



WARRIORS

Optima Public Schools

Student Handbook

2024-2025

Dear Students and Parents:


This handbook is designed to inform students and parents about rules, regulations and policies which are an important part of Optima School District.

Students and parents have a right to expect teachers and administrators to provide each student with the opportunity to achieve his or her potential. Students have the responsibility to help maintain an atmosphere in the school that is conducive to learning and discipline themselves in line with established standards of conduct and behavior.

The foundation for self-discipline and scholarship is developed in the home. Parents, by example and teaching, develop in their children habits of appropriate behavior and proper attitudes toward school.

We hope this handbook will help both students and parents to better understand our school program and gain the most benefit from it.

Sincerely,

 Superintendent/Principal

MISSION STATEMENT

The staff of Optima School believes that the school's purpose is to provide all students with an appropriate education and the opportunity to acquire basic academic grade-level skills while developing positive emotional and social growth in a supporting environment. The staff of Optima School accepts the responsibility for instruction of students to maximize their potential.

CRITICAL PARENT INFORMATION

SCHOOL HOURS

Students 7:50-3:15 **PLEASE PICK UP YOUR CHILDREN ON A TIMELY BASIS**

Teachers: 7:20-4:00

The school doors will be open to students at 7:30 am to eat breakfast. **THE CAFETERIA WILL NOT SERVE THE STUDENTS IF THEY COME IN LATER THAN 7:50.**

Teachers arrive at school before the students and do not leave until all their students have left to go home.

BEFORE AND AFTER SCHOOL

Students who do not ride the bus should not arrive at school before 7:30 am. Students must go home directly after school unless they are participating in a school activity supervised by a sponsor.

EMERGENCY CLOSING

School closings because of heavy snow or other conditions are announced on KGYN and KKBS in Guymon. Other necessary information will be communicated to parents by notes sent home with students.

BREAKFAST AND LUNCH PROGRAM

Optima school has a cafeteria that serves breakfast and lunch. Adults are welcome to eat breakfast or lunch with their children. **BREAKFAST STOPS SERVING AT 7:50 AM.** Breakfast and lunch prices are posted outside the cafeteria and payment is due after eating.

BUS REGULATIONS

Students who ride to school on the bus must return home on the bus unless they have a note from their parents indicating they are *NOT* to ride. Parents may phone the school with messages concerning their bus students, but written communication is preferred.

Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied

VISITORS

Parents are welcome to visit their child's classroom, but first need to schedule an appointment to avoid conflict with testing, special events, field trips, and to keep interruptions to a minimum. Any person who is a visitor to the school must report to the principal's office for clearance. If the visitor clearance is not granted, the person must leave the school grounds.

GENERAL INFORMATION

ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons as explained in the code that follows: **A STUDENT MUST BRING A NOTE EXPLAINING WHY THE STUDENT WAS NOT AT SCHOOL EVERY TIME THEY MISS SCHOOL.**

- **Personal Illness**- the school may require a doctor's certificate if it is necessary.
- **Quarantine in the home**—the absence arising from this condition is limited to the length of quarantine as fixed by the proper health official.
- **Death of a relative**—the absence arising from this condition is limited to **three days** unless reasonable cause may be shown by the parent or guardian for a longer absence.
- **Observance of a religious holiday**—any student of any religion shall be excused if his absence is for the purpose of observing a religious holiday consistent with his creed or belief.
- **ANY OTHER REASON MUST BE EXCUSED BY THE PRINCIPAL PRIOR TO THE ABSENCE.**

Please call the school if your child is absent. Teachers will arrange for make-up and/or homework if the absence is excused. Normally NO CREDIT for make-up work will be allowed for unexcused absences. Exceptions may be made if the parent contacts the principal, in writing, before the absence occurs and obtains the principal's permission

COMPETITIVE ATHLETICS SUBJECT TO THE STATE ALLOWING BECAUSE OF COVID-19**

Kindergarten, First and Second grade students will not play competitive sports in scheduled games with other schools. Third, Fourth, Fifth and Sixth graders may play in scheduled games as long as they remain eligible. Ineligibility for participation may result from not maintaining passing grades in curriculum core areas, discipline problems, or not completing class work assignments. As per school board policy, students shall not compete in contests beginning after 7:00 pm on school nights.

DISCIPLINE AND CONTROL OF STUDENTS

All students enrolled in Optima School will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in school or school sponsored activities, and in district owned transportation equipment. Any student who is to be found disobeying the rules or showing disrespect will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

Teachers and other school employees are trained for and have experience and the responsibility of providing educational experiences for students and have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided by the teacher.

School personnel will use disciplinary measures when a student fails to follow the rules and disrupts the learning environment. Students may be removed from the classroom or the school. Fair and appropriate disciplinary measures will be taken following due process procedures. Not following the rules of discipline may result in either summary discipline or lengthy suspension.

A lengthy suspension is any suspension longer than five (5) school days. It may extend through one school year. It may include removal from the rolls for the rest of the semester and for all of the next semester.

Guilt must be decided in a formal hearing of the evidence. When a charge is made against a student, a hearing will be held within three (3) school days, unless a longer period of time is requested by the accused student. A student suspended for any period of time has the right of an appeal under due process.

Summary discipline is any discipline other than a lengthy suspension. It is a means to encourage the development and growth of self-discipline on the part of each student. It can be administered without evidentiary hearings.

The student has the right to be informed of any charges against him. The student must be given the chance to tell his or her side of the incident.

The classroom teacher has a responsibility of maintaining discipline. Each teacher handles his or her own discipline problems, but may refer cases to the principal when necessary.

Listed below are some of the penalties that may be given by a teacher or administrator:

- 1. Make-up time during other than class or lunch time**
- 2. Staying after school**
- 3. Extra work not associated with class work**
- 4. Discipline agreed upon as being appropriate by teacher/administrator and student.**

DISPENSING MEDICATION

Only the principal or his designee may dispense medication, and the parent or guardian of the student requiring the medication must give the school written authorization to administer the medicine.

DRESS CODE

Students have the right to choose their own grooming and clothing styles, provided they are in keeping with community standards and in conformance with established guidelines. In choosing school attire, parents and students should be sure that standards of health, safety, and morality are not violated, or that the manner of dress does not interfere with work or create disorder. Shorts should not be worn after Fall Break and before Easter Break

****NO SHORTS MAY BE WORN AFTER FALL BREAK UNTIL AFTER EASTER BREAK**

SPECIFICALLY:

NO HOODIES IN AUGUST AND SEPTEMBER. NO HOODIES WITH SHORTS. IF IT IS COLD ENOUGH FOR A HOODIE NO SHORTS.

- Footwear must be worn.
- Signs, slogans, and jewelry that is obscene or vulgar are prohibited.
- Attire that exposes the bare midriff is prohibited.
- Longer style shorts may be worn in the warmer months.
- Bicycle shorts or tights are prohibited.
- Sleeveless tops are not allowed.
- **NO LEGGINGS!!!!!!!!!!**

Students may be asked to change clothes if they are in violation of the above rules

No shorts after fall break and before spring break. The administration will inform the students when shorts may be worn to school.

*******Hoodies will be permitted only as an outside jacket. Once at school, the hoodie will go in the locker. THEY WILL NOT BE PERMITTED IN THE CLASSROOM AT ALL.**

ALL STUDENTS MUST HAVE A COAT—NOT A HOODIE WHEN THE WEATHER IS COLD

DRUGS AND OTHER CONTROLLED SUBSTANCES

It is the policy of Optima School that the principal shall immediately notify the Texas County Sheriff if any student has any non-intoxicating beverages [low point beer], alcoholic beverages, or controlled dangerous substances. The student's parents or guardian shall also be notified and proper disciplinary action will be taken against the student.

DRUG FREE SCHOOLS AND COMMUNITIES ACT OF 1989 PUBLIC LAW 101-226

In compliance with Federal Law 101-226, Optima School has adopted and implemented drug education and prevention programs which induces severe punishment for violation of local, state, or federal laws. The complete drug policy is available for public inspection in the principal's office in Optima School. In addition to the policy, there is a listing of available resources for help with dealing with a drug or alcohol problem.

FEES FOR COPIES OF RECORDS

A charge of \$0.35 per page will be assessed to obtain copies of student records for parents or eligible students or third party requests with prior permission.

GUN-FREE SCHOOL POLICY

On March 31, 1994, the Elementary and Secondary Education Act of 1965 (ESEA) was amended to include the Gun-Free Schools Act. The Gun-Free Schools Act states that, as a condition of receiving any federal financial assistance under ESEA, a local education agency must have a policy requiring the expulsion from school, for a period of not less than one (1) year, any student who brings a firearm to school, except that the local education agency's chief administration officer may modify the expulsion requirement on a case by case basis.

In implementing the Gun-Free Schools Act, Optima School maintains compliance with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975.

Optima School's compliance with the Gun-Free Schools Act will maintain the requirements that apply to students with disabilities by imposing disciplinary sanctions on students determined on a case-by-case basis in accordance with disability laws.

It shall, therefore, be the policy of the Optima Public School that the minimum disciplinary sanction imposed against a student who brings a firearm to school will be expulsion for at least one (1) year, subject to case-by-case modifications.

HOMEWORK

All students will be assigned homework on a regular basis (upper grades.) The frequency and amount will depend on the student's grade level. Homework is used to enrich, reinforce, and extend school experiences and it will be evaluated. Students have a responsibility to complete homework assignments outside the classroom. Parents may help by providing conditions that aid students in study.

PARENT-TEACHER CONFERENCES October 16 AND March 14

Parents will be invited to parent-teacher conferences during the school year. However, additional conferences may be initiated when either parent or teacher feels it advisable. Parent-teacher conferences have three basic functions:

1. To report a student's progress to parents;
2. To give parents the opportunity to report their observations of their child's progress to the teacher;
3. To provide an opportunity for the teacher and parent to make plans for the child.
4. ** We usually do the evening conferences on October 14 and 15

PLAYGROUND RULES

1. One person at a time on the slide.
2. Slide down the slide on your bottom.
3. Do not climb up the slide from the bottom.
4. Wait at the bottom of the ladder until the slide is clear
5. Swing back and forth on the swings, not side-to-side.
6. Stop the swing before getting out.
7. Sit down and hang on to the merry-go-round with both hands at all times.
8. Climb on the climbing toys only.
9. Stay on the playground or basketball court at all times.
10. Outside items, i.e. sticks, dirt, rocks, etc. stay outside on the ground.

PROFICIENCY BASED PROMOTION

All students are eligible for Proficiency Based Promotion if they perform at an extremely high level on designated assessments. Students may advance one or more levels in the core curriculum areas.

Application for consideration for evaluation to advance may be filed by a student, or by the student's parents, guardian or teacher when the student has been enrolled in the Optima Public School for a minimum of six (6) months.

The Optima Public School does not encourage students to apply for Proficiency Based Promotion. Much is to be learned during the full term of a course than can be measured on any one assessment. We encourage students to attend classes for the full term in order to maximize the opportunity to obtain the full educational benefits of each class.

More information about Proficiency Based Promotion is available from your child's teacher or principal.

PROJECTION OF INJURIOUS OBJECTS

The Board may take legal action against any person in attendance at any athletic or other public entertainment event to project in any manner an object that could cause bodily harm to another person. In addition, that person is subject to ejection from the event by the officials supervising the event.

Reference: 21 O.S 1377 (Section 1453, School Laws of Oklahoma)

STUDENT SEARCH POLICY

The principal and teachers employed by Optima School have the right to search students and students' property on the school premises, or in transit while under the authority of the school, or while attending any school function. Searches can be made to locate suspected dangerous weapons, controlled dangerous substances, intoxicating beverages, or missing or stolen property if the property is reasonably suspected to have been taken during school or school activities. Searches of students should be made and witnessed by a person of the same sex as the student. No nude or strip searches will be allowed, except for the removal of cold weather outerwear. Lockers, desks, and other school property may be opened and examined by school officials at any time and no reason shall be necessary for such search. Students shall be informed that they have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other school property.

**Office of the District Attorney
First Judicial District
State of Oklahoma**

JAMES M BORING, DISTRICT ATTORNEY

BEAVER COUNTY OFFICE
Beaver County Courthouse
Beaver, OK 73922
361-622-2221

CHASSON COUNTY OFFICE
Chasson County Courthouse
Tulsa, OK 74103
361-444-2441

HARTSEL COUNTY OFFICE
Hartsel County Courthouse
Tulsa, OK 74103
361-254-2212

TEXAS COUNTY OFFICE
220 North Main
Tulsa, OK 74103
361-424-2224
Video Service Only

October 4, 2012

RE: Public School Truancy Policy

Our office maintains a truancy policy consistent with the requirements of Oklahoma Statutes Title 70 sections 10-105, 10-106, 10-107, and 10-109.

Once a student has accumulated three (3) unexcused absences in a semester, the parent must be warned orally and that warning documented in compliance with Oklahoma's compulsory attendance law. The parent must also be informed of the consequences of failure to comply with that state law.

After the oral warning, if the student accumulates two (2) further unexcused absences, the appropriate school administrator should notify Tracey Henry at the Texas County District Attorney's Office. A written warning letter will then be sent on letterhead from our office to the parent of that student. A copy will be sent to the school for record keeping purposes.

If the student subsequently has three (3) or more unexcused absences after the written warning, notify our office immediately. Charges will be filed by our office in your county pursuant to Title 10 O.S. § 10-105 (D). It's very important that all of this is done within a semester before the subsequent semester begins. Timely reaction to unexcused absences will assist our office in addressing the problem swiftly and with maximum effectiveness.

James M Boring
District Attorney

WIRELESS TELECOMMUNICATION DEVICES AND NUISANCE ITEMS

Wireless Telecommunication Devices

Students shall not be permitted to carry wireless telecommunication devices, including electronic pagers or cellular phones, on the premises of this school district, in transit under the authority of the school, or at school district functions. The principal or superintendent upon request may make exceptions by the parent or guardian for medical necessities or other appropriate circumstances.

Any unauthorized device found will be taken from the student's possession and disciplinary action will be taken.

Nuisance Items

Radios, video games, tape players, water guns, hacky sacks, laser pointers, cards, and other similar items are considered "nuisance items" and should NOT be brought to school.

Any such items will be confiscated and returned to the student or, in some cases, the parent, at the end of the school day or at another time designated by the administrator dealing with the situation.

References: 70 O.S.24-101.1 (Section 740, School Laws of Oklahoma)

HB 2130, 1997 Legislative Session

HB 1092, 2001 Legislative Session

Note: HB 1092 allows school districts to set their own policy concerning cellular phones, pagers, and other wireless devices. This policy is required, but may be adjusted to an individual school district. However, HB 1092 removes the term "wireless communication devises" from the list of items for which schools have the authority to detain and search

HARASSMENT, INTIMIDATION, BULLYING, AND HAZING INVESTIGATING REPORTED INCIDENTS

No student in this district will be subject to hazing, harassment, or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

This policy will be included in the student handbook that is distributed to each student each year.

Harassment, Intimidation and Bullying

"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 education of any student. This type of conduct includes, but is not limited to: gestures, written or verbal, or physical acts or electronic communications.

"At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

"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, cellular telephone or other wireless telecommunication device, or a computer.

"Threatening behavior" means any pattern 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.

Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior (continued)

- 1 The following conduct, as defined as specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by this district.
 - a. Harassment
 - b. Intimidation
 - c. Bullying

The above prohibitions apply to such conduct at school and/or by electronic communications and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

2. Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them, and take any action deemed appropriate.
3. Upon notification of such an incident by the student or the student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.
 - a. The alleged incident shall be documented in writing by the principal.
 - b. The investigation shall be made in a timely fashion.
 - c. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
 - d. Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating, and responding to such matters. (See policy 408).
4. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation, or bullying.
 - a. Sanctions and various options for control and discipline of students which may be considered and/or implemented are set forth in the school's disciplinary policy (See policies 715, 718 and associated regulations.)

- b. In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.
 - c. Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy (See policies 715, 718, and associated regulations.)
5. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation, or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information is not made in violation of any federal or state law pertaining to the disclosure of confidential student information. The request for such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

Hazing

It is the policy of Optima School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

- 1. No student organization or any person associated with any organization sanctioned or authorized by the Optima Public School shall engage or participate in hazing.
- 2. Any hazing activity described in subsection 3 of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Optima Public School is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity
- 3. For purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

References 21 O.S.1190 (Section 826, School Laws of Oklahoma)

Amended by SB 129, 1995 Legislative Session, SB 1941, 2008

Note: State law requires that a copy of any hazing policy be given to each student enrolled in the school.

INTERNET SAFETY POLICY

The following is a contract between the student, parent or guardian, and the school system. Please read carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/ chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a **student**, I agree to the following terms and conditions:

- I will not use the Internet for transmission of any materials in violation of any federal or state regulations. Transmission of copyrighted material, threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
- I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.
- I will not give my home address, location of my school, phone number, or any personal information about myself and/or other student or school personnel to anyone via the Internet.
- I understand that the use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network. (e-mail, chat rooms, etc.)
- I will not use the Internet in a way that would disrupt the use of the network by others.
- I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damage or losses resulting from using Internet services or information obtained from the Internet.

- If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.

I understand access to the Internet through **Optima Public School** is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

My instructor/school sponsor has explained the terms and conditions for using the Internet to me and I agree to abide by them.

Student's Signature _____ Date _____

I have read the above forms and conditions and understand that violation of these can result in the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student.

Parent/Guardian Signature _____ Date _____

PUBLIC NOTICE

Family Educational Rights and Privacy Act

The Optima District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA).

These policies may be found under Section 500.015 Student Records. Copies of district policy are available for review in the multipurpose room of the Optima School. Permission for reviewing the records may be obtained from the principal. The Optima School will provide to parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

1. Parents and students eighteen years of age or older shall have access to the student's cumulative records. If appropriate the non-custodial parent, as well as the custodial parent shall have access to student records.
2. In the event a parent or student eighteen (18) years of age or older deems the contents of the student's cumulative records to be inaccurate, misleading, or inappropriate, the parent or student shall be given the opportunity to challenge the record at a formal hearing to consider the correction or deletion of any inaccurate, misleading or inappropriate information.
3. In the event the parent or student eighteen (18) years of age or older does not concur with the decision of the hearing official concerning a challenge, an appeal can be made to the Board of Education.
4. The release of student records and personally identifiable information shall only be by written consent of the student over eighteen (18) years of age, parents, or legal custodian or legal guardian.
5. The district shall take appropriate steps to notify parents and students of their rights under this act.
6. Directory Information: The Optima School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information". It will disclose that information without prior written consent, unless the parent notifies the school, in writing and within two weeks of enrollment, of the items they refuse to permit the district to use as directory information. Directory information will consist of the following: the student's name, the name of the student's parent, the student's class designation, the student's extra-curriculum participation, the student's achievement awards or honors, the student's height and weight if a member of an athletic team, and school or school district the student attended before he/she enrolled in the Optima School District.
7. Any person may file a complaint with U.S. Department of Education if the Optima School District violates FERPA.

LETTER TO HOUSEHOLD SCHOOL YEAR _____

Dear Parent/Guardian:

Children need healthy meals to learn. **Optima Public Schools** offers healthy meals every school day. Breakfast costs **\$0**; lunch costs **\$0**. Your children may qualify for free meals or for reduced-price meals. Reduced-price is **\$0** for breakfast and **\$0** for lunch. Below are some common questions and answers to aid in the process of determining your child's eligibility.

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use the one Free and Reduced-Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Optima School, 107 East 5th St., Optima, OK Phone 580-338-6712.**
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from **Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families [TANF], the Food Distribution Program on Indian Reservations [FDPIR]**, can get free meals regardless of your income. Also your children can get free meals if your household's gross income is within the free limits on the Federal Income-Eligibility Guidelines. If you have received a **NOTICE OF DIRECT CERTIFICATION** for free meals, **do not** complete the application but **DO** let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.
3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
4. **CAN HOMELESS, RUNAWAY, MIGRANT, AND HEAD START CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, migrant, or are enrolled in a federal Head Start program are eligible for free meals. If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **FREIDA BURGESS, Principal.**
5. **WHO CAN GET REDUCED-PRICE MEALS?** Your children can get reduced-price meals if your household income is within the reduced-price limits on the Federal Eligibility Income Chart shown on this application.
6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. Call the school at **580-338-6712** if you have questions.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC **MAY** be eligible for free or reduced-price meals. Please send in an application.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes, and we may also ask you to send written proof.
10. **IF I DO NOT QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become

eligible for free or reduced-price meals if the household income drops below the income limit. E-64
Oklahoma State Department of Education Eligibility Documentation Section, July 2014.

11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to **Optima Public School, RR 1 Box 188, 107 E 5th Optima, OK 580-338-6712.**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals.
13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a prorated share of expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you make \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HIS/HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to his/her basic pay because of his/her deployment and it was not received before he/she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **(SNAP benefits)** or other assistance benefits, contact your local assistance office or call **(405-521-2937).**

If you have any other questions or need help, call **580-338-6712.**

Sincerely,

Superintendent/Principal

LETTER TO HOUSEHOLD

INSTRUCTIONS FOR APPLYING

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM (SNAP), (TANF), OR (FDPIR), FOLLOW THESE INSTRUCTIONS:

- Part 1:** List *ONLY* household members and the name of each child's school (if known).
Part 2: List the case number for any household member (including adults) receiving (SNAP), (TANF), or (FDPIR) benefits.
Part 3: Skip this part.
Part 4: Sign the form. The last four digits of a social security number are *NOT* necessary.
Part 5: Answer this question if you choose.

Turn the form in to **FREIDA BURGESS**
 at your school.

IF NO ONE IN YOUR HOUSEHOLD GETS (SNAP), (TANF), OR (FDPIR) BENEFITS, AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT, OR RUNAWAY, OR IN HEAD START, FOLLOW THESE INSTRUCTIONS:

- Part 1:** List all household members and the name of each child's school (if known). If any child you are applying for is homeless, migrant, runaway, or in Head Start, check the appropriate box and call **Optima School**.
Part 2: Skip this part.
Part 3: Complete only if a child in your household is not eligible under Part 1. See instructions for All Other Households.
Part 4: Sign the form. The last four digits of a social security number are *NOT* necessary if you did not need to fill in Part 3.
Part 5: Answer this question if you choose.

Turn the form in to **FREIDA BURGESS** at your school.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If ALL children in the household are foster children:

- Part 1:** List all foster children and the school name for each child. Check the box indicating the child is a foster child.
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Sign the form. The last four digits of a social security number are *NOT* necessary.
Part 5: Answer this question if you choose.

Turn the form in to **FREIDA BURGESS** at your school.

If SOME of the children in the household are foster children:

- Part 1:** List all household members and the name of each child's school (if known). For any person, including children, with no income, you must check the **No Income** box. Check the box for each foster child. If any child you are applying for is homeless, migrant, runaway, or in Head Start, check the appropriate box. If you have any questions, call **Optima School**.
Part 2: Skip this part.
Part 3: Complete only if a child in your household is not eligible under Part 1. See instructions for All Other Households.
Part 4: Adult household member must sign the form and list the last four digits of his/her social security number (or mark the box if he/she does not have one).
Part 5: Answer this question if you choose.

Turn the form in to **Rex Hale** at your school.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of each child's school (if known). For any person, including children, with no income, you must check the **No Income** box. If any child you are applying for is homeless, migrant, a runaway, in Head Start, or a foster child, check the appropriate box and call **Rex Hale**.

Part 2: Skip this part.

Part 3: Follow these instructions to report total household income from this month or last month.

- **Section 1—Name:** List all household members with income.
- **Section 2**
 - Gross Income and How Often It Was Received:** For each household member listed in Section 1, list each type of income received for the month. You must tell us how often the money is received—*weekly, every other week, twice a month, or monthly*.
 - Earnings:** Be sure to list the gross income, not the take-home pay. Gross income is the amount earned *BEFORE* taxes and other deductions. You should be able to find it on your pay stub, or your boss can tell you.
 - Income Received From Welfare, Child Support, and Alimony:** List the amount each person received.
 - Income Received From Retirement Benefits, Social Security, Supplemental Security Income (SSI), Veteran's Benefits (VA Benefits), and Disability Benefits:** List the amount each person received.
 - All Other Income:** List Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include benefits from WIC, federal education, and foster payments received by the family from the placing agency. For *ONLY* the self-employed, under *Earnings From Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 4: Adult household member must sign the form and list the last four digits of his/her social security number or mark the box if he/she does not have one.

Part 5: Answer this question if you choose.

Turn the form in to **FREIDA BURGESS** at your school.

**NOTICE TO PARENTS REGARDING
CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in co-ordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

REFERRAL

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local School districts and the Regional Educational Service Center co-ordinate with the SoonerStart Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS or 62747), (AGAIN 1-800-426-2747), also provides statewide information and referrals to local schools and other service providers.

SCREENING

Screening activities may include vision, hearing and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

1. Readiness Screening

Personally identifiable information is collected on all kindergarten students participating in school wide screening to assess readiness prior to entry into first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

2. Educational Screening

Educational screening includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA). Each school district in the state provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students each school year.
- Second through twelfth grade students shall be screened as needed or upon request of parent, legal guardian, or teacher.
- Students entering the school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months from the date of such entry.

(Revised July 1, 1994, as amended by 70 O.S.Supp.1994, 121052)

OPTIMA SCHOOL

Rural Route 1, Box 188
Optima, Oklahoma 73945-9759
(580) 338-6721
Kindergarten (580) 338-6745

TO: All students, Parents, and Employees of Optima School

As a result of our building survey concerning asbestos, we have discovered some asbestos containing flue pipe to be present on the water heater in the janitor's room. We have also assumed some carpet adhesive and vinyl asbestos floor tile and adhesive to contain asbestos throughout the main building. If proper safety measures are taken, this material should not pose any health risk at the present time.

There are some additional non-friable materials which are assumed to contain asbestos, but pose no immediate health risks as long as they remain non-friable.

In the interest of your future safety and in compliance with EPA and State Department of Health regulations, we will be monitoring all identified and assumed asbestos containing building materials every six (6) months to verify that they have not become friable or damaged. You will be required to become familiar with the Asbestos Management Plans before commencing work that might bring you in contact with asbestos containing materials in the building.

The AHERA Asbestos Management Plan for the Optima Elementary School is available for viewing at the office of the Principal, Optima School. Should you have any questions, please call the Asbestos Manager and Principal, Rex Hale, at (580) 338-6712.

Respectfully,

_____, Principal

Parents:

Please read and discuss the 2024-2025 handbook with your student. These are the rules of the school. Many are rules and laws that are mandated by the state of Oklahoma. Some are local rules. I have already gone over the handbook with the students but you need to understand it as well. Please feel free to call me or come by the office and I will talk with you about the handbook or the rules. Please sign and return this sheet to your student's teacher. Your student needs to sign it as well. Please return it by September 18, 2024.

Parent

Student

Padres:

Lea y analice el manual 2024-2025 con su estudiante. Estas son las reglas de la escuela. Muchas son reglas y leyes impuestas por el estado de Oklahoma. Algunas son reglas locales. Ya he repasado el manual con los estudiantes, pero usted también debe comprenderlo. No dude en llamarme o pasar por la oficina y hablaré con usted sobre el manual o las reglas. Firme y devuelva esta hoja al maestro de su estudiante. Su estudiante también debe firmarla. Devuélvala antes del 18 de septiembre de 2024.

Padre

Estudiante