

The Lobo Guide

Yarbrough Public School
(EC-12)

Revised 2010

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**The Lobo Guide
Yarbrough Public School**

Forward

Are you a Lobo? GREAT, then this Lobo Guide has been prepared especially for you. Please read it carefully as it contains a lot of valuable information.

Yarbrough School Creed

I am a special and vital part of Yarbrough School.
I have GREAT EXPECTATIONS for myself.
I will determine what I will become.
I am a bright and sagacious student accepting
the responsibility for my behavior and its results.

I am a WINNER!!!

I strive for success and excellence.
I accept the challenge to become the very best I can be.
For the education I receive today will make me a leader of tomorrow.

I will SUCCEED!!!

School Colors
Maroon and Gray

School Mascot
“Lobos”

School Song
So here's to Yarbrough High School,
Great is our fame.
Our team is fighting to uphold our name;
We'll all be true and loyal.
See our banners waving, high above the rest,
Maroon and Gray will prove that Yarbrough High's the best.

School Motto
Meeting Tomorrow's Challenges With Quality
Panhandle Education In Every Classroom

Student Attendance Regulations

School success is dependent largely upon effort and the proper budget of time. Regular attendance is considered essential to satisfactory work in school. For those who may not be concerned enough about their own welfare, Oklahoma School Laws make it mandatory that all school children must attend school for the full term until they have reached the age of eighteen or have graduated from high school. A large percentage of the money which our school receives is based on the attendance of the students in school.

State law now requires parents to call the principal when their child is absent and to state the reason for the absence. If the parent does not do this, the principal must call the parent and report the absence and ask why the student is absent.

When a student returns to school after an absence, he must go to the office with a parental note and receive an admit slip to class for the time that was missed. Three tardies equal one unexcused absence. A student should get his admit slip in the morning before the first bell rings even though the absence may have been from an afternoon class.

An excused absence is authorized when a student presents to his/her principal a written note from his/her parent/legal guardian indicating (1) reason for absence, (2) date (s) of absence, and (3) signature of parent or legal guardian. The principal has final authority as to whether the absence will be considered excused or unexcused.

An unexcused absence is defined as an absence from school without express permission from the student's parent/legal guardian and/or principal. Each day that a class is missed constitutes a separate day of absence when figuring the number of unexcused absences. For each unexcused absence, a student will pay back to the school the minutes that are unexcused. (Example: for every unexcused absence, the student must pay back 350 minutes or 6 days of 1 hour after school detention. Pay back must occur during that nine week period or disciplinary action will be taken.)

The student will have the opportunity to make up the work missed, if the absence is excused. The amount of time allowed to get makeup work turned in will be the same as the amount of time that was missed from school on a day to day basis. Any long-term projects assigned 30 days in advance will be due on the specified date.

It should be noted that, when possible, parents should arrange for homework assignments prior to an absence when the absence can be anticipated.

Yarbrough Public Schools have a closed campus policy. Closed campus is a campus in which students are not allowed to leave the school campus during the regular school day. If for any reason a student must leave, he or she must make prior arrangements with the principal's office by providing a note from his or her parent or guardian, giving permission for that student to leave. A phone call from the parent or guardian, in emergencies, will be acceptable.

Personal business and/or errands should be taken care of before or after school hours.

Students leaving the school are required to sign out in the principal's office; and if the student should return that same day, he or she must sign back in.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom, shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school sponsored activities.

Discipline

Students have the responsibility to follow school regulations. The following are some of the more important school rules and regulations.

1. Students must not fight at any time from the time they leave home in the morning to come to school until they return home after school. This does not mean that a student has no right to protect himself, but it does mean that a student must not begin or cause a fight.
2. Students must not skip school. Skipping school means being absent from school without permission from home or school. This is also called truancy.
3. Students must have teacher's permission to leave a classroom. Students must not leave school during school time without the permission of the superintendent or principal, and parent or guardian. If permission is granted, the teacher will be notified.

4. Students must not cheat, plagiarize, or be dishonest or deceitful in any way with the teachers.
5. Students must submit themselves to the lawful authority of the teachers at school or at school activities.
6. Students must not steal school property or the property of others at school or cause damage to property.
7. Students must show respect for other students and for school personnel.
8. Students' possession or use of tobacco in any form or illegal drugs of any kind on the school grounds or school trips at any time is prohibited.
9. Students must not leave the school grounds during the time that school is in session.
10. Students must behave honorably and morally at school in words and actions.
11. Dangerous and Illegal Weapons: **Policy:** Dangerous or illegal weapons are not to be brought to school or in the possession of any students while on school property or riding bus transportation. **Discipline:** Any student possessing a dangerous or illegal weapon or responsible for bringing a dangerous or illegal weapon onto school property or bus transportation will be prosecuted by law.

The penalty for violation of any of the above regulations may be either reprimand, and extra work assignment, corporal punishment (paddling), suspension, or expulsion from school.

Teachers may use ordinary force such as corporal punishment to discipline students. The paddling will be done in the presence of another teacher who is informed about the punishment. Corporal punishment will never be done in the presence of other students and will be reported to the student's parents or guardians. Discipline policy can be located in District Policy Manual.

Dress Code

Students' dress and appearance is normally a concern of students and parents. The school administration also has the responsibility to help develop values which contribute to good taste in matters of dress and appearance.

The Yarbrough Public Schools expect student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Students dress and grooming will be the responsibility of the individual and parent/guardian, within the following guidelines.

1. Dress and grooming will be clean and in keeping with good health and safety requirements.
2. All students must wear shoes, boots or other types of appropriate footwear.
3. No hats worn in school building (Exception: Part of female attire.)
4. Printed wording or pictures on clothing advertising or promoting drugs, or that is obscene will not be permitted.
5. Class activities which present a concern for student safety may require students to adjust hair and /or clothing.
6. Bare midriffs and tank top type T-Shirts are not permitted to be worn.
7. Bermuda shorts, dress shorts, coaching shorts, or walking shorts are permitted, when weather allows. Cutoffs, running shorts, gym shorts, biking shorts, or any other short shorts are not permitted. (The above will include grades EC-12. High school and junior high school students may wear shorts no higher than two (2) inches above the knee.)
8. Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted in the schools.
9. Additional dress regulations may be imposed upon students participating in certain extracurricular activities or in the classroom.

General Requirements

A child entering the Early Childhood Program must be 4 years old by September 1st of the year he/she is intending to enroll. A child entering Kindergarten must be 5 years old by September 1st of the year he/she is intending to enroll. Any student entering the 1st grade must be 6 years old by September 1st of the year he/she is intending to enroll.

A high school education is a “Must in Modern Times”. Nearly all employers prefer employees who have finished high school. In addition, college entrance demands evidence of having completed a high school program.

Graduation Requirements

The Board of Education recognizes that a 12 year course of study in certain specific areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the Board of Education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation. Beginning with the 2002-2003 school year, in order to graduate from the district, students shall complete the following core curriculum units at the secondary level:

Language Arts

4 units 1 unit: Grammar and Composition, and
 3 units (select from the following):
 American Literature, English Literature, World
 Literature, Advanced English Courses

Mathematics

3 units 1 unit: Algebra I
 2 units (select from the following):
 Algebra II, Geometry, Trigonometry, Math Analysis,
 Precalculus, Calculus, Statistics and/or Probability,
 Computer Science I and II, Mathematics of Finance,
 Intermediate Algebra

Science

3 units 1 unit: Biology I
 2 units (select from the following):
 Life Science, Physical Science, Earth Science, Chemistry
 I, Physics, Biology II, Chemistry II, Botany, Physiology,

Astronomy, Principles of Technology, Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, Animal Science

Social Studies

3 units 1 unit: United States History,
 ½ to 1 unit: United States Government
 ½ unit: Oklahoma History, and
 ½ to 1 unit (select from the following):
 World History, Geography, Economics, Anthropology

Arts 2 units: courses in Visual Arts and General Music

Electives 8 units

Credit may be given for the above referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified to teach the courses at the intermediate or secondary level and the required course rigor is maintained.

In order to be classified a Senior, a student must have 15 credits: Junior classification requires 8 credits: Sophomore classification requires 4 credits.

Oklahoma Academic Scholar Recognition Program

The purpose of the Oklahoma Academic Scholar Program is to recognize the outstanding academic achievement of graduating seniors in compliance with State law which became effective in 1986. Oklahoma Academic Scholars receive a certificate of recognition from the State Board of Education and the local high school, a gold seal affixed to their official transcript. Students are also honored at the State Superintendent's Academic Scholar Celebration.

Graduating seniors who meet all the requirements below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar:

1. Accumulate over Grades 9, 10, 11 and the first semester of Grade 12, a minimum grade point average of 3.7 on a 4.0 scale or be in the top 10% of their graduation class.

2. Complete (or will complete) the curricular requirements for a standard diploma.
3. Achieve a 27 composite score on the ACT or 1220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date.

Grading System

A	91-100
B	82-90
C	74-81
D	66-73
F	65 and Below
I	INCOMPLETE
W	WITHDRAWAL
S	SATISFACTORY
U	UNSATISFACTORY

ZAP

(Zeros Aren't Permitted)

Zap works in this way. A student who has earned a 50 or less on an exam (excluding 9 week exams and semester exams) will get “ZAPPED” by his/her teacher. The teacher and student will schedule a mutually convenient ZAP appointment to retake the exam. Please understand that while a ZAP retest will cover the same material as the original test, it may be different in form. Also understand that there is not the opportunity to make a perfect score on the ZAP test. However, the student will have the opportunity to make a passing grade. If a student misses a scheduled ZAP appointment, the student forfeits the ZAP opportunity.

The purpose of this program is to reduce students’ failures. This program is for students in grades 6-12.

Valedictorian and Salutatorian

Selections will be made using the following system:

The Valedictorian must maintain a 91 average in the core classes listed below to be eligible to receive the honor. In case more than one student has a 91 average or above then the student with the highest average will be Valedictorian and the other student will be Salutatorian. In case of a tie then going two decimals on the average will break the tie.

Salutatorian must maintain an 89 average in the core classes listed below to be eligible to receive the honor. In case of a tie then going two decimals on the average will break the tie. The High School Valedictorian and Salutatorian will be determined by their overall average during the four years of High School as follows: seven semester grades plus the first 9 weeks of the eighth semester.

The selection of the High School Valedictorian and Salutatorian will be based on the following college preparation courses:

English I-IV	4 units
Algebra I-II	2 units
Geometry I	1 unit
American History	1 unit
Oklahoma History	1 unit
Government	1 unit
Physical Science	1 unit
Biology I	1 unit
Chemistry	1 unit

The following classes can replace a class from above if the student's average is higher in the classes below:

Math (Pre-Calculus, Calculus, Trigonometry, Advanced Math, AP Math or a College Math)

History (World History, Geography, AP History or a College History)

Science (Biology II, Physics I or II, Chemistry II, Physiology, AP Science or a College Science)

NOTE: The classes above can only replace classes in the particular subject. For example, Calculus could only replace another math class.

Concurrent Enrollment

Juniors and Seniors enrolled in an accredited high school may, if he or she meets the requirements, be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student.

Students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school

(including curricular requirements for college admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.

Care of School Property

The school buildings, grounds, and equipment which we have are a part of the heritage of the student body. They belong to many generations and are not the sole property of those who pass this way today. Thus, it is a privilege and obligation of those who are here today to appreciate fully, use carefully, preserve faithfully, and pass to future generations, the buildings, grounds, and equipment.

Anyone who maliciously damages or defaces any school property will replace, repair, or pay for such damage.

The gymnasium floors are in first class condition. In no case should a student play any game or use the floor with street shoes. Bare feet or socks are not permitted: gym shoes only. There are times in case of programs, meetings, and various other community activities when the south gym must be used as an auditorium. Before, during, and after such meetings no person should use the gym as a game room.

Safecall

Safecall is a toll-free confidential hotline for students, parents, teachers, neighbors and anyone concerned about the safety of their local school.

Please call when you know of any activity threatening your school.

1-877-SAFECALL ext. OK1

1-877-723-3225 ext. 651

Once a call is made to SAFECALL, a caller is given a case number, which allows the caller to call back in three school days to learn what has happened as a result of his/her call. Callers are asked for the name of their school, the town where they reside and for specific information about any potential danger. The call is then immediately transcribed and sent to local school officials, who receive prior notification that a SAFECALL report is being faxed to them.

If, however, the call is of an emergency nature (threat of bomb, weapons or bodily injury, for instance) then school officials and local law enforcement officials are informed within five minutes by telephone of the potential danger.

Opening the Building

The school building will be opened to students 20 minutes prior to the first bell on school days.

Emergency Closing

When school is dismissed for any reason, all extracurricular activities or practices will be canceled. Normal, notification of school closure will be announced on KGYN radio (1210 AM) and KVII Television Channel 7, Amarillo, Texas. Closings may also be listed at www.yarbrough.k12.ok.us.

State Mandated Drills, Fire ~ Tornado ~ Lockdown

State mandated drills will be held as required by State.

Activity Trips

The seating arrangement will be as follows: boys and girls separated from front to back of the bus. They may switch areas at sponsor's discretion.

Policy Regarding School Sponsored Trips

It shall be the policy of the Board of Education that all participating students attending a school activity shall take the school activity bus or other approved school transportation.

Upon completion of the activity, parents or guardian attending the activities may request in writing that their children return with them or someone else. If the parent is not in attendance and wishes their children to return home by other means, arrangements must be made with the sponsor prior to leaving for the activity. If parents request their children to return home with someone other than guardian, the school must be notified in writing at least one hour prior to departure.

Bus Riders

Every student in school will be a bus rider at some time during the school year. That is the reason that every student will be given a sheet that has bus rider rules on it. Each student will be expected to obey these rules. Students will be disciplined for misbehavior on the bus. Bus riders that misbehave and cause problems may have to stop riding the bus and provide their own

transportation. State law requires that there is no eating or drinking on school buses.

Tips for Safe School Bus Riding

1. Wait for your bus in a safe place-well off the road.
2. Enter your bus in a orderly manner, and take your seat.
3. Follow the instructions of your school bus driver.
4. Remain in your seat while your bus is in motion.
5. Keep your head and arms inside the bus at all times.
6. Keep aisles clear at all times.
7. Remain quiet and orderly.
8. Be courteous to your school bus driver and fellow passengers.
9. Be alert to traffic when leaving the bus.

The Oklahoma Law on Stopping for School Buses

The driver of a vehicle meeting or overtaking a school bus that is stopped on a highway to take on or discharge pupils and on which the red warning signals are in operation is required to stop his vehicle before it reaches the school bus and not proceed until the warning signals are deactivated. The use of the red warning lamps for any other purpose and at any time other than when the school vehicle is stopped to load or discharge passengers is prohibited.

The amber warning loading lights will be employed in only two instances: when stopping to load and unload students and when stopping at railroad crossings, shall be activated at a distance not greater than three hundred (300) feet and not less than one hundred (100) feet before stopping.

School Lunch Program

Wholesome, well prepared lunches are provided in the school cafeteria at a reasonable cost for all students and adult personnel and guests. Parents and visitors are always welcome.

Use of School Library

All books and media that leaves the library are to be checked out with the librarian. All books taken from the shelves are to be returned to the desk, not the shelves. NO reference books or magazines are to be taken from the library without the permission of a teacher or a librarian.

Care of Books

Textbooks are the property of the school district. The proper care of these books is as necessary to the welfare of the school as the proper care of the buildings and grounds. We trust it is the aim of each student to return these books in good condition or student may be required to assume liability.

Hall Rules

Help keep the halls clean by picking up your paper and trash. Better still, don't allow any trash to get on the floor. Arrange contents of lockers in an orderly way.

Leave doors of lockers closed.

Lower voices to prevent disturbance of classes.

Regard the hall as a highway; keep to the right. Use consideration for others in walking through the halls.

Leave classrooms at normal speed without shoving or pushing. Enter intersections and turn corners carefully.

No affectionate contact is permitted.

Soft drinks are allowed before school, during noon period, and after school only. All empty containers are to be properly disposed of.

During noon period, students must stay in designated areas only. DO NOT sit on counter or on tables.

Driving to School

Students who drive to school must obey the regulations set forth by the school district. These regulations are necessary for the protection of all students attending the Yarbrough Schools.

Upon arriving at school, the student must leave his/her car parked until school is out or the student is dismissed.

Stay out of cars during the school day.

Extracurricular Activities
(Regulation)

In accordance with the policy of Yarbrough Board of Education, the following regulation shall govern extracurricular activities in the Yarbrough Public Schools:

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Musical festivals or contests, speech contests, debates, dramatic contests.
3. Organized activities which are part of interscholastic athletics.
4. Organized activities which are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

In effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. In general, students will ride to and from any extracurricular activity in vehicles provided by the school district, e.g. school bus or other sponsor's vehicle. On occasion, permission will be granted to return from an activity by other means of transportation if the following conditions are met.
 - a) Written approval is received by the sponsor no later than one hour prior to departure.
 - b) Except for students returning with parents/legal guardian.
 - c) Parents/legal guardian must sign parental release form before student will be released.
 - d) Written approval must be signed and dated by the student's parent or legal guardian.
 - e) The sponsor must give his/her consent.
3. On overnight activity trips, students must remain with sponsor(s) at all times. The only exception is when the parents or legal guardian personally takes the student from the sponsored activity. Students must comply with sponsored scheduled activities.

4. Evidence of insurance shall be required for each student who participates in an extracurricular activity where appropriate.
5. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

ATHLETIC: This school is a member of the Oklahoma Secondary School Activities Association. Scholastically and in all athletic participation with other schools, the rules of the association will be adhered to.

MUSIC: (band) This organization is open to all students who are interested in music. Two groups are maintained: One for Elementary band 5th and 6th grades, and one for High School. High School band members must meet requirements set up by the governing board. The band presents concerts, participates in the spring festival and contests and participates in various other functions during the school year. (vocal music) The school chorus is open to both boys and girls interested in vocal music. From the organization will be selected quartets, trio, and individual performers.

QUIZ BOWL: The quiz bowl team is governed by the Oklahoma Secondary School Activities Association. It is open to high school students with an interest in academic competition. Try-outs are occasionally necessary to select team members. This school is also a member of the Oklahoma Red Carpet Academic Conference. Grades 4 through 8 have teams which are members of the OAAC.

PEP-CLUB: The pep-club is an organization of students whose purpose is to add color and enthusiasm to school activities. Good sportsmanship, fellowship, and leadership are stressed. Leaders will be chosen from the group. This club sponsors basketball homecoming activities.

SPEECH/DEBATE CLUB: Speech is an extracurricular activity open to any high school student with a sincere interest in competitive speech. Its activities include contest work on both local and state level.

4-H CLUB: Students may become Clover Buds at the age of 5 years. Students may become Junior 4-H members at the age of 9 years. Senior 4-H is for members who are 13 by January 1st of the current year.

Regular meetings and various activities are sponsored by these groups.

Many of the members have participated in county and state activities.

STUDENT COUNCIL GOVERNMENT: The student council is made up of representatives from grades 6-12. Members are chosen as follows:

The president will be elected by the entire student body and will represent the entire student body and will not be a representative of any class. The other officers are also elected by the entire student body. All officers shall be required to campaign for office. The candidate must give a campaign speech at the election assembly.

The president and vice-president must be members of the junior or senior classes. The secretary, treasurer, and reporter must be members of grades nine, ten, eleven, or twelve.

Winners will be determined by a simple majority. Runoff elections shall be conducted when necessary to get a candidate with a majority vote. The tally of votes and announcement of winners shall be made by the Student Council. Class representatives to the Student Council will be elected by the classes early in the following school year.

The elections will be held in the spring of the preceding year. There shall be one week of campaigning under the direction and supervision of the Student Council, after which the election shall take place as designated by the Student Council.

No student may campaign for more than one office.

The purpose of the organization is to promote a smoother working relationship between the faculty and the student body. It is recommended that future duties and responsibilities be increased to include assisting in the composition and the distribution of the student handbooks.

Parents and students are urged to offer throughout the year suggestions which will increase school spirit or in any way contribute to the improvement of the Yarbrough School.

The Student Council shall be responsible for football homecoming, recreational games in the north lobby, the Christmas party, and graduation reception.

Withdrawal from School

1. Go to the office and get a withdrawal form.
2. Fill out the withdrawal form.
3. Go to each teacher and clear all class records.
4. Teachers will record grades up to the withdrawal time.
5. Check in all school items (textbooks, athletic items, computer, etc.)
6. Pay all bills (lunch, books, etc.)

Awards and Scholarships

The school tries whenever possible to give public recognition to outstanding students. Among the awards presented each year are:

1. Letter Awards
2. Attendance Awards
3. Scholastic Awards
4. State Awards
5. National Honor Society Awards
6. Activity Awards
7. Participation/Membership Awards
8. Other available scholarships: Booster Club Scholarship, Theo Yarbrough Scholarship, Hiner-Dale Scholarship, and the Rene Williams' Memorial Scholarship.

Grade School Rules

Halls, Bathrooms, Drinking Fountain & Lunch Room

1. No running.
2. Don't Push (be courteous).
3. No loud talking or playing.

Revised Playground Rules

1. No dodge ball will be played.
2. Super balls will not be used.
3. No balls are allowed on the inside playground.
4. Students must sit down to go down the slide.
5. Girls must wear shorts under dresses to play on playground equipment.
6. No guns, sticks, or rocks are allowed.
7. Only one person at a time may play on the spring animals; sit correctly.
8. Students may not play on the bleachers.
9. Students may not go back into the building without permission.
10. No one is allowed on the football field unless the playground teacher has everyone go to the football field.
11. Swings
 - Do not push each other*
 - Never swing upside down*

Don't twist or wind up swings
Never stand behind or in front of swings
Do not bump each other or swing sideways
One person per swing
Do not stand up in swings

We teachers hope these are reasonable rules and that they will help us protect you and our school building.

Guidance & Counseling Program

The ever-increasing needs of children and the expectations of today's society continue to place growing demands on students and the educational system. Educators are challenged to educate all students at an ever-higher level of academic proficiency to meet the demands of an internationally competitive marketplace, even though societal and other factors may create obstacles to learning for some of our children. Dropping out of school, substance abuse, peer pressure, and school violence are not abstract issues. They are real and have a substantial impact on students and their educational development.

The contributions of the Guidance and Counseling Program to the educational mission of the school and to the individual student's development are many and substantial. Therefore, it is the intent of the Guidance and Counseling Program that the following services shall be available:

Guidance

- Career awareness, exploration, & preparation
- Academic & college planning
- Study skill & ACT preparation aids
- Scholarship/Financial aid information & assistance
- Classroom group guidance activities

Counseling

- Individual counseling
- Group counseling
- Student Advocacy

Consultation & Referral

- Consultation with parents, teachers, & administrators
- Referral information

- Interpretation of test results to concerned parties

Coordination

- Coordination of school & community resources
- Coordination of testing program
- Coordination of guidance & counseling program

Model Notification of Rights under FERPA For Elementary and Secondary Institutions

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request).

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

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

Note: In addition, a school may want to include its directory information public notice, as required by ¶ 99.37 of the regulations, with its annual notification of rights under FERPA.

Minute of Silence

Senate Bill 815 referred to as the “Minute of Silence” law, became effective on August 22, 2002. The bill requires the observation of approximately one minute of silence each day. The minute of silence is for the express purpose of allowing each student to reflect, meditate, pray or engage in other silent activities. The law specifically authorizes silence and individual reflection but not group activities.

Immunizations

For admission to any public school in any grade, every child must comply with the current immunization law.

This states simply that no child can be enrolled in any school in Oklahoma unless they have had all the required shots.

Religious or medical reasons are the exceptions to the law, but a form must be signed concerning either reason.

Also, transfer students from out of state will be given the chance to bring all shot records up to date. This comes under Oklahoma Law 70-1210.191.

Guide to Immunization Requirements in Oklahoma

Daycare	Pre-School	KDG & 1 st	2 nd & 3 rd	4 th & 5 th	7 th – 9 th	10 th – 12 th
4 DTP/Dtap/Td	4 DTP/Dtap/Td	5 DTP/Dtap/Td	3 DTP/Td	3 DTP/Td	3 DTP/Td	3 DTP/Td
3 OPV	3 OPV	4 OPV	4 OVP	3 OVP	3 OPV	3 OPV
1 MMR	1 MMR	2 MMR	2 MMR	2 MMR	2 MMR	1 MMR
1 – 4 HIB						
3 Hep B	3 Hep B	3 Hep B			3 Hep B	
2 Hep A	2 Hep A	2 Hep A			2 Hep B (not 9 th)	
Varicella	Varicella	Varicella				

- Children in day care must be up-to-date for their age for the vaccines listed
- All measles, mumps and rubella doses must have been administered on or after the child’s first birthday
- If the 4th dose of DTP/Dtap and/or 3rd dose of polio are administered on or after the child’s 4th birthday, then the 5th dose of DTP/Dtap and/or 4th dose of polio are not required
- Hepatitis A vaccine must be administered on or after the child’s second birthday
- A parental history of a child having varicella disease is acceptable in lieu of varicella vaccine

- Hib vaccine is not required for student in pre-kindergarten or kindergarten through grade twelve, but is required for children in day care
- Longer than recommended time periods between doses of multi-dose vaccines do not diminish the effectiveness of these vaccines. It is not necessary to restart the series of any vaccine due to extended time periods between doses
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule

For further immunization information please call the Immunization Division, Oklahoma State Department of Health, 405-271-4073.

Asbestos Hazard Emergency Response Act of 1986

Notice to Parents, Teachers, Employees:

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office and at each campus.

The Yarbrough Public Schools annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

Letter to Parents, Teachers, Employees:

Dear Yarbrough Public School Students, Parents and Employees:

This is to inform you that Yarbrough Public Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.

Respectfully,

Mr. Jim Wiggin
Superintendent

Parents' Right to Know Notice

According to NCLB legislation, any parent may request the following information about any teacher of their child(ren):

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

If you have any questions regarding the Parents' Right to Know Notice, please do not hesitate to call or come by the school.

Harassment

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

- 1.Prompt investigation of allegations of harassment;
- 2.The expeditious correction of the conditions causing such harassment;
- 3.Establishment of adequate measures to provide confidentiality in the complaint process;
- 4.Initiation of appropriate corrective actions;
- 5.Identification and enactment of methods to prevent reoccurrence of the harassment; and
- 6.A process where the provisions of this policy are disseminated in writing annually to all staff and students.

***Prohibiting Harassment, Intimidation and Bullying
(Investigation Procedures)***

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1.“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

“Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any patter of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

- 1.The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
- 2.Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
- 3.If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
- 4.If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
- 5.Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.