

2018 - 2019

STUDENT HANDBOOK

OKAY ELEMENTARY SCHOOL

P.O. BOX 830

8611 NORTH 49TH STREET EAST

OKAY, OK 74446

918-682-7961 x 230

WELCOME TO THE HOME OF

THE MUSTANGS!

www.okayps.org

8 EXPECTATIONS FOR LIVING

We will value one another as unique and special individuals.

We will not laugh or make fun of a person's mistakes.

We will use good manners, saying please and thank you, excuse me, and we will let others go first.

We will cheer each other to success.

We will help one another whenever possible.

We will recognize and applaud every effort.

We will encourage all to do their personal best.

ENROLLMENT:

Children entering Kindergarten must present a valid Birth Certificate, proof of residence in this school district, social security card, CDIB card and tribal affiliation card and an up-to-date immunization record at time of enrollment.

Children in grades 1-6 entering Okay Elementary School for the first time should present a report card or transcript of grades and attendance records from their previous school, an immunization record, proof of residency, social security card and CDIB card and tribal affiliation card, if applicable.

LEGAL AGE REQUIREMENT:

Pre-Kindergarten	4 years old on or before September 1
Kindergarten	5 years old on or before September 1
First Grade	6 years old on or before September 1

All children who are 5 years of age on or before September 1 **must** attend Kindergarten unless previously screened developmentally not ready.

REQUIRED IMMUNIZATIONS per OKLAHOMA STATE LAW

KINDERGARTEN: 5 doses of Diphtheria, Tetanus, & Pertussis (DTP) or a combination of DTP & DTaP vaccines totaling 5 doses unless the 4th DTP/DTaP was received after the fourth birthday.
 4 doses of Oral Polio (OPV/IPV) unless the third dose was received after the fourth birthday.
 2 doses of Hepatitis A Vaccine (must be 6 months apart)
 3 doses of Hepatitis B Vaccine
 2 doses of Measles, Mumps, and Rubella (MMR)
 Children under 4 years of age will be required to have at least one dose of Haemophilus Influenzae (Hib)
 1 dose of Varicella (Chicken pox)

FIRST GRADE: 5 doses of Diphtheria, Tetanus, and Pertussis (DTP) or a combination of DTP & DTaP vaccines totaling 5 doses unless the 4th DTP/DTaP was received after the fourth birthday.
 4 doses of Oral Polio (OPV) unless the third dose was received after the fourth birthday.
 2 doses of Measles, Mumps, and Rubella (MMR)
 3 doses of Hepatitis B
 2 doses of Hepatitis A
 1 dose of Varicella (Chicken pox)

SECOND & THIRD GRADE: 5 doses of Diphtheria, Tetanus, and Pertussis (DTP) or a combination of DTP & DTaP vaccines totaling 5 doses unless the 4th DTP/DTaP was received after the fourth birthday.
 4 doses of Oral Polio (OPV) unless the third dose was received after the fourth birthday.
 2 doses of Measles, Mumps, and Rubella (MMR)

FOURTH, FIFTH & SIXTH GRADE:

- 3 doses of Diphtheria, Tetanus, and Pertussis (DTP)
- 4 doses of Oral Polio (OPV)
- 2 doses of Measles, Mumps, and Rubella (MMR)

SCHOOL DAY

General Schedule

BUILDING OPENS TO STUDENTS.....8:00 A.M.

Teachers will be on duty or ready to conduct business by 7:50 A.M.

BREAKFAST.....7:30-7:55 A.M.

BELL WILL RING..... 8:00 A.M.

CLASSES BEGIN..... 8:05 A.M.

LUNCH.....

Kdg.-3RD..... 10:50=11:15 A.M.

4TH- 6TH..... 11:30-12:05 A.M.

RECESS.....

KDG-3Rd..... 11:20-11:45 A.M.

4TH-6TH.....11:45-12:20 P.M.

CLASSES DISMISSED.....3:50 P.M. for Car Riders

4:00 P.M. for Bus Riders

A T T E N T I O N :

Dear Parent, Teacher, Employees:

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if your wish to see it.

BOARD POLICY PERTAINING TO ELEMENTARY STUDENTS

PERMISSION FOR PUPILS TO LEAVE SCHOOL PREMISES. No pupil shall leave the premises during school hours without permission of the principal granted upon written request of the parent or guardian, or for good cause known to the principal and honored with caution.

VANDALISM-Students found guilty of showing disrespect for or causing damage to school property or property belonging to school employees, or any vandalism while under supervision of school personnel are subject to disciplinary action. Vandalism is an extremely serious offense and may result in a student being suspended from school for the remainder of the

school semester. Okay Elementary shall be entitled to recover damage in an amount not to exceed \$1500, from the parents of any minor who shall maliciously or willfully destroy property belonging to the school. (School Laws of OK Sec. 623)

STUDENTS EATING LUNCH AT SCHOOL: All students are to eat lunch at school. All elementary students eating at school are to remain on school premises. Those students bringing their lunch *will not bring pop into the lunchroom* and shall eat in the lunchroom with their peers.

Discipline Policy

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

The teacher of the student attending a public school shall have the same rights as a parent or guardian to control and discipline such student according to local policies during the time the student is in attendance or in transit to or from school or any school function authorized by the school district or classroom presided over by the teacher.

All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the 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 damaging to these people, and whether the incident is isolated or habitual behavior.

In administering discipline, consideration will be given to alternative consequences to insure that the consequences are administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

1. Conference with students
2. A.R.P. (Alternative Room Placement)
3. Referral to counselor
4. Behavioral contract
5. Conference with parents.
6. Changing student's seating assignment or class assignment.
7. Requiring the student to clean or straighten items or facilities he or she damaged.
8. Requiring the student to make financial restitution.

9. Restriction of privileges.
10. Detention
11. Saturday School
12. Law enforcement contact.
13. Appropriate social agency contact.
14. Suspension (In school: ISS or out of school)
15. Expulsion
16. Any other disciplinary action deemed appropriate.

Parents must read the student handbook on line. If unavailable, they may contact the school to access the handbook on line or request a printed copy. Failure to read the handbook does not void student or parental responsibility to adhere to policies stated herein.

SUSPENSIONS

All suspensions are at the discretion of administrative personnel.

In extreme cases it will be necessary to suspend a student temporarily or have him attend the alternative school for any of the following:

1. Continuously creating or attempting to create a classroom disturbance.
2. Continuously disobeying a schoolteacher or administrator willfully and openly.
3. Using profanity or vulgar language or expressions.
4. Defying authority.
5. Assault and battery of another student or person.
6. Possession or use of any dangerous weapon, including fireworks.
7. Inciting, promoting, encouraging or participating in attempts to interfere with the normal education process.
8. Engaging in acts of immorality.
9. Showing disrespect for or causing damage to school property or any property, while under the supervision of school personnel.
10. Violating the rules and/or regulations of the school continually.
11. Stealing school property or property belonging to school personnel, or other student's property.

The school principal shall exercise his/her discretion as to length of time of the suspension. In any case, it will be required that one (1) or both parents bring the student to the principal's office for a conference before the student is reinstated.

Serious disciplinary cases may result in a student being suspended for the remainder of the semester, or the remainder of the school year.

In all cases of suspension from school, parents will be notified. During the time a student is suspended, he is excluded from all activities, including extra-curricular activities. The pupil suspended shall have the right to appeal to the Board of Education. Their decision will be final. Suspended students will be allowed to make up their work.

GRADING SYSTEM

Report cards are issued at the end of each nine-week period for students who have been enrolled at least 3 weeks of the nine weeks. They will not be issued to students who have not paid financial obligations.

The goal for all students is success. If success is not being achieved, school personnel will be a part of the home/school team to seek success. Parents should not hesitate to phone or visit the school in case of unsatisfactory grades on the part of any student.

Special reports are made during the fifth (5) week of each quarter to notify the parents when students are not making satisfactory progress. This report may be sent at other times when a teacher feels a parent should be notified of a student's failure to do acceptable work. Only the semester grade is recorded on the permanent record. Grades appearing on report cards and permanent records are:

90 - 100%	A	Excellent
80 - 89%	B	Above Average
70 - 79%	C	Average
60 - 69%	D	Below Average
Below 60%	F	Failure

Any student receiving an "I"(incomplete) letter grade on his/her report card shall have 1 day to make-up for each day missed in order to complete the necessary work required to complete the course. Make-up work for an "incomplete" shall be presented to the course teacher upon their request.

It is the responsibility of the student to inquire as to what work must be completed and under what circumstances. If a student fails to complete the work required for a particular course with the allowed time period the "I" shall be changed permanently, to an "F". No extension of time for completion of work shall be given without a written request from the student prior to the deadline and approval granted by both the teacher and the building principal. Only in cases of severe illness and other unavoidable circumstances will an extension of time for work completion be granted.

Make-up Work

All class work must be made up by those students who have absences from school in a timely fashion. If a student fails to do make-up work, grades will be lowered accordingly.

Teachers will assign make-up work for all classes missed. This work is to be made up within a time frame of one (1) day for each day missed, starting when the make-up assignments are given to the students. Students are responsible for requesting make-up assignments when they return to school.

For those students who must be out longer than three (3) days, parents may request assignments from the office. The school must have at least one (1) full day to obtain assignments from the teachers.

Grooming Code

ALL STUDENTS:

1. Skirts, dresses, and shorts: The length of these shall be no shorter than 2” below fingertip length with shoulders in a relaxed position, even when worn over leggings or other apparel. No holes in jeans permitted above finger- tip length. Athletic shorts are not permitted for daily wear.
2. Tops: any shirt, blouse or sweater may be worn with the following conditions:
 - a. Tank tops or muscle shirts may only be worn with a shirt or blouse underneath.
 - b. Extremely thin “see through” shirts or blouses may not be worn.
 - c. Shirts and blouses must be properly buttoned.
 - d. Clothing which exposes the shoulders, back, or midriff may not be worn
 - e. Tops must be the width of 3 adult fingers, and may not show underwear straps.
3. Accessories: conspicuous or distracting accessories are not acceptable. Example: hats and stocking caps, or sunglasses when worn in a building. All hats, caps, or sunglasses worn in the building or cafeteria will be confiscated and kept in the office until parents claim them.
4. Insignias, Monograms or Patches: Lettering or any type of sewn-on patch, decal, or insignia, etc. which is suggestive or vulgar in nature is not acceptable. No attire or dress will be accepted that shows disrespect for the American flag.

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6. Specifically prohibited is clothing bearing profanity, logo insignia or patches that suggest alcohol, tobacco, or other drugs, or any others as determined to be offensive by the principal.
7. Sagging of pants or other gang related styles or acts will not be tolerated.
8. Hair: Hair must be clean, neatly groomed, and worn in a style and color that is not conspicuous or extreme.

Students should remember that the dress code promotes neatness, cleanliness and general good grooming and discourages indecency, poor taste and extremes in dress and grooming. Following these guidelines will eliminate the necessity of correcting students for improper dress.
DRESS CODE WILL BE ENFORCED AT ALL SCHOOL SPONSORED FUNCTIONS!

GENERAL SCHOOL POLICY

ATTENDANCE-Regular and punctual attendance is necessary for maximum achievement in school. It is suggested that, whenever possible, medical and dental appointments be made for after school hours or on Friday. Whenever possible, a teacher should be notified prior to a child’s absence so that necessary assignments can be made. Please notify the office on the day of an absence.

ALWAYS LET THE OFFICE (682-7961) KNOW WHEN YOUR CHILD WILL BE ABSENT.

1. **TARDY:** Three (3) tardy occurrences will count as one (1) full day of absence.

The interval between classes is too short to permit much time for visiting with other students. Students are required to be in the classroom and ready for work before the class period starts.

Students who are tardy for their first hour classes will not be permitted to enter class without an admit slip from the office. All other tardies will be handled by the individual teacher.

Students who are habitually tardy without a plausible excuse may be subject to disciplinary action.

2. **COMPULSORY SCHOOL ATTENDANCE** policies must meet or exceed those set by Oklahoma School Law. Students attending Okay Elementary must be in attendance a minimum of 90% of the days each of their classes meet in order to receive credit. Credit for each course is determined by the student's performance and the student meeting the minimum attendance requirements. Students missing more than 10% of the days a class meets in a quarterly period **MAY NOT** receive credit in the course for those nine (9) weeks. Credit for the semester will not be given in a course if the students miss more than 10% of the days the class meets in the semester. *A note from a health care provider for visits or appointments should be turned in to the office to support absences.*

Elementary students missing more than 10% will fail the quarter.

NOTE: Three tardies in a class is the equivalent of one absence.

*In cases of extended severe illness or severe accident which renders a student unable to attend the necessary 90% the building principal shall investigate the absence and consult with the proper medical authorities at which time a decision will be made as to the type of educational program to be pursued. Depending on the individual case and the courses in which the student is enrolled, credit may be given in certain circumstance where an educational program approved by the State Department of Education can be administered to the student during the extended illness or accident recovery provided the student completes all necessary work.

**Homebound-Students with an illness that prevents regular classroom attendance may, with physician recommendation, apply through the school to the State Department of Education for approval of homebound instruction. Those students on homebound are not allowed to participate in extra-curricular activities.

FERPA NOTICE

1. Student's parents and eligible students (students 18 years or above) have the right to inspect and review the student's educational records.
2. Okay School District will limit the disclosure of information contained in a student's education record except: (1) by 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 FERPA.
3. A student's parent or an eligible student has the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. Any person has the right to file a complaint with the U.S. Department of Education, if the Okay School District violates the FERPA.
5. Copies of this policy can be obtained at the Okay School office.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language. All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student".

6. Child find activities of identification, location, and evaluation of students are covered under the FERPA policy.

Activity Calendar

To eliminate conflicts, an official calendar is maintained by the principal. All school activities, including fundraisers, must be scheduled on this calendar. Sponsors are urged to schedule all activities as early in the year as possible.

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Activity Trips

Field trips are an extension of the learning process. When field or school-related trips are planned, all students must go and return on school buses. Parents are encouraged to be a part of this school event and assist by taking responsibility for a small group. For purposes of liability, parents will not ride the school buses unless specifically requested by school administrators. Field trips/school trips will be limited to only those students in the class or those students who have earned the field trip. The transportation costs (ie: gas and bus driver) of the field trip will be the responsibility of the participating group.

Adverse Weather

There will be times when school will be dismissed because of bad weather, at such times announcements of dismissal will be broadcast on radio station KBIX, and TV Channel 8. Announcements will be made on our emergency telephone system to all families as long as a working phone number is given to the school.

Baked Goods/Birthday Treats

All treats brought to school for birthdays or class parties must be store bought and pre-packaged items. Before sending pre-packaged birthday treats to school, please check with the homeroom teacher. Visit with the homeroom teacher about the starting time for the party. Most containers AND balloons are not permitted on the busses. **We discourage any such items being brought or sent to the school.** They will not be taken to the student until time for final bell. This includes any items or bouquets delivered by any florist or business.

Cafeteria

The Okay School district serves nutritious meals each school day. All students are urged to participate in the school breakfast and lunch program. The food service director, according to state nutrition requirements, plans menus.

Students **must pay** for lunches weekly or monthly. The first day of each week your child must go to the cafeteria to pay for their meals. **If any student account goes beyond \$25.00, an alternative meal will be served to that student until their account is brought current.** Breakfast is served from approximately 7:30 a.m. to 7:55 a.m. Lunch and breakfast prices for the coming year are as follows:

<u>BREAKFAST</u>		<u>LUNCH</u>	
K-6	.70 Full Pay	K-6	\$1.10 Full Pay
	.40 Reduced		.50 Reduced

The cost for adults is as follows:

<u>BREAKFAST</u>	<u>LUNCH</u>
\$2.10	\$3.60

Prices are subject to change determined by needs of the district. It is a requirement for each student to present his/her number prior to eating. Each student will be issued a number at the beginning of the year.

It is necessary for you to make special arrangements for your child to charge meals (no more than 3 charges will be allowed). ***Advance payment for meals is required.***

Rules

1. There will be ***no glass containers or sodas or energy type drinks allowed*** in the cafeteria.
2. Stay in a quiet single-file line while getting your tray.
3. Stay in your seat while you are eating.
4. Take only what you can eat from the salad bar. When you are finished with everything on your tray, you may return for seconds, however; all food taken from the salad bar must be eaten.
5. Do not leave the cafeteria until you are dismissed.
6. If you make a mess, you will be expected to clean that mess up.
7. ***Food may not be taken from the cafeteria except by special permission.***

Care of School Property

The building and grounds reflect pride in the school. The help of the student body in maintaining the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school clean and neat. Under no condition should one mark the walls, desk, or in any way deface school property. The destruction of school property will merit disciplinary action. This also applies to school buses.

Classroom Discipline

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individuals and of the school.

Classroom management will be left to the discretion of the individual teacher, with severe discipline problems being referred to the principal.

Toys, radios, tape players, iPods, MP3 players, sport cards, video games, baseballs, bats, skates, skateboards or any other item deemed inappropriate by the principal, will not be brought to school. Softballs, personal items and sport equipment, (specifically requested by the P.E. teacher) are to be kept in lockers. All such items found in the classroom will be confiscated and kept until claimed by a parent, or until the last day of school.

Cell phones are discouraged. If a parent/guardian feels that a cell phone is necessary for safety concerns, **it must remain turned off and in a locker.** We will confiscate the cell phone if a student is using it without authorization, on the playground, on busses or in class. Confiscated phones will be secured in the office and must be claimed by a parent/guardian.

Drills

Fire Drill-practice fire drills will be held early in the school year and there will be drills from time to time throughout the year. Complete instructions will be given to each teacher concerning the procedure to be followed by each student. The signal for a fire drill is a continuous ringing of the bell.

Tornado Warning-It is important that precautions be taken so that everyone knows what to do in case of a tornado alert. In case of alert, all students will proceed in an orderly manner to the designated storm shelter. Information concerning the tornado warning will be given to the teachers. Other safety drills will be conducted according to school and state policy.

Drug Free School Policy Statement

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

Any student found distributing, possessing, using or under the influence of drugs, alcohol, or possessing drug paraphernalia, or any tobacco products, may be suspended for the current semester and possibly the next semester.

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

The following agencies will also help if a student has a drug-related problem:

Department of Human Services	614-5000
Wagoner County Health Dept.	485-3022
Wagoner Community Hospital	485-5514
Bill Willis Prevention Center	485-8404

THE ENTIRE CAMPUS OF OKAY PUBLIC SCHOOL IS A TOBACCO FREE ZONE. PARENTS AND VISITORS ARE NOT ALLOWED TO USE ANY FORM OF TOBACCO, INCLUDING E-CIGARETTES, WHILE ON OUR CAMPUS OR AT ANY SCHOOL SPONSORED FUNCTION.

Fund Raising

No type of solicitation, fund raising or selling of candy, gum, sodas or related treats is to take place at school by student.

Health

Okay Elementary is making a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on your follow through at home. Do not allow children to come to school when they are ill, have fever, or any contagious condition. This is for their protection as well as others. Children will be sent home if they are sick, have a fever of 100 degrees or more, or are found to have head lice or any other condition that may be communicable to students and staff.

We do have Head Lice Screening. Parents will be notified if their child is suspected of having head lice or live eggs. Parents will be asked to pick up their child and treat them with medicated shampoos. **Students may not return to school without a note from a doctor or the health department confirming that the student is lice free.**

Internet

During the coming school year Internet access to our computers will be available for use in our school. You are encouraged to access our website for up-to-date information at:

www.okayps.org

Leaving School

Any student leaving school before the end of the school day **MUST** check out in the administration office. No student will be allowed to leave school unless school personnel are given parental approval by a handwritten note or phone call (authorized persons must have been previously listed on enrollment forms). It would be helpful for the parents to call and inform administration of their wish that the students be dismissed early. No student will be allowed off campus without approval of the principal. Any student leaving more than 10 minutes before standard dismissal time will incur an “early out” tardy which reflects on their attendance record.

Library

The library will be open during the school day. A fine of five cents per day will be charged on all overdue books. Students owing fines will not be allowed to check out a second book until their fines are paid. If a book is lost, the person responsible must pay for the book.

Encyclopedias and reference books may not be taken home. .

Lockers

Students in grades 4-6 will be assigned a locker in the building by their teachers. Lockers should be locked using a COMBINATION LOCK.. Teachers will be permitted to record the locker combinations. Key locks are NOT approved. Students are responsible for supplying locks for these lockers. It is unwise to leave valuables or money in lockers. The school does not assume responsibility for property removed or stolen from lockers or classroom desks. Any locker trouble should be reported to the principal.

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The lockers and classroom desks are the school property and may be inspected or searched at any time without prior notice to the student if there are reasonable grounds to believe that drugs, counterfeit drugs, alcohol, stolen property or other contraband might be present in that locker.

Students will be held responsible for the condition of the locker assigned. All lockers should be kept free of marks, writing, waste paper, stickers, excess clothing and food/drinks.

Lost and Found

A lost and found box is maintained. All articles should be turned in and pupils should inquire about any lost articles.

MEDICATION:
ADMINISTERING TO STUDENTS

It is the policy of the Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a prescribed medication be dispensed to that student, the principal, or the principal's designee may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

- A. Student's name.
- B. Name and strength of medication.
- C. Dosage and directions for administration.
- D. Name of physician or dentist.
- E. Date and name of pharmacy.

The medication must be delivered in the principal's office in person by the parent or guardian of the student. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- 12. Purpose of the medication.
- 13. Time to be administered.
- 14. Termination date for administering the medication.
- 15. Other appropriate information requested by the principal or the principal's designee.

2. Non-prescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician, parent or legal guardian. All non-prescription medications must be provided. The school will not furnish any medication for student use.

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The nurse, administrator, or administrator's designee will:

- A. Inform appropriate school personnel of the medication being administered.
- B. Keep an accurate record of the administration of prescription medication.
- C. Keep all prescription medication in a locked cabinet.
- D. Return unused prescription or over the counter medication to the parent or guardian only.

The school district retains the discretion to reject requests for administration of medicine. This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Emergency Medical Treatment Consent

In accordance with the policy of the Board of Education the following procedures will be followed in the event of an emergency requiring attention to a student of this school district:

1. Consent to Medical Treatment:

The public school may consent to medical treatment for the student whose name appears below provided:

- A. The person having the power to consent as provided by law cannot be contacted.
- B. Written authorization to consent has been received from that person.
- C. There is an emergency situation in which prompt action is deemed necessary.

2. Form of Consent:

Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment.

The consent shall contain:

- A. The name of the student.
- B. The name of one or both parents, if known, or appointed guardian.
- C. The name of the school official giving consent and his/her relation to the student.
- D. A statement of the nature of the medical treatment to be given.
- E. The date on which the treatment is to begin.

3. Administer Medication:

The school nurse, administrator or administrator's designee may administer medication to a student provided:

- A. The district has received a written request to administer the medication from the parent, legal guardian, or other persons having legal control of the student.

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- B. When administering prescription medication the medication must be in the original container and properly labeled.

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

Conferences

Parents are welcome to visit the school at any time. Parents who desire to confer with a teacher during their conference time should make arrangements prior to that time or call the office to make sure that the teacher will be available. Drop in visits are discouraged unless previously

approved by the principal, including before and after school times. Each teacher will also be available for conferences during their conference periods. These periods have been set aside so that the teachers will not be interrupted from their important duties of instruction.

Every person who enters must come through the security door and check in at the office. For security reasons, parents and visitors will not be permitted to go into student hallways without escort or prior approval by the office. Students who are not enrolled in the elementary school may not visit without a written pass from a teacher or administrator and must report to the office.

Parent/Teacher Conferences-The home and the school have joint responsibility for your child's total development. In an effort to improve communication with parents concerning the achievement of their children, conferences will be scheduled for all parents. Details and notification of the exact dates will be sent home with the students. Progress reports will be sent home.

Probation of Students

Students on probation for misconduct may be denied the privilege of participation in extracurricular activities for the probationary period, as determined by the school Principal.

Participation by pupils in extracurricular activities is a privilege and carries with it the responsibility of behavior. Failure on the part of any pupil to meet this responsibility renders him liable to suspension of the privilege to participate in extracurricular activities or suspension from school.

Progress Reports

Progress reports shall be given during the fifth week of each nine-week period; teachers shall provide progress reports to parents of all children who are working below ability levels. The reports shall be in written form.

Progress reports shall be sent home with the students. Reports shall be in triplicate form, with one copy sent to parents, one copy retained by the teacher, and one copy filed in the office.

Students should deliver the progress reports to their parents, obtain the parent's signature and return the signed copy to the teacher.

Permits

Students will ride their regular buses unless the office notified by note or phone of ANY CHANGES.

A note should be sent to school excusing your child from P.E. and recess, stating the reason for excusing the child. Such notes must be dated daily and can be honored from parents for up to three days. Any longer exemption will require a note from a physician.

PARENTS, GRANDPARENTS, GUARDIANS OR ANY OTHER RELATION PICKING UP CHILDREN AT SCHOOL SHOULD COME THROUGH THE OFFICE FIRST.

SCHOOL VISITORS-Parents are always welcome and interested persons are encouraged to visit. All visitors must check in at the office for safety reasons. Classrooms should not be interrupted during the school day. Parents are welcome to observe a classroom. Please call the office to set up an observation time. Observations should be limited to no more than 45 minutes. School age relatives, younger brothers or sisters, or friends will not visit children in the elementary school during the regular school day.

RULES

BULLYING – Exploitation of a less powerful person by an individual taking unfair advantage; repeated over time, and having a negative effect on the victim. The seriousness depends on harm to the victim and the frequency (Title, 1996). *A type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else.*

HALLWAY

1. Students are not to run in the hallways. Always walk on the right side of the hall quietly. Lines should be single file.
2. Do not “hang-out” in the hallways.
3. Students in grades 4-6 must have a hall pass if in halls for any reason.
4. **Students may not go to the office between classes or without a pass.**

PLAYGROUND-If a student has a problem they should report it to the teacher on duty.

1. Play only in the teacher designated area, in full view of the teacher on duty.
2. Stay away from classroom windows and the baseball dugouts.
3. Do not throw rocks or snow balls. Refer to the discipline guidelines.
4. There will be no form of fighting on the school grounds, no fistfights or wrestling or “play-fighting” permitted.
5. No use of foul language or obscene gestures.
6. No gum chewing permitted on school property.
7. Trash is to be placed in trashcans. Any student caught littering the playground will be assigned trash detail.
8. On the slide, you must come down one at a time feet first. You must climb up the ladder and not up the slide. Do not walk or climb up or down slides.

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9. There will be no swinging double, swinging on stomach, or sideways swinging on the swings. Take turns and stand away from swings. No flips or jumping out of swings. Students should not be holding onto one another while swinging.
10. Sports equipment (subject to approval by teacher and principal) may be brought from home, but must be kept in locker.
 - *No baseballs
 - *No electronics (cell phones, radios, walkman, headsets, games, etc.)
 - *No trading cards of any kind.
 - *No handballs or wall balls.
 - *No toys brought from home.

**Teachers, or the school, are not responsible for any items brought from home.

TARDIES

Students arriving 10 minutes late or more, or leaving 10 minutes early or more, will be considered tardy. There are consequences for excessive tardiness. See Attendance section.

TOBACCO, ETC.

There will be no dipping and no smoking or chewing of tobacco. Evidence of use of any illicit drugs, alcohol, tobacco, steroids, narcotics, stimulants, hallucinogens, depressants, or marijuana is prohibited at any time on busses, school grounds and at school activities.

Disciplinary action will be taken in the event of violation and may include expulsion and will be referred for prosecution. **OKAY SCHOOL PROPERTY IS A SMOKE FREE ZONE FOR ALL STUDENTS, PARENTS AND VISITORS AND INCLUDES ALL ACTIVITIES!**

OTHER RULES

Students are expected to conduct themselves in an orderly fashion while on campus and while on school trips. All teachers have the authority to discipline students at school and during school activities. Students should respect such authority.

Elementary students will have a hall pass when entering the High School during the day.

High School/ Jr. High School students will have a hall pass when entering the Elementary school during the day.

Teachers have the option of withholding concession stand privileges if a student does not complete his daily assignments.

Students will be exempt from extra-curricular activities if their work is not completed.

There will be a well-balanced physical education program for all students in grades K-6.

Suspension

The principal shall have the authority to suspend any pupil who is guilty of violating the written school rules; regulations or policies and/or displays conduct which disrupts the operation of the school.

Textbooks

District owned textbooks are issued. Students are responsible for returning textbooks in good condition. Damaged or lost books must be replaced before credit will be issued. If a replaced book is found later the price of replacement will be refunded.

Undue Familiarity

It is assumed that all students have sufficient personal pride and will observe standards of ethical behavior in school. The school halls and parking lots are public places; therefore, it is expected that students will use discretion in relationships. Undue familiarity is considered in poor taste and will not be condoned. Students who persist in such practice will be referred to the principal, and if necessary the parents will be called in for a conference.

Use of Telephones

Students will not be called out of class to answer the phone. In emergency situations a student can receive permission from the teacher, subject to office approval, to use the phone. Students are not permitted to use cell phones in school or on school property, including busses without express permission from a school official. **Parents are to refrain from calling or texting student cell phones.** Call the appropriate office instead.

Withdrawal from School

If withdrawal from school is planned, the principal should be notified. The student will receive a clearance slip to be presented to each teacher. If the student has any school district owned supplies, library books, or equipment they, must be returned to the teacher who distributed them. After each teacher's signature, the clearance slip will be presented to the principal's office and the student will receive any refund that is due. All textbooks must be returned to the teacher. A withdrawal slip can be processed in 24 hours.

Any obligation to the school must be taken care of before a transcript of credits will be sent to the school requesting them.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA: SECTION 1, AMENDATORY 10 O.S 1981, SECTION 24-102, IS AMENDED TO READ AS FOLLOWS:

Section 24-102. The superintendent or principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school for dangerous weapons or controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 or Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonable suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be

conducted by a person the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

EXTENT OF SEARCH

The extent of any search conducted pursuant to this section shall be reasonable related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event, shall a strip search of a student be allowed. No student's clothing, except cold weather outer wear, shall be removed prior to or during the conduct of any warrant less search.

The superintendent or principal, teacher, or security personnel searching or authorizing the search shall have the authority to detain the pupil to be searched and confiscate and preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district by a pupil suspended under this section.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers concerning the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other property in order to properly supervise the welfare of pupils. School lockers, 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 a search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials concerning school lockers, desks, or other school property.

Transportation

It is the desire of the administration and faculty to give all the protection possible to the students of the school. Consequently, all eligible students are urged to participate in the school transportation program.

We would appreciate it if you would go over the following bus rules. These rules have been formulated to provide the safest and most efficient transportation of pupils to and from school and/or related activities. Any violation of these rules will be reported by the bus driver to the respective principal for appropriate action, which may include the temporary or permanent withdrawal of riding privileges, depending upon the seriousness of the violation and all other circumstances of each individual case.

1. The driver is in full charge of the bus and students. Students must obey the driver promptly.
2. Derogatory remarks to the driver and other students about discipline or transportation will not be tolerated. Please make complaints to the principal.

3. Unnecessary conversation with the driver is prohibited. No students may engage in conversation with the driver while the bus is in motion except in emergencies or unusual situations.
4. Outside the ordinary conversation, reasonable conduct decorum is to be observed on the bus at all times.
5. Students must refrain from using obscene or profane speech and indecent gestures, actions or conduct.
6. No student may use, or have in their possession any alcoholic or non-intoxicating beverage, dangerous drug or controlled substances as defined by the Oklahoma Statutes while riding the bus.
7. Students must not throw paper, rubbish, or other objects out of the bus, on the floor, or at any other pupil or the driver.
8. Students must not at any time extend any part of their bodies out of the bus windows, nor shall they in anyway touch or hang onto the bus before boarding or after leaving.
9. Students must not try to get on or off the bus or move about within the bus while the bus is in motion.
10. Drinks are not permitted on the bus. Exceptions may be made on extra-curricular trips, with the approval of the sponsor.
11. Students must ride their assigned bus. If a student wishes to ride another bus for a specific reason he must bring a note from his parents to the principal stating why he wished to ride another bus. If it is signed by the principal, then it must be presented to the driver so that the student can ride if room is available.
12. The emergency door will be used only in emergencies.
13. Boarding school buses: Students must board and exit at their designated stop.
 - A. Do not be late; be at your stop on time. The bus cannot wait.
 - B. Students must not stand in the roadway.
 - C. Maintain a single file, six feet from where the bus will stop.
 - D. Saving a seat is prohibited.
 - E. Be seated and remain seated until the bus arrives at your school.
14. Departing school buses:
 - A. Depart from the bus in an orderly manner, moving some three feet perpendicular and some fifteen feet forward. Those students who need to cross the road-way must stop and wait for the signal from the bus driver.
 - B. Do not walk down the side of the bus or behind the bus.
15. Fighting or scuffling in any form while waiting for the bus or riding the bus may result in suspension of bus riding privileges.
16. Students must respect private property at each designated bus stop.
17. Students are not permitted to smoke, dip or chew tobacco on school buses.
18. Students are not permitted to carry glass/breakable containers on busses or carry balloons on busses.

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