parents and students more than 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 55 days of the day the District receives a request for access. Parents of eligible students should submit to the school superintendent (or appropriate school official) a written request that identifies the record(s) they wish to inspect. .
2. The right to request the amendment of the student’s education records that the parent or eligible student believes 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 disciplinary or a 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 educational record in order to fulfill his or her professional responsibility.
 1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement 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, DC 20202-4605

Procedure to Inspect Education Records

Parents of a student or eligible student may inspect and review education records upon request. In some circumstances it may be mutually more convenient for the record custodian to provide copies of records.

Since a student’s records may be maintained in several locations, the principal will offer to collect copies of records or records themselves from locations, other than a student’s school so they may be inspected at one site.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other custodian) will contact the parent of the student or eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Dibble School District will arrange for the parent or eligible student to obtain copies of the records.

Fees for Copies of Records

The Dibble School District will not deny parents or eligible student any right to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment of admissions purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situation:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student which warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the record by a parent or eligible student.
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student.
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval.

This fee will be from no cost to ten cents per page.

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience will be from **.25 cents to .35 cents** per page.

Notice of Non-discrimination

Dibble Public School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Chad Clanton, Superintendent
PO Box 9, 100 Main Street Dibble, OK 73031
405-344-6375

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Nondiscrimination

There will be no discrimination in the district because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinators (for questions or complaints based on disability)

Special Services Co-Directors or Director
Dibble Public Schools
P.O. Box 9
Dibble, OK 73031
(405) 344-6375

Title VI of the Civil Rights Act Coordinators (for questions or complaints based on race, color and national origin)

Special Services Co-Directors or Director
Dibble Public Schools
P.O. Box 9
Dibble, OK 73031
(405) 344-6375

Title IX Coordinators (for questions or complaints based on sex)

Special Services Co-Directors or Director
Dibble Public Schools
P.O. Box 9
Dibble, OK 73031
(405) 344-6375

Age Act Coordinators (for questions or complaints based on age)

Special Services Co-Director or Director
Dibble Public Schools
P.O. Box 9
Dibble, OK 73031
(405) 344-6375

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov.