
SEQUOYAH PUBLIC SCHOOL

Claremore, Oklahoma

◆ HOME OF THE EAGLES ◆

ELEMENTARY HANDBOOK

2026–2027 School Year

Lower Elementary (PK–2) • Upper Elementary (3–5)

16441 S. 4180 Rd., Claremore, OK 74017 • (918) 341-6111 • sequoyaheagles.net





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A MESSAGE TO PARENTS

As a parent of a student at Sequoyah Public School, 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 holds any advanced degrees and, if so, the subject of those degrees; and
4. Whether any teacher's aides or similar paraprofessionals provide services to your child and, if so, their qualifications.

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

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 any time 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 Public School. We have endeavored to employ a competent staff and provide them with the necessary supplies and equipment. Much effort and planning have gone into building a staff of teachers who work together with the administration, the school board, and the students, and we are extremely proud of that harmony.

To be successful, every organization must have expectations and regulations to guide it. The Board of Education, the Superintendent, and the principals have established guidelines to keep the school safe and to provide an atmosphere that is for the good of all. Please study this handbook so that you and your child are familiar with the basic rules and guidelines of Sequoyah Public School.



ADMINISTRATION & ORGANIZATION OF SEQUOYAH PUBLIC SCHOOL

Local Board of Education

Jeff Radley, President • Greg Perry, Vice-President • Brian Green, Clerk • Gary Armstrong, Member • Ken Inman, Member

Superintendent of Schools

Terry M. Saul, Superintendent — (918) 341-5472

Principals

Chris Osburn, High School Principal	(918) 341-0642
Darren Peaster, Mid-High School Principal	(918) 341-5537
Barry Bulman, Middle School Principal	(918) 343-5105
Eric Paul, Upper Elementary Principal (Grades 3–5)	(918) 341-6111
Amanda May, Lower Elementary Principal (Grades PK–2)	(918) 341-6111

Counselors

Amy Black, Elementary School Counselor	(918) 341-6111
Cathy Boland, Middle School Counselor	(918) 343-5105
Pam Self, Mid-High / High School Counselor	(918) 341-0642

Special Services

Lisa Rader, Federal Programs/Special Education	(918) 341-5472
Lynn Schroeder, Federal Programs / Special Education	(918) 341-5472

Other Key Contacts

Chuck Vann, Transportation Director	(918) 343-8107
Corinne Bridgeman, Cafeteria	(918) 341-0782



THE 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

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

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 the community.

To better serve you, please contact the appropriate person listed above when you have a concern or a suggestion. If you have a problem, try to resolve it at the point where it began. If a problem occurs in a classroom, discuss it with the teacher first; if it isn't resolved, then contact the principal.

ATTENDANCE

If a student is to profit from school, he or she must attend its sessions; the benefits gained are proportional to the time devoted to attending. Any absence, except those pertaining to school activities, will be recorded on the student's school attendance record, a state requirement. Any absence — with or without a doctor's excuse — will disqualify a student from perfect attendance, as will tardies.



School Attendance Policy

Absences will be recorded as follows:

- Scheduled School Activity (ES) — within the state activity attendance policy for school-sponsored events.
- Absence Unexcused (AU) — an absence that has not been verified by the parent/guardian by note or phone call.
- Absence Medical (AM) — must include a note from a medical office for an attended appointment or procedure, turned in within 5 days of the absence.
- Absence Explained (AE) — an absence for an illness not receiving medical attention, a funeral, a personal matter, etc., verified by note or phone call to the office prior to or during the day of the absence.

Excessive absences during a semester make it difficult for a student to keep up with instructional time. In accordance with Oklahoma State law, excessive absences/tardies will be referred to the Rogers County District Attorney's Office or the Cherokee Nation Department of Juvenile Justice for investigation. Excessive absences may also cause a student to fall behind and be retained, based on the decision of the educational team.

The parent/guardian is responsible for providing the school with a written doctor's note, a parent note, or a phone call on the day the student returns to school (please include a contact number on the note). Parents must also notify the receptionist by phone at 918-341-6111 on the day the child is absent.

Students will receive one (1) school day to complete make-up work for each day of an excused absence, up to three (3) school days. For absences longer than three (3) consecutive school days, students will have three (3) school days after returning to complete all make-up work.

In exceptional circumstances, the principal may extend this timeline. Parents/guardians are encouraged to communicate with the classroom teacher and/or the school office regarding extended absences.

Truancy

Truancy occurs when, after coming to school, a student:

1. Is out of class without permission of the principal or a teacher; or
2. 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 the principal.
- 3rd Offense: Long-term suspension.

If a student must leave school after arrival, the parent/guardian is responsible for signing the student out at the appropriate office. Students will not be allowed to leave their classroom until the parent/guardian is present.



Tardies / Absences

- If a student is not in the classroom by 8:10 a.m., a tardy is recorded.
- Arrival between 8:11 a.m. and 10:55 a.m. results in a tardy.
- Arrival between 10:56 a.m. and 12:00 p.m. results in a half-day absence (a.m.).
- Check-out between 12:01 p.m. and 1:05 p.m. results in a tardy.
- Check-out between 1:06 p.m. and 3:05 p.m. results in a half-day absence (p.m.).
- Four tardies count as one absence.

DISCIPLINE

In the Sequoyah Public School system, teachers practice the kind of discipline that would be exercised by a kind and judicious parent. Minor infractions of school regulations may be handled by the teacher and/or an administrator. In every case, a student should be informed of the nature of the infraction(s) with which he or she is charged and given the opportunity to tell his or her side. The teacher and/or administrator should be convinced of the student's guilt before applying disciplinary action. Penalties are proportional to the offense and normally fall into the following categories:

1. Penalties That May Be Assigned by an Administrator or Teacher

- Make-up time outside of class or lunch periods.
- Extra work beyond regular class work.
- Punishment agreed upon by the administrator and/or teacher.
- Corporal punishment or suspension.*
- Loss of privileges.

Parents who do not wish corporal punishment to be used with their child must file a "No Corporal Punishment" form for each child with the building principal. Forms are available in administration offices.

2. Penalties That May Be Assigned by an Administrator

- Long-term suspension (10 days or more).
- Suspension from or removal from class. If a student is disruptive within a class, a teacher may send the student to the office; however, the decision to suspend or permanently remove a student from class should be a joint teacher-administrative decision rather than one made by the teacher alone.
- Suspensions of three days or less may be administered without a formal evidentiary hearing.

Corporal Punishment



Reasonable corporal punishment that does not inflict permanent bodily injury may be administered by an administrator after careful evaluation of the case. Corporal punishment should be administered in the privacy of the principal's office or a similar area.

The parent/guardian will be notified of any suspension by telephone, electronic communication, or mail. Students are not permitted to participate in or attend any school activity while suspended and may be asked to return with a parent or guardian to be re-admitted to class.

Right to Appeal

Right to appeal any lengthy suspension (10 or more days): the parent/guardian must submit a request for appeal to the Superintendent within three school days of the building principal's final decision. From that hearing, they have the right to appeal to the Board of Education, if they so desire. The decision of the Board is final.

Common Examples of Punishable Infractions

1. Defiance of the authority of a teacher or school district employee; failure to identify oneself to a school employee; willful disobedience.
2. Profanity.
3. Failure to follow instructions from school employees.
4. Running in the hallways.
5. Violation of published school regulations.
6. Bus misconduct.
7. Minor defacing or damaging of school property or the 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 for students who are on probation for academics or behavior.

Lengthy Suspensions

A lengthy suspension exceeds ten (10) school days and may extend to the remainder of the semester or school year, and may include removal from the rolls for the remainder of a semester and the entire following semester. If such a suspension occurs during the second semester, the lengthy suspension period would include the first semester of the following year.

Offenses that would place a student in jeopardy of a lengthy suspension fall into one of these categories:

1. The offense would be a felony under Oklahoma law.
2. The offense would be a misdemeanor under Oklahoma law serious enough that administration determines a lengthy suspension is the appropriate punishment.



3. The offense is a repeated violation of school rules, or is otherwise significant enough that administration determines a lengthy suspension is the appropriate punishment.
4. Possession of a dangerous weapon as described in Section 20-1 of Title 70, Oklahoma Statutes, on school property or at a 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 or she will be suspended from school until a review can be held.

Examples of offenses that may lead to a lengthy suspension include, but are not limited to: burglary, larceny, robbery, theft, arson, vandalism, perjury, verbal assault, sexual or non-sexual assault and battery, possession of a dangerous weapon, sale/use/possession of or being under the influence of alcoholic beverages or illegal drugs, extortion or blackmail of fellow students, repeated school disturbances, striking or threatening a school employee, and participating in unauthorized or disruptive demonstrations on school property.

These discipline rules apply to student behavior in school buildings and on school grounds at all times. Failure to comply with school policies could result in suspension for the remainder of the current semester plus one additional semester; a recommendation of long-term suspension if previous discipline records exist; loss of the right to participate in extracurricular events; and/or loss of the right to participate in awards ceremonies.

RULES & REGULATIONS

The following behaviors at school, on school vehicles, or while going to, 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 (e.g., bullets, shells, gunpowder, pellets, knives)
25. Possession, use, distribution, sale, conspiracy to sell or possess, or being in the chain of sale or distribution of, or being under the influence of, alcoholic beverages, low-point beer, and/or controlled substances
26. Profanity
27. Bullying, sexual, or other harassment of individuals, including but not limited to students, school employees, or volunteers
28. Theft
29. Bullying or threatening behavior (written, verbal, or physical)
30. Truancy
31. Clothing or accessories with profane, vulgar, or repulsive words or pictures, or unacceptable attire referencing beer, alcohol, drugs, or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments, or split skirts that do not reach the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property reasonably suspected to have been taken from a student, school employee, or the school
34. Using racial, ethnic, or sexual epithets
35. Vandalism
36. Violation of Board of Education policies, rules, or regulations, or violation of school rules and regulations
37. Vulgarity
38. Willful damage to school property
39. Willful disobedience of a directive from any school official
40. Conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline, educational process, or effectiveness of the school
41. High School students, unless authorized as student aides, are not allowed access to the Elementary or Middle School campuses; Middle School students, unless authorized as student aides, are not allowed into the Elementary buildings. Failure to comply will result in disciplinary action.
42. Skateboards, skates, and heelies are not allowed on campus, during or after school.

WEAPONS

Students will be suspended for having weapons of any kind at school, except under laboratory conditions when the necessity of the weapon is determined by an approved program under the supervision of a qualified instructor. Any student who brings a weapon to school, on a school bus, or



on any vehicle transporting students to or from a school-sponsored function is in violation of this policy.

A student will be suspended from school for a period of not less than one year for possession of a gun (reference: Gun-Free Schools Act, 1994). Examples of weapons include guns, knives of all kinds, bats, chains, nightsticks, and paddles. 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 the student's school bag. On the first offense of having a phone turned on or taken out of a school bag, the phone will be confiscated; a parent or guardian must contact the building principal for its return. Each additional offense will be determined by the administrator. If you choose to send a phone to school with your child, the school is not responsible for a phone that is lost or damaged. We strongly discourage cell phones at school.

Video games are not allowed in school buildings or on the bus. On the first offense, the video game will be confiscated; a parent or guardian must contact the building principal for its return. Each additional offense will be determined by the administrator.

Headsets may not be brought into any building or onto the bus. On the first offense, the headset will be confiscated and the student may pick it 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 its return. Each additional offense will be determined by the administrator.

Electronic devices are occasionally allowed on a scheduled date as a reward from a teacher or administrator; students must follow all guidelines set for electronic devices on those occasions.

FIGHTING

A student who starts a fight, or who voluntarily participates in one, will receive a home suspension for the first offense, determined by the administrator. "Voluntarily participating" is defined as not doing everything possible — including seeking the assistance of the principal or other school officials — to avoid the fight. A repeated offense of fighting may result in a long-term suspension. Unprovoked hitting or striking of another student may lead to a substantial penalty, and 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 who initiate, instigate, aggravate, promote, or otherwise cause or contribute to a fight by action or by word may be suspended.

Fighting at school events — which are considered an extension of the school day — or other inappropriate behavior at such events will result in a ban from all school activities for a period of time, and disciplinary action will be taken as if the fight occurred during the regular school day.



SEARCH POLICY

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

STUDENT DRESS

Students should be neat, well-groomed, and dressed in a manner that is appropriate and presentable. All apparel must be clean and neat, and not so revealing that it could be described as indecent for school wear (the stomach must be covered). Open-back or open-side dresses or garments are not permitted. No shirt or other apparel may display slogans referring to alcoholic beverages, sex, drugs, or other objectionable content. Muscle shirts are not allowed. Hats or head coverings should not be worn in the building. Shorts and mini-skirts must conform to a proper length — a minimum inseam of 5 inches. Short shorts, holes in shorts or jeans in inappropriate places, and tight-fitting shorts are not permitted.

Proper school dress is at the discretion of the building principal.

Shredded or cut jeans and shirts are not appropriate for school. Billfolds with chains, or chains used as decoration on outer garments, are not allowed, nor are dog collars or chokers. Oddly colored contact lenses, unusual hair color, and visible body piercings other than ears are not permitted. Tongue rings and trench coats are not permitted. Pajama bottoms or house shoes are not appropriate dress for school.

Decisions regarding violations of the above policy will be made by the administration.

DAILY OPERATIONS

School Building Hours

The building opens each school day at 7:50 a.m., and teachers begin duties at 7:50 a.m. Students who arrive before 7:50 a.m. are not under school supervision, and the school is not responsible for those students. School begins at 8:10 a.m. All students should be gone from the building within 10 minutes of dismissal unless they have a definite reason for staying, approved by a teacher. Students remaining after 3:15 p.m. are not under school supervision.

There are times when school may be dismissed earlier than 3:05 p.m. due to reasons beyond our control. Parents of elementary students should talk with their children in advance and make alternate plans for where they should go if school dismisses early; with 600+ children, it is not possible for every student to call a parent on short notice.



Student Pick-Up / Drop-Off

You may begin dropping your child off at 7:50 a.m.; students are required to be in their classroom by 8:10 a.m. Please do not drop your child off before 7:50 a.m., as supervision begins at that time. Students are not allowed to be dropped off or picked up in the area where buses park — that area is reserved for buses, employees, and students walking to and from classes only.

Transportation Changes

To change your child's transportation for the day, a parent or guardian must call the school no later than 2:00 p.m.; changes cannot be made after this time. All transportation changes, including a student riding the bus home with another family, must be approved by the building principal.

Buses

A fleet of modern, well-maintained school buses is provided for students living in the district. Students are responsible for keeping buses safe, clean, and attractive.

Bus Rules

1. All transportation changes, including riding the bus home with others, must be approved by the building principal.
2. Drivers have the same authority over students on the bus as teachers have in school.
3. Be on time for bus stops; pickup time should not vary by more than about 5 minutes each day. Drivers are not required to wait for students who are not in sight.
4. Students should pass in front of the bus, never behind it.
5. Use of tobacco is never permitted on regular routes or activity trips.
6. Students must remain seated, refrain from scuffling, and keep all parts of the body inside the bus at all times.
7. Every student should help keep the bus safe by keeping noise to a minimum so the driver can focus on driving.

Bus Discipline Procedures

- 1st Offense: Student written up by the bus driver and moved to an assigned seat.
- 2nd Offense: Student written up; parent notified and warned that the next offense may result in removal from the bus.
- 3rd Offense: 3–5 day bus suspension.
- 4th Offense: 10-day suspension.
- 5th Offense: Off the bus for the semester.

Note: Severe infractions may result in immediate removal from the bus on the first infraction, at the administrator's discretion.

Closing of School

If it becomes necessary to close school — especially due to bad weather — notice will be given via electronic communication (e.g., phone/text/email alert system), local TV stations.



Ice Routes

When roads become icy or snow-packed and school remains in session, it may be necessary to use alternate bus routes, referred to as “ice routes.” Bus drivers will explain in advance where your child's pickup will be and the approximate time.

Care of Money & Valuables

Each student is responsible for caring for and protecting his or her own property. Please follow these guidelines regarding 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 is needed.
3. Do not leave money or valuables in the classroom or lockers.
4. Be careful not to leave rings and wristwatches at wash basins after washing hands.

Telephone Calls

A person calling a student who is in class will be asked to leave a number or a message. The student may return the call between classes with the permission of a school employee.

Lockers & Desks

Under state law, students have no reasonable expectation of privacy from school officials regarding school lockers, desks, or other school property. No locks are allowed on lockers.

Textbooks

Textbooks are furnished to each student and should be well cared for; they are checked in upon withdrawal or at the end of the course. Students must pay for lost, defaced, water-damaged, or torn books, and no additional textbooks will be checked out until arrangements have been made. Parents may need to purchase some supplies during the school year. No credit is assigned in a class until fees for damaged or lost books are paid.

Hall Conduct

Students are expected to display proper conduct in the halls: no shouting, whistling, or unusually loud noises; no running, scuffling, pinching, or pushing. Students should remember that public displays of affection, including hand-holding, are 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 or she leaves. The student will check in all school-owned property and settle any outstanding cafeteria balance. The parent/legal guardian will sign a withdrawal form. A complete transcript of grades and records will be sent to the student's new school upon that school's request.



SEQUOYAH CAFETERIA POLICY

Meals are managed through a pre-pay account; you may deposit any amount. A week's worth of prepaid lunches is encouraged. Students are identified by a barcode number as they pass through the lunch line, and the cost of the meal is deducted from their balance. Deposit money into lunch accounts daily as follows:

- PK–5th Grade: homeroom teacher.
- 6th–12th Grade: lunchroom cashier or building office.

Online Payment

You may use a credit card or bank card. Access your child's grade book/cafeteria account through the school website's Quicklinks using your guardian portal password. To request a password, contact joshua.landes@sequoyaheagles.net.

Cafeteria Refund Policy

Money remaining in a student's lunch account may be: (1) refunded upon parent request, or (2) donated to another student's negative account, upon parent request. If no request is made, the balance carries into the student's account for the next fiscal year.

If a student leaves the district without requesting a refund: any balance of \$3.00 or less will be donated to the Child Nutrition Program (CNP); the remaining balance will be mailed to the student's known address, and if the envelope is returned unopened, that amount will also be treated as a donation to the CNP.

School Charge Policy

Charge limits by grade level:

- PK–2nd Grade: one month, or \$40.00.
- 3rd–12th Grade: \$40.00.

Once this limit is reached, a student may not charge additional meals until the balance is paid.

Meal Prices

School lunches:

- \$3.05 - Grades PK–2
- \$3.60 - Grades 3–8
- \$3.65 - Grades 9–12

Home lunches must be eaten in the cafeteria; students may not take food out of the cafeteria.

Breakfast:

- \$1.65 — Pre-K through Grade 5



- \$1.90 — Grades 6–12
- \$0.75 — Small milk

Free and Reduced Lunches

At any time during the school year, parents who believe their child may qualify for free or reduced-price lunch should visit the secretary's office for information and an application, or call the Child Nutrition Office at (918) 341-0782.

ACADEMICS & SCHOOL LIFE

Bulletin Boards

All postings on hallway bulletin boards must be approved through the office. Postings on classroom bulletin boards must be approved through the teacher.

Elementary Report Cards

Report cards exist to guide children. Teachers are more interested in showing how each child is working and improving than in comparing that child with other students. Our report card is constructive in intent: it reflects the teacher's assessment of significant aspects of a child's development and encourages comparing the child's progress with his or her own ability, rather than with classmates.

Retention Policy

The district uses the following criteria when considering whether a student should be retained in his or her current grade. For PreK–5, a placement committee — consisting of the principal, counselor, and teacher(s) — determines whether a student is ready to be assigned to the next grade, considering test scores, the student's age, developmental readiness, social-emotional performance, school attendance, and classroom performance.

If a placement committee recommends that a student be retained at the current grade level, and the parent or guardian is dissatisfied with the recommendation, the parent may appeal the decision by following the district's appeal process.

Pre-School Policy

Sequoyah Public School operates a full-day pre-school program for four-year-old children. Children must meet current age and immunization requirements set by the State of Oklahoma before entering the program.

Children who reside in the district are given enrollment priority. Once district demand is determined, transfer students are accepted first based on siblings already attending Sequoyah, then by age (oldest to youngest). When classes are filled, additional students may be placed on a waiting list.

The program is developmentally appropriate and staffed by teachers certified in early childhood education, with a teaching assistant in each classroom, for a preferred ratio of one adult per ten children.



Pre-school follows the same calendar and daily schedule as the rest of Sequoyah Public School, excluding the first two days of school, and transportation is provided the same as for other students (excluding the first two days).

No grades are given — only progress reports measuring each child against suggested state standards. Regular attendance is required for a child to show progress; a child who misses 5 or more days in a nine-week period may be considered for dismissal from the program. Parents will be notified in writing of excessive absences so they are aware of the possibility of dismissal.

A child who cannot comply with developmentally appropriate classroom rules and is a constant behavioral problem that detracts from other students' learning may be removed from the program. Removal will occur only after parents have been notified of the behavior and given the opportunity to help remedy it; every effort will be made to resolve attendance and behavioral concerns with parents before removal.

Honor Roll

To be eligible for the Principal's Honor Roll, a student must earn all B's or better. To be eligible for the Superintendent's Honor Roll, a student must earn 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 at the Elementary reception office — located at the center of the elementary building — before visiting any classroom.

SEQUOYAH ELEMENTARY SCHOOL

Sequoyah Elementary School serves grades Pre-K through fifth. Class schedules may vary by grade, but a common basic curriculum is followed. We also offer classes for students with learning disabilities and other special needs.

School Admission

A child must be four years old on or before September 1 to enter Pre-K, five years old on or before September 1 to enter Kindergarten, and six years old on or before September 1 to enroll in first grade. A child entering Pre-K or Kindergarten must present an original birth certificate. Any student enrolling in Sequoyah for the first time must have a current immunization record before enrollment can be completed.

Immunization Requirements

Our goal is to help families easily navigate immunization requirements and provide resources that support healthy learning environments for all students.

Enrollment Requirements a parent or guardian shall provide one of the following:

1. Current immunization records [State of Oklahoma Immunization Requirements](#) , or



2. An approved [Certificate of Exemption](#)

Vaccines Required by School Year and Grade Level in Oklahoma

Oklahoma State Department of Health — Required Immunizations (Oklahoma's School Immunization Law, 70 O.S. § 1210.191):

Vaccine	Pre-K (doses)	Kindergarten (doses)	Notes
DTaP (diphtheria, tetanus, pertussis)	4	5	Booster in 7th grade
IPV/OPV (inactivated/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

Distribution of Pupils to Rooms

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

Teacher-Parent Conferences

Anytime you feel the need to talk with a teacher about a school matter, please call and set up a meeting. The conference schedule can be found on the school website, or you may contact the office directly.

CHILD FIND NOTICE

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

FEDERAL RIGHTS & PRIVACY ACT (FERPA)

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:



1. The Right to Inspect and Review

Parents or eligible students have 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 a written request to the school principal (or appropriate school official) identifying the record(s) they wish to inspect. The principal will arrange access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The Right to Request Amendment

Parents or eligible students have the right to request amendment of education records they believe are inaccurate or misleading. They should write to 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, it will notify the parent or eligible student of the decision and of their right to a hearing regarding the request. Additional information about hearing procedures will be provided at that time.

3. The Right to Consent to Disclosures

Parents or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One such exception permits disclosure without consent 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 otherwise 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 to fulfill his or her professional responsibility. 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.

4. The Right to File a Complaint

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with FERPA's requirements. The office that administers FERPA is:

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

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



EMERGENCY PROCEDURES

Annual Asbestos Notification

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires inspection of all school district buildings for asbestos. The district has complied with this act, and a management plan documenting these inspections is on file for public review at the Superintendent's office and at each campus. Contact the district office to arrange a viewing.

HEALTH CONCERNS / PRESCRIPTION MEDICINE

Student Health Problems

At the beginning of the school year, parents should inform teachers and the school nurse of any conditions their child may have — such as asthma, restroom needs, a heart condition, or any other condition the teacher should be aware of — as soon as possible after school begins.

Illness / Lice / Contagious Disease

If your child becomes ill or is found to have a contagious condition at school, you (or your designee) will be asked to provide transportation home. For communicable/contagious diseases, re-admittance requires a physician's note, 24 hours fever-free, or documentation of an acceptable treatment plan; students may be checked at re-admittance.

Physical Education Restrictions

Students not participating in physical education due to a short-term illness/injury must have a note dated and signed by a parent. This is to be given to the P.E. teacher and nurse. 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.

Before a student who is under a physician's care will be allowed to resume physical activity, a written release from the doctor must be presented to the P.E. teacher and school nurse.

When to Keep Your Child Home from School

- Vomiting and/or diarrhea during the past 24 hours
- Fever above 100.1 degrees during the past 24 hours
- An unidentified rash
- Open sores (minor sores must be covered with a dressing while the child is in school)
- Communicable diseases ie. Strep throat, Flu, Covid, Pineye, etc.

Students May Return to School When:

- Have had NO vomiting or diarrhea for 24 hours
- NO fever for 24 hours WITHOUT fever reducing medication (Tylenol/Ibuprofen)
- Treatment for communicable disease was started in the previous 24-48 hours
- Whooping Cough diagnosis: completed 5 days antibiotic therapy



First Aid

In case of an accident or sudden illness, school care consists of immediate, temporary treatment only.

Medications

Except for provisions allowed in the district Medication Administration Policy, students may not retain possession of or self-administer any medication. Students requiring medication at school must report to the School Nurse for appropriate paperwork and storage of medication. Narcotic medication will not be stored or administered at school by school personnel.

The Medication Administration Policy is available in the Nurse's office and on the school website. Violation of this policy may result in discipline, including out of school suspension.

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Medications may be given only with written permission from the parent/guardian (over the counter), and physician order (prescription). The Student's need for non-prescription medications will be assessed by the Registered Nurse or designee who has documented training.

All students in Sequoyah Public School must provide registration information each school year. Part of registration includes a "Medication Authorization" permission form, which must be on file for each student in order to administer any medication to the student.

The parent must deliver the student's medicine to the school nurse or designated school employee in its original container with the parent's written authorization for administration of the medicine. The parent's authorization for administration of medicine must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the front office of every school site. A parent who chooses to do so may come to the school and personally dispense medication.

The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and medication needs of specific students, desired effects, potential side effects, adverse reactions, and other observations.

Only those persons who successfully complete the training are authorized to administer medication.



Students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, replacement pancreatic enzymes for Cystic Fibrosis; may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

1. A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
2. The parent must provide a written authorization for self-administration of medication.
 - a. Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
3. The written authorization will terminate at the end of the school year and must be renewed annually.
4. If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.

Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.

Students will not be allowed to self-administer:

- Narcotics;
- Essential Oils and CBD Oils
- Prescription painkillers;
- Medication used to treat ADD/ADHD or other psychological or behavioral disorders; and
- Other medication hereafter designated in writing by the district.

Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the student's Diabetic Medical Management Plan per the student's physician. Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.

The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.

Nonprescription Medications

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions and/or written instructions from the student's physician. The medication must be in the original container that indicates:

1. Student name (affixed to the container);
2. Ingredients;
3. Expiration date;
4. Dosage and frequency;
5. Administration route, i.e., oral, drops, etc.; and
6. Other directions as appropriate



School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription Medications

School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

1. Student name;
2. Name and strength of medication and expiration date;
3. Dosage and directions for administration;
4. Name of the licensed physician or dentist;
5. Date, name, address, and phone number of the pharmacy

If medication is a sample from the Doctor's office, a physician's note must accompany the sample with all of the information requested in the previous section.

The initial dose of a new medication will NOT be given at school due to possible reaction.

No more than a one-month supply of prescription medication can be kept at school.

The transportation of prescription medication to and from school is the responsibility of the parent/guardian.

Vitamins/herbs/homeopathic remedies, essential oils, and CBD products not FDA approved will not be given at school.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a non-recoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the district;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.



Narcotic medication will not be stored or administered at school by school personnel. Custodial parents/guardians of students being treated by a physician with prescription narcotic medication may administer such medication to their child during the school day. Parents/guardians administering the narcotics medication should report to the main office to request their child for administration of the narcotic medication.

Under state law the Board of Education, the School District, or employees of the District shall not be liable to the student or the student's parents or guardian for civil damages for any personal injuries to the student which result from acts of omissions of school employees in administering the narcotic medicine. Also the School district, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the students as a result of the parent's/guardian's administration of narcotic medication during school hours.

District-Wide Emergency Use Stock Inhalers

Per Senate Bill 381, inhalers and spacer devices may be stocked for use when a student is in need of an inhaler and does not have access to a personal device. Any stock inhalers must be prescribed to the District by a licensed physician. Trained personnel may administer an emergency inhaler when they believe in good faith that a student is having respiratory distress. In the event that a stock inhaler is administered because of respiratory distress, a parent/guardian will be notified as soon as possible.

Meningitis Information

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitis*. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococcemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through 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. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org.

Diabetes Information

Diabetes is a chronic health condition that affects millions of people worldwide and occurs when the body has difficulty regulating blood sugar (glucose), either because it does not produce enough insulin or cannot use insulin effectively. Since glucose is the body's main source of energy, this imbalance can impact overall health and, if not properly managed, may lead to serious short- and long-term complications. Understanding diabetes is an important step in supporting overall wellness and making informed health choices. With proper care, including healthy eating, regular physical activity, medication when needed, and routine monitoring, many individuals with diabetes are able to effectively manage their condition and lead healthy, active lives. Education and awareness also play a key role in recognizing symptoms early and preventing complications. Let's take a closer look at diabetes, its types, risk factors, and strategies for managing it successfully.

What is Diabetes? Provides information about diabetes prevention, management, and education, including risk factors, healthy lifestyle guidance, and resources to support individuals and families in understanding and managing diabetes.



Diabetes informational material for parents offer informational resources for parents about diabetes in school-aged children, including guidance on symptoms, management, and supporting students' health and learning needs at school

MOMENT OF SILENCE

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

Each school site in the district observes one minute of silence each day, allowing every 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 own choice. All school personnel are to afford these options to all students, who individually select which activity they will engage in during the moment of silence.

The minute of silence is 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 a general classroom setting during the first period will have the statement read to them by their coach, band instructor, or teacher, as applicable.

INTERNET USE & SAFETY POLICY

Sequoyah Public Schools 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.

To keep its computer network and Internet access available, the school district requires all students and staff to take responsibility for appropriate and lawful use of this access. One person's misuse of network or Internet access can jeopardize the ability of all students and staff to use it. While teachers and other staff make reasonable efforts to supervise student use, they need students' cooperation in exercising and promoting responsible use.

All students are educated about appropriate online behavior, including interacting with others on social-networking sites and in chat rooms, and cyberbullying 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 district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow it and will be given the opportunity to use Internet access at school. If a student is under 18, a parent or guardian must also read and sign the policy. The district will not provide access to anyone — 18 or older, or under 18 — who fails to submit a properly signed policy as directed.

The district has designated a staff member to whom users may direct questions. If a user violates this policy, access will be denied or withdrawn, and the user may be subject to additional disciplinary action.



Personal Responsibility

By signing the policy, the user agrees to follow its rules and to report any misuse of the network to the person designated by the school for such reporting. "Misuse" means any violation of this policy, or any other use not authorized under it, that has the effect of harming another person or their property.

Term of the Permitted Use

A student or staff member who submits a properly signed policy, as directed, and follows it will have computer network and Internet access for the course of the school year only. Students and staff must sign a new policy each year before receiving a new access account.

Acceptable Uses

1. Educational Purposes Only. The district provides access to its computer networks and the Internet for educational purposes only. Users unsure whether a contemplated activity is educational may consult with the person(s) designated by the school to help decide.

Unacceptable Uses of the Network

Uses that are considered unacceptable and constitute a violation of this policy include:

- Uses that violate the law or encourage others to do so: transmitting offensive or harassing messages; offering for sale or use any substance prohibited by the district's student discipline policy; viewing, transmitting, or downloading pornographic material; intruding into others' networks or computers; and downloading or transmitting confidential, trade-secret, or copyrighted materials without permission (assume all materials are protected unless explicit permission to use them is given).
- Uses that cause harm to others or damage to their property: defamation; using another's password or identifier to mislead recipients; uploading a worm, virus, "Trojan horse," "time bomb," or other harmful programming; or participating in "hacking" or unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student and staff access or of any network: disclosing or sharing a password with others, or impersonating another user.
- Commercial transactions: students, staff, and other users may not buy or sell anything over the Internet, and should not share private information about themselves or others, including credit card or Social Security numbers.

Netiquette

All users must abide by rules of network etiquette, including:

- Be polite. Use appropriate language; no swearing, vulgarities, or suggestive, obscene, belligerent, or threatening language.
- Avoid language and uses that may be offensive to others; do not make, distribute, or redistribute jokes, stories, or other material based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Do not assume that the sender of an email has given permission to forward or redistribute the message, or to share his or her email address with third parties, unless you know the sender would have no objection.
- Be considerate when sending email attachments (where permitted); ensure the file is not too large for the recipient's system and is in a format the recipient can open.



Cyberbullying

Cyberbullying occurs when one or more people intentionally harm, harass, intimidate, or reject another person using technology, including but not limited to:

- Sending mean or threatening messages via email, instant message, or text.
- Spreading rumors about others through email, IM, or text.
- Creating a website or social-media account that targets another student or person.
- Sharing embarrassing or fake photos or videos of someone via phone or the web.
- Stealing another person's login and password to send mean or embarrassing messages from their account.

It is the policy of Sequoyah Public Schools that cyberbullying will not be tolerated under any circumstances. A student who violates this policy will lose computer privileges, and further disciplinary action — up to and including suspension or expulsion — may result. Violators and their parents/guardians may also be subject to civil and/or criminal penalties under Oklahoma and/or federal law.

Internet Safety

General Warning; Individual Responsibility

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 own use and avoid such materials. Parents of minors are the best guides regarding materials to avoid. Any user who finds others visiting offensive or harmful sites should report the use to the appropriate school designee.

Personal Safety

Users should not reveal personal information such as a home address or telephone number, and should not use their real last name or other identifying information that would allow someone to locate them, without first obtaining a supervising teacher's permission. Users should not arrange a face-to-face meeting with someone met online without a parent's permission if under 18, and regardless of age, should never agree to meet an online contact in a secluded or private setting.

Hacking and Other Illegal Activities

It is a violation of this policy to use the school's computer network or the Internet to gain, or attempt to gain, unauthorized access to other computers or computer systems. Any use that violates state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials, or that otherwise violates applicable law, is strictly prohibited.

Confidentiality of Student Information

Personally identifiable student information may not be disclosed or used on the Internet without permission of a parent or guardian (or the student, if 18 or older). Users should never share private or confidential information about themselves or others online, particularly credit card or Social Security numbers. A supervising teacher or administrator may authorize release of directory information, as defined by law, for internal administrative purposes or approved educational projects.



Active Restriction Measures

The school, alone or with its Data Acquisition Site, uses filtering software or other technology to prevent access to visual depictions that are obscene, pornographic, or harmful to minors, and monitors online activity to ensure users are not accessing such material. Filtering may be disabled by a supervising teacher or administrator, as necessary, for bona fide research or educational projects by students age 17 and older.

“Harmful to minors” is defined by the Communications Act of 1934 (47 U.S.C. § 254(h)(7)) as any picture, image, graphic 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 or represents, in a patently offensive way, an actual or simulated sexual act or contact; or lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as an educational tool. 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 its computer network and Internet access, and any information transmitted or received in connection with that usage. All such information remains the property of the school district, and no user has any expectation of privacy regarding such materials.

Failure to Follow Policy

Use of the computer network and Internet is a privilege, not a right. A user who violates this policy will, at minimum, have access terminated, which the district may decline to reinstate for the remainder of the student's enrollment or the staff member's employment. A user also violates this policy by failing to report violations by other users that come to their attention, or by permitting another person — including someone whose own access has been denied or terminated — to use their account or password. The district may take other disciplinary action in such circumstances.

Warranties / Indemnification

The school district makes no warranties of any kind, express or implied, regarding its provision of computer network and Internet access under this policy, and is not responsible for claims, losses, damages, or costs (including attorney's fees) arising directly or indirectly from a user's use of the network or Internet. By signing this policy, users — or, for a minor student, the parent(s)/guardian(s) — agree to indemnify and hold the school, school district, Data Acquisition Site, and their administrators, teachers, and staff harmless from any loss, cost, claim, or damage resulting from a user's access, including fees or charges incurred through purchases made by the user. The user or parent/guardian agrees to cooperate with the school in any investigation of a user's use of network or Internet access, whether on a school computer/another computer outside the district's network.

Updates

Users — and, where appropriate, their parents/guardians — may be asked from time to time to provide new or additional registration/account information, or to sign a new policy reflecting developments in law, technology, or district policy. This information (or a new signed policy) must be provided for the user to continue receiving service. If account information changes after it is provided, the user must notify the person designated by the school to receive such updates.



HANDBOOK SIGNATURE FORMS

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 while under 18, I understand that when I turn 18, I will need to sign a new policy.

Parent or Guardian (required if the applicant is under 18)

"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 district's computer network and the Internet. I understand that access is provided for educational purposes only, and that it is impossible for the school to restrict access to all offensive or controversial material; I understand my child's/ward's responsibility for abiding by this 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 this opportunity against all claims, damages, losses, and costs of any kind resulting from my child's/ward's use of — or violation of this policy regarding — such access. I accept full responsibility for supervising my child's/ward's use of the account when access is not in the school setting, and I give permission for my child/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.**



Handbook Acknowledgment Form

Dear Parents:

At Sequoyah Public School, we believe that parents play one of the most important parts in a child's education. With this in mind, we ask that you read and discuss the contents of this Handbook with your child, and make certain that the rules and policies are clearly understood. Please discuss your expectations for the new school year, and feel free to contact us if questions arise.

When you have completed your discussion, please sign the statement below 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 need to contact me at any time during the school year, please use the following phone numbers:

Work Phone: _____

Home Phone: _____

Internet Permission Form

Sequoyah School has integrated the Internet into some of its curriculum. We have a filtering system in place to help prevent exposing students to undesirable material. Sequoyah Schools will assume that your child has permission to use the Internet unless you indicate otherwise below.

☐ I do not want my child using the Internet.

Parent's Signature: _____

Student's Signature: _____

Grade: _____

Sequoyah School may use your child's picture on the school website and in various publications (for example: Super Student, Muffins with Mom, Donuts with Dad, etc.). If you do not want your child's picture published, please notify our registrar at (918) 341-6111.

Return this form only if you DO NOT want your child to use the Internet or to have their picture used as described above.