

Kiefer Elementary School
4600 W. 151st Street South
Kiefer, Ok 74041

Office Telephone: 918-321-5444

Office Fax: 918-321-4442

Superintendent

Mary Murrell

Principal

Brent Weaver

School Board Members

Chris Carr

Randy Green

Jason Linnet

Julie Mathis

Eric Watson

HANDBOOK

TO THE STUDENT

The staff of Kiefer Elementary School welcomes you! We are looking forward to another exciting and challenging school year. Everything that is offered to you is meant to assist and lead you in reaching the goals that have been set. We are here to help you reach these goals in anyway we can. As elementary students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the best they can be. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. The opportunity to work with you as you prepare for your future is an opportunity that is important to all of us.

GENERAL INFORMATION

Elementary Office Phone Number: (918) 321-5444 Fax (918) 321-4442

Elementary Mailing Address: 4600 W. 151st Street South, Kiefer, Ok 74041

Elementary School Physical Address: 27 W. Indiana

School begins at 8:20 a.m. and ends at 3:20 p.m. Students should not arrive before 7:45 a.m. unless they are enrolled in our Before Care Program.

If students need to leave during school hours, parents must pick them up and sign them out through the office.

SCHOOL POLICIES

ALCOHOL AND DRUG ABUSE

In recognition of the school's obligation to our student and community, we stand ready to assist in dealing with drug related problems.

Any student found possessing, using, or under the influence of drugs, or possessing drug paraphernalia may be suspended for the current semester and the next semester.

The door of the principal and counselor is open to anyone wishing to seek help. Every effort will be made to keep this information confidential.

ASBESTOS NOTICE

In response to the Asbestos Hazard Emergency Act. P.L. 99-5519, and EPA regulations, Kiefer Public Schools has completed the reinspection of our buildings that contained asbestos building material.

As a result of our reinspection, we are pleased to announce that areas that contain asbestos pose no health problems.

The management plan and result of the reinspection will be available for your viewing during office hours in the Superintendent's office. Please call for an appointment if you wish to review them.

ATTENDANCE

If a student is ill or must be absent from school, the parents are to call the school before 9:00 a.m. The phone number is (918) 321-5444. Tardiness is not accepted. A student is considered tardy if he/ she is not in his/ her seat by 8:20 a.m.

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent to insure that every child under his/ her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

AWARDS

Each classroom will have a student of the month. Other awards should work towards are perfect attendance, student of the year, class awards and honor roll.

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. We suggest padlocks on bicycles.
5. Students are to walk their bicycles at all times while on school grounds.

BREAKFAST / LUNCH

A breakfast program is provided in the elementary cafeteria for the benefit and convenience of students parents. Breakfast is served from 7:45 – 8:10 each morning. Students may bring their lunch, but they will be required to eat in the cafeteria. Lunch money will be taken in each homeroom at the beginning of class. If you write a check, please indicate who to credit with a payment. The cost for breakfast is \$1.25 and lunch is \$2.00. Milk if purchased separately is .40 cents.

BUS REGULATIONS

Students have the privilege of using the transportation services of the Kiefer School District. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his / her attention away from the road, danger exists. Foremost in our minds is the safety of each passenger. The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his / her care. After a student gets on the bus, he / she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has absolute authority and is expected to look after the welfare of all students under his / her care. Continued misbehavior may result in the loss of riding privileges.

WHILE RIDING THE BUS

1. Bring a note, signed by your parent, if you are to do anything other than ride your usual bus route. The note is due the day of the change.
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings in needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading or unloading.
15. Do not open or close the school bus doors.

CALENDAR

Text messages are sent via “Remind Me” app to the parents of elementary school students as necessary. A lunch menu will be sent home with each student on Fridays.

CHILD FIND

Kiefer Public Schools are required by Federal Law (P.L. 94-142) to provide handicapped children in the categories listed below, with a free and appropriated education. Ages 0 – 3 years: severely handicapped, ages 4 – 18: mildly handicapped, ages 19 – 21: with less than 12 years of school.

Handicapped children are defined as: mentally retarded, hard of hearing, deaf, speech impaired, orthopedically impaired, or children with specific learning disabilities, who by reason thereof require special education and related services.

If you reside in Kiefer Public School District, and feel you have a qualified handicapped child, who is not already in school, please call Brent Weaver or Shirley Lastinger at (918) 321-5444 for more information, or write to:

Kiefer Public School
4600 W. 151st Street South
Kiefer, Ok 74041

CLOSING OF SCHOOL

You will be notified of school closings via the “Remind Me” app or you can find the information by watching Channel 6, Channel 2, Channel 8 or tuning to KRMG 740 AM radio. We will make every effort to notify these stations by 7:00 a.m. if we are forced to close school. It is very important that students and parents refrain from calling their teachers, administrators, and school members. Quite often it is hard for us to get through to these stations because of incoming calls asking if Kiefer Schools will be closed or not.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, as the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

CONFERENCES

"Walk in" conferences are discouraged. Please make arrangements in advance for conferences. This includes meetings with the principal. Please arrange these with the school secretary.

DAILY ASSIGNMENTS

Students are given assignments and usually given some time to work on them in class. If they do not finish, they may be instructed to take the work home to complete for the next day.

Parents, help your child by seeing that he / she does his / her homework and takes his / her books back to school the next day. Communication between parents and teacher is essential for the success of the student.

NOTE: Any student receiving a grade of N (needs to improve) and / or U (unsatisfactory) on their report card, in a given quarter, will not be eligible for any Honor Roll.

DISCIPLINE POLICY

The Kiefer Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting student in understanding and attaining those norms. When the behavior of an individual student come into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher of a child attending a public school has the same rights as a parent or guardian to control and discipline that child while the child is in attendance or in transit to and from the school or while participating in any school function authorized by the school district.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The student's attitude
- The seriousness of the offense
- The effect of the offense on other students
- Whether the offense is physically or mentally injurious to other people
- Whether the incident is isolated or habitual behavior
- Any other circumstances which may be appropriately considered

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgement of a teacher or administrator, a teacher is involved or has been involved in an unacceptable behavior, appropriated remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention / late room
6. Use or possession of tobacco
7. Possessing or using alcoholic beverages or other mood altering chemicals
8. Stealing
9. Forgery, fraud, or embezzlement
10. Assault, physical and / or verbal
11. Fighting
12. Possession of weapons
13. Distributing obscene literature
14. Destroying / defacing school property

In administering discipline, consideration will be given to alternative methods or punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives for disciplinary actions, the faculty / administration of the school district will consider the alternatives listed below. However, the school is not limited to these alternative methods, nor does the list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgement and discretion of the administrator to determine the appropriated remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriated social agency
13. Suspension
14. Expulsion
15. Other appropriate disciplinary action as required and as indicated by other circumstances.

Parents, guardians, and students residing in this school district shall be notified at the beginning of each school year that such policy is in effect. A copy of this policy will be made available to parents or guardian upon request at any time during the school year.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of the disciplinary policies, rules, and regulations by suggestion to administrators appropriate means of discipline for specific infractions.

The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of student. The schedule is not intended to include all possible infractions. Therefore, behavior which is not included in the following schedule may warrant appropriate disciplinary measures. Multiple infractions of a particular level offense may require punishments designed for a higher level offense.

Infractions

Level I

1. Unexcused tardiness
2. Disruptions of class or assembly
3. Lunchroom misconduct
4. Bus / playground misconduct
5. Negligence in completing class work

Level II

1. Truancy
2. Leaving school without permission
3. Tobacco on school grounds

Level III

1. Theft
2. Assault – physical or verbal
3. Fighting
4. Destruction or property
5. Possession of deadly weapons, use of drugs or alcohol
6. Distribution of obscene material, obscene language, action, etc
7. Refusal to obey school officials

Level I offenses carry the following possible punishments

1. Warn students
2. Remove from class or group (temporary or permanent)
3. Parental conference (phone, personal or written)
4. Detention
5. Assigned additional work
6. Loss of privileges

Level II offenses carry the following possible punishments

1. Parental conference
2. Detention
3. In-house suspension
4. Involve law enforcement
5. Refer to other social agencies
6. Suspension (1 – 3 days)
7. Any other disciplinary action deemed appropriate under the circumstances

Level III offenses carry the following possible punishments

1. Remove from class or group
2. Parental conference
3. Detention
4. In-house suspension
5. Financial restitution
6. Involve law enforcement
7. Refer to other social agencies
8. Suspension (less than 10 days)
9. Expulsion (following due process)
10. Any other disciplinary action deemed appropriate under the circumstances

The above schedule is a list of alternatives, of which one or more may be used as the principal or designees deems just, given the circumstances of the individual case. Alternatives are not necessarily selected in numerical order, but are to the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary policy schedule.

ENROLLMENT

Certain requirements for enrollment into the school of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code". Those requirements are as follows:

1. A kindergarten child must have attained the age of five years on or before September first or meet the guidelines set forth by the Kiefer Board of Education Early Entry Policy.

2. A first grade child must have attained the age of six years on or before September first or successfully completed kindergarten through the Early Entry Program.
 - A. A birth certificate or hospital record must be presented at the time enrollment.
 - B. A child entering school for the first time (kindergarten and first grade) or students transferring from one school to another must present a certification form signed by a physician or authorized representative of the State Department of Health that the child is adequately protected against diphtheria, whooping cough, tetanus, rubella (hard measles), rubella (3 day German measles), mumps, and polio.
 - C. The Kiefer Public Schools do not discriminate on the basis of race, color, creed, national origin, sex, age, veteran status, or qualified disability.

EQUAL OPPORTUNITIES

It is the policy of the Kiefer Public Schools to provide equal opportunities without regard to race, color, national origin, creed, sex, age, qualified disability, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment.

FERPA RIGHTS

Kiefer Public Schools student records and procedures policies are designed to meet the provisions to the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office.

In the course of a child's education, the Kiefer Public School District will keep records as deemed necessary to provide programs to meet his / her child.

These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of the concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's records. This right includes the right to a hearing to present evidence that the record would be changed if the district decides not to alter it according to the student records and procedures policies.

It is the intent of the Kiefer Public Schools to limit the disclosure of the information contained in a student's educational records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

Kiefer Public Schools proposes to designate the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose that information without prior written consent:

1. Student's name
2. Names of student's parents
3. Student's address
4. Student's photograph
5. Student's date of birth
6. Student's class designation (i.e. 1st grade, etc)
7. Student's extra-curricular participation
8. Student's achievement awards or honors
9. Student's weight / height if on athletic team
10. The school the student attended before he / she enrolled in the district

If a parent or eligible student wishes to refuse the release of this directory information, he / she has two weeks to submit in writing this refusal. This request should be submitted to the building principal.

In the case a parent of a student, a student or former student 18 years old or a citizen of the Kiefer Public Schools District believes that the district is violating the Family Education Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is

The Family Educational Rights/ Privacy Act Office
U.S. Dept. of Education, Switzer Bldg. Room 4511
Washington, D.C. 20202
Phone: (202) – 732- 2058

FIRE/ TORNADO/ LOCKDOWN DRILLS

Drills will be conducted periodically throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teachers where roll will be taken.

GANG POLICY

Violence in the public schools is steadily rising. Increasingly public schools are concerned with gang activity and are especially conscious of the connection between gang activity and school violence. This concern is heightened by an awareness that membership in gangs has broadened to include older and younger members as well as females. With the increase in gang-related violence school boards and school administration struggle with ways to curb gang activity and establish appropriate environments for students.

The message of gang attire, sign, insignias, and emblems substantially interferes with the learning environment. While the school district is, at all times,

mindful of the rights of the students, there is recognition that these rights may be outweighed by the public's interest in an uninterrupted education free of distractions that inhibit learning, and free of fear that threatens student's ability and opportunity to learn. The goal of the school district is, through this policy, to serve notice to students and others that the district recognizes that gangs contribute to school violence, that the impact and influence of recognition of gangs and their individual members; and that schools shoulder an obligation to actively limit conduct, behavior, or nonverbal communications that interfere with the focuses the attention of students away from knowledge and skill acquired from learning. In furtherance of this goal, the district has installed certain prohibitions related to clothing and attire, insignia, and emblems that appear to empower gangs.

The following is prohibited at Kiefer Public Schools during the school day at all events (home and away):

1. Possessing, wearing, using, distributing, or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with membership in a gang.
2. Wearing pants below the waistline (sagging or bagging) or wearing caps, bandannas, handkerchiefs, shoe strings or other items associated with gang-related behavior.
3. Participating in any act, either verbal or nonverbal, to include gestures, expressions, handshakes, and signs, etc. that may indicate an affiliation with or membership in a gang.
4. Participating in any act that may further the interest in a gang, affiliation or gang membership such as, but not limited to writing or inscribing of gang-related graffiti to include messages, symbols or signs on school property.
5. Wearing hats or caps inside the building.

Violation of this policy will result in disciplinary action up to and including the suspension for the current semester and the following semester and, if appropriate, the filing of criminal charges, depending on the severity of the infraction.

GENERAL HEALTH CONSIDERATIONS

1. Any child with a temperature above 100 degrees will be excluded from school. Children must be fever free for 24 hours without the aid of fever-reducing medications, before returning to school.
2. Any child with an unidentified rash needs to be seen by a physician and will be excluded from school until the rash is cleared or written notification from a physician is obtained.
3. Medications (prescription and non-prescription) to be given three times a day should be given in the morning, after school, and at bedtime unless advised otherwise by physician.
4. If your child has special health needs, contact the school in advance.
5. Please keep your child's enrollment information updated. We need to be able to contact parents for emergencies and urgent health needs. You may want to have a "permission to treat" from on file at your physician's office.

HARRASSMENT/ BULLYING POLICY

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

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

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

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

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

The superintendent or his appointees shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. This expeditious correction of conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;

4. Initiation of appropriated corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment, and
6. The provisions of this policy will be disseminated in writing annually to all staff and students via the student handbook(s).

LUNCH CHARGES

Students are required to keep a positive lunch balance in their lunch account. Students will not be allowed to charge. Statements with a negative balance will be sent home regularly and monies due will need to be received in the office promptly.

MEDICATION POLICY

Oklahoma Law provides that a school nurse, administrator or other designated school employee shall not be liable to the student or parent or guardian of the student which result from acts or omission of the school nurse, administrator, or other designated school employee in administering any medication pursuant to the provision of the law, except for acts or omission constituting gross, willful, or wanton negligence.

Prescription Medication

- A. Medication must be in a prescription vial with label affixed that includes:
 1. Name of child
 2. Pharmacy and address
 3. Prescription number
 4. Date prescription filled
 5. Physician
 6. Name of medication

7. Specific instructions for administering

B. A permission slip from parent / guardian stating the following

1. Name of child
2. Name of medication
3. Specific time to be given
4. Amount
5. Date(s) medication is to be given
6. Signature of parent / guardian
7. Must comply with the prescription label

C. If medication is a sample from the doctor's office, physician's note must accompany it with all of the above information.

D. Initial dosage of medication will not be given at school.

E. Only two weeks supply of medication will be kept at school and transporting the medication is the responsibility of the parent / guardian

F. Class IV drugs (narcotics) will not be given at school

NON-PRESCRIPTION MEDICATION

A. Medication must be in original container.

B. Note from parent / guardian state the following

1. Name of child
2. Name of medication
3. Specific time to be given
4. Amount to be given, must match the manufacturer's guidelines
5. Date(s) medication is to be given
6. Specific reason / symptoms for giving medication
7. Signature of parent / guardian

- C. Non-prescription medication will not be given for more than ten school days without written authorization from a physician.
- D. Non-prescription medication must be appropriate for child's age. Manufacturer's guidelines will be followed. Adult strength medication will not be given to a child under 12 without a physician's written authorization

MONEY

When it is necessary to send money to school, please send correct change, a check, if possible, and in a labeled envelope specifying the purpose of the money.

NON-DISCRIMINATION POLICY

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file complaint discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave, SW, Washington, D.C.

20250-9410, or call 202-720-5964 (voice and TDD)

USDA is an equal opportunity provider and employer.

NON SCHOOL ACTIVITIES

The school assumes no responsibility for information or management of non-school sponsored activities such as scouts, soccer, wrestling, cheerleading, gymnastics, and other such activities.

PARENT- TEACHER CONFERENCES

Parent Teacher conferences are scheduled twice a year. Please make every effort to attend. If you wish to meet with teachers at the other times during the year, please call the office to set up a meeting.

PHONE

Phone call will be allowed in situations where it is vital for the student to contact the parent. It will be at the discretion of the principal and secretaries.

PHYSICAL EDUCATION

1. Students not taking physical education are to have a statement from the doctor. Before a student who is under a physician's care will be allowed to resume physical activity, a written release from the doctor must be presented to the PE teacher.
2. Students not participating in PE due to a short term illness must have a note dated and signed by a parent. This is to be given to the PE teacher.

PRIVACY RIGHTS

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school locker, desks, and other school property in order to properly supervise the welfare of the pupils. School locker, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

PROGRESS REPORTS

Progress reports go out the 5th week of each nine-week grading period

PROMOTION AND RETENTION POLICY

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or received credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher (s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardization test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s) or guardian's reason(s) for disagreeing with the decision of the board.

SCHOOL DRESS CODE

We all must have pride in the way we dress in order to show we are from Kiefer Elementary School. Anything worn that interferes with the learning of other students is not allowed. Students wearing “inappropriate” clothes will be sent home. An individual’s grooming and the way he dresses have a bearing on how other react to him, and therefore affect his / her behavior. The following guidelines are to be followed:

1. If a style is disruptive to the educational process or constitutes a threat to the safety and health of the student or others, or how others react to the student, it will not be permitted in school.
2. If the style is such a nature, and may cause damage to the building and / or contents, it will not be permitted in school.

SCHOOL VISITORS

Parents are welcome to visit the school, but they must stop by the office for permission to visit. This is done for the protection of all students.

SPECIAL EDUCATION SERVICES

A continuum of service delivery systems designed to provide specialized programs based on individualized student’s needs are maintained throughout the school system. Students must qualify for such services through proper evaluation and multi-disciplinary team recommendation. Further information regarding qualification criteria can be obtained by contacting the school counselor or Director of Special Services.

SUSPENSION

The principal shall have the authority to suspend any student who violates any of the following school rules, whether in transit to or from school, or during the school day or school related activities:

1. Immorality, profanity, or obscenity
2. Violation of school policies or regulations
3. The willful disobedience of a request of any school official acting in the performance of his / hers duties
4. Possession, threat or use of a dangerous weapon
5. Assault and battery
6. Possession, use, sale of a controlled substance and / or alcohol, possession of drug paraphernalia
7. Presence while under the influence of a controlled substance or alcohol
8. Conduct jeopardizing the safety of others
9. Use of tobacco
10. Violation of dress code
11. Fighting on school property or while in transit or in attendance at a school activity or event
12. Damaging, destroying, or stealing school or personal property
13. Truancy
14. Conduct disturbing the operation of the school

Students found in violation of any of the above may be suspended for a definite period of time, which shall not extend for more than one (1) year. Suspensions

from one to ten days are considered short-term suspensions. Suspensions resulting in more than ten days are considered long term.

Any student who brings a firearm to school or under jurisdiction of the school, shall be suspended for a period of one (1) year. The Board of Education may modify the suspension on a case-by-case basis.

Suspended students or students appealing a suspension cannot participate in extra-curricular activities until the appeal process has been completed.

SHORT TERM SUSPENSION

A student who has been suspended for a period of ten (10) or fewer school days is entitled to the one time appeal of a committee composed of two faculty members and the high school building administrator. Any student who has been given a short-term suspension and his / her parent(s) or guardian shall be informed by the administrator of this right and method of submitting an appeal.

LONG TERM SUSPENSION (MORE THAN TEN DAYS)

Any student who has been given a long-term suspension and that student's parent(s) or guardian have a right to appeal a suspension decision to:

1 st Level of Appeal	Building Principal
2 nd Level of Appeal	Superintendent
3 rd Level of Appeal	Board of Education

A student with a long- term suspension and his / her parent(s) or guardian shall be informed by the administrator of the right and method of submitting an appeal.

TESTING

Our schools are currently using the Oklahoma School Testing Program to evaluate our students. The testing point out various strengths and weaknesses a student might have. In an effort to better educate our students, we are using the test information and teacher suggestions to provide appropriate setting and material for your child. You will notified by the school when test dates are set. As an interested parent, you should make a special effort to see that your child is prepared and properly rested during the test week.

TEXTBOOKS

Textbooks and library books that are lost or destroyed will need to be paid for before a student receives his / her grade card.

UNAUTHORIZED COMMUNICATION DEVICES

The use of beepers, cell phones, iPods, electronic games, etc. is not allowed to be used on school property during the school day except with special permission form the administration. Students are only allowed to carry their cell phones in backpacks or purses or store them in lockers. They are not to have them in pockets, hoodies, etc. Teachers are to be vigilant in watching for cell phones being used or not properly stored. If students do not surrender the phone intact, the will have immediate suspension. First offense- principal will keep device until end of the day. Second offense- parent / guardian must pick up the devise. Third offense- parent must retrieve devise and student will be assigned detention. Subsequent infractions will receive more severe consequences.

VALUABLES AT SCHOOL

Students, not the school, are responsible for their person property. Personal property should be taken home after school. Be smart and take care of any valuable items by leaving them at home. These valuables include money, music boxes, cameras, radios, toys, etc.

MENINGITIS POLICY

There have been no reported cases of Meningitis at Kiefer Public Schools; however, we want all parents to be aware of the vaccines that are available and the signs and symptoms of Meningitis. For more information contact your healthcare provider or the Creek County Health Department or visit the following websites: National Meningitis Association at www.nmaus.org or Centers for Disease Control and Prevention at cdc.gov/meningitis/index

PARENT STUDENT LEARNING COMPACT

STUDENT RESPONSIBILITIES	PARENT / GUARDIAN RESPONSIBILITIES	TEACHER RESPONSIBILITIES
BELIVE I CAN LEARN	BELIVE THAT MY CHILD CAN LEARN	BELIEVE THAT ALL CHILDREN CAN LEARN

