Welcome
“Once Upon a Time... at TES!

Welcome to another “fairy tale” year at Tonkawa Elementary School! The faculty and staff are excited for the upcoming year. In 2015-2016, we’ll be using our minds to help you write your own great story.

At T.E.S. it is our belief that each child is unique, and it is our goal to meet the individual needs of all students. We seek to develop self-esteem and to maximize the intellectual, emotional, physical, and social potential of all students. We look forward to working with families and parents to accomplish the goal of providing the best education for your child. We hope this handbook will be the first step in building our partnership.

As a parent, you can help by:
- Attending parent/teacher conferences
- Communicating often with your child’s teacher
- Staying in tune with what your child is studying
- Taking an interest in the school and activities
- Encouraging your child to rely on the “Six Pillars” in decision making
- Stressing the importance of attendance and of being at school on time

Please know that we are here to assist you at any time. We are looking forward to meeting the challenges of the new school year, and are confident that we will continue to receive the tremendous support that T.E.S. parents give.

“Those who lead love to read!” Looking forward to an outstanding great year!

Kelly Martin
Principal
628-2592
Character Counts

In 2006, Tonkawa Public Schools became a member of the Character Counts Coalition. Character Counts is based on the idea that character development is, first and foremost, the obligation of families, but that conscientious efforts by the schools and their community play a crucial role in fostering good character based on shared ethical values. These values are called the “Six Pillars of Character.” The pillars are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Character Counts Creed

At Tonkawa Elementary Character Counts, it’s true.
We incorporate the six pillars in everything we do.
They guide us in determining what’s wrong and what’s right,
And train us for a future that is successful and bright.

The six pillars help mold us for a T.R.R.F.C.C. life,
One filled with happiness, and without strife.
Life built on the traits of trustworthiness, respect and caring,
Responsibility, fairness, and citizenship are the pillars we like sharing.

Pillar one is trustworthiness, it’s essential in achieving success.
It is integrity, honesty, loyalty, and promise-keeping at it’s best.
Respect is pillar two, it is living by the Golden Rule.
Showing respect to others at home and at school.

Responsibility is pillar three, it’s about the choices we make,
And being accountable for them, even if they’re a mistake.
Pillar four is fairness, it is equality and what is just,
Judgment by law not one’s feelings is surely a must.

Caring is pillar five and is something easy to do,
Having compassion and concern, and sharing with others, too.
The sixth pillar is citizenship, an obligation to do good,
Fulfilling duties, doing our part, and respecting authority like we should.

Using the six pillars in all of the decisions that we face,
Brings us power, satisfaction, and happiness to embrace,
Yes, it is true when we say “It’s your character that counts!”
It makes a big difference, oh yes a huge amount!

By
Mrs. Lori Simpson
General Information

Schedule and Student Safety
School will begin at 8:15, and walkers will be dismissed at 3:10. Bus riders will be dismissed at 3:25. For the safety of our students, do not pass a bus when the red lights are flashing! Please park in the parking lot if you need to come into the school. Parking on the circle or blocking the center lane disrupts the flow of traffic and presents a safety hazard to students. Students who walk to school should not be on the school grounds before 8:05 as there is no supervision until that time. Students will go to the gym and sit until dismissed for class.

Weather
If the school receives a tornado warning, the students will move to the safe room which will provide maximum protection. If the severe weather makes it necessary to dismiss early or cancel classes, it will be announced on the Ponca City and Blackwell radio stations. (WBBZ 1230 AM KLOR 99.3 FM, etc.) If severe weather is rapidly approaching at the time of dismissal, students will be held at the school until the danger has passed.

Parent/School Communication
In an effort to improve communication between parents and school, Tonkawa Schools is instituting a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This service may also be used from time-to-time to communicate general announcements or reminders. Please keep contact information up-to-date with the TES office.

Visitors
All visitors must receive a pass from the office! For the safety of all children, no visitors including parents will be allowed to go directly to any classroom. Children being picked up early must be checked out through the office. Student visitors are not permitted at T.E.S. Prior permission by the teacher must be granted before bringing toys, pets, or trading cards to school.

Conferences
Parent conferences with the teacher will be held twice during the school year. The first conference will be held at the end of the first nine weeks, and the last one will be near the end of the school year. Any teacher would be willing to conference with a parent any time; however, the meeting must be scheduled through the T.E.S. Office.

Progress Reports
Progress reports are mailed after the first four weeks of each quarter, or when a teacher feels a parent needs to be notified. These reports are a form of open communication between the teacher, parent, and student. This allows the parent and student to make suggested improvements before the end of the grading period.
Expectations for Students

Dress Code
Tonkawa Elementary recognizes the importance of encouraging high standards in dress and personal grooming. Students are not permitted to wear halter tops, midriff shirts, or shirts with spaghetti straps. In addition, shorts and skirts must rest at or below the fingertips. There will be no wearing of muscle shirts, bagging pants, or hats. T-shirts with alcohol or tobacco slogans or ones that have obscene messages on them will not be allowed in school. Any kind of dress or paraphernalia that can be linked to gang activity will not be permitted. Jewelry that endangers the student or is a distraction like those worn in the nose, eyebrow, lips or tongue, is prohibited. Absolutely no shoes with retractable heels will be allowed at school!

Attendance
Regular attendance and punctuality are required of every student. Students must be in attendance 85% of the 175 days during the school year. If a student misses more than the permitted days, he/she will not be promoted to the next grade. Parents of a student with documented evidence of extended illness or other extenuating circumstances may appeal to the principal for an exception. The evidence will be reviewed by the principal and the child’s teacher, and a decision will be made. Parents will be notified whenever their child has missed 10 days. If excessive absences continue, the district attorney will be notified. If your child is ill and will not be attending school, please call the office and report the absence. If your child is going to be absent several days, it is recommended that you make arrangements with the teacher to pick up homework. Tonkawa Police and Fort Oakland Police departments will be notified of students who are absent or tardy.

All students are expected to be on time for class. After the second tardy of each nine weeks, the student in grades 3rd-5th will be required to stay 30 minutes after school for each tardy.

At T.E.S. this year we will work to internalize the following expectations:

* We will value one another as unique and special individuals.
* We will not laugh or make fun of a person’s mistakes nor use sarcasm or putdowns.
* We will use good manners, saying “please,” “thank you,” and “excuse me” and allow others to go first.
* We will cheer each other to success.
* We will recognize every effort and applaud it.
* We will encourage each other to do our best.
* We will practice virtuous living using the Life Principles.

Miscellaneous Information

School Property
At T.E.S. we know that “Readers are Leaders!” We also know that nothing improves reading like reading, so at T.E.S. all students have school library privileges. Along with privileges comes responsibility. Each child will be responsible for returning the books he/she checked out in satisfactory condition. A fee will be charged for lost or damaged books. Students owing fees for
lost or damaged books will not receive report cards at the end of the quarter until restitution is paid. Students are also responsible for the condition of textbooks which are provided by the district. Failure to return or pay for damages will also result in grade cards being withheld.

**Student Safety**
Teachers are to be notified ahead of time with a note when the parent expects to pick up a child for an appointment. Please make appointments as late in the school day as possible. Parents wishing to pick up their child early must go to the principal’s office and request their child. This is for the protection of all children. If the child is going to a meeting such as Boy Scouts every week on a designated day, the parents may just send one note stating their permission. Finally, if your child is going to be absent, please notify the office that morning between 8:00-8:35.

**Appropriate Dress**
Students need to dress appropriately for the various kinds of weather. Many students do not dress warmly enough for outside play or for P.E. during the winter months. Each student should have specific instructions from his/her parents as to what to do if it is raining at the close of school. It is impossible for all students to call home and ask for instructions. Your help will be greatly appreciated.”

**Pre-Kindergarten & Kindergarten News**

**Time Schedule**

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten</td>
<td>8:15-2:50</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>8:15-3:00</td>
</tr>
</tbody>
</table>

Students should not arrive more than 10 minutes before classes begin. It is very important that students arrive on time and are picked up at the proper time. Pre-Kindergarten & Kindergarten students will be dismissed from the south entrance. Please form a line against each curb. Students will be loaded from both lines. If you choose to park in the parking lot, children will be walked across to the east side of the circle for pick up. If parents are late picking their child up, they will be required to come to the office to sign them out.

Pre-Kindergarten and Kindergarten students who walk home with older siblings will be held in the classroom until the sibling arrives to meet the student. Students will not be released to a sibling unless the office has a release form on file.

Students will have snack time daily. A snack calendar will be sent home monthly. Parents are requested to send a pre-packaged or bakery snack on the designated day. Drinks may also be provided or students will have access to the water fountain. The teachers make every effort to coordinate snack days with the student’s birthday. There is not sufficient time to celebrate each child’s birthday; however, his/her cookie day treats may be enjoyed by his/her class during snack time. Snacks are a privilege and can be taken away for misbehavior.
Transportation

Bus Rules

Bus rules are strictly enforced since they involve the safety of many children. The rules are as follows:

1. Each student shall be seated immediately upon entering the bus. Students are not to stand or move from place to place while the bus is in motion.

2. Windows and doors are to be opened or closed only with the permission of the driver.

3. Passengers are not to behave in any manner which infringes upon the rights of any other passenger. This would include any form of bullying.

4. Disruptive or profane language as well as inappropriate behavior will not be permitted.

5. No student is to enter or leave the bus until it has come to a complete stop.

6. Students are not to throw objects of any kind on the bus or out the window. All parts of the students’ body shall remain inside the bus at all times.

7. Students must get off the bus at their regular stop.

8. Follow the school bus drivers instructions at all times.

9. Students must show respect to the driver and to other students.

10. The privilege of riding the bus may be denied to any student who does not conduct himself/herself in a safe and orderly manner. School bus drivers and administration will determine what is safe and orderly. The bus driver reserves the right to assign seating for any student(s) that are disruptive in any way.

All students are expected to abide by the bus rider rules for the safety of everyone. If a child does not follow the rules he/she will be:

1. Warned by the driver on the first offense.
2. The second offense will result in a conference with the principal and the bus driver. A slip will be sent home to be signed by the parent and returned.
3. The second slip will result in suspension from the bus for a period of time to be determined by the principal.
**Bicycle Safety Rules**

**Pre-Kindergarteners, Kindergarteners, and First Graders are not allowed to ride bikes to school!!!!!!**

Bike riders must wear bike helmets!!! Failure to do so will result in loss of bike privileges.

**Rules for Children Who Walk**

Students are to leave the school grounds immediately after school. **For the safety of your children, we will not accept phone messages concerning after school instructions about where children are to go or who will pick them up.** Please send a note or come by the school to relay this important information.

**If it is necessary for a parent to come into the building, they must park in the parking lot.** Make sure your child’s teacher knows who will be picking your child up after class. It is not the responsibility of the school/office to provide instructions concerning after school plans. **Children need to know before they come to school what to do at the end of the day. Making after school plans early provides peace of mind for children, and allows school officials to concentrate on the purpose of school. Please be patient and courteous. Your cooperation will make things run more smoothly.**

**Proficiency-Based Promotions**

Upon the written 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 as defined in 70 O.S. 11-103.6.

There will be two assessment periods annually. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% performance on an assessment of demonstration. The complete policy and registration form may be obtained from the principal’s office.

**Curriculum**

Tonkawa Elementary core curriculum will follow the Oklahoma Priority Academic Student Skills. These represent the basic skills and knowledge all students should master in the elementary grades.

**Non-Discrimination**

The Tonkawa School District does not discriminate on the basis of race, national origin, sex or age.

**Sexual Harassment**

Tonkawa Schools strictly prohibits any form of sexual harassment by a student or employee.
Homework

Parents can help with homework by providing the right atmosphere for studying. Limit TV watching. Provide a good, quiet work area which provides plenty of light, a desk, and the appropriate tools. Set aside a regularly scheduled “Homework Time.” If your child does not have homework, you can still use the reserved time to discuss school related activities.

Retention

In general, students shall be placed at the grade level to which they are best suited emotionally and academically. The educational program shall provide for the continuous progress of students from grade to grade. A small number of children, however, may benefit from staying another year in the same grade. Such retention may be considered when:

- The student is in grades PK-3 or on rare occasions in grades 4-5.
- The student is achieving significantly below ability and grade level.
- Retention would not cause an undue social and emotional adjustment.
- The student has missed more than 15% of the days taught during the school year.

If the parent or guardian is dissatisfied with the teacher’s recommendation, they may appeal the decision by submitting a written explanation to the superintendent. The decision of the local board of education shall be final.

Third Grade Student Progression

OCCT Reading scores affect students in the third grade for promotion and retention purposes. Third-grade students must score a Limited Knowledge or higher on OCCT Reading to be promoted [Section 1210.508C]. The district has additional requirements for promotion as part of the local Academic Progress Plan (APP). There are also good-cause exemptions that may apply to eligible third-grade students.

The decision to retain a child in the third grade lies solely with the school/district after a careful review of all criteria. Parents cannot appeal the decision.

The records of students who move into the district from another state and are going into the fourth grade will be reviewed to determine the proper placement.

Third grade is the only grade at which there is mandatory retention for public school students [Section 1210.508C]. School districts must establish a comprehensive program for student progression that includes specific levels of performance in reading, writing, science, and mathematics for each grade level, including the levels of performance on statewide assessments. A student scoring below these levels must receive remediation or be retained within an intensive program that is different from the previous year’s program and takes into account the student’s learning style.
Discipline Plan

No student because of behavior has a right to interfere with the learning of other students. No student has the right to do anything which is not in his/her best interest or in the best interest of others. No student because of their behavior has a right to keep a teacher from teaching. The overall program goal is to help our students learn how to conduct themselves in a socially acceptable manner and to accept responsibility for their behavior. This involves each teacher having classroom rules posted and the possible consequences of broken rules. Likewise, there will be certain general playground and hall rules that all students will be expected to obey.

* Students are to cross streets only at crosswalks following the instructions of safety patrol members.
* Students are not to fight.
* Students are not to gamble or force others to give them money or other things.
* Students are not to write on or damage school property.
* Snowballs or rock throwing is not permitted.
* Bullying, harassment, and intimidation are strictly prohibited as defined by Senate Bill 992.

People do not automatically develop good moral character; therefore, conscientious efforts must be made to instruct young people in the values and abilities necessary for moral decision making and conduct.

Character Counts is a framework based on the Six Pillars of Character. The pillars are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Students at Tonkawa Elementary are expected to rely on these pillars of character to help them make good decisions about their behavior. The T.R.R.F.C.C. framework is as follows:

**Trustworthiness**
* Be honest.
  * Don’t deceive, cheat, or steal.
  * Be reliable--do what you say you’ll do.
  * Have the courage to do the right thing.
  * Build a good reputation.
* Be loyal--stand by your family, friends, and community.

**Respect**
* Treat others with respect; follow the Golden Rule.
  * Be tolerant of differences.
  * Use good manners, not bad language.
  * Be considerate of the feelings of others.

**Responsibility**
* Do what you are supposed to do.
  * Persevere, keep on trying.
  * Always do your best.
  * Use self-control; be self-disciplined.
* Think before you act--consider the consequences.
*Be accountable for your choices.

**Fairness**
* Play by the rules.
* Be open-minded; listen to others.
* Don’t take advantage of others
* Don’t blame others carelessly.

**Caring**
* Be kind.
* Be compassionate and show you care.
* Express gratitude.
* Forgive others.
* Help people in need.

**Citizenship**
* Do your share to make your school and community better.
* Cooperate
* Obey laws and rules.
* Be a good neighbor.
* Respect authority.

Due to the serious nature of the stated rules and expectations, consequences will be severe. Chronic breaking of rules will result in disciplinary measures. An incident will be dealt with on a case-by-case basis. In order to provide quality education for all students, the school will not tolerate disruptive acts that would interfere with the tranquility of school, and the safety of students, or the damaging of property. Students are expected to adhere to the discipline plan while at school.

Disruptive or Interfering behavior is defined as:
1. Creating a classroom disturbance.
2. Disobeying a teacher willfully and openly.
3. Using obscene, lewd or profane language.
4. Assault and battery of another student or person.
5. Theft or inappropriate use of school property.
6. Defying the school administrator’s authority.
7. Use or possession of tobacco.
8. Possessing or using any dangerous weapon including fireworks, knives, guns, or illegally possessing an electronic paging device.
9. Bullying

Possible discipline punishment includes:
1. Warn student
2. Advise parents
3. Grades K-2 miss recess or snacks
4. Financial restitution
5. Suspension-short term 10 days or less; long term more than 10 days
6. Other punishments warranted by the situation
7. Alternative education
8. After-school detention for grades 3-5
9. Saturday school for students 3-5
Detention time will be served on the day of the offense. During detention time, your child will help with work around the school. For example, cleaning walls or door knobs. This is an effective tool to make detention a consequence for actions. Parents will be asked if this is permissible when called about the detention. After serving three-school detention sessions, it will be assumed that the punishment is not effective and Saturday School will be assigned upon the next offense. Parents or the alternate person will be contacted before a student is kept after school. Parental support will help the school provide a positive educational environment for all students.

Nothing shall be construed to deny students’ rights to fair and orderly hearings, appeals, counsel and due process in cases which may end in suspension or expulsion. Students suspended 10 days or less have the right to appeal to a committee.

The student will be granted a hearing before the Board of Education in cases involving long term expulsion. The hearing will be held according to State School Law Article XXIV Section 330.

Any student suspended out-of-school for five (5) days or more:
1. The school administrator will provide the student with an education plan which provides only the core units in which the child is enrolled.
2. The education plan will set out the procedure for education and address academic credit for work satisfactorily completed while suspended.
3. A copy of the education plan will be provided to the suspended student and the student’s parents or guardian.
4. The parent is responsible for a supervised, structured learning environment and must monitor the student’s educational progress until suspension is completed.

Any child found in possession of or under the influence of non-intoxicating beverages (3.2% alcohol by weight or less), alcoholic beverages, or any drug, as the above are defined by state law, shall be subject to immediate discipline, which may include suspension. The maximum suspension will be the remainder of the semester and the following semester.

Pupils shall not have any reasonable expectation of privacy towards school administrator or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students.

**School Bullying Policy**

The Tonkawa Board of Education prohibits acts of harassment, intimidation or bullying of a student. The district board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for
demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

The Tonkawa Board of Education establishes that "harassment, intimidation or bullying" means any gesture or written, verbal or physical act, or any use of electronic communication that takes place on school property, or at any school-sponsored function, on a school bus and that:

a) is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,

b) by any other distinguishing characteristic; and

c) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property;

d) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The Tonkawa Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct.

The Tonkawa Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The Tonkawa Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students’ abilities to grow in self-discipline.

Below are consequences for Bullying, also known as Peer-to-Peer Aggression:
## Tonkawa Elementary Rubric for Peer-to-Peer Aggression

<table>
<thead>
<tr>
<th>Behavior</th>
<th>First Time</th>
<th>Second Time</th>
<th>Third Time</th>
<th>Fourth Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teasing/Exclusion</td>
<td>--Verbal Behavior Reminder</td>
<td>--Privilege Loss (2 days)</td>
<td>--Classes Only (3 days)</td>
<td>Office Referral</td>
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<tr>
<td></td>
<td>--Parent Call --Reflection</td>
<td>--Parent Call --Reflection</td>
<td>--Parent Call --Reflection</td>
<td>--Individual Plan</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Physical Bullying</td>
<td>-Verbal Behavior Reminder --Privilege Loss</td>
<td>--Classes Only (1 day)</td>
<td>--Classes Only (3 days)</td>
<td>Out-of-School Suspension</td>
</tr>
<tr>
<td></td>
<td>(1 day)</td>
<td>--Parent Call --Reflection</td>
<td>--Parent Call --Reflection</td>
<td>--Individualized Re-entry Plan</td>
</tr>
<tr>
<td></td>
<td>--Parent Call --Reflection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Office Referral</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Severe Physical Bullying, Threats of Serious</td>
<td>--Office Referral --Suspension</td>
<td>--Office Referral --Suspension</td>
<td>--Out-of-School Suspension</td>
<td>--</td>
</tr>
<tr>
<td>Violence, or Severe Harassment</td>
<td>--Police Contact</td>
<td>--Police Contact --Modify Individual Plan</td>
<td>--Re-entry Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Behavior Support Professionals</td>
<td>with Behavior Support Professionals</td>
<td>--Police Contact</td>
<td></td>
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</tbody>
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To view the complete Tonkawa Schools Bullying Policy log on to the school district website at [http://www.tonkawa.k12.ok.us/policies](http://www.tonkawa.k12.ok.us/policies).

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**School Weapons Policy**

Students are forbidden knowingly and voluntarily to handle, transit, to use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object that could be used to injure another person and which has no school related purpose for being at school or on school grounds shall be considered to be a weapon. It is the policy of Tonkawa Public Schools that any person who is determined to have brought a weapon to school shall be suspended.

Any student found in possession of a firearm while on any public school property or while in any school bus or other school vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year. The term of suspension may be modified by the superintendent on a case-by-case basis. For purposes of this paragraph the term, “firearm” shall mean and include all weapons defined by 18 U.S.C., Section 921.
Wireless Telecommunication Devices Policy

Students carrying a wireless telecommunication device must check it in to the homeroom teacher for the school day. At the end of the day, the student may retrieve the device. Wireless telecommunication devices include, but are not limited to beepers, pagers, and cellular phones. A student may, however, request permission to carry a wireless telecommunications device by receiving written permission from the student’s parent or guardian and the principal. Such permission will be granted for the current school year only. Circumstances that will be considered include, but are not limited to medical emergencies. A letter from the doctor will be required. Students found to be in violation of these rules shall be subject to disciplinary action. The device will be confiscated and will be released only to a parent or legal guardian. Tonkawa Elementary is not responsible for stolen or lost wireless devices.

Breakfast and Lunch

Breakfast is available for students PK-5 for $1.00 for paid, $0.30 for reduced and free for those who qualify. Students eating breakfast may arrive at 7:45 and enter through the front center doors.

Lunch cost will be $1.75 for paid, $0.40 for reduced, and free to those who qualify. Please place money for meals in an envelope marked with your child’s name to receive credit on your account.

Students who regularly eat in the cafeteria must bring a note if they are going to eat elsewhere. They must be picked up by a parent or other designated adult.

State law prohibits the packing of soft drinks in lunch boxes. Students who bring their lunch may purchase milk for $0.50, or may bring a drink from home. Students with medical conditions making it necessary to have water rather than milk must bring a doctor’s note stating this necessity each school year.

In the cafeteria, students are not allowed to trade food. All food shall be eaten inside the cafeteria.

Any student is allowed to celebrate his/her birthday with refreshments at school if they wish. Teachers should be contacted the day before snacks are brought. **Invitations to a private party may not be handed out at school unless every child in the class is invited.**

Due to Health Department regulations, all food brought to school for classroom refreshments must be either pre-packaged or prepared by a professional bakery.

Family Educational Rights Privacy Act

(F.E.R.P.A. Policy)

The Tonkawa School System will keep current records necessary to provide programs to meet a student’s educational needs and interest. Parents have the right to:
1. Inspect and review the student’s educational records within 45 days of the day the District received the request for access.

2. Request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

**Child Find**

If you know of a child with a handicap (hearing or vision impaired, intellectually, emotionally, or physically disabled) who is not receiving services call: Director of Special Services @ 580-628-2592 or write Tonkawa Public Schools, 501 North Public, Tonkawa, OK 74653.

**Health News**

It is state law that each child has proof of immunization. Requirements are:

**Pre-Kindergarten**

4 DPT, 3 OPV, 1 MMR, 3 Hepatitis B, 2 Hepatitis A, 1 Varicella

**Kindergarten, First, Second, Third, Fourth, and Fifth:**

5 DPT, 4 OPV, 2 MMR, 3 Hepatitis B, 2 Hepatitis A, 1 Varicella (or statement of when the child had chickenpox).

Exemptions from immunizations requirements are authorized in the law for medical, religious, and personal reasons.

When a pupil has had a communicable disease such as chickenpox, mumps, measles, pink eye, etc., he/she must be cleared through the principal’s office before returning to class. If a child is suspected of having head lice, the parent will be notified to pick the child up. The child may not come back to school until treatment has been administered and no head lice, nits or eggs are present. Written verification by a health professional or an authorized representative of the State Department of Health must be submitted to the TES office for re-admission to school. Students may be excused for one day for treatment. Every day after is an unexcused absence.

If it is necessary for a child to be given medication during the school day, the medicine will be kept in the office and dispensed by school personnel. All medication, including cough drops, must be accompanied by a parent permission for which is available in the office.

Remember!!! If your child is ill and will not be attending school, please call the office and report the absence. If your child is going to be absent several days, it is recommended that you make arrangements with his/her teacher to pick up homework.
Revised medicine policy:
In accordance with state law (SB 0343) all asthma medications will be self-administered by the student. The school requires on file the following:

A. Written parental or guardian permission for self-administration of medication.
B. Written permission from a physician stating that the student has been properly instructed on the administration of the said medicine.
C. Parents will supply schools an emergency supply of said medicine.
D. The school shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

T.E.S. Creed
I am proud to be a student at Tonkawa Elementary School.
I will keep my character clean by following every rule.
I have high expectations for myself and others, too.
I will encourage my fellow students in all that they do.

I will accept a challenge and work hard until I’m done.
I will be responsible for my actions, because I am the one who is in charge of my destiny, if I fail I have no one to blame.
If I succeed then I will be the master of my fame.

Today will come only once, so I’ll make the best of it.
I will work until the end, I will never quit.
Because I am a winner, I’m in charge of my fate.
That’s why I intend to be totally GREAT!!

By: Mrs. Lori Simpson