

Oklahoma School for the Blind

Muskogee, Oklahoma



The Oklahoma School for the Blind Student Parent Handbook contains general information concerning school requirements. The information contained is current and up-to-date at the time of printing/posting. This document should not be considered the final authority on information but should be viewed as a living document.

The Oklahoma School for the Blind does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, veteran, parental, family and marital status in its programs and activities, or in its employment decisions and provides equal access to Boy Scouts of America and other designated youth groups.

VISION

Oklahoma School for the Blind is a residential and day school for the education of visually impaired students living in the state of Oklahoma. Its philosophy is underscored by its determination to develop each child to his or her maximum potential, with a keen awareness of individual differences. To achieve this philosophy of operation, the school's staff plans continuously to reevaluate, revise and revitalize its curriculum, methods and school plan and to meet the demands and requirements a changing society places upon it.

MISSION

The mission of Oklahoma School for the Blind is to provide appropriate individualized academic, social and vocational education, evaluations and outreach services to Oklahoma's blind and visually impaired children and youth.

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STUDENTS RIGHTS & RESPONSIBILITIES



BEHAVIOR

As a student of Oklahoma School for the Blind, the following are violations of required school conduct:

1. Being absent from the campus without proper permission or authorization.
2. Using physical force or threats against another person.
3. Willfully disobeying the reasonable commands or instruction of supervising adults.
4. Compelling or inducing another person through fear or force to participate in any activity against his/her will.
5. Truant from and/or disruptive in school.
6. Violating federal, state or local laws.
7. Willfully destroying property, private or public; stealing or taking anything that doesn't belong to the student.
8. Participating in the inciting of a disturbance or influencing others to behave in a way that will disrupt the school residential program; being actively involved in a plan or an attempt to overpower a staff member.
9. Possessing, using, manufacturing or bringing onto the campus, any item on the school contraband list (e.g. weapons, explosives, chemicals, narcotics, alcoholic beverage, marijuana, vaping products and/or tobacco) or anything that is designed to violate the safety and legal rights of others, is prohibited and will result in disciplinary action, including the notification of law enforcement.
10. Participating in sexual activity with another person.
11. Violating written school and/or dormitory rules.
12. Failing to act in a responsible manner and to be responsible for personal conduct at all times.

STUDENTS RIGHTS & RESPONSIBILITIES

DISCIPLINE

Students at Oklahoma School for the Blind shall be treated in a fair and equitable manner during disciplinary proceedings. Disciplinary action will be based on an assessment of the circumstances surrounding each infraction. In determining an appropriate response to student misconduct, the student's attitude, seriousness of the offense and the potential effect on other students shall be considered. The Disciplinary Review Committee has developed a two level step-by-step process involving Level I, Teacher Intervention and Level II, Administrative Intervention for both minor and major offenses. Listed below are examples of behavior that will be considered unacceptable for students. Appropriate disciplinary action will be taken when students are involved in these behaviors. Acts other than this list may be considered as disruptive to the daily process and the best interest of the student body.

The following behaviors at school, while on school property or while in school vehicles will result in disciplinary action, which may include detention, in-school suspension or out-of-school suspension.

1. Arson
2. Attempting to incite or product imminent violence directed against another person because of his/her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any message by cell phone or computerized or electronic message
3. Cheating
4. Conduct that threatens or jeopardizes the safety of others
5. Sleeping or refusing to work in class
6. Failure to attend assigned detention or other disciplinary assignment without approval
7. Fighting
8. Harassment, intimidation, bullying, including gestures, written or verbal expression, electronic communication or physical acts
9. Immorality
10. Inappropriate attire
11. Inappropriate behavior or gestures
12. Inappropriate public behavior
13. Indecent exposure
14. Obscene language
15. Physical or verbal abuse
16. Plagiarism
17. Possession of obscene materials
18. Possession, threat or use of a dangerous weapon (bullets, shells, gun powder, guns or knives)
19. Possessions or use or being under the influence of alcoholic beverages, illegal chemical substances
20. Profanity

STUDENTS RIGHTS & RESPONSIBILITIES

21. Sexual or other harassment of individuals including but not limited to, students, school employees or volunteers

22. Theft
23. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts
24. Use or possession of marijuana, tobacco or e-cigarettes (vaping) in any form
25. Vandalism
26. Vulgarity
27. Willful damage to school property
28. Willful disobedience

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action. This includes, but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is not specifically directed at students or school personnel and concerns harassment, intimidation or bullying.

In administering discipline, school personnel shall consider alternative methods. Listed below are methods that shall be utilized in the disciplinary process. The school may use other appropriate methods of discipline not included in this list.

1. Warn student
2. Advise parents
3. Assign seats or remove from class
4. Written assignments
5. Detention
6. Financial restitution
7. Suspension
8. Involve law enforcement agencies
9. Refer to appropriate social agency
10. Restriction of privilege

If a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school administration in writing of the requested accommodation and the factual basis for the request.

STUDENTS RIGHTS & RESPONSIBILITIES

DRESS CODE

OSB has reason for great pride in the appearance of its student body. It is in the best interest of all concerned that such pride should be maintained. It is hoped that parents and students will use mature judgment and good taste in complying with these minimal restrictions. Grooming is expected for any school related activity regardless of the location. This dress code is considered the minimum requirement and is not all inclusive. Some exceptions may be made in the dorm for the student residents. Any clothing or accessories that are distracting are prohibited. OSB reserves the right to take appropriate action for any dress and/or appearances that impedes the safety and/or learning of any student or is offensive in any way.

- Apparel must be appropriate, i.e. clothes that are not too tight, too loose, too sheer, too short or too revealing, including tops, miniskirts, short-shorts, shorts, skirts with slits, and low cut clothes including attire that exposes the chest or breasts is prohibited.
- Tears, holes or rips in clothing above the knee must not show any skin, undergarments or be considered inappropriate by staff.
- Apparel that is considered unsafe, dangerous or a health hazard will not be worn on the campus.
- Apparel, tattoos, branding, scarring, body markings or accessories (either permanent or temporary) that contains or alludes to offensive/suggestive slogans, symbols or logos that pertain to immorality, vulgarity, obscenity, nudity, promotion of violence or endorses or promotes violence, sex, drugs, alcohol, tobacco, vandalism, and/or cult activity are prohibited. **OSB is not responsible for the care of any body modifications, piercings or any injuries as a result of such modifications.**
- Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

Administrators, in conjunction with sponsors, coaches or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the administrator or person in charge reasonably believes the student's dress or grooming creates a hazard, may prevent, interfere with or adversely affect the purpose, direction or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the parents or legal guardian may be notified and requested that person to make the necessary correction. Repeated violations may result in disciplinary action.

The Direct Care Specialists (DCS) are charged with duties of guiding, directing and assisting students in the care, selection and wearing of their clothing. The DCS staff will also assist students with their grooming, cleanliness and general appearance.

SCHOOL ATTENDANCE

SCHOOL ATTENDANCE

Oklahoma School for the Blind (OSB) recognized the importance of students in grades PK-12 attending school nearly every day as a key factor in student achievement. Parents/guardians are responsible for their student attending school regularly as required by law. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

Students are expected to miss no more than ten percent of the school days per year to avoid being considered for retention in elementary or middle school or loss of high school course semester credit. Students who are absent more than ten percent of the school year miss nearly 15 days per school year and are chronically absent. High school students who miss nine (9) or more school days per semester risk losing course credit.

When students miss ten (10) days of school, their pattern of attendance is considered chronic absenteeism, except when absences are due to a significant medical condition. Students who fall in this category will be provided assistance to address attendance barriers and a path for academic success. A significant medical condition means a severe, chronic or life-threatening physical or mental illness, infection, injury, disease or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

For students in grades kindergarten through sixth grade, the maximum number of absences during any nine-week period shall be 10 unexcused absences. A student absent from class more than 10 times during a nine-week period shall be required, along with the student's parents, to work out an improvement plan with the principal.

STUDENT ABSENCES

For student safety, the parent/guardian is expected to notify the school as soon as possible, any time a student will be absent. All student absences are classified as either Excused or Unexcused. Both Excused and Unexcused absences are included in the maximum ten (10) absence days per semester except as noted below.

OSB will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absence due to a severe, chronic or life-threatening physical or mental illness, injury or trauma will be

exempted from inclusion in the calculation of the chronic absenteeism indicator of the school so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on an annual basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

SCHOOL ATTENDANCE

EXCUSED ABSENCES

To be excused, parent/guardian must contact the school office.

The following absences may be excused:

1. Parent/guardian-requested absences up to five (5) excused absences per semester by writing a note to the school signed by a parent/guardian
2. Illness, injury or medical appointments
3. Bereavement for family documented by an obituary or funeral program
4. Serious illness or immediate family emergency
5. Legal matters, such as jury service or subpoena
6. Extenuating circumstances deemed necessary by the principal
7. Pre-approved college visit
8. Observance of religious holidays required by student's religious affiliation
9. School transportation not running
10. Approved school activities such as Braille Challenge, Cane Quest, Space Camp, SCASB, CLOSE-UP, Jazz Band, FCCLA, DECA, and athletic events.

Disciplinary suspensions per state statute are reported as excused absences for suspension but do not count toward student maximum of ten absences.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITY ABSENCES FOR SECONDARY STUDENTS

A maximum of ten (10) days of activity absences per year from a class period for school activities are permitted. Schools closely monitor absences to maintain compliance with Oklahoma Secondary School Activities Association (OSSAA). To be eligible to participate in extracurricular activities, secondary students must maintain attendance and academic requirements as outlined in policy and the rules and regulations of the Oklahoma Secondary School Activities Association.

For activity absence:

- The school secretary will notify the principal when a student becomes ineligible due to non-attendance.
- Teachers, coaches and sponsors of the various student organizations of the school will inform students of these

provisions and will not permit students to participate in activities when the requirements are not fulfilled. Such notification shall be provided confidentially in accordance with FERPA.

- Students may choose not to take part in an activity when they feel the number of activity absences will be excessive. Students will not be reprimanded or punished for missing the activity.

SCHOOL ATTENDANCE

MAKE-UP WORK

For all class work and tests missed due to any absence, students have up to two (2) days for every absence day to make up work and tests for full credit. If teachers are not available for students to receive work or need to schedule tests outside the make-up timeframe, students will not be penalized.

TARDIES AND EARLY DISMISSAL

Tardies are a disruption to call and the learning of other students. Students are considered tardy if they arrive to class after the bell rings or designated class time has begun. Repetitive tardiness results in missed instruction and will be addressed. Tardies are considered unexcused unless students/parents/guardians provide documentation for one of the same reasons as excused absences and require the same written documentation for them to be excused.

- Elementary students who arrive at school one (1) or more hours late in the morning or are checked out or leave one (1) or more hours early in the afternoon will be counted Absent for one-half (1/2) day.
- Secondary students who are less than 15 minutes late are counted as tardy. Secondary students who are more than 15 minutes late or do not attend are counted as absent. Excessive tardiness could impact credit and/or final grade in the class.

MEDICAL CONDITION ABSENCES AND EXEMPTIONS

When student absences are due to extended or repeated illness, parent may need to meet with the school nurse and/or other school personnel to provide documentation to excuse the absences, to determine possible causes and to explore the need for remedial health and/or educational programs for the students, including 504 educational plan, homebound instruction or other interventions deemed appropriate.

Medical exemption applies to students who are receiving treatment for a chronic or terminal disease or students who have lost an immediate

family member. If a student is receiving services (even out of-school care) outlined in an IEP/504 plan, that student should be marked present. However, if a student is not on an IEP/504 but has met the criteria outlined in the exemption, he or she may have specific absences related to hospital stays, medical treatments, etc. removed from the chronic absenteeism calculation. Please note that the exemption will only apply to absences related to the medical emergency, not additional absences due to vacations, non-related medical appointments, etc.

SCHOOL ATTENDANCE

ADDRESSING ABSENTEEISM

When a student reaches five (5) absences, the principal or other persons designated by the principal will convene a team meeting for the student. The person who convenes will:

- Maintain the document, with notes, signed by student and parent/guardian. A copy of the signed document will be provided to student and parent/guardian.
- Use evidence-based interventions implemented when student / parent / guardian are notified when students reach seven and ten absences, excused and unexcused combined, within the semester. Results of interventions will be documented in the student's file.
- In addition to meeting notes, quarterly attendance reports and action steps, the file includes documentation of follow-up phone calls and/or conferences during each quarter throughout the current and following semesters.
- Parent/guardian may be invited to participate in a district level intervention meeting, hosted by the Attendance Support team, either to initiate or during the process.

When student absences are related to issues such as extended or repeated illness, homelessness, family situations, etc., school personnel such as administrator, counselor, nurse, social worker, attendance officer, truancy specialist or other appropriate school and interagency personnel may be included in the team with student and parent/ guardian to identify student/family barriers to attendance and support improving academic success and attendance for the student.

NO CREDIT DUE TO ABSENCES

Secondary students failing to earn credit due to excessive absences will have the letter grade replaced by an NC (No Credit) and the grade the

student earned recorded in the notes section of the course grade. The NC will be excluded from GPA and the class rank calculations. One exception is for students who end the semester in any course with a 90% or higher grade; despite excessive absences, the grade of "A" will be transcribed.

SCHOOL PROPERTY

SCHOOL PROPERTY

Students are responsible for the proper use and care of school property such as textbooks, technology, library books, desks and equipment. The parent or guardian of a student is responsible for the replacement or repair of damaged school property when it is determined that the damage was committed by the student as a result of the student's negligence. School officials may conduct regular or random searches of desks and lockers and their contents at any time for reasons of health or safety.

STUDENT DRIVEN VEHICLES

CARS ON CAMPUS

Day and dorm students may drive cars to and from school with written permission from their parents/guardians and the Dean of Students. To get permission to drive cars to OSB, students will:

- Complete the Student Parking Permit Agreement and Application for School Parking Lot Access
- Bring written permission from parents to drive the car to and from school
- Bring proof of insurance as required by the State of Oklahoma
- Have a valid Oklahoma driver's license
- Have good behavior in school and dormitory
- Agree to follow OSB rules for driving and use of cars

The Dean of Students office must have:

- A copy of the driver's license
- Name of insurance company and insurance number
- The license tag number, and
- A description of the vehicle

The student must have special written permission from his/her parents/guardians and the Dean of Students to use the car for any other reason than driving to and from school and have a copy of the written permission on file in the Principal and Dean of Students offices. Students who want to leave campus must get approval from an administrator. OSB is a closed campus during school hours and as such, students are not permitted to leave campus unsupervised. Any exceptions to leave campus during school hours requires permission from the principal.

The student driver must have written permission from his/her parents/guardians and the Dean of Students for other students to ride in his/her car, and have a copy of the permission on file in the Superintendent and Dean of Students offices.

The student passenger MUST have written permission from his/her parents/guardians to ride in cars with student drivers and have a copy of the permission on file in the Superintendent and Dean of Students offices. Superintendent and/or Dean of Students have final decision.

Having a car on campus is both a privilege and a responsibility. If the freedom is abused by not following OSB rules or by breaking city or state traffic/vehicle codes (laws), this privilege will be taken away. Student vehicles must be parked in the designated student parking lot. Students who live off campus must follow all campus rules concerning vehicles.

OPPORTUNITIES AND SUPPORT

STUDENT REPRESENTATION OF OSB

Students who represent OSB in any off-campus activity (academic team, vocational leadership organizations, student council, band, chorus, athletics, cheerleading, etc.) ON and OFF campus must adhere to the following eligibility guidelines:

1. Students will maintain an acceptable level of discipline in school and in the dorm. Students who have been involved in serious disciplinary problems in these areas may be excluded from participating in activities or going on trips from the school.
2. Students will be expected to make a substantial effort toward their academics and grades. A standard grade of C- or above is expected. Students making a grade of F may be ineligible to participate in a school-sponsored event (on or off campus), activities or trips, including any recreational activities.

A list of all students who are going on a trip or participating in an event should be turned into the principal's office at least seven (7) days prior to the event.

Deficiencies will be determined each Thursday. On Wednesday, teachers are to report to the principal's office any student(s) whose class grades average a D or below for the current nine (9) week period. A list of students who will be deficient will be posted each Monday and parents will be notified.

If a student's name is on the deficiency list on Monday, he/she may be ineligible to participate during the following one (1) week period. The ineligibility periods will begin on Monday and end on Sunday. A student

who has lost eligibility under this provision must be passing all subjects to regain eligibility.

- a. Scholastic eligibility for students participating in OSSAA events will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Career-Tech students and all concurrently enrolled students. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in one the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

SCHOOL NUTRITION SERVICES

OSB participates in the National School Lunch and the School Breakfast Program. Three, four or five food items make a meal. If your student ever brings lunch to school, let them add to that with fruit, veggies and milk. We are Offer versus Serve, so students can choose the foods they want within the planned menu. A sample would be a burger with an apple. Of course, we encourage taking a complete meal if a student wants to eat it all.

SNS FAQs:

Q: "If the whole meal is free, why can't I just get a free carton of milk or an orange?"

A: USDA pays OSB for a MEAL. Students must choose at least 3 items with one item being fruit or veggie.

MENUS

OSB breakfast and lunch menus are linked on the OSB website at osb.k12.ok.us or can be requested from the front office.

TRANSPORTATION

TRANSPORTATION / HOMEGOING

OSB provides transportation to and from regional locations in Oklahoma. Parents/guardians are required to make their own arrangements to transport their child(ren) to the OSB pick up/drop off point.

Transportation will be provided each weekend for students by the school. The school will set up a route and have a scheduled time and place of where the school will meet parents/guardians each "end of week" (Thursday) and a time and place for pickup on Sunday. On home-going day, OSB vehicles will take students to scheduled places to be met by parents/guardians. Baggage on home-going vehicles is limited to one (1) bag per student. **No child will be allowed to leave the bus** until their parent/guardian or a pre-approved person has **signed for their release** at the door of the bus. Whenever there is a question about the person picking up the child, picture identification may be required along with the signature. The students will be picked up at the same place by the school vehicle on the following Sunday. Only OSB staff and current students are allowed on the vehicle. A school calendar, showing holidays and teachers' meeting days, is given to the parents/guardians on enrollment/registration day. The school schedule is also located at the back of this handbook. Parents/guardians will also receive the scheduled meeting places and times for meeting and picking up students.

Parents/guardians failing to pick up their child in a timely manner and/or habitually late may forfeit transportation privileges for their child. Additionally, authorities may be contacted if parents/guardians fail to pick up their child or children. It is very important that the Principal and Superintendent's Office have the addresses and telephone numbers to be used in an emergency situation. If OSB is unable to reach a parent/guardian in a timely manner, DHS and/or appropriate authorities will be notified.

TRANSPORTATION

Cash, checks or money orders may be sent to OSB by returning vehicles on Sunday. Money should be in a sealed envelope and addressed to 'Student Accounts' and given to the driver or adult supervisor to be checked into the Student Accounts office.

Students who consistently show inappropriate behavior or refusal to follow OSB's policies and procedures may be removed from the bus or van routes and will need to provide their own transportation until permission is reinstated by Dean of Students, Superintendent or Superintendent's designee.

If someone needs to contact Transportation outside of school hours, please call the school phone at 918-781-8200 and ask for the Direct Care Specialist Supervisor on duty.

Students may visit other students' home IF there is available space on the route vehicle and **only** with written permission of their parents/guardians and the written permission of the adults in the home they are visiting. All permission papers should be dated and addressed

to OSB Transportation. Students should plan ahead to invite or visit with friends.

Only a student's parent or legal guardian may sign their student off of the bus at the designated drop off / pick up locations. In general, OSB does not allow students to ride other bus routes that are not their regular routes. Exceptions may be made on a case by case basis with written permission from both sets of parents/guardians and approval from the Dean of Students or Superintendent

RULES AND REGULATIONS FOR ROUTE RIDERS

Students are expected to know and follow the rules listed below:

A. Prior to Loading (on the road and at school)

- Baggage is limited to one (1) carry-on (L+W+H=24" or less). Bags must be stored under the bus, back of the van or strapped in next to the rider. (This is to ensure that students are not injured in the case of an accident by flying bags.)
- Take your bags to the designated area to be loaded on vehicles.
- Be on time at the designated school bus stops. Consistent tardiness will lead to disciplinary action.
- Wait until the vehicle comes to a complete stop before attempting to enter.
- Respect people and property while waiting on the bus/van.
- Receive proper school official authorization to be discharged at places other than regular stop.

B. While on the Bus

- Obey the instructions of the driver and chaperones.
- Bus riders must be seated (your seat must be in the bus seat) correctly and are not permitted to leave their seats while the bus is in motion.
- Keep all parts of the body inside the bus.
- Assist in keeping the bus safe and clean.
- Refrain from the use or possession of any form of tobacco, alcohol or drugs.

TRANSPORTATION

- No loud talking, laughing or unnecessary commotion as it diverts the driver's attention and may result in serious accident. You may talk to your seatmate in a normal conversational tone.
- No vandalizing or destruction of bus equipment.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, packages, coats or any other objects in the aisles.
- Help look after the safety and comfort of small children. Remember, you are a role model to the younger students.

- Do not throw anything in or out of the bus. Horseplay and fighting are not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow students, the bus driver and the chaperones.
- Keep absolutely quiet when approaching a railroad-crossing stop.
- Food and/or beverages are allowed only with the permission of the bus driver.
- In case of a road emergency, children are to remain in seats on the bus, except when it may be hazardous to their safety.
- Use emergency exits properly.
- Remain on the bus until parents/guardians (or designated person) arrives and signs for your departure. The bus driver or chaperone will tell you when you may get up and exit the vehicle. You will exit in an orderly manner by allowing the person in front of you to leave first.

C. After Leaving the Bus

- The driver will not discharge riders at places other than the regular bus stops, except by proper authorization from the parent or school official.

SEVERE INCIDENTS

Students who become involved in a serious disciplinary problem including, but not limited to bullying, harassment, intimidation, assault, fighting, verbal assault, possession/sale/use of alcohol/drugs or any action that includes the safety of the school bus as a first or second offence may have their riding privileges suspended by the Principal, Dean of Students or Superintendent.

STUDENTS WHO CANNOT FOLLOW THESE RULES MAY NOT BE ALLOWED TO RIDE IN THE SCHOOL VEHICLE UNTIL PERMISSION IS GRANTED BY THE SUPERINTENDENT.

SERVICES FOR STUDENTS

GUIDANCE PROGRAM

Services are available to assist students with making appropriate personal or educational and vocational decisions. Families desiring more information should contact the counselor or principal of the child's school.

SCHOOL-BASED SPECIALIST

SCHOOL-BASED SPECIALIST

A School-Based Specialist (SBS) is placed in the school with the dedicated purpose of providing a human service connection and support to the children and families served by the school, as well as the school's teachers and administrators. The SBS connects students and their families to local and state resources that can offer help and hope for

the family. This compassionate and professional support helps students navigate out-of-classroom obstacles that would affect their success in the classroom and allows teachers to focus on teaching. The SBS makes a significant impact on the well-being of their communities, improving outcomes and reducing risk factors for the students and families they serve.

COUNSELING

SUICIDE/SELF-HARM BY STUDENTS

Protecting the health and well-being of all students is of utmost importance to our school. Oklahoma School for the Blind has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems and seeking help for themselves and friends. This will occur in health class.
2. The School Psychologist will be the suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support such as:
 - The National Suicide Prevention Lifeline - 1-800-273-8255 or www.suicidepreventionlifeline.org
 - The Trevor Lifeline - 1-866-488-7386 or www.thtreavorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or are in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

When an employee receives information, verbally or otherwise, by a student reporting any suicidal ideation, thought or gesture, a written referral relaying that specific information must be made. That same employee will contact the School Psychologist, Counselor and/or Dean of Students and relay the information. Upon declaration by the

COUNSELING

School Psychologist, Counselor and/or Dean of Students, the student may be put on 'suicide watch' and/or sent to the clinic. The student should not be left alone. The School Psychologist, Counselor and/or Dean of

Students will contact the parents/guardians regarding the situation and request they pick up their child as soon as possible. At this time the student will be put on a "behavioral monitoring program" which will be monitored by the dorm staff until the parent/guardian arrives.

The day or night dorm supervisor would escort the student to a sick bay room in the dorm or another designated area. This would take place until the School Psychologist, Counselor and/or Dean of Students would assign an appropriate person to monitor the student. The student will be monitored constantly and their whereabouts will be known at all times by dorm staff. The student must be provided a safe place. If a meal or snack will be served, the kitchen and dorm staff will take into consideration the appropriate finger foods, utensils, etc.

The School Psychologist, Counselor and/or Dean of Students will write a letter containing the events that have happened, emphasizing that a release from a mental health professional must be completed. The parent will be advised that they will be required to provide a release from a mental health professional stating the student has been evaluated and does not pose a risk to themselves or others prior to the student's return to school. Copies of these documents, any internet contact, any pertinent contracts and/or safety plans and the release (when returned) should be made and given to the Superintendent, Compliance Officer, Dean of Students, School Psychologist, Counselor and Principal.

If the student has made an attempt to commit suicide, he/she will be transported to the nearest 'gatekeeper' and remanded into their custody until screened by appropriate mental health professionals. A release stating an evaluation has been made and that the student is no longer a danger to themselves must be received from a mental health professional prior to the student's return to school.

ANNUAL NOTIFICATIONS

ANNUAL NOTIFICATIONS

FERPA RIGHTS & DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Uninterrupted Scholars Act (Public Law 112-278) was enacted on January 14, 2013. The Act amends FERPA to permit educational agencies and institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student."

ANNUAL NOTIFICATIONS

FERPA gives parents/guardians certain rights with respect to their children's education records. Education records are defined as all "materials maintained by the school, district, district employee or district agents, which is directly related to a student and maintained by the district or a party acting for the district." Records include, but are not limited to, documents, tape recordings and video recordings. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents/guardians or eligible students have the right to inspect and review the student's education records, maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies.

Parents/guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decide not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student'
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "DIRECTORY" information, which includes the following in accordance with OSB..

1. The student's name, address and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;

6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph or video;

ANNUAL NOTIFICATIONS

9. The student's dates of attendance, and
10. The most recent educational institution the student attended prior to the student enrolling in this district.

However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. OSB annually discloses this information in the Student / Parent handbook. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice) or TDD may call 1-800 437-0833.

You may also contact the U.S. Department of Education:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5020

CHILD FIND

OSB supports and participates in "**Child Find.**" "Child Find" is a requirement of both Federal and State law. It mandates that each school district will locate, identify and evaluate, at no cost to the family, all students, ages 3 - 21, who may be suspected of having a disability. Typically, the "Child Find" process is completed in the child's home district by calling the local district's special education services. OSB may work collaboratively with local school districts (also known as LEAs) throughout the eligibility process as a member of the team, or may complete the process independently, as appropriate. Once a child has been referred, an evaluation will be conducted to assist in determining eligibility. Eligibility for special services is based on specific criteria established by Oklahoma SDE. Parents/Guardians who need assistance can call the IEP department at 917-781-8226.

The school accepts referrals from local education agencies (LEAs), education cooperatives and parents residing within the State of Oklahoma. The LEAs are advised of all referrals. Admission to the school is accomplished through application directly from parents or guardians. A regulation passed in 2012 requires that information regarding services available from OSB and OSD be provided at every IEP meeting for the students that have visual impairments and/or hearing loss. OSB is committed to ensuring that the provisions of IDEA (94-142) - Public Law 101-476 are met and; towards this end, cooperated with the LEA's.

When OSB accepts a child it begins collaboration with the LEA who is ultimately responsible for the services for the student. Placement is reviewed at least annually to ensure that OSB is the optimal placement to meet the student's needs. Should placement at OSB not be successful, the student will be referred back to the home district. OSB will be available to assist in the transition back to public school.

ANNUAL NOTIFICATIONS

DISCRIMINATION - NOTICE & CONTACTS

(Title VI, Title IX, Title II, Sec 504, Age Act, Boy Scouts of America Equal Access Act)

The Oklahoma School for the Blind (OSB) does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, veteran, parental, family and marital status in its programs and activities, or in its employment decisions, and provides equal access to the Boy Scouts of America and other designated youth groups. OSB is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity and equality students. OSB complies with the following laws:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin.

Title II of the American with Disabilities Act of 1990 prohibits discrimination on the basis of disability, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability. The district also complies with the individuals with Disabilities Education Act ("IDEA").

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

Under the Boy Scouts of America Equal Access Act, no public elementary school or state or local education agency that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours shall deny equal access or a fair opportunity to meet, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

REPORTING DISCRIMINATION

Any person who believes that he or she has been the victim of discrimination should report the alleged discrimination within 30 days of the occurrence by:

- Sending an email, telephone/fax or letter by mail or by filing a complaint in person to:

Oklahoma School for the Blind
 Attn: Superintendent
 3300 Gibson Street
 Muskogee OK 74403

ANNUAL NOTIFICATIONS

Once a complaint has been made, designated personnel will begin an investigation, track progress and determine whether the alleged conduct constitutes a violation of Title VI, Title IX, Title II, Section 504, the Age Act or the Boy Scouts Equal Access Act and take appropriate action.

Discrimination complaints may be submitted to an employee supervisor or the Human Resource Office by email, telephone/fax, mail or in-person.

STUDENT COMPLAINTS

Lynn Cragg
 Middle/High School Principal
 (918) 781-8227

PERSONNEL COMPLAINTS

Marqueta Culver
 Human Resources
 (918) 781-8206

For further information about notices of non-discrimination visit the Office of Civil Rights (OCR), website for the address and phone number of the office that serves your area or call 1-800-421-3481.

ASBESTOS HAZARD EMERGENCY RESPONSE NOTIFICATION (AHERA)

In 1988 the Asbestos Hazard Emergency Response Act (AHERA) was signed into law. As you may be aware under this Act, the federal government required all school districts throughout the United States, to identify all asbestos containing building materials within their facilities and implement a management plan to eliminate the potential for exposure to both staff and students.

These actions include inspections by the Environmental Protection Agency (EPA) accredited inspectors, the assessment of condition, potential exposure of asbestos material and the posting of warning labels.

Over the past years, the Oklahoma School for the Blind has maintained an active program to eliminate all asbestos from this campus. Final

notification was received June 4, 2009, stating that "all the asbestos containing materials identified in the original AHERA management plan has been removed from this facility."

ANNUAL NOTIFICATIONS

MENINGITIS ANNUAL NOTIFICATION

This annual notification contains important information about meningococcal disease and meningococcal vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause brain damage, hearing loss, amputation of arms or legs, learning disabilities or death.

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Further health questions can be answered through the Oklahoma State Department of Health Immunization Service at 405-271-4073 or website at <http://imm.health.ok.gov>.

STUDENT CLUBS AND ORGANIZATIONS

Oklahoma State law at Title 80 O.S. Section 24-105 requires annual notification to parents and guardians of clubs and organizations sponsored by or under the direction or supervision of the school.

This annual notification includes the following information about each student club or organization: school name, club/organization name, mission/purpose and name of faculty advisor, if known.

Please navigate to www.osb.k12.ok.us for the most up-to-date listings by school.

STUDENT SAFETY

SAFETY GUIDELINES

Safety awareness and the prevention of accidents are important goals of each school. The following reminders are helpful to keep students safe:

EMERGENCY CARE

Please partner with us to be certain the school is able to contact parents/guardian whenever students become ill or suffer an accident. Contact the school office any time phone numbers change. The school should have at least four numbers of persons to contact in case of emergencies. While the nurse or designated person will provide immediate first aid, the next step is to contact the parent. EMSA or other emergency medical services may be called if immediate medical attention is needed. Expenses for emergency care will be directed to the parents. OSB is not responsible for expenses for emergency care.

EMERGENCY DRILLS

OSB conducts regular emergency response drills as required by State and Federal Regulations. Drills include Evacuation and Fire Drills, Shelter Drills for severe weather, Lockout Drills for external threats, Lockdown Drills for internal threats and Hold Drills for medical emergencies. Other drills may be conducted at the discretion of the school. Drills are required to be reported to the Oklahoma School Security Institute (OSSI).

PHYSICAL CONTACT

In certain situations, school employees may make necessary body contact with students in incidences such as: administering first aid, breaking up fights, protecting themselves from physical attacks, addressing emergencies, development physical skills through coaching, employing passive restraint to behaviorally disruptive students to protect them and others from harm and other actions deemed necessary to gain control of a situation. OSB staff members are trained in MANDT training to assist them in handling situations.

SKATEBOARDS, SKATES, BICYCLES, ROLLER BLADES

Personal skateboards, skates, bicycles and roller blades are not allowed on campus. An exception will be 'Day' students who may ride a bicycle to and from school. Students will be required to park in a designated area and are not permitted to ride them during the school day. OSB is not responsible for damaged, lost or stolen bicycles and students are required to provide their own bicycle locks.

STUDENT SAFETY

BULLYING, HARASSMENT & DISCRIMINATION

District policy prohibits and does not tolerate bullying, harassment or discrimination based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage and veteran, parental, family and marital status or for any other reason. Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential.

Behaviors that place another students or group of students in fear of harm, or insult or demean any student or group of students will not be permitted. Bullying behaviors are prohibited on school premises, at school-sponsored activities, events or functions or anywhere that students are under the supervision of school personnel. Bullying is not considered normal conflict.

Bullying behavior is different from normal conflict between persons. Normal conflict occurs between students with equal power. Normal conflict happens occasionally, may be accidental, is not serious, results in an equal emotion reaction. In normal conflict, student(s):

- are not seeking power or attention
- are not trying to get something
- usually show remorse and take responsibility, and
- make an effort to solve their conflict.

Bullying is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. The perpetrator may be attempting to gain power, material things or gain popularity. Bullying may include, but is not limited to, words or other behavior, such as name calling, threatening and/or shunning, or starting rumors and may be committed by one or more students against another. Bullying may be physical, verbal, emotional, social, sexual or by electronic communication.

- **Physical bullying** includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting and excessive tickling.
- **Verbal bullying** includes, but is not limited to, hurtful name calling, teasing and gossiping.

- **Emotional bullying** includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, manipulating friendships, isolating, ostracizing and peer pressure.

STUDENT SAFETY

- **Social bullying** includes harm to another's group acceptance, including but not limited to, harm resulting from intentional gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group.
- **Cyberbullying** includes, but is not limited to, any written, verbal, pictorial information or video content by means of electronic device such as a telephone, a cell telephone or wireless telecommunication device or computer. Electronic communications include, but may not be limited to, communications made through social media, email or other online forums.
- **Sexual bullying** includes unwelcome sexual advances, but is not limited to, sexual exhibitionism (attracting attention to yourself), voyeurism (seeing, talking or writing about intimacy considered to be private), sexual propositioning, sexual harassment, physical contact and sexual assault. Sexual advances may include, but are not limited to requests for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions, or other verbal or physical conduct of a sexual nature including, but not limited to: lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, articles, books, magazine, photos, cartoons or electronic communication devices which adversely affect a student's performance.

Victims of bullying will be referred to the school counselor or principal. Perpetrators will also be referred to the school counselor or principal for education regarding the significance of bullying behavior, disciplinary action for repeat or ongoing offenses. Perpetrators may also be reported to the police.

Any student or group of students, who have been the victim of discriminatory harassment based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage or veteran, parental, family and marital status or for any other reason, immediately report the incident to a school administrator.

SEARCHES

Students have no reasonable expectation of privacy in school lockers, desks or any other school property without notice or reason. School administrators and security personnel are authorized to detain and search any student and any property in the student's possession while on school premises, at school activities or in transit under the authority of the school for any item in possession by the student which is illegal or prohibited by school policies, rules or regulations or for property believed to have been stolen from another student, employee or the school. A student who refuses peaceably to submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusal.

STUDENT SAFETY

SCHOOL VISITORS

The school always welcomes the active interest of parents/guardians and citizens in the school and invites the community to visit. However, since school is a place of work and learning, certain limitations must be set on visitations and visitors. It is the policy of OSB that all visitors to any school facility sign in at the Front Office and obtain a visitor's pass. If the Front Office is unmanned, visitors should check in at the West Lobby.

Parents/guardians and/or community members who wish to observe a classroom while school is in session are requested to arrange such visits in advance with the teacher and principal so that class disruptions are minimized. Before receiving visitors to their classroom during school time, teachers should discuss the matter with their supervising principal and obtain approval. Teachers are not expected to take class time to discuss individual matters with visitors.

VISITORS - COLLEGE STUDENTS

From time to time there will be prearranged college students who are interns and/or observers. Those college students will be assigned to visit and/or intern in teacher's classrooms by the requested department supervisors with approval from the superintendent. No college student shall visit or intern without prior approval from the principal and/or superintendent.

OFF CAMPUS VISITATION WITH STAFF MEMBERS

It is the responsibility of the Oklahoma School for the Blind to provide a positive and nurturing environment for the students who attend school and reside on the OSB campus. The school recognizes that positive relationships between staff and students are critical for successful communication, instruction and mentoring. The school also recognizes that all students and their families have certain guaranteed rights to privacy and those unique relationships between students and OSB staff exists only because the student has been placed at OSB under an IEP. In absence of that placement, no faculty or staff would have access to a student. The school also

recognizes that all students must be provided equal access to social and recreational activities. Under these unique conditions, the school may choose to exercise control over the interaction that faculty and staff have with students both inside and outside of their assigned work schedule.

- All staff members are prohibited from taking students to, or supervising students at, any home or residence which is not controlled by a parent or guardian or where a parent or guardian is not present.
- All staff members must receive prior approval from the administration before asking a parent for permission to invite a student to join them in off-campus activities, outside of their scheduled work hours and before inviting the student to do so.
- Parents/guardians must authorize all contact between off-duty faculty or staff and students.

STUDENT SAFETY

STUDENT INSURANCE

Parents/guardians are responsible for providing students with health or accident insurance. The Oklahoma School for the Blind does not provide student insurance.

STUDENT PICK-UP & EARLY RELEASE

Students are released during school hours only to authorized persons. The custodial parent/guardian must notify the school of restrictions related to the release of a child and provide supporting documentation when appropriate, including custody agreements that restrict parent access to a child. Photo identification is required for release. Early pick-up of students is reserved for emergencies and occasional doctor appointments. Early pick-up on a daily basis is not permitted as student absences during class time result in a loss of instruction. Please understand safety is the key consideration when students are not immediately available to be checked out during a school-wide lockdown.

STUDENT WELFARE – CHILD ABUSE & NEGLECT

Every person having reason to believe a child is a victim of abuse or neglect has a legal responsibility to report it immediately to the Oklahoma Department of Human Services. Anonymous reports can be made at any time, 24 hours a day and 7 days a week, to:

Oklahoma Department of Human Services

Abuse & Neglect Hotline
1-800-522-3511

SAFE SCHOOL ENVIRONMENTS

DRUG-FREE & TOBACCO-FREE SCHOOLS

Oklahoma School for the Blind Student/Parent Handbook
Revised 6/2020

By State Law, the OSB district drug and tobacco-free schools policy states all persons on school property will be violating district policy if they use, transmit or are under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any non-intoxicating alcoholic beverage (such as low point beer); fortified wine or other intoxicating liquor; or transmit drug paraphernalia or counterfeit drugs; or possess, use, transmit or are under the influence of any other chemicals or products, including synthetic drugs before, during and after school hours, in any school building, on the premises, in a school vehicle, at a school-sponsored event or function or during any period of time when students are subject to the authority of school personnel.

SAFE SCHOOL ENVIRONMENTS

MEDICAL MARIJUANA

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on OSB campus, school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from district sponsored functions, events, and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provisions, or any other authority applicable to or adopted by the district.

Definitions: The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any forms of marijuana; all parts of the plant *Cannabis sativa* L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between

state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination: There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Overlap with Other District Policies: The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Employees: Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to

SAFE SCHOOL ENVIRONMENTS

marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees (<https://www.atf.gov/file/60211/download>). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

GUN-FREE SCHOOLS

Any student in this school who uses or possesses a firearm at school, at any school-sponsored event or in or upon any school property, including school transportation or school-sponsored transportation, may be removed from school for at least one full calendar year. Firearms are defined in Title 18 U.S.C. Section 921 as:

- Any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;

- Any destructive device, including any explosive, incendiary or poison gas, bomb, grenade or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

All firearms or weapons will be confiscated and released only to proper legal authorities. For safety purposes, surveillance video and audio equipment may be used to monitor student behavior at school, on buses and in common areas on campus and at school activities. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act.

LASER PENS & POINTERS

Due to the potential for disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pens while on district property, while attending a district-sponsored activity on or off district property, or while traveling to or from any school is prohibited.

ASSAULTS ON SCHOOL STAFF

Under Oklahoma law 21 OK Statute § 21-650.07, "Felony charges may be filed against any person(s) committing an aggravated assault or battery against any school employee."

SAFE SCHOOL ENVIRONMENTS

OFF-CAMPUS CONDUCT

Disciplinary action may be assigned for conduct occurring off-campus and not involving a school activity if the student's continued attendance related to misconduct has an adverse impact upon the school.

DUE PROCESS

Due process is provided to students when they are involved in discipline incidents and before assignment of disciplinary consequences. Due process includes:

- Teacher or administrator conversation with a student immediately following the misconduct.
- Student given the opportunity to write or tell his or her version of events.
- Teacher or administrator providing written notice of the misconduct the student is accused of committing.

For suspensions of more than ten days, if parents/guardians and students are not satisfied with the results of the evidentiary hearing, they have the right to appeal the suspensions with the superintendent.

The appeal may be made by phone at 918-781-8200 or by submitting a report which is available on the district website home page.

PROMOTION AND RETENTION CRITERIA

PROMOTION & RETENTION CRITERIA

(FOR STUDENTS GRADE K-12)

Students who demonstrate academic competence will be considered eligible for promotion to the subsequent grade level by following district guidelines and state laws. Academic competency is indicated based on criterion-referenced test results, teacher observation, course grades and attendance in grades K-5.

Students who miss more than 10 days of instruction with unexcused absences per semester increase their potential to be recommended for retention.

Lack of English proficiency cannot be a reason for retention. English language learners, including Pre-K and Kindergarten students, who have had fewer than two complete years of instruction in English may not be retained in any grade.

Retention is not recommended for students who are making progress pursuant to their individual education plan (IEP). An IEP team must reconvene if the student is not making progress to determine if a new plan should be implemented.

ACCESS TO GRADES AND INFORMATION

ACCESS TO GRADES & INFORMATION

Phone: **918-781-8200**

The Wen-Gage Guardian portal provides families online access to information such as grades and attendance.

Call 918-781-8200 for assistance in establishing your Wen-Gage account.

GRADING SYSTEMS

GRADING SYSTEMS

For further questions regarding student grading, promotion, or retention, contact OSB at 918-781-8200.

PRE-KINDERGARTEN

A conference skills checklist is used to indicate progress made by Pre-Kindergarten students. The checklist is based on state and national standards and is used to measure progress and mastery of Oklahoma Academic Standards.

KINDERGARTEN, 1ST AND 2ND GRADES

A performance assessment based on state and national standards is used to measure progress and mastery of Oklahoma Academic Standards. OSB Kindergarten and first-grade programs are designed to meet student needs and all areas of development: social and emotional, physical, language and literacy, and intellectual. Please see the scale below.

Academic Performance Level for Standards		
Exceeds	4	The student exceeds the expectations of grade-level standards.
Mastered	3	The student meets the expectations of grade-level standards.
Approaching	2	The student is progressing towards meeting the expectations of grade-level standards.
Emerging	1	The student does not meet the expectations of grade-level standards.
Not Yet Assessed	Blank	

*Quarter 1 and 3 are not assessed for Pre-Kindergarten

GRADING SYSTEMS

GRADES 3-5

Letter grades are given in the following areas:

- Mathematics
- Language Arts
- Reading
- Science
- Social Studies
- Physical Education
- Music
- Spelling
- Braille

GRADING SYSTEM FOR GRADES 3-12

Students in grades 3-12 follow the same grading system:

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Letter Grade	Percentage
A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	Below 59%

ACADEMIC RECOGNITION AND HONOR ROLL

ACADEMIC RECOGNITION AND HONOR ROLL

Students will be recognized for their academic achievement through the Honor Roll. The Honor Roll is calculated each quarter/semester (elementary and middle school are quarter; high school is semester) of the school year based upon the following criteria:

- For a student to be placed on the "A Honor Roll", the student must achieve all "A's", to include citizenship, on his or her report card for the specified nine-week period or high school semester.
- For a student to be placed on the "B Honor Roll", the student must not achieve a grade lower than a "B", to include citizenship, on his or her report card for the specified nine-week period or high school semester.

HIGH SCHOOL CREDIT SYSTEM

PROFICIENCY BASED PROMOTION

Following is from the Standards for Accreditation of Oklahoma Schools on the Oklahoma State Department of Education Web-site.

This Subchapter contains rules and regulations for credit for learning which relate to, and are in addition to, the accreditation standards set forth in Subchapter 1 through 13 of this Chapter.

210:35-27-2. Proficiency Based promotion

- a) Upon the request of a student, parent, guardian, or educator; a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - 1) Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory science courses will require that students are able to perform relevant laboratory techniques.

- 2) Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 710.O.S.SS 11-03.6
 - A. Social Studies
 - B. Language Arts
 - C. The Arts
 - D. Languages
 - E. Mathematics
 - F. Science
- 3) Proficiency for advancing to the next level of study will be demonstrated by a 90 percent or comparable performance on an assessment or demonstration.
- 4) The opportunity for proficiency assessment will be provided at least twice each school year.
- 5) Qualifying students are those who are legally enrolled in the local school district.
- 6) The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
- 7) Students will be allowed to take proficiency assessments in multiple areas.
- 8) Students not demonstrating proficiency will be allowed to try again during the next assessment period.
- 9) Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.

HIGH SCHOOL CREDIT SYSTEM

- b) Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
 - 1) The school will confer with parents in making such promotion acceleration decisions. Such factors as social and mental growth should be considered.
 - 2) If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement which shall be included in the permanent record of the student.
 - 3) Failure to demonstrate proficiency will not be noted on the transcript.

GRADUATION REQUIREMENTS

Students in the **College Preparatory/Work Read Curriculum** must complete 23 credit hours to graduate from the following list of courses.

- 1) Language Arts - 4 credits
English I, II, III, IV
- 2) Math - 3 credits
Algebra I
Geometry
Algebra II
- 3) Science - 3 credits
Physical Science
Biology I
Biology II
Botany
Environmental Science
- 4) History - 3 credits
Oklahoma History - $\frac{1}{2}$ credit
US Government - $\frac{1}{2}$ credit
Modern History
World History
World Cultures
- 5) World Languages or Computer Technology - 2 credits of either WL or CT
Spanish I and II
Computer Technology I and II
- 6) One additional credit from any of the courses listed above
- 7) Fine Arts - 1 credit
- 8) Electives - 6 credits
Courses from Family and Consumer Science count in this area
- 9) Must complete the Financial Literacy and CPR/AED requirement

HIGH SCHOOL CREDIT SYSTEM

CORE CURRICULUM

Eighth grade students entering the ninth grade are required to complete the college preparatory/work ready high school curriculum outlined by the state, unless the student's parent or legal guardian approves the student to enroll in the core curriculum. The Core Curriculum may be more successful for some students and does not require the same rigor as the College Preparatory/Work Ready Curriculum. Successful completion of the Core Curriculum does not meet the college entrance requirements, nor requirements for Oklahoma's Promise scholarship. Parents choosing the Core Curriculum must sign a form opting out of the College Preparatory/Work Ready Curriculum.

Core Curriculum Graduation Requirements - 23 credits

- 1) Language Arts - 4 credits
English I, II, III, IV
- 2) Math - 3 credits
Algebra I
Geometry

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- Math of Finance
- 3) Science - 3 credits
 - Physical Science
 - Biology I
 - Environmental Science
 - Botany
 - 4) History - 3 credits
 - Oklahoma History - ½ credit
 - US Government - ½ credit
 - Modern History
 - US History
 - 5) Fine Arts - 1 credit
 - 6) Computer Technology or World Language - 1 credit
 - 7) Electives - 8 credits
 - 8) Must complete the Financial Literacy and CPR/AED requirement

OKLAHOMA PROMISE

Oklahoma's Promise allows eighth, ninth or 10th grade students from families with an income of \$60,000 or less to earn a college tuition scholarship. Students must also meet academic and conduct requirements in high school. Parents/guardians must complete the Oklahoma Promise application. Parents/guardians are encouraged to visit with the school counselor to receive more information.

PROFICIENCY TESTING

PROFICIENCY TESTING

Students can move forward by subject, course or grade level based upon mastery of the Oklahoma Academic Standards with a score of at least 90 percent on the proficiency test. Grade level tests are available for grades 1-8. Course tests are available for grades 9-12. Interested students are asked to contact the school principal or counselor for more information.

READING SUFFICIENCY ACT

READING SUFFICIENCY ACT

1. Early Identification of Reading Difficulties
2. Clear, Consistent Parent Communication
3. Increased Time and Improved Literacy Instruction
4. Student Qualification for Promotion into Fourth Grade

Early Identification of Reading Difficulties

The Reading Sufficiency Act serves to ensure that all students are screened, beginning in Kindergarten, to determine their proficiency in grade-level reading skills. At OSB, all elementary students are assessed in August, December and May to determine reading proficiency levels and to identify students at risk for reading difficulties. In

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addition to administering this screener three times per year, OSB teachers utilize progress monitoring throughout the year to determine the extent to which instruction and reading interventions are meeting students' needs.

Clear, Consistent Parent Communication

The Reading Sufficiency Act emphasizes the importance of parent communication; specifically, parents are promptly notified if their children are not meeting grade-level targets in reading according to the state-approved screener. In addition, these students will be provided with an Academic Progress Plan (APP). This individualized plan includes the student's most recent academic data, the instructional support provided by the school and additional support requested to be provided at home. Parents/guardian and teachers will review this plan together twice a year at Parent/Teacher Conferences. A student's APP will be included in the student's RSA folder, along with student work samples, district screener results and benchmark assessments.

Increased Time and Improved Literacy Instruction

The Reading Sufficiency Act requires that specific amounts of time be reserved every day for literacy instruction. Every student in grades K-4 receives 90 minutes of core literacy instruction. During this time, instruction is designed to help student's master grade-level literacy skills. In addition to the 90 minutes of core reading instruction, students who are not meeting grade-level targets will receive additional support through targeted, small-group reading interventions. This extra instruction is designed to fill gaps in students' understanding of the reading process.

READING SUFFICIENCY ACT

Student Qualification for Promotion into Fourth Grade

To ensure all students are reading on grade level by the end of third grade, the Reading Sufficiency Act requires that all Oklahoma students qualify for promotion into 4th grade. The effective implementation of the first three RSA requirements (listed above), beginning in Kindergarten, significantly reduces the need for remediation in middle and high school and lowers the risk of a student dropping out of school due to reading difficulties. There are four pathways by which students may qualify for promotion into fourth grade. Each pathway is described in the following section:

- **Proficiency Demonstrated through State-Approved Reading Screener:** Any first, second or third-grade student who demonstrates end-of-year third-grade reading proficiency on a screening instrument approved by the Oklahoma State Department of Education qualifies for promotion to fourth grade.
- **Meeting RSA Criteria on the Oklahoma State Testing Program (OSTP):** If a third-grade student meets RSA criteria on the reading portion (based on reading comprehension and vocabulary sections) of the

OSTP, that student qualifies for automatic promotion to fourth grade.

- **Good-Cause Exemption:** Third graders who do not meet one of the promotion requirements listed above may qualify for a Good Cause exemption and may be promoted to fourth grade. If a student qualifies for one of the following Good Cause exemptions, the student may be promoted to fourth grade and receive additional support through intensive reading instruction.
 - English learners who have had less than two years of instruction in English and who have been identified as an English learner on an approved screening tool
 - Students with disabilities whose Individualized Education Plan (IEP) states they are to be assessed with the Oklahoma Alternate Assessment Program (OAAP)
 - Students who demonstrate an acceptable level of performance (minimum of 45th percentile) on an alternative standardized reading assessment approved by the State Department of Education.
 - Students who demonstrate through a student portfolio that they can read on grade level
 - Students with disabilities who take the OSTP and who have an Individualized Education Plan (IEP) that reflects that they have received intensive remediation in reading and have made adequate progress toward IEP goals.
 - Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who were previously retained for academic reasons
 - Students facing exceptional emergency circumstances that prevent them from being assessed during the testing window (This must be approved by the Office of Accountability and Assessment at OSDE.)

READING SUFFICIENCY ACT

- **Conference-Based Promotion:** A student not otherwise qualifying for promotion may be evaluated for “probationary promotion” by the Student Reading Proficiency Team (SRPT). The SRPT is composed of:
 - the student’s parent(s) and/or guardian(s)
 - the student’s primary reading teacher
 - a reading teacher from the subsequent grade level
 - a certified reading specialist, if one if available

The student will be promoted to fourth grade only if the SRPT members *unanimously* recommend “probationary promotion.” If a student is approved for probationary promotion, the team will continue to review the reading performance of the student and determine grade-level placement each academic year until the student demonstrates grade-level reading proficiency.

The complete law and requirements are available at <http://sde.ok.gov/sde/reading-sufficiency>. Additional resource: The Reading Sufficiency Act: A Guide for Families

FAMILY INVOLVEMENT

FAMILY INVOLVEMENT

Parents/guardians are important partners in helping children become better students. Parents are expected to participate in their child's IEP meetings. OSB will use school visits, phone calls, parent conferences, report cards, social media, websites and emails and other technology to communicate with parents to foster involvement.

INCLUSION STATEMENT

OSB students are fortunate to have many adults involved in their education. References in this handbook to parents include guardians and other family members who often act in lieu of or in partnership with parents. Programs and practices are in place to meet the diverse needs, languages and cultures of students and parents. Several opportunities are available for parents to learn more about the school, educational programs and ways to help their children achieve in school. Contact your school principal for more information.

WHAT CAN FAMILIES DO?

KEEP YOUR CONTACT INFORMATION CURRENT

Anytime your student experiences illness or emergency, we contact you via the numbers you provide. Please notify your student's school when any contact numbers change. The school also use contact information to keep you informed about the best ways to learn about opportunities to get involved.

JOIN YOUR SCHOOL'S PTSO GROUP

Talk to your school's office staff or contact the school district at 918-781-8200.

FAMILY INVOLVEMENT

COME TO SCHOOL

Parents/guardians are welcome in our schools to meet with teachers. To promote a safe and orderly climate for schools, all visitors sign in at the office to obtain a visitor's pass and make arrangements with the building administrator before entering classrooms.

BACK TO SCHOOL ENROLLMENT

Parents/guardians are required to bring their child to the school on Enrollment Day. The designated date and time will be sent to families. Students are to bring their items for the dorm, all medications, any enrollment documents and school supplies at this time.

JOIN SCHOOL ALUMNI ASSOCIATIONS

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Former students are encouraged to become involved in the school's alumni association. If interested upon graduation, contact OSB office.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice per year as opportunities for parents to conference with their children's teachers to check on academic progress. At other times, please call the school to schedule a meeting with a school faculty member before going to the school. Scheduling a meeting assures the faculty member will be available to meet with you and be prepared with information to address your concerns.

SPECIAL REPORTS TO PARENTS

Teachers will contact parents when they determine a student is performing unsatisfactorily. The notification must be in writing in a language the parent can read during the 4th, 5th or 6th week of each quarter. Additional notices may be sent earlier than the 4th week of the quarter or later than the 6th week of each quarter.

PARENT COMMUNICATION WITH SCHOOLS

Schools should be the first point of contact for issues and complaints. Please communicate issues with your site principal prior to filing a complaint with the superintendent. Thank you in advance for your support!

STEPS TO RESOLUTIONS FOR PARENTS

The Oklahoma School for the Blind strives to maintain a harmonious relationship between parents, teachers, staff and administration. Occasionally, misunderstandings occur and resolutions need to be made. Issues and concerns are best resolved on the level at which they occur. By following these steps, situations can usually be resolved in a quick and fair manner. Below is the process parents or guardians should take to resolve a situation.

FAMILY INVOLVEMENT

1. CONTACT THE STAFF MEMBER

The most direct route to resolving a concern is to speak directly with the person involved, whether it is a teacher, a coach, a bus driver, etc. More than 95 percent of concerns are resolved through communication with those involved.

2. CONTACT THE PRINCIPAL

The principals are in charge of the campus and are responsible for the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available in either principals' office.

3. CONTACT THE SUPERINTENDENT

If your concern has not been resolved in Steps 1 through 2, then a call to the Superintendent's Office is appropriate.

ADMISSION PROCEDURES

BASIC ELIGIBILITY CRITERIA

All persons, residing in the State of Oklahoma... whose vision is so defective as to prevent them from attending the public schools, and who are of such physical, mental and moral character as to enable them to pursue any one of all of the courses of study taught in this school, are eligible, : (70 OS 1991 Section 1724.)

The school accepts referral from Local Education Agencies (LEAs), Regional Education Services (RESOs), educational cooperatives, parents residing in the State of Oklahoma and/or third party agencies or individuals. The local school districts are advised of all referrals.

When a referral is received, an evaluation is scheduled and/or records are obtained to ascertain eligibility. If the initial screening reveals that the student may be eligible for admission, parents/guardians and LEA will be notified to participate in the initial Individualized Education Plan (IEP) meeting and a 30-day Interim IEP shall be developed by the team. A final decision as to whether or not to continue enrollment shall be made no later than the 1st day of the 30-day interim period.

Admission to the school is accomplished through application directly from parents or guardians.

The Oklahoma School for the Blind is committed to assuring that the provisions of Federal Statute 20 U.S.C. 1400-1485 (Individuals with Disabilities Education Act) are met and, toward this end, cooperates with the LEAs.

Virtual loss requirements are:

- Corrected visual acuity of 20/70 or less, or
- Visual field no greater than 20 degrees in the better eye, or
- A visual impairment which, even with the best correction, adversely affects performance in a regular class, or
- Visual impairment should be a major contributor to the student's inability to succeed in the classroom.

ADMISSION PROCEDURES

As a result, when attempting to determine whether placement is appropriate at OSB; we first attempt to determine clinically whether the student has a visual impairment. We then look to see how the impairment affects the student's ability to learn in the public schools and whether the impairment constitutes a significant impediment to the student's success.

In determining whether a student should be in the public schools or at OSB, a key consideration is whether the OSB staff uses their skills as

specialists in visual impairment when working with a student, or whether they act merely as special education teachers.

PARENT' S/GUARDIAN' S RESPONSIBILITY

The school is dependent upon the parents/guardians in several important ways. Education of the child is a cooperative effort between the child, the parents/guardians and the school's staff. Parents/guardians are to assist the school in the preparation of an Individualized Education Plan (IEP) for their child each year. A close relationship between parents/guardians and staff is also needed with regard to any disciplinary problems that may involve the child.

The parents/guardians are responsible for their child's basic physical needs, just as they would be if the child were attending school in the home community. Although room, board and laundry services are provided to the child by the State of Oklahoma and routine medical care is administered, the parents/guardians should plan to provide the child's clothing, spending money needs and money for incidentals.

Transportation arrangements and/or any associated costs are to be worked out by the parents and local education agency.

The school will close each weekend and transport students to a designated home-going location to be met by parents/guardians each "end of week" (Thursday or Friday) and will pick up the students on Sunday. A schedule will be given to determine the time parents/guardians will need to arrive at this location.

At the beginning of each school year, parents/guardians are expected to fill out and sign a "permission form" giving or denying their child parental permission for certain activities at school. All privileges granted to a child are given with parental permission or knowledge. However, the school is not obligated to grant permission to a child if conditions do not seem to be in the best interest of the child.

Parents/guardians are welcome to discuss their child's educational progress or any other phase of their child's school life at any time with staff members or administrative employees of the school.

ADMISSION PROCEDURES

SOCIAL SERVICES

Outreach Services are provided to assist the students and their families from the time of the first inquiry for enrollment to the end of a student's stay at OSB. At the time of enrollment, Outreach Services will obtain the necessary medical, school and social information to complete their request for enrollment from the parent or guardian.

Communication with the family or guardian is promoted through sharing of information and needs of their students.

EDUCATION PROGRAM

Counseling for students is available individually or for groups. Referrals are made to federal, state and local agencies and organizations that provide needed services for our students.

EDUCATION PROGRAM

The State of Oklahoma maintains Oklahoma School for the Blind as a school for students with visual impairments who are residents of the State of Oklahoma. The school is operated with the general guidelines established by the State Department of Education and receives annual accreditation from this agency. The school is operated in accordance with its stated philosophy and objectives. Oklahoma School for the Blind is accredited by the North Central Association of Colleges and Schools.

An Individualized Education Plan (IEP) program is developed for each child, based on the child's needs and ability in each area of learning. Classes are small and individual help from the classroom teacher is readily available.

As students reach high school, they will be provided transition services to prepare for college, post-secondary training and career readiness. Students may attend classes at the local college or technology center during Junior and/or Senior year.

In accordance with the "Family Educational Rights and Privacy Act," OSB makes available upon request to any parent/guardian of an enrolled student, the education record of that student.

HOMEWORK POLICY

OSB maintains that homework can be an important activity to help students learn. Homework should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students the opportunity to reinforce skill development, manage learning time away from the school setting, communicate to parents/guardians learning activities provided during the school day and involve other adults in helping them to learn. At OSB, all homework assignments will be directly related to the curriculum and the current learning objectives and explained thoroughly in terms of content, process and expectation. It will be designed to encourage and support efforts to develop the skills to learn independently.

EDUCATION PROGRAM

MUSIC

OSB offers the opportunity to participate in the band program and vocal music. Elementary students are offered general music classes.

PHYSICAL EDUCATION AND ATHLETIC PROGRAM

Physical ability is developed through games, utilizing a gymnasium and athletic fields. Competitive athletics, adapted physical education and Special Olympics are a part of our total program.

DAILY LIVING SKILLS

This program involves the instruction of individuals and groups in the techniques of daily living skills ranging in very basic beginner level skills to advanced level, as determined by student age, ability level and individual needs.

Areas of instruction include: personal hygiene, dressing skills, eating techniques, housekeeping management, food preparation, money management and budgeting, self-advocacy and responsibility and decision making skills.

INDIAN CAPITAL TECHNOLOGY CENTER (ICTC)

ICTC offers a variety of career training programs in the areas of Business and Computer Technology, Hospitality and Tourism/Culinary Arts, Architecture and Construction, Graphic Communication, Auto Collision and many more.

OSB Juniors and Seniors are provided the opportunity to apply for admission to attend ICTC part-time to receive specialized vocational training. Certain training programs at ICTC provide students with an opportunity to receive coursework college credits through the Cooperative Alliance Program.

CONCURRENT COLLEGE ENROLLMENT

Eligible Juniors and Seniors who meet the state requirements to take college courses while enrolled in high school can be considered to be eligible to be concurrently enrolled. College/University courses require a level of responsibility and maturity that far exceeds the expectations of high school courses. Students in concurrent enrollment will be solely responsible for their academic success.

College/University courses were designed for adults and the content may include topics relating to culture, religion, politics and human sexuality that are controversial. The Oklahoma School for the Blind does not assume responsibility for the content offered through concurrent enrollment. The student is expected to handle the content information in a mature manner.

The requirements for concurrent enrollment are set forth by (Senate Bill 290) and states that concurrent courses shall count on students' high school transcripts as either academic or elective credit. Students shall receive academic credit if the concurrent course content and objectives align to the state curriculum requirements taught through the course provided by the school district. If the concurrent course

EDUCATION PROGRAM

does not align to curriculum requirements, students shall receive elective credit. This is determined by the State Department of Education and the State Board of Regents and is subject to change. Students who successfully complete a concurrent course will receive a .5 credit on their transcript and the final grade will be averaged into the student's overall GPA.

Additional requirements are:

1. The student will be responsible for knowing and complying with the admission process (Parents must be available to enroll with their student(s) in person at the college/university), student behavior and academic policies for both the college/university and the Oklahoma School for the Blind. Failure to comply with policies may affect the student's grade and/or result in disciplinary actions.
2. The student is responsible for completing and returning all forms to the college/university which includes, but not limited to the following: applications for admission and forms for withdrawal.
3. Each student is responsible for requesting any accommodations (i.e. notes, note takers, etc.) that he or she may need by contacting the university's special services office. Students are also encouraged to contact their SVBI counselor for any additional needs they may have.
4. The student is responsible for knowing the grading system utilized by the college/university and understands that the grade received for the course will become a permanent record on the student's college/university transcript.
5. Pursuant to 70 O.S. § 628.13., the student will receive high school academic credit for any concurrently enrolled higher education course; therefore, grades earned through concurrent enrollment may affect the student's eligibility for extracurricular participation, class rank and grade point average.
6. The student is responsible for ensuring computer and internet access for online concurrent classes. Success in an online course is dependent on the student having a computer and internet access. It is adamantly recommended that a student does not take an online course if they do not have online access at home.
7. The college/university will send the student's high school a transcript and grade for the concurrent courses. It is highly recommended that the student signs a release through the college/university records department that allows parents and vocational rehabilitation counselors access to the transcript as well.
8. Pursuant to 70 O.S. § 11-103, the school district, Oklahoma School for the Blind, shall not be responsible for any costs incurred for the concurrent course which includes, but not limited to the following: transportation, technology, fees, tuition and

textbooks. Students are encouraged to contact their SBVI counselor to request any funding or equipment needs that they may have.

9. Seniors must be full-time enrolled at OSB. Full-time enrollment will be considered no less than six (6) hours per semester. Two of the six hours may be college classes if the student's high school requirements are sufficiently met to

EDUCATION PROGRAM

allow for two college classes per semester upon approval. Any concurrent student who drops their courses and is no longer concurrently enrolled must be enrolled in full-time programming at OSB.

WRESTLING, CHEERLEADING AND TRACK

Wrestling, cheerleading and track are integral parts of OSB's extracurricular activities. These activities are intended to help students develop physically, emotionally and to learn how to work together as a team.

STUDENT SERVICES

LIBRARY MEDIA CENTER SERVICES

The Library Media Center is available for use by students, faculty and all staff members. Books may be checked out for four (4) weeks and may be renewed for a two (2) week period. Up to four (4) titles may be checked out at a time. If a student has an overdue or lost book or equipment, he/she may not check out any additional materials until the lost or misplaced title is either returned or reimbursement is received. Parents/guardians will be responsible for the cost of the book or equipment checked out by the student. No late fees will be assessed; however, students are expected to return materials in a timely manner. Each item will be marked with a return date when it is checked out. Students will be required to return all materials upon checking out of school or upon graduation. If a student transfers to another school or graduates without returning all materials to the library, their transcript will be held until all materials are returned or their account is cleared.

ORIENTATION AND MOBILITY (O & M)

O & M instructors teach travel skills to students through specialized instruction. Through specific techniques, students first learn to travel around the campus and later to travel off campus. Independent travel for high school students may be obtained when certain criteria is met.

ASSISTIVE TECHNOLOGY – 1:1 DEVICES

Laptops and assistive technology devices are available for check-out for middle and high school students for a yearly fee. Computers are also located in each classroom and dormitory. Students may bring their own computer at their own risk. The internet may be accessed only by monitored OSB computers.

PHYSICAL, OCCUPATIONAL AND SPEECH THERAPY

Physical, Occupational and Speech Therapy are available to students with identified needs.

STUDENT SERVICES

SPEECH AND HEARING

Shortly after a child's arrival at OSB, he/she is seen by the school Speech - Language Pathologist (SLP). The SLP screens each child for possible speech/language or hearing problems. If a problem is discovered in either hearing or speech and language, the parents are advised. The child is then recommended for further testing or enrolled in speech or language therapy, depending upon the nature of the problem.

SERVICES FOR THE BLIND AND VISUALLY IMPAIRED

Services for the Blind and Visually Impaired (SBVI), a division of the Department of Rehabilitation Services, assists in vocational planning with older students. An SBVI counselor provides vocational counseling and testing for students 16 years and older. Students at OSB will be referred to Services for the Blind and Visually Impaired and assigned a Counselor from their home county on or before their 16th birthday. Services for the Blind and Visually Impaired Counselors work closely with the individual student, family and IEP team members to coordinate several transition services for students including:

- College Planning
- Assistive Technology and Low Vision Equipment Needs
- Individual Plan of Employment (IPE)
- School Work Study (SWS)
- Employer Work Study (EWS)
- Work Site Learning (WSL)
- On-the-Job Training (OFT)
- Work Adjustment Training (WAT)
- Benefits Planning

FIFTH YEAR TRANSITION PROGRAM

The fifth year transition program is open to students that have met their course requirements for graduation. Students will not receive their diploma until they have completed the fifth year program. It will be up to the IEP team of each student to determine if the student will

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benefit from the fifth year program. OSB will partner with the local school district, family and SBVI counselor to develop a specific adult transition plan based on the student's post-secondary goals. The fifth year program will focus on the student's need for transition in order for them to be successful after the program. The program will address several different areas based on an individual assessment of need, student interests and information from families. An individualized education program is development based on the following areas:

- Personal management - Students increase knowledge of personal information, including personal hygiene, organizational skills, dressing and clothing care, money management, time management and social skills.

STUDENT SERVICES

- Physical and mental health management - Students gain knowledge and skills in managing their visual and their health needs. They also consider life choices including nutrition, exercise, drugs/alcohol and sexuality/parenthood.
- Adult leisure/recreation - Students explore self-awareness and personal preferences as well as planning skills related to their chosen activities.
- Housing and household management - Students will live on campus to practice food management, household tasks, living options, money management and interpersonal relationships.
- Community participation - Students explore their rights and responsibilities as an adult, civil rights and protections and accessing agency support.
- Transportation - Students learn to use public and specialized transportation systems, understand and discuss how family and friends might be a part of their future transportation needs and pedestrian travel.
- Employment - Students learn general knowledge of work and work experience. Students can work up to ten (10) hours a week through the Work Study Program.
- Post-secondary education or training - Students learn both work and study skills. Students will be enrolled in concurrent enrollment at a local college or technology center.

APARTMENTS

OSB manages four independent living apartments on campus for high school students who have been selected for their excellent conduct and a recognized need for independent living skills as documented by their IEP. Students rotate into the apartments in order to gain such skills as cooking, managing a budget, arranging transportation, selection and purchase of food, cleaning, laundry and social skills. The purpose of

the apartment living stage is to ensure students gain the necessary survival skills to live as independently as possible.

STUDENT ORGANIZATIONS

STUDENT COUNCIL

A student council made up of class representatives and sponsored by certified staff, meets on a regular basis to coordinate student activities.

ACADEMIC TEAM

High School students are provided the opportunity to participate on a school sponsored Academic Team. The Academic Team competes with teams from public schools in dual meets and tournaments that include area, district and state.

STUDENT ORGANIZATIONS

TRANSITION PROGRAMS

OSB's Career Tech Program offers specialized classes in Family and Consumer Sciences (FACS) and Marketing Education. These programs provide career interest assessments, career exploration and instruction in interviewing techniques, simulation, job shadowing, leadership training, financial literacy, budgeting and much more.

Distributive Education Clubs of America (DECA) is the student activity organization of Marketing Education. Each spring, OSB's DECA Chapter has the opportunity to attend the DECA state leadership conference. At this conference the students are judged on competence in their Marketing Skills learned both in the classroom and from on-the-job experience.

The goal of the Family Career and Community Leaders of America (FCCLA) is to help students assume their roles in society through family and consumer science education in areas of personal growth, family life, career, education and community involvement. During the year, the chapter participates in various activities including regular meetings, parties, community based service projects, fund raising and participation on the national and state level.

HEALTH REQUIREMENTS AND INFORMATION

HEALTH REQUIREMENTS & INFORMATION

OSB health program emphasizes health education, disease prevention and the identification of health problems that may impact a student's ability to learn. Nurses work every weekday from 6:00 AM to 12:00 AM

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and a nurse is on call from 12:00 AM to 6:00 AM for emergency situations. During special weekend events on campus in which OSB students participate, nurses will cover as needed. A doctor visits the OSB Clinic weekly to see sick students. We utilize urgent care and emergency room as needed.

The OSB Clinic gives care for minor illnesses and minor emergencies. The nurse will provide first aid and, if necessary, take the student to the hospital emergency room. The parents/guardians will be contacted about the emergency and plans will be made for special medical care if needed. OSB is not responsible for payment of any medical treatment or services a student receives.

MEDICATION POLICY

Students are not to have any medications on their person, in bags, in school or in the dorms and must go to the OSB Clinic to take any medicine they need.

HEALTH REQUIREMENTS AND INFORMATION

LABELING MEDICATION

Any medicine, prescription or over-the-counter, brought or sent to school for the child must be labeled with the following information:

- Name of doctor who prescribed the medicine
- Name (kind) of medicine
- Dosage (how much and when to give medicine)
- Date medicine ordered
- Child's name

The OSB Clinic inventories all medication brought to campus and verifies all medications prescribed for each student. Discrepancies may be subject to "mandated reporting" guidelines and could be reported to authorities.

Prescribed medication sent that are not in the original containers with a prescription label will be sent home. All over the counter medications will need to have the student's initials on the medication with a signed and dated statement by parent/guardian with specific instructions indicating the medication, dose and time to give. ALL medications are stored and distributed by the OSB Clinic. Supplements, herbal and/or vitamins for energy, weight loss, bodybuilding, etc. are not allowed without specific written order from the doctor and will be kept in the OSB Clinic.

A sick bay room is available in the clinic and each dorm, if needed, for students who become ill. The administration of medication, either

daily or in an emergency is given by the medical staff or at the direction of a licensed nurse.

SICK CHILD POLICY

It is often difficult to tell how sick your child is before school. School is important, but sick children need to be at home. The following considerations can help you decide whether your child should stay home from school.

- Temperature - Children may not have a fever and still be sick. A temperature of 100 degrees Fahrenheit or above is a sure sign to keep your child home. Giving a fever reducer (Tylenol) and sending your child to school will almost guarantee a call from the school when the medicine wears off, as well as exposing other students to whatever your child has.

It is important to NEVER give aspirin or aspirin containing medication to children with a viral infection because of the increased risk in developing Reye Syndrome.

- If vomiting or diarrhea occurs during the previous evening or night, please keep the child home until their child has not had any further vomiting or diarrhea for 24 hours without use of medication. Consult a doctor if symptoms continue more than 48 hours or worsen instead of improving.
- A blistery rash, especially if accompanied by fever (i.e. chicken pox). Please keep your child home until seen by a physician and cleared by a doctor's note.

HEALTH REQUIREMENTS AND INFORMATION

- Heavy nasal congestion and/or a frequent cough, please keep your child at home. If presented at school with these symptoms, children probably feel miserable, will not learn much, and will be sharing a virus with others.
- Contagious disease diagnosis, such as strep, your physician should prescribe an antibiotic. After 24 hours on antibiotics, your child may return to school with a doctor's statement.

If your child stays home, improves and does not run a temperature (without medication) for 24 hours, your child can be taken to school. Be sure that the school has current telephone numbers to reach you at all times, in case your child becomes ill or injured.

HEAD LICE

Lice are tiny insects about the size of a sesame seed and survive on human blood. They do not jump or fly; they crawl. Lice are usually passed from person to person by shared combs, brushes, hats, coats, sweaters, scarves or other personal items.

Lice eggs are called nits. Nits are very small, yellowish or grayish white in appearance and teardrop shaped. They are attached to strands of hair and will not wash out or blow away.

Children found to have head lice or nits will be excluded from school until the OSB Clinic or doctor's office confirms student is nit free. The most common sign of lice infestation is constant itching. If your child is constantly itching, check the scalp for lice. Live lice can be difficult to find and they move quickly. They do not like bright light so use a bright light or bright natural light to check your child's scalp. Check each strand of hair for nits.

If lice are found:

- Use a lice-killing shampoo. Carefully follow directions. Apply the shampoo to a dry scalp. No treatment will kill all of the eggs (nits). Nit removal is the key to effective treatment. It is best to remove the eggs by combing the hair with a special nit comb with metal teeth.
- Any student who has lice should be treated twice within 7-10 days after the first shampoo or according to package directions. Be sure to check all members of the family during this period of time for additional infestations.
- Personal items (combs, brushes, coats, caps, etc.), household surfaces and bed linens must be washed in hot water. Items which cannot be washed must be sealed in plastic bags for 14 days. Carpets, sofas, mattresses must be vacuumed (including corner, around seams, etc.). It is not necessary to buy special detergents or pesticides.

Successful treatment must include removal of ALL nits. It just takes one nit, left on the hair, to start another infestation.

HEALTH REQUIREMENTS AND INFORMATION

CHICKEN POX

Chicken pox vaccine is required for students Pre-Kindergarten through 12th grade. The virus is passed by direct person to person contact or by airborne respiratory secretions. The rash usually occurs 10 to 21 days after exposure. The child may have a mild fever and/or loss of appetite for 1 to 2 days before the rash appears. The rash appears as red pimples and progresses to clear, oval-shaped spots which will break easily for 3 to 4 days. The student can return to school when all of the oval-shaped spots are dry and crusted over.

MENINGITIS

In additions to the annual notification included in the handbook, for further information or health questions regarding Meningitis can be answered through the Oklahoma State Department of Health Immunization Service website, <http://imm/health.ok.gov> or call 405-271-4073.

IMMUNIZATION REQUIREMENTS

The Immunization Requirements for School Attendance are available on the Oklahoma State Department of Health website. Student in grades PK-12 cannot be admitted or enroll in any public school without the appropriate immunizations according to state laws. The OSB Medical Clinic monitors and implements the immunization program according to State Law #1210-191 and school district policy.

Please contact your healthcare personnel for questions regarding immunizations or regarding student's health.

For more information call the Immunization Service at (405) 271-4073 or visit the website at <http://health.ok.gov>.

INSURANCE

The school does not pay a student's medical bills. The school encourages parents/guardians to carry family medical insurance or to purchase special insurance that the school may provide information for at enrollment each year or upon request.

Parents/guardians are responsible for payment of any medical health care not given in the OSB Clinic. Parents/guardians are responsible for payment of any medicines bought for the child. OSB will pick up medications at the pharmacy. Charges are sent to Student Accounts and money from the student's account can/will be used to pay for the medicine.

MEDICAL AUTHORIZATION

Because of the number of field trips and home-goings, the OSB Clinic is required to keep a signed medical authorization on file. This is done in case of an emergency.

HEALTH REQUIREMENTS AND INFORMATION

SMOKING

By state law, OSB is a smoke free, tobacco free campus. Use of ALL tobacco products, including vaping device is prohibited on campus.

MEDICAL MARIJUANA POLICY

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on OSB campus, school vehicles or any vehicles transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes.

Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana

license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonable deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provisions or any other authority applicable to or adopted by the district.

Definitions: The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any forms of marijuana; all parts of the plant *Cannabis sativa* L., whether growing or not; marijuana seeds; marijuana oil, extract, resin or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination: There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Overlap with Other District Policies: The district recognized that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

DORMITORY

DORMITORY PROGRAM

OSB is a residential school for students who live beyond their local school district's transportation area. Students who live nearby and are furnished transportation by their local school district enroll as day students. Students are housed in dormitory units according to age, maturity level and gender. Direct Care Specialist (DCS - "parents away from home") will help meet the student's needs and supervise them in the dormitories. It is the philosophy of the school that students should grow intellectually, emotionally and physically in an

environment of warmth and caring, with expectations and firm limits set for behavior.

Good pupil behavior and interrelationship with other pupils and DCS are expected at all times. Discipline in the dorm setting is handled by the DCSs under the directions of the Direct Care Specialist Supervisor, and any disciplinary action is recorded and reviewed by the Superintendent and Principal.

Any violation of rules by students should be reported to the Direct Care Specialist Supervisor by the OSB staff for the administration of discipline. The DCS Supervisor will review all non-dorm discipline referrals, i.e., Clinic, Kitchen and Recreation, prior to their submission to the DCS.

The Direct Care Specialist Supervisor will review all dorm related and after school hours discipline referrals. Direct Care Specialists can give up to a two (2) day restriction. Students can appeal this decision to the Dean of Students. Discipline may include dorm restriction but should also include natural consequences for offenses where it is appropriate. The DCS Supervisor can give up to four (4) day restriction.

Every effort should be made to handle the discipline of students so that all students are treated fairly and with respect.

Serious infractions will be reviewed by the Principals and could result in suspension of a student from school. Students can appeal these decisions through the Superintendent.

DORMITORY LIFE

It is the student's responsibility to know the rules of the dormitories and to follow those rules.

Any member of the opposite sex shall not enter a dormitory unannounced in order to protect the privacy of the students. This also includes parents, family and/or staff. The only exception to this rule is for B4 dorm. Members of the opposite sex shall be allowed in the Commons Area only in B4.

- The student is expected to keep his/her room clean and to take care of the furniture. Cleaning rooms is a daily activity. General cleaning of the dormitory will take place as needed or as directed by the Direct Care Specialist (DCS).

DORMITORY

- Students may put appropriate pictures and posters on the walls in their dorm rooms if this can be done without damage to the walls. Command strips, Handi-tak, Sticky-Tak or sticky putty are the only mounting methods to hang items on walls in the dorms.

- No student is allowed to go into a different student's room regardless of gender. All socialization will be conducted in the living room, commons area.
- Students who are under 18 years of age will not be allowed to room with students over 18.
- Doors to individual dorm rooms are to be left unlocked at all times.

BEDROOMS

Rooms, desks and bedroom areas are to be kept clean. Cleaning rooms is a daily activity.

- Sleeping areas
 - Bed neat and clean
 - Clothes neat
 - Room clean
 - Appropriate decorations
- Trash emptied
- Floors cleaned

General cleaning of the dormitory will take place once a week.

- Restroom cleaned
- Furniture in good shape
- Overall appearance

Repeat offenses of un-kept rooms may result in disciplinary action.

MUSIC DEVICES

All music devices must be at an appropriate volume while in use, or use headphones, and must be turned off by bedtime.

PERSONAL ITEMS

Students may not borrow, buy or trade personal items with other students. All students are responsible for their items brought from home.

PERSONAL ELECTRONIC DEVICES IN THE DORM

Students who choose to bring any type of personal items to school assume the risk of it being lost, damaged or stolen. The school assumes no responsibility for these items.

- Students may listen to (appropriate) music after school until bedtime and are expected to be considerate of other people.

DORMITORY

- No CD/DVDs, digital downloads, games, etc. will be allowed which contain foul language, gang-related topics, violence or inappropriate material.
- Access to fee-based streaming sites on students' personal devices are at the discretion of the parents/guardians. This includes the level and type of content. However, students still must adhere to all OSB's policies and guidelines. OSB is not responsible for any fees or charges (such as overage or subscription fees). OSB reserves the right to review the content and refuse access.
- Inappropriate content will also be subject to disciplinary action as well.

QUIET TIME

Quiet time is at bedtime and study time.

LAUNDRY

All laundry must be done on the day and time specified. Assistance will be given to students who require help with this task.

KITCHEN IN DORMS

1. No kitchen privileges after 8 pm for A2/B2 and 9 PM for A3/B3.
2. Each student is responsible for cleaning up after themselves.
3. **No food or drinks** are allowed in dorm rooms, with the exception of bottled water.
4. Snack time will be specified by DCS on duty.
5. Storage and clean-up of personal food in the student refrigerator and in A3 and B3 is the responsibility of that student. This privilege may be lost if abused.

BATHING

MANDATORY: Everyone is to shower daily in the evenings. Students in B1 and Lowrey Hall may also shower again in the morning if they prefer.

DORM RULES FOR DAY STUDENTS

1. Middle School and High School - No day student is permitted for overnight stays in the dorms during the first four (4) weeks of the school year.
2. Parental requests need to be provided at least two (2) days prior to the student's stay in the dorm.
3. If the student has any discipline problem, he/she loses the right to stay in the dorm for one (1) semester.
4. Please limit requests to one (1) night per week for overnight stays.
5. All of the above is superseded by bed availability and supervision coverage. **Any exceptions must be authorized by the Dean of Students, Principal or Superintendent.**

Requests for elementary students to stay overnight should be made by special arrangement through the Dean of Students or Principal.

STUDENT LIFE

GENERAL RULES OF BEHAVIOR

Good behavior and interactions with peers and adults on or off campus are expected at all times. This includes respect for and obedience to the laws of community and state and all classroom and dormitory rules governing good behavior. All students are given a handbook with a list of basic rules and these rules are reviewed by a teacher and/or dorm parent. All students are then asked to indicate by his or her signature that the rules have been discussed and that they are understood.

PRIVILEGES PERMITTED STUDENTS

While attending OSB, it is desirable that each child has as many privileges as possible in order that life is not restrictive and unpleasant. The school wishes to conduct its dormitory program for students as nearly as possible like a family in a well ordered home. With each privilege, therefore, must be a responsibility of respect for the rights of others.

FINANCIAL

There is no charge for tuition, room and board or books. Parents/guardians are expected to provide for student's personal needs and transportation to and from school and/or the home-going location. Money should be deposited in an account for the child in the student accounts office. A minimum of \$15.00 per week is recommended. This money will be used as spending money for the child and to cover expenses such as field trips, recreation activities in the evening and other incidentals.

- **OSB staff is not responsible for money held by a student directly.** Any money deposited by the parents/guardians will be returned at the end of the year after all financial obligations are met, i.e. library dues, medical expenses, etc.
- **Borrowing money from other students or staff is not allowed.** Any financial needs should be reported to the counselor.
- **Student Account Hours**
 7:15 AM - 7:45 AM
 11:30 AM - 12:30 PM
 4:10 PM - 4:30 PM (Not open on Thursday/Home-going day)
 The above hours are the only times students will be able to get money.

FAMILY VISITATION

Parents/guardians and family members are encouraged to visit their child and their child's teachers. After school hour's entrances are normally secured but parents/guardians may call the OSB operator to

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make the necessary arrangements to visit their child. During school time, visitation should be arranged through the principal.

STUDENT LIFE

CONTACT WITH HOME

Student may go home at any time. Overnight visits should be limited to weekends, to avoid interference with the child's school schedule. Parents are asked to keep in touch with their child regularly by mail, telephone or email.

CHURCH SERVICES

In the Muskogee area, many of the churches have transported students to Wednesday night services for several years. Students have the opportunity to attend church services, if they have permission from their parents/guardians. If parents/guardians would like for students to attend church services or church activities they need to give their permission on the dorm permission sheet or in writing. The school does not transport the students to and from church services.

All students may attend evening religious services. They may go to the group that their parents/guardians choose. Students may attend other religious services as visitors, if they have written permission from their parents/guardians.

The individual religious groups will be responsible for taking the students to and from their location. Parents/guardians must give written permission for their child to ride in religious or private vehicles. Children attending or transported to such events will not be supervised by OSB staff.

VISITATION

Non-residential students may visit (stay overnight) in the dorms once per week provided the parents/guardians request permission through the Direct Care Specialist Supervisor or Dean of Students two (2) days prior to the planned stay-over. Approval for these visits will be based on space availability and the good conduct of the student.

CLOTHING REQUIREMENTS

Students need a minimum of six (6) changes of underwear and durable clothing and one (1) outfit for special occasions (dress clothes). Also, needed are at least two (2) pairs of pajamas, tennis shoes for gym class, a swimsuit and personal items such as toothbrush, toothpaste, hair brush, comb, shampoo, deodorant, etc. Shoes should have non-marking soles and heels. Parents/guardians should provide the same type of clothing the child would wear if he/she were attending school at home. Students can do their own laundry in the laundry

facilities in each dormitory. Parents/guardians are asked to mark their child's name into each article of the child's clothing.

STUDY HALL

Students should remain in their rooms during study hall, unless they are studying with someone from another room in that dorm. Doors are to be left open during study hall. A quiet time will be observed during study hall. Study Hall is held Monday through Wednesday for one (1) hour to be designated by the dorm parent. During study hall, quiet time is observed.

STUDENT LIFE

RECREATION

The Recreation Staff provides organized activities such as picnics, swimming, skating, movies, dances, bingo and trips to shopping centers. After school, students may play outside in good weather and the dormitory recreation rooms provide indoor activities including board games, video games, arts and crafts, pool and TV during leisure hours. In recreation, the emphasis is on fun with voluntary participation and learning of games and activities that will build social skills.

Day students are invited to participate in scheduled and posted recreation events on campus. Parents/guardians must contact the school at least two (2) days in advance if the student wishes to stay for any activities. Parents/guardians must give permission for the student to attend recreation activities and must provide transportation home. Day students must check into their dorm if staying after school for recreation activities. Day students must be picked up by 7:45 PM for A2 and B2 dorms and by 9:00 PM for A3, B3, B1 and Lowrey dorms. Parents/guardians must check them out from their dorm parent.

MOVIE GUIDELINES

The following guidelines shall be followed relative to movies shown in the Residential/Recreational Programs:

1. Only 'G' - 'PG' rated movies shall be shown to students under the age of 13.
2. 'PG 13' rated movies must have the prior approval of the supervisor before being shown and shall not be shown to any youth under 13 years of age. NO EXCEPTION
3. Any movie with sexually explicit or exaggerated violent content will not be permitted and some 'PG 13' rated movies may be restricted to older viewers.
4. 'R' rated movies **are not to be** shown on campus.

CELL PHONES

Students may possess cell phones on school property during the school day. However, the device must be:

- Out of sight and turned off unless permission has been given to use the device. This includes lunch and between classes.
- School staff may give students permission to use a cell phone for instructional or educational purposes.
- Any cell phone seen during the school day may be taken to the office and disciplinary action may be taken. Parents may be required to pick-up the cell phone and students may lose cell phone privileges after continual disregard for this policy.

STUDENT LIFE

TELEPHONES

OSB respects the usefulness of cell phones in relation to contacting parents/guardians on a daily basis for various reasons and encourages daily contact. Students may have their phones during school hours but must be turned off and put away unless permitted in the classroom

- Students may make phone calls from end of school day to 9:30 PM but not during study hall time.
- Students must be polite and refrain from foul language when using the phone.
- Students may use school telephone during dormitory hours for on-campus, local (Muskogee) calls or to call their parents/guardians.
- If other students are waiting to use the school telephone, calls shall be limited to five (5) minutes in length.
- Students are encouraged to make their own telephone calls. Staff will assist students making telephone calls when and where needed.
- Students may use their cell phones on field trips at the discretion of their sponsor or supervising staff.

RESIDENTIAL STUDENTS

Student cell phones must be turned into the DCS every evening 30 minutes prior to bedtime. Students may pick up their cell phones before breakfast.

Consequences of cell phone misconduct:

At any time, any threats, unacceptable pictures, off color language or bullying committed using one of these devices may result in immediate suspension of the student with an ensuing discipline review by the principals.

DAY OR LOCAL STUDENTS

- Students not living on campus shall be classified as day students.

- Day students should not arrive prior to 7:30 AM. Elementary students will go directly to the cafeteria. Middle and high school students are to go to the dorms.
- Students will check in with the DCS on cafeteria duty.
- Day students should leave campus at the end of the school day unless they are staying for an extracurricular or recreation activity. Students who remain after school for extracurricular/recreation activities may eat dinner in the cafeteria prior to recreation. Students must sign in with DCS staff until recreation is finished. Students are not allowed to loiter unattended on campus. In the event of an extracurricular activity, special arrangements can be made. Day students will not enter the dorm without permission from the dorm supervisor.
- Day students should be picked up no later than 4:40 Monday through Wednesday, no later than 3:45 on Thursday or thirty (30) minutes past dismissal.

STUDENT LIFE

- While on campus, day students must follow all rules for dorm and classroom activities.
- Day students may spend the night in the dorm with permission from legal guardian and the Dean of Students. A request to stay in the dorm must be processed at least one (1) week in advance. The Dean of Students will consider special circumstances on an individual basis.
- Day students may ride bicycles to and from campus, but are not allowed to ride on the sidewalks on campus. Bicycles should be locked up at all times. OSB will not be responsible for lost, damaged or stolen items.

Failure to comply with these policies may result in loss of extracurricular privileges.

DISTRICT POLICIES

The policies below are to be reviewed by students and parents. Then you will need to sign the Policies Permission Form.

DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAMS

Oklahoma School for the Blind, in compliance with legislative mandates, will offer instruction in age appropriate drug and alcohol education and prevention programs. This will include a statement that the use of illicit drugs and the unlawful possession, use and distribution of illicit drugs and **disciplinary actions up to and including expulsion and referral for prosecution will be imposed on students who violate the standard of conduct.** Information about drugs and alcohol counseling, rehabilitation and re-entry programs are available if needed.

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HEALTH INSTRUCTION AND AIDS PREVENTION EDUCATION

In addition, instruction in the prevention of Acquired Immune Deficiency Syndrome (AIDS) will be provided to students in grades 7-12 that will include:

1. An understanding of the origin and history of AIDS,
2. How it is transmitted from one person to another and
3. How to prevent the disease.

Necessary terminology, as applicable to the instruction, will be discussed.

During the school year, education consultants from the Oklahoma Department of Health and/or health education teachers will be delivering health instruction to our students in **grades 5-12**. This instruction will be presented to the students separately according to their appropriate level of comprehension.

As endorsed by state legislation, HJR 1078, AIDS prevention education is to be presented to students in **grades 7-12**. This requires emphasis in teaching that abstinence from sexual activity is the only completely reliable means of preventing

DISTRICT POLICIES

the sexual transmission of AIDS and other sexually transmitted diseases. This sensitive, but very important issue will be delicately presented to our students.

Topics to be discussed:

- Discuss current information about HIV/AIDS in order to differentiate related facts, opinions and myths.
- Discuss and explain the importance of sexual abstinence in adolescent relationships.
- Demonstrate refusal skills (saying "No"), negotiation skills and peer resistance skills related to sexual health.
- Explain the transmission and methods of prevention for sexually transmitted diseases (STD) and Human Immunodeficiency Virus (HIV).
- Identify risk behaviors and situations involving possible exposure to HIV.
- Discuss the relationships between injecting drug use (IDU) and contact with contaminated blood products and the transmission of HIV.
- Analyze the efficiency of artificial means of birth control in preventing the spread of HIV and other sexually transmitted diseases.
- Discuss human reproduction, changes of adolescence, functions of the male and female reproductive organs, the developing fetus and birth process.

- Discuss issues of sexuality, involving the consequences of teen pregnancy and its effect on future goals, myths and facts related to the subject of pregnancy, sexual assault and sexual abuse.
- Tactile illustrations and anatomy models are used to assist low vision and Braille students with comprehension and concept development.

Additionally we may offer human growth and reproduction education for grades 9-12. This subject would be offered during health, PE or life skills classes and presented to the students according to gender. If permitted, your child would be studying the subject of human growth and reproduction. The content has been carefully prepared and is designed for the comprehension level of your child.

This study would include information about:

- Stages of growth from birth to adulthood.
- Bodily changes that occur during puberty.
- Human reproductive systems.
- Responsibilities associated with growth and development.
- Pregnancy and the birth process.

The primary goal of this education is to provide students with a better understanding of themselves and others. This knowledge will help them develop a sense of responsibility and respect for the feelings and attitudes of other people.

The combination of the information that will be presented and open discussions of student questions will do much to correct any misinformation students may have

DISTRICT POLICIES

about this subject. As a parent, you may wish to further clarify or elaborate on topics that your child may ask about at home. Also, as your child grows and develops, you may wish to continue educating him or her on the facts and responsibilities of human growth and reproduction.

Other Polices listed in this handbook are listed below.

- **Computer/Internet Usage Policy; pg.**
- **Harassment, Intimidation, Bullying and Threatening Behavior Policy; pg.**
- **School Rules Governing Conduct-Agreement Policy pg.**

BEHAVIOR

School Rules Governing Conduct

As a student of Oklahoma School for the Blind, the following are violations of required school conduct:

1. Being absent from the campus without proper permission or authorization.
2. Using physical force or threats against another person.
3. Willfully disobeying the reasonable commands or instructions of supervising adults.
4. Compelling or inducing another person through fear or force to participate in any activity against his/her will.
5. Truant from and/or disruptive in school.
6. Violating federal, state or local laws.
7. Willfully destroying property, private or public; stealing or taking anything that doesn't belong to the student.
8. Participating in the inciting of a disturbance or influencing others to behave in a way that will disrupt the school residential program; being actively involved in a plan or an attempt to overpower a staff member.
9. Possessing, using, manufacturing or bringing onto the campus, any item on the school contraband list (e.g. weapons, explosives, chemicals, narcotics, alcoholic beverages and/or tobacco, including marijuana and vaping products) or anything that is designed to violate the safety and legal rights of others, is prohibited and will result in disciplinary action, including the notification of law enforcement.
10. Participating in sexual activity with another person.
11. Violating written school and dormitory rules.
12. Failing to act in a responsible manner and to be responsible for personal conduct at all times.

ACCEPTABLE USE POLICY (AUP)

IT POLICIES & PROCEDURES / INFORMATION TECHNOLOGY DEPARTMENT

Version 5 - OSB IT Dept. - 06/07/2021

INTRODUCTION

The purpose of this document is to provide Oklahoma School for the Blind (OSB) Employees and Students with guidelines on proper usage of OSB Computer and Internet Services.

Updates and Revisions listed below are highlighted in their appropriate sections.

For further information on the State of Oklahoma acceptable use policy, please refer to the links below.

https://www.ok.gov/OSF/documents/StateofOklahomaInfoSecPPG_osf_12012008.pdf

Oklahoma School for the Blind Student/Parent Handbook
Revised 6/2020

<https://www.ok.gov/cio/documents/InfoSecPPG.pdf>

Noted changes for the 2021-2022 year are as follows:

- **Device Management Section added to establish a ruling for aging/unsecure devices.**
- **All users are now subject to Security authorization for any access beyond a normal access need.**
- **No devices are allowed on state networks which do not have OMES approved monitoring tools and security software.**

ACCEPTABLE USAGE POLICY

Oklahoma School for the Blind Information Technology Department provides students, faculty, and staff with a telecommunications network. This telecommunications network is provided to meet the goal of promoting educational and research purposes to advance and to promote the education of students at the Oklahoma School for the Blind. This telecommunications network is intended to assist in the exchange of information between and among schools, offices, and regional educational service centers, the State Department of Education and other state and education entities. The Oklahoma School for the Blind network must provide quality cost-effective information and communication to the students, faculty, and staff to meet its goal.

The use of the Oklahoma School for the Blind network is a privilege. Only authorized users are permitted to gain access to the network. Individuals who are not authorized to use the network must use follow procedures in the Authorized Users Policy to gain access. All authorized users must use good judgment while using the Oklahoma School for the Blind telecommunications network. All authorized users must conduct all network usage in a respectful and ethical fashion. Acceptable Internet usage is key to allowing an open and safe network.

ACCEPTABLE USE POLICY (AUP)

Usage of the Oklahoma School for the Blind network for illegal purposes is strictly prohibited.

To assist in good judgment, the following guidelines are offered:

- Any use of the Oklahoma School for the Blind network to support or perform illegal activities is strictly prohibited.
- Any use of obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language is strictly prohibited.
- Any attempts to engage in personal attacks or activities intended to distress, harass or annoy another user are strictly prohibited.
- Usage of the Oklahoma School for the Blind network for commercial purposes is prohibited.

- Usage of the Oklahoma School for the Blind network for product advertisement or political lobbying is prohibited.
- Usage of the Oklahoma School for the Blind network to illegally download or obtain copyrighted material(s) is strictly prohibited.
- All communications and information accessible via the Oklahoma School for the Blind network has assumed privacy, however at any time Oklahoma School for the Blind Administration or any authorized entity on behalf of the State of Oklahoma shall have access to information sent over OSB networks.
- Any Oklahoma School for the Blind network traffic that traverses another network may be subject to that network's acceptable use policy.

COMPUTER USAGE

Oklahoma School for the Blind Information Technology Department actively monitors all computer usage and computer system hardware and software configurations for security purposes. Security of any computer system is always a high priority.

General guidelines are the following:

- All computer hardware and software configuration changes are to **only** be changed by the Oklahoma School for the Blind Information Technology Department.
- Desktop computer systems must **only** be moved by the Information Technology Department. This includes moving Desktop computer systems from room to room and/or moving Desktop computer systems within a room or area.
- All software configuration changes, including download and installation of software application programs **must** be approved by the Information Technology Department, and will be installed on a timely basis. **Typical software installations and changes are performed during non-peak computer usage hours.**
- At no time will any software not authorized by the OSB Administration or OSB IT Department be installed or placed on any OSB owned computer or electronic devices. This policy brings Oklahoma School for the Blind up to date with all other

ACCEPTABLE USE POLICY (AUP)

state agency entities. OMES has a list of approved software for State owned electronic devices, OSB does have certain circumstances where this policy need not be enforced, however generally no outside software is to be used without proper authorization, further questions may be directed to the OSB IT Department or the policies listed in this handbook.

- Effective immediately all users will be required to login to the OSB Web filter to gain access to email, H Drive, etc. Before some users were placed as exceptions. Due to statewide policy change we

are no longer able to bypass this filter for network security reasons. Please refer to the above Statewide policy or OSB IT Department for any questions.

SUPERVISION

Oklahoma School for the Blind Information Technology Department actively monitors all computer and network usage. Proactive measures are in place that prevents viewing of obscene and offensive materials from authorized users. Technical measures can be invoked in cases where authorized users may attempt to gain access to illegal or inappropriate material. Oklahoma School for the Blind Administration may decide at any time what is to be deemed acceptable and unacceptable Internet and computer usage.

IT ORGANIZATIONAL SECURITY POLICY

To insure compliance and security of all computer systems and network, Administration rights to all computer and network systems owned by Oklahoma School for the Blind must be approved by OMES and Oklahoma School for the Blind Administration. Faculty, staff, and students will only have limited user rights.

In order to comply with OMES Statewide Policy, Administration rights are to be granted only by Site administration request, and OMES Site personnel. This policy is viewable at <https://www.ok.gov/cio/documents/InfoSecPPG.pdf>

SECURITY AWARENESS TRAINING

All authorized users of the Oklahoma School for the Blind Computer and Network Systems will be required to complete IT Security Awareness Training. These training have been developed for compliance with State and Federal laws and regulations. Training will be provided by the OSB IT Department based on a schedule defined by the OSB IT Steering Committee. It is recommended that all employees read and understand state statute and policies pertaining to electronic device usage.

WIRED/WIRELESS NETWORK POLICY

Oklahoma School for the Blind Information Technology department provides both a wired network and wireless network for employee, student, and visitor usage.

ACCEPTABLE USE POLICY (AUP)

Wired Network Policy

Wired network connections consist of a user connecting a computer or laptop device to a network port mounted on the wall using a Cat5e or Cat6 (Ethernet) cable to access the Internet and other network resources.

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Due to various security precautions, the following guidelines and policies must be enforced:

- Only school owned desktop computers, laptops, laptops with docking stations, network capable printers/copiers equipped with Ethernet port, and other school owned equipment may be connected to the OSB wired network. Network configurations, modifications, and changes to allow school owned equipment to properly connect to the Internet and other network resources may **only be performed** by the OMES Network Security Group.
- Personal device(s) owned by employees and students cannot be connected to the wired network. As per statewide policy found here <https://www.ok.gov/cio/documents/InfoSecPPG.pdf>

Wireless Network Policy

Wireless network connections consist of a user connect a capable computer, laptop, and/or other mobile device to a school owned wireless access point.

- **Effective 06/07/21 OSB Administration amended this policy. Herein any user requesting to use the OSB wireless networks with any personal device must first seek approval through their supervisor. Any questions about this policy revision are to be directed to OSB Administration.**
- **At any time Oklahoma School for the Blind Administration or I.T Department may remove any device on the network for any circumstance not listed in this Handbook, OSB Network usage is a privilege and should only be used for purposes intended. All usage is subject to the OMES and DRS usage policies.**

Personal Computer/Mobile Device Usage - BYOD (Bring Your Own Device)

Effective 06/07/2021 this policy was amended by OSB administration in order to comply with state standards. Unauthorized personal devices are no longer allowed on OSB networks unless previously authorized or authorization is given by OSB administration.

Personal device security

Employees and students are **solely responsible** for personal devices.

ACCEPTABLE USE POLICY (AUP)

ACCOUNT MANAGEMENT

To ensure compliance and security of all computer systems and network, all employees, students, and guests **must** be authorized before access is granted, and will receive login credentials by the IT Department. All

employees, students, and guests are solely responsible for their own login credentials and must not share login credentials with others.

EMPLOYEE ACCOUNT MANAGEMENT

To obtain authorization and login credentials, the following procedures must be followed for employees:

1. Supervisors will notify OSB Human Resources regarding new employee(s).
2. OSB IT Department will create the employee login credentials for computer and network access, email access, and will assign home drive(s). All login credentials will consist of username and a temporary password.
3. Once new employee(s) have been authorized in all OSB systems, new employee(s) will be notified and may proceed to login to all OSB systems. All new employee(s) will be required to change the temporary password in accordance to Password Policy.

If there are any problems with new employee(s) accessing any OSB system, Supervisors will create a Help Ticket and assign the Help Ticket to OSB IT Department (David Stewart or Colin Satterfield) to resolve any possible network and/or server issues related to access.

STUDENT ACCOUNT MANAGEMENT

To obtain authorization and login credentials, the following procedures must be followed for students:

1. The school secretary will notify OSB IT Department regarding new student(s).
2. OSB IT Department will create the student login credentials for computer and network access, email access, and will assign home drive(s). All login credentials will consist of username and a temporary password.
3. Once new students(s) have been authorized in all OSB systems, new student(s) will be notified and may proceed to login to all OSB systems. All new student(s) will be required to change the temporary password in accordance to Password Policy.

ACCOUNT TERMINATION

In the event of student and/or employee termination, any accounts used by the terminated student and/or employee will be disabled and passwords will be reset.

All accounts and account access will be reviewed monthly to ensure compliance that access management and account management is properly enforced.

ACCEPTABLE USE POLICY (AUP)

DEVICE MANAGEMENT

At any time devices owned/leased by the State of Oklahoma or Department of Rehabilitation Services may be subject Decommission by OMES and its authorized subsidiaries. Devices which are no longer serviceable, or unable to meet OMES Security Applicable Standards must be removed from service.

COMPUTER PASSWORD POLICY

To ensure compliance, integrity, and security of all computer systems and network, all employees and students will adhere to password policy requirements.

EMPLOYEE PASSWORD POLICY

The following password policy requirements are mandatory for all Oklahoma School for the Blind employees:

- All passwords must be a minimum of 8 characters
- Minimum length of time before passwords can be changed is 30 days
- Maximum length of time before passwords must be changed is 90 days
- Number of new passwords before reusing an old password is two (2) passwords – (Example: if a user chooses "temp1234" for their 1st password and the user chooses "temp12345" for their 2nd password, they must choose a new password such as "temp123456" before reusing either "temp1234" or "temp12345".

STUDENT PASSWORD POLICY

The following password policy requirements are mandatory for all Oklahoma School for the Blind students:

- All passwords must be a minimum of 8 characters
- Minimum length of time before passwords can be changed is 30 days
- Maximum length of time before passwords must be changed is 1 Semester
- Number of new passwords before reusing an old password is two (2) passwords – (Example: if a user chooses "temp1234" for their 1st password and the user chooses "temp12345" for their 2nd password, they must choose a new password such as "temp123456" before reusing either "temp1234" or "temp12345".

Note: Users should never write down their password, and/or give password information to another user. Oklahoma School for the Blind IT Department will never ask users for their password nor will the IT Department have any user passwords stored.

ACCEPTABLE USE POLICY (AUP)

PASSWORD EXPIRATION NOTICE

All employees and students will receive a password expiration notification email fourteen (14) days prior to their password expiration date, and will continue to receive a password expiration notification email every day until password expires or the password has been changed.

If an employee or student does not change their password and the password expires, they must contact the OSB IT Department and the IT Department will reset the password to a temporary password, which must be changed by the user upon next login.

CHANGE CONTROL

To ensure compliance with State and Federal rules and regulations and to effectively manage and prevent possible problems with computer systems, wired and wireless networks, and Internet access, change control mechanisms must be enforced by the IT Department.

A change is defined as any action performed on a system that may alter its usability. An action, such as unplugging a network cable or printer cable might break a system by not allowing the system to access the network and/or Internet or print a document. Also, an action, such as installing a downloaded program might break the system by changing computer settings that might affect another program and/or the downloaded program might have a virus or other threat that could break the system and cause a security issue.

As stated in the Acceptable Usage Policy, the IT Department must approve, perform, and document all changes. All users must submit a help ticket to request changes to any system. Once the changes are reviewed, approved, and tested for compliance, IT Department will perform the requested change.

SYSTEM ACCEPTANCE POLICY & PROCEDURE

To ensure compliance with State and Federal rules and regulations and to effectively manage and provide users with systems that fully function and provide the required and necessary tools, all school owned devices must meet all requirements before usage in a production environment.

The following devices must be in compliance:

- Desktop Computers
- Laptop Computers
- iPads/iDevices
- Other Mobile Devices
- Any and all devices that connect to any state owned/leased network.

ACCEPTABLE USE POLICY (AUP)

OSB IT Department actively scans all school owned devices for compliance and continuously provides proactive maintenance to ensure all systems remain in compliance. OSB IT Department has created a checklist to determine system acceptance policies for each type of device (both new and in production).

HELP DESK POLICY

All computer system and network issues **must** be reported to the IT Department by submitting a help desk request. All incidents will be recorded and will be responded to based on classification. All issues must be submitted via a help ticket to the OMES service desk, before any issues can be resolved. Emergency and Security needs not applicable to the above stated standard, however any time possible please use the OMES Help Ticket page, link is supplied for user on page 2 of this handbook, as well as a clickable link on the user desktop.

Help Desk Procedures:

1. Faculty, Staff and Students will double-click the Help Desk icon located on the user's desktop. This icon will open a web browser, such as Internet Explorer, Mozilla Firefox or Google Chrome and connect the user to the OMES Help Desk Web Page.

Please be advised that OMES requires OSB IT Dept. to utilize the help ticket system provided above. This not only allows the OSB IT Dept. to track known issues, but also categorize them and further assist with issues. The OSB IT Dept. must have a Service desk ticket open to complete service.

CHANGE CONTROL POLICY

CHANGE MANAGEMENT POLICIES AND PROCEDURES

All system changes will be performed during weekend maintenance windows when possible.

Network Changes & updates will be performed during weekend maintenance windows unless emergency network issues occur and will be taken care of immediately. Some updates may be postponed until holiday break when limited staff may work.

System and workstation updates are no longer set on a static schedule. Updates will be implemented as needed and as provided by OMES Workstation Support.

OKLAHOMA SCHOOL FOR THE BLIND REMOTE ACCESS/VPN POLICY

Oklahoma School for the Blind (OSB) provides remote access via a Virtual Private Network (VPN). Oklahoma School for the Blind utilizes Cisco AnyConnect as its approved VPN client.

Cisco AnyConnect is a cross-platform VPN client that works with Windows, Mac, Apple iOS, and Google Android platforms that requires minimum configuration

ACCEPTABLE USE POLICY (AUP)

and provides maximum security and data protection when working with confidential data over the Internet.

All OSB employees and students may use VPN access. However, when using VPN access on a personal device, all data must be treated as confidential and the device being used must follow guidelines set forth in Oklahoma School for the Blind Bring Your Own Device/Personal Device Policy.

All OSB owned devices that access OSB systems via VPN access must treat all data as confidential and report any incident to OSB Information Technology Department.

OSB Information Technology Department audits all servers, network systems, and their associated data for compliance. If a data breach is discovered and/or malicious threat is discovered, OSB IT Department reserves the right to ban the user from VPN access, and OSB Administration will be notified regarding the incident.

OKLAHOMA SCHOOL FOR THE BLIND DATA CENTER SECURITY POLICY

To ensure a secure and controlled infrastructure and data processing environment, Authorized IT personnel must only access Oklahoma School for the Blind Data Center unless authorized IT personnel accompany employees and/or visitors.

All employees and/or visitors accessing the Oklahoma School for the Blind Data Center must sign in on arrival and sign out when leaving. Employees and/or visitors that refuse to sign in will be required to exit the Data Center promptly and prohibited from accessing the Data Center until sign in.

All employees and/or visitors must not perform any changes to Data Center infrastructure, use removable disc or drives, and/or remove any IT property without consent from authorized IT personnel.

Authorized IT Personnel are not required to sign in or sign out.

OKLAHOMA SCHOOL FOR THE BLIND DATA RETENTION POLICY

To ensure a secure and controlled infrastructure and data processing environment, Oklahoma School for the Blind Information Technology Department will coordinate with other departments in the agency to determine data retention requirements. These data retention requirements can be based on both Federal and State laws.

ACCEPTABLE USE POLICY (AUP)

Below is a list of current data retention policies:

Data	State/Federal	Entity	Term	Storage Location
Student Portfolios	State	State Dept. of Ed.	2 year	On-Site, Electronic, File Server
E-Rate	Federal	USAC/FCC	5-10 year	On-Site, Electronic/Paper
User Files & Data	State	Dept. of Libraries	1 year	On-Site & Off-Site, Electronic

Data retention policies may be modified at any time and in accordance to both Federal and State laws.

Dear Parent,

House Bill 1017 mandates that all parents receive and read the Student-Parent Handbook. Please take time to do this and return to your child(s) teacher or mail this form back to the Oklahoma School for the Blind.

Thank you,

Shawn Coplen, Elementary Principal
Lynn Cragg, MS / HS Principal

I, _____, did receive and read the OSB Student-Parent Handbook.

Date: _____ Child's Name:

**Please return to:

Oklahoma School for the Blind
3300 Gibson Street
Muskogee OK 74403