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WELCOME

As we enter the 2010-2011 school year as a community of learners, the staff of Oktaha Elementary is looking forward to a great year. We hold high expectations for success and achievement for our children. On behalf of the Board of Education, Administration, and Elementary staff, we welcome you to the Oktaha educational family.

We will keep you informed about special events, but encourage you to come to school at other times as well. Visit our website at www.oktahaschool.com for useful information and upcoming events.

Our experienced staff of teachers is dedicated to providing every child the best educational opportunity possible. Faculty members strive to meet the needs of each child by setting high attainable goals to make learning fun while teaching academic skills. We provide a variety of opportunities for pupils to form meaningful and responsible relationships.

Parents are our partners in the important job of educating the children of this community. If you have suggestions or questions, you can reach me at the school by calling 682-5665.

Sincerely,

Tom Owens, Principal

SCHOOL PHILOSOPHY

Much has been written and spoken about the power of positive people. The research is clear; when we expect the best, we get the best. When high expectations are set and students are rewarded for positive behavior, they are much more likely to do good things for themselves and others.

The staff at Oktaha Elementary School believes that students who see themselves succeeding, strive for a higher level of expertise each day. Our goal is to teach our students good self-management skills. We will be working to maximize each student's opportunities for reaching his/her goals.

We believe in encouraging consistent student behavior by rewarding positive behavior. Our motto is to "catch em being good." In this way, children become positive self-confident people who will become credits to their families, school, and community.

To this end, the faculty and staff of Oktaha Elementary School pledge themselves to make opportunities available for students to be successful each day, and to the development of behavior that is good for them and others.

FACULTY

<i>Pre-School</i>	<i>Kelli Branan</i>
<i>Pre-School</i>	<i>Shae Strube</i>
<i>Kindergarten</i>	<i>Anisha Giles</i>
<i>Kindergarten</i>	<i>Kari Meaders</i>
<i>Kindergarten</i>	<i>Alicia Vest</i>
<i>First Grade</i>	<i>Cindy Capps</i>
<i>First Grade</i>	<i>Amanda Williams</i>
<i>Second Grade</i>	<i>Stephanie Rolland</i>
<i>Second Grade</i>	<i>Nikki Roper</i>
<i>Third Grade</i>	<i>Toni Harmer</i>
<i>Third Grade</i>	<i>Laura Holt</i>
<i>Third Grade</i>	<i>Ann Totten</i>
<i>Fourth Grade</i>	<i>Tanna Kincade</i>
<i>Fourth Grade</i>	<i>Kyla Salmon</i>
<i>Fifth Grade</i>	<i>Vicki Howard</i>
<i>Fifth Grade</i>	<i>Kim Rolland</i>
<i>Fifth Grade</i>	<i>Dorothy Sykora</i>
<i>Sixth Grade</i>	<i>Joy Arnold</i>
<i>Sixth Grade</i>	<i>Kaye Wittmer</i>
<i>Special Education</i>	<i>Carrie Hutson</i>
<i>Special Education</i>	<i>Amy</i>
<i>Smith</i>	
<i>Speech Pathologist</i>	<i>Terri Dragoo</i>
<i>School Nurse</i>	<i>Janet Fox</i>
<i>5th / 6th Band/Elementary Music</i>	<i>Jerry Cooper</i>
<i>4th Girls Athletics</i>	<i>Karen Moore</i>
<i>5th / 6th Girls Athletics/Elementary PE</i>	<i>Kia Morgan</i>
<i>4th / 5th / 6th Boys Athletics</i>	<i>Duane Greenlee</i>
<i>Academic Team Coach</i>	<i>Toni Harmer / Carrie Hutson</i>
<i>4H Director</i>	<i>Jennifer Ashwood</i>

STAFF

<i>Elementary Secretary</i>	<i>Vicki Sexton</i>
<i>Computer Lab Technician</i>	<i>Judy McGuire</i>
<i>Library Assistant</i>	<i>Sally Walker</i>
<i>Teacher Assistant</i>	<i>Kathleen Basden</i>
	<i>Katie Grace</i>
	<i>Judy Hollis</i>
	<i>Judy Hurst</i>
	<i>Mary Jo Mendenhall</i>
	<i>Gale Russell</i>
	<i>Debbie Smith</i>
	<i>Donna Stevens</i>
	<i>Arla Stout</i>

SCHOOL CALENDAR 2010-2011

<i>First day of school</i>	<i>August 23</i>
<i>Labor Day/no school</i>	<i>September 6</i>
<i>State Teacher meeting/Fall break</i>	<i>October 21-22</i>
<i>End of first 9 wks</i>	<i>October 20</i>
<i>Thanksgiving holiday</i>	<i>November 22-26</i>
<i>Christmas vacation</i>	<i>December 20-January 3</i>
<i>End of first semester</i>	<i>January 14</i>
<i>End of third 9 wks</i>	<i>March 10</i>
<i>Teacher Meeting</i>	<i>March 11</i>
<i>Spring break</i>	<i>March 14-18</i>
<i>Last day of school</i>	<i>May 20</i>

SCHOOL CLOSINGS

Should it become necessary to close school because of the weather, the superintendent will notify television stations as soon as possible. Parents and students should not call school or school officials. It is essential that the telephone lines remain open.

SCHOOL DAY SCHEDULE

School will begin at 8:05 a.m., and dismiss at 3:00 p.m. each day.

Students must NOT arrive at school before 7:35 a.m. There will be no adult supervision prior to that time.

ENROLLMENT

Three (3) year old's must be 3 years of age on or before September 1, of the school year. Pre-school students must be four (4) years of age on or before September 1 of the school year. A certificate of birth must be furnished upon enrollment. Kindergarten students must be five (5) years of age on or before September 1 of the school year. The law requires that all children must have proof of the following immunizations prior to attending classes:

**IMMUNIZATION REQUIREMENTS IN OKLAHOMA
2010-2011**

<i>PRE-SCHOOL</i>	<i>KG - 3RD</i>	<i>4TH -5TH</i>	<i>6TH</i>
<i>4 DTP/DTaP/Td</i>	<i>5 DTP/DTaP/Td *</i>	<i>5 DTP/DTaP/Td *</i>	<i>3 DTP/DTaP/Td</i>
<i>3 OPV</i>	<i>4 OPV **</i>	<i>4 OPV **</i>	<i>3 OPV</i>
<i>1 MMR</i>	<i>2 MMR</i>	<i>2 MMR</i>	<i>2 MMR</i>
<i>1 - 4 HIB</i>			
<i>3 HEP B</i>	<i>3 HEP B</i>		
<i>2 HEP A</i>	<i>2 HEP A</i>		
<i>1 VARICELLA</i>	<i>1 VARICELLA</i>		

If immunization would be injurious to the child's health, an exemption statement must be completed by the physician and placed in the child's permanent record.

If a parent objects to immunization for religious reasons, an objection statement must be completed, signed by the parent of the child and placed in the child's permanent record.

If an outbreak or contagious epidemic should occur, the children exempted from immunization will be sent home.

LEAVING SCHOOL

There are times when parents request their child leave early. Please come to the office and the student will be called by intercom. ANY STUDENT LEAVING MUST BE SIGNED OUT AT THE OFFICE BY THE PARENT OR DESIGNATED PERSON THAT IS PICKING UP THE CHILD.

The elementary campus is closed. Once elementary students arrive at school, they are not permitted to leave the grounds during school hours for any reason, unless they have direct permission from the principal with the necessary communication from the parent.

At the close of each school day, it will be our policy to return all students to their home if they are bus riders or insist they go directly home if they are walkers, unless we have proper communication from the parent. PLEASE CONTACT THE ELEMENTARY OFFICE EITHER BY PHONE OR BY SENDING A NOTE TO SCHOOL, IF YOUR CHILD IS TO GO TO AN ALTERNATE DESTINATION FOR ANY REASON.

WITHDRAWAL FROM SCHOOL

Please notify the school office in advance if you are moving and withdrawing your child from school. All textbooks and library books must be returned and school debts (library fines, lunchroom charges, etc.) must be paid before a student can be cleared and records released.

TEXTBOOKS

Textbooks are purchased and furnished to the school by the State of Oklahoma and are the property of the State of Oklahoma. These books are expensive and large sums of money are spent each year so the students may have free textbooks.

All children should be encouraged to care for their textbooks. They should return them each day after completing assignments so the books will be available for class. Students will be required to pay for lost or damaged textbooks or library books that are charged to them.

HOMEWORK

Students are given “practice for mastery” assignments when they need to spend additional time completing an assignment or learning to grasp a concept introduced in class. Homework will not be assigned simply to keep students busy.

If students do not complete the assignment in class during the allotted time, it will become work to be done at home. However, teachers have the right to check for comprehension by making daily assignments which must be completed in class, and will not become homework.

Parents are asked to encourage students to set a scheduled time to complete their assignments, with proper lighting, and away from possible distractions.

If you are in doubt as to the best way to help with a particular assignment, contact your child’s teacher through the elementary office. When a student is absent longer than three days, the parent should contact the school office and arrange to get the student’s assignments.

PARENT-TEACHER CONFERENCE

Regular Parent-Teacher conferences are scheduled each school year. However, parents requesting additional conferences with a teacher throughout the year should call in advance and schedule a conference time. This permits the teacher time to prepare materials and gather data.

PARENTS AND VISITORS

Parents are always welcome at Oktaha Elementary and are encouraged to visit. Students from other schools, siblings, or other relatives and friends are prohibited from visiting school. PLEASE REPORT TO THE ELEMENTARY OFFICE BEFORE GOING TO ANY ROOM.

SCHOOL RECORDS

A permanent official record will be kept of your child’s academic progress. We ask that you provide the child’s LEGAL NAME when supplying enrollment information, as it must be used on official school records.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT - (FERPA)
ANNUAL NOTIFICATION**

1. *Student's parents and eligible students (students 13 years or above) have the right to inspect and review the student's education records.*
2. *Oktaha School district will limit the disclosure of information contained in a student's education records except; by prior written consent of the student's parent or eligible student, as directory information, or under certain limited circumstances, as permitted by the FERPA.*
3. *A student's parent or an eligible student has the right to seek to correct any part of the student's education record which he or she believes to be in violation of student rights. A hearing may be requested 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 Oktaha School District violates the FERPA.*
5. *Copies of this policy can be obtained at the Oktaha 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 post secondary school. The student then becomes an "eligible student." Child Find activities of identification, location, and evaluation of students are covered under the FERPA Policy.

A complete policy is available for viewing in the office of the Superintendent of Schools.

DIRECTORY INFORMATION

The Oktaha School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information", and it will disclose that information without prior written consent.

1. *The student's name.*
2. *The names of the student's parents.*
3. *The student's date of birth.*
4. *The student's class designation (i.e., 1st grade, 10th grade, etc.).*
5. *The student's extra curricular participation.*
6. *The student's achievement awards or honors.*
7. *The student's weight and height if a member of an athletic team.*
8. *The student's photograph.*
9. *The school or school district the student attended before he or she enrolled in the Oktaha School district.*

NCLB ACT OF 2001 - "PARENTS RIGHT TO KNOW"

According to Federal Law, parents of students attending Oktaha Public School have the right to request information regarding their child's teacher, including, at a minimum: (1) whether the teacher has met the state requirements for licensure and certification for the grade levels and subject-matters in which the teacher provides instruction; and (2) whether the teacher is teaching under emergency or their provisional status through which state qualifications or licensing criteria have been waived; and (3) the college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and (4) whether the child is provided services by paraprofessionals, and if so, their qualifications. In addition each Title I school must provide each parent "timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified."

OKTAHA SCHOOL REPORT CARD

As required by Oklahoma Statutes and the Education Oversight Board and Office of Accountability, criterion referenced tests were given in Math and Reading to third and fourth grade students; Math, Reading, Science, and Social Studies to fifth grade students; Geography to seventh grade students; Math, Reading, Science, U.S. History/Constitution/Government to eighth grade students. The Bench Mark was met except for seventh grade Math and Reading. The report is available in the principal's office.

PARENTAL INVOLVEMENT POLICY

The Parental Involvement Policy of Oktaha Public Schools will:

- *involve parents in the planning process for all educational programs,*
- *provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children,*
- *provide information concerning adult literacy and parental training,*
- *educate teachers and other staff in the value of parental contributions and how to work with parents as equal partners,*
- *coordinate and integrate parental involvement programs with other programs when appropriate,*
- *work with community based organizations and businesses in parental involvement activities,*
- *ensure that information concerning school programs be available in the language used in the home,*
- *arrange meetings at a variety of times to maximize opportunities for parents,*

- *conduct, with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use findings of the evaluations to design new strategies for parental involvement,*
- *The Parental Involvement Policy shall be made a policy of the Local Board of Education and be included in Student Handbooks.*

***NO CHILD LEFT BEHIND ACT OF 2001
PARENTS RIGHT TO KNOW***

According to federal law, the parents of students attending Oktaha Public School have the right to request information concerning the professional qualifications of their child's teacher. Please contact the office of the Superintendent to request this information.

STUDENT REPORT CARDS

Progress reports are presented to students each nine (9) weeks. This report gives you the teacher's evaluation of your child's development in knowledge, skills, and social growth. Report cards will be held for outstanding obligations to the school.

GRADING SCALE

A student's grade can only be influenced by absenteeism and classroom performance which is directly related to the subject matter.

Grades 1 - 6

<i>A+ = 100</i>	<i>A = 93 - 99</i>	<i>A- = 90 - 92</i>
<i>B+ = 88 - 89</i>	<i>B = 83 - 87</i>	<i>B- = 80 - 82</i>
<i>C+ = 78 - 79</i>	<i>C = 73 - 77</i>	<i>C- = 70 - 72</i>
<i>D+ = 68 - 69</i>	<i>D = 63 - 67</i>	<i>D- = 60 - 62</i>
<i>F = 59 - 0</i>		

PRIORITY ACADEMIC STUDENT SKILLS (PASS)

Priority Academic Student Skills for each component of the educational program and the activities to be undertaken to help the students achieve those outcomes are available for viewing in the office of the Superintendent.

ACHIEVEMENT TESTING

GRADE LEVEL	STATE TESTS ADMINISTERED	STATE TESTING WINDOW
Grade 3-4	Oklahoma Core Curriculum Tests Reading & Mathematics	April 11-26, 2011
Grade 5	Oklahoma Core Curriculum Tests Writing Reading Science Mathematics Social Studies	Writing - Feb 23, 2011 April 11-26
Grade 6	Oklahoma Core Curriculum Tests Mathematics & Reading	April 11-26, 2011

PROFICIENCY BASED PROMOTION TESTING

Proficiency Based Promotion is a system which awards credit for student's knowledge in the core curriculum areas. Students in grades K - 12 are eligible to advance to the next grade level in one or more curriculum areas if they perform at the 90th percentile on the Proficiency Based Promotion tests. For example, a student entering grade 4 who scores at or above the 90th percentile in any tested subject area could be promoted to grade 5 in the appropriate subject areas.

Please keep in mind that the Proficiency Based Promotion test is very thorough. Students must score at least 90% accuracy on material that is ONE ENTIRE YEAR above their present grade level. The test dates will be set in May and in August before classes resume.

ATTENDANCE

Prompt and regular attendance is extremely important. Teacher explanation of subject matter and projects is vital to student success in education.

Students may be absent no more than ten (10) days per semester. The ten day limit shall apply to any combination of excused and unexcused absences. Consideration for extension of the ten day per semester absence rule will be determined by the principal. Absences for death in the immediate family (mother, father, siblings, or grandparents), extended student illness, accident involving student, doctor appointment, court appointed appearances, or other pressing emergencies will be given consideration in determining an extension of the ten day per semester absence rule. Proper documentation for excessive absences may be required before a determination is made.

ABSENCES

There are two types of absences:

EXCUSED (EX) - When a parent is aware of the absence and contacts the principal. Students are allowed to make up work for excused absences.

UNEXCUSED (UN) - When the parent is unaware of the absence, or when a student leaves campus without permission from the principal. Make up work will not be allowed for unexcused absences.

EXTRA CURRICULUM PROGRAMS

PHYSICAL EDUCATION - Students in grades kindergarten through sixth (6) will attend physical education classes unless excused by a parent, guardian, or physician.

BAND - Elementary band is offered to students in grades 5 and 6.

LIBRARY MEDIA CENTER - Books are checked out for two weeks and may be rechecked for an additional two weeks if necessary. Students will be responsible for all materials checked out. In the event of a book loss, the book borrower will be charged the original cost of the book.

INSURANCE

The Oktaha School does not carry insurance on students, except when being transported in school vehicles.

The school system assumes no responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activity. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the insurance company. We have selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

HEALTH SERVICES

Illness at school should be reported immediately to the classroom teacher, playground supervisor, office, or school nurse.

If a child has an elevated temperature or is experiencing continued discomfort or pain, the family will be notified. It is important for us to have every child's emergency information on file so we can contact you quickly if necessary.

ANY MEDICAL PROBLEM OR SPECIAL CONDITION SHOULD BE ON RECORD. Such things as diabetes, epilepsy, asthma, rheumatic fever, heart condition, migraine headaches, etc., should be noted on school records and the child's teacher should be made aware of the potential problem.

ANY ALLERGIES WHICH COULD RESULT IN SERIOUS ILLNESS SHOULD BE ON RECORD. Allergic reaction to bee or wasp stings, allergies to medication, or allergies to certain foods should be noted.

MEDICATION

If a student is required by a physician to take a prescribed or over-the-counter medication during school hours and the parent or guardian cannot be at school to administer the medication, compliance with the following regulation will be followed:

- 1. No medication will be administered by the school nurse without a written order by a physician and a medical permission form on file in the elementary office. These orders must indicate purpose of medication, times to be administered, and termination date for administering medication.**
- 2. 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 administering**
 - D. Name of physician**
 - E. Date and name of pharmacy**
- 3. Physician prescribed over-the-counter medicines must be in the original container and indicate the following:**
 - A. Direction for administering**
 - B. Dosage**
- 4. All students need a medical permission form signed by their parent/guardian on file in the Principal's Office before any type of medicine will be administered to students.**
- 5. The administering of medication by the school nurse, principal, or designee will subscribe to the following procedures:**
 - A. Nurse will check medical permission form**
 - B. Nurse will record type of medication**
 - C. All medication must be checked in at office. Amount of dosage and time/date dosage was administered**
 - D. Parent must provide and maintain a supply of nonprescription medication for the student**
- 6. Students will be allowed to carry inhalers for asthma or anaphylaxis pens for allergies if a written notice is on file with the nurse.**
- 7. School District I-8, Oktaha Public Schools, retains the right of discretion to reject requests for administration.**
- 8. The Medication Dispersal Policy as adopted by the Oktaha School Board of Education is on file in the Elementary Principal's office for view upon request.**

MEDICAID INFORMATION

The school district bill Medicaid for certain services provided to medicaid eligible students. Those services include therapy as may be required by an Individual Education Program. For additional information contact Mr. Owens.

CAFETERIA

A school lunch is provided each day in the cafeteria.

THERE WILL BE NO LUNCH CHARGES THIS SCHOOL YEAR. Students may pay in advance, pay by the day, or bring a lunch from home.

If you pay for lunches in advance, please pay by check, as your child will be responsible for taking the money to the cafeteria. Personal checks for breakfast and lunches should be made payable to : OKTAHA SCHOOL.

CHECKS FOR MEALS SHOULD NOT INCLUDE MONEY FOR OTHER PURCHASES.

Applications for free and reduced breakfast and lunches are available any time during the school year from the office.

Students who bring their lunch to school will be required to go to the school cafeteria to eat. Students who wish to go home for lunch must bring a signed note from a parent or guardian on that particular day.

OKTAHA LUNCH AND BREAKFAST PRICES

<i>Elementary students (pre-k - 3).....</i>	<i>\$2.00</i>
<i>Elementary students (4 - 6)</i>	<i>\$2.25</i>
<i>Student breakfast.....</i>	<i>\$1.75</i>

A-la-carte

<i>Chicken strip bar</i>	<i>\$2.50</i>
<i>Pizza bar.....</i>	<i>\$2.50</i>
<i>Hamburger bar</i>	<i>\$2.50</i>
<i>French fries</i>	<i>\$1.00</i>
<i>Extra milk.....</i>	<i>\$.25</i>

PLAYGROUND

Because of the limited amount of space and the number of students, we prohibit the use of BASEBALLS, BATS, SKATEBOARDS, or other playthings that could harm your child.

In addition, adherence to the following partial list of playground rules is necessary to help insure the safety of our children during the time they spend in the play areas.

- *Stop play and walk to the building immediately after the bell rings.***
- *Do not wrestle or jump on the backs of fellow students.***
- *No climbing up the slide.***
- *Play touch football only.***
- *Do not throw stones or sand.***
- *No playing on or in the cellar.***
- *No fighting on the playground.***

PARTIES

Two classroom parties have been scheduled for this school year. They are Christmas and Valentine's Day.

In order for us to continue to provide a safe, healthy environment for our students, all treats for Christmas and Valentine's Day parties should be commercially packaged and individually sealed or purchased from bakeries or other providers that have a food handlers license.

Our enrollment is growing larger each year and the curriculum requirements have also increased. Therefore, students will not be allowed to have birthday parties at school during the school day. However, special birthday recognition will be given to students at school during the school day.

TELEPHONE

The school telephone is for business calls only. Please make all necessary plans with children before they leave home in the morning. Children are not to be called to the phone, or make calls except in an emergency. However, we will be happy to deliver a message to your child if you feel it is necessary. No cell phone usage (phone, text messages, camera, video ect.) will be allowed during the school day.

First Offense: Phone will be taken and will be returned only to parent or guardian.

Second Offense: Phone will be taken and will be returned only to parent or guardian and student will not be allowed to bring his/her cell phone to school.

Third Offense: Student will be suspended out-of-school.

(Teachers will bring the phone to the office and will not access the phone)

No headsets or ipods will be allowed.

LOST AND FOUND

All articles found will be placed in the LOST & FOUND BOX in the office. Check with the office if your child has lost something. Use name labels or some form of identification on your children's clothing and possessions. This will help us identify missing articles.

SURVEILLANCE CAMERAS

Surveillance cameras may be used in each classroom, hallway, cafeteria, offices, and other areas.

BICYCLE RIDERS

- 1. Keep away from bicycles except when arriving or departing.*
- 2. Park in area reserved for parking.*
- 3. Ride with caution and courtesy at all times.*
- 4. Use caution around cars, whether they are parked or moving.*
- 5. Students who ride bicycles to and from school are to stay off private property such as porches, lawns, and driveways.*
- 6. Students are encouraged to have a bicycle lock and use it.*

TRANSPORTATION

For many of our students bus transportation is a necessity. Proper behavior on the bus is required of all students in the interest of safety for all passengers. The cooperation of parents is required to assure your child a safe ride to and from school.

The following rules must be followed by all students riding the bus:

- 1. Pupils must be on time. The bus will not wait beyond the regular schedule for those who are tardy.*
- 2. Pupils must obey the driver promptly and respectfully.*
- 3. Students must never stand in the roadway to wait for the bus.*
- 4. Ordinary conversation with classmates is permitted. Classroom conduct is to be observed.*
- 5. Riders must not extend arms, legs, or heads out the window of the bus.*
- 6. Riders must not move about or stand in the aisles while the bus is in motion.*
- 7. Damages to a bus will be the responsibility of the parents of any child who defaces or damages a bus.*
- 8. Animals and pets are not permitted on the bus.*
- 9. Fighting on buses is not permitted and will be considered a serious offense.*
- 10. Riders should have written permission from parent or principal to give to the driver to get off at an unscheduled stop.*
- 11. Any form of alcohol, tobacco, and drugs will not be permitted on the bus.*
- 12. Throwing objects on the bus is not permitted.*
- 13. When exiting the bus, riders should walk at least 20 feet from the bus, stop, check traffic and wait for the drivers signal to go ahead.*
- 14. Riders should go home immediately while staying clear of traffic.*

BULLYING/HARASSMENT/INTIMIDATION POLICY

The Oktaha Board of Education approved the following policy on October 14, 2002:

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on 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 the school 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 of 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 or 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 would know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture, 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 demeaning nature;*
- 3. Implied or explicit threats concerning one's grades, achievements, etc.;*
- 4. Demeaning jokes, stories, or activities directed at the student;*
- 5. Unwelcome physical contact.*

DISCIPLINE CODE

Proper discipline is of great importance to the total operation of our school. Without it, school becomes disorganized and risks failure.

Teachers are in charge of their individual classrooms and are responsible for handling all discipline problems, and for bringing major problems to the attention of the principal.

Discipline regulations at the Oktaha Public School are based upon O.S. 70-06-114 which reads: "The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher."

"Students shall not have any reasonable expectations of privacy towards school administrators or teachers in the content of school lockers, desk, or other school property. School personnel shall have access to school lockers, desks, and other areas of school facilities may be opened and examined by school officials at anytime it is necessary for such search." (Section 24-102 of Title 70. Oklahoma State Law.)

In summary, this code of conduct will be expected of the students at all activities whether participating or observing, as well as in all classroom situations and while in transit to and from school and school activities, and will be enforced in compliance with the Oktaha Discipline Policy.

The goal of the disciplinary policy shall be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

The Oktaha Public School, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the tranquillity of its school, the safety of its students or the damaging of property. Students, while enrolled in Oktaha School, shall be under the supervision of and accountable to school personnel. The supervision shall include going to and from school and while attending any school sponsored activity.

A student found by a teacher or administrator to be in violation of rules governing the school, may be subject to corporal punishment. If a student refuses the corporal punishment, he will be subject to suspension or expulsion from school.

Students are expected to follow all classroom rules as outlined by individual classroom teachers, and the following classroom management plan.

CLASSROOM MANAGEMENT PLAN
GRADES 1 - 3

In order to insure all students have an excellent learning climate, students are expected to obey school rules at all times. No behavior which will harm another student, deface school property, or disrupt learning or play activities will be tolerated.

Teachers will not allow student behavior that prohibits learning from taking place in the classroom. Students must make choices in regard to behavior. When parents join with school staff, the young people at Oktaha School can learn the long and short term advantages of choosing self discipline.

STUDENTS WHOSE BEHAVIOR IS APPROPRIATE WILL BE POSITIVELY REWARDED WITH ACTIVITIES PLANNED THROUGHOUT THE YEAR.

RULES THAT ARE IN EFFECT AT ALL TIMES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- 1. Follow directions.*
- 2. Use appropriate language (visual and auditory)*
- 3. Keep hand, feet, and objects to oneself (fighting, hitting, pushing, kicking, etc.)*
- 4. Bring only teacher approved materials and equipment.*
- 5. Remain in assigned seat and raise hand to speak.*
- 6. Do not be disrespectful or disobedient.*

CONSEQUENCES FOR FAILING TO COMPLY WITH SCHOOL RULES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- 1. Written warning given and discipline slip sent home.*
- 2. One noon detention, discipline slip sent home.*
- 3. Two noon detention assignments, discipline slip sent home.*
- 4. Three noon detention assignments, discipline slip sent home.*
- 5. One week detention, student sent to principal, call parent.*

After a student has received more than five (5) discipline slips in a nine week period, a serious discipline problem exists, and other more severe disciplinary interventions may become necessary to try and alter the behavior.

At the beginning of each nine week period, students will begin the process over again, starting each quarter with a clean slate.

The administration shall have the authority to waive or forgo any or all of the above consequences and enforce additional or other disciplinary action which they find to be warranted.

CLASSROOM MANAGEMENT PLAN
GRADES 4 - 6

In order to insure all students have an excellent learning climate, students are expected to obey school rules at all times. No behavior which will harm another student, deface school property, or disrupt learning or play activities will be tolerated.

Teachers will not allow student behavior that prohibits learning from taking place in the classroom. Students must make choices in regard to behavior. When parents join with school staff, the young people at Oktaha School can learn the long and short term advantages of choosing self discipline.

STUDENTS WHOSE BEHAVIOR IS APPROPRIATE WILL BE POSITIVELY REWARDED WITH ACTIVITIES PLANNED THROUGHOUT THE YEAR.

RULES THAT ARE IN EFFECT AT ALL TIMES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- 1. Follow directions.*
- 2. Use appropriate language (visual and auditory)*
- 3. Keep hand, feet, and objects to oneself (fighting, hitting, pushing, kicking, etc.)*
- 4. Bring only teacher approved materials and equipment.*
- 5. Remain in assigned seat and raise hand to speak.*
- 6. Do not be disrespectful or disobedient.*

CONSEQUENCES FOR FAILING TO COMPLY WITH SCHOOL RULES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- 1. Written warning given and discipline slip sent home.*
- 2. One noon detention, discipline slip sent home.*
- 3. Two noon detention assignments, discipline slip sent home.*
- 4. Three noon detention assignments, discipline slip sent home.*
- 5. One week detention, discipline slip sent home.*
- 6. In school suspension, discipline slip mailed home.*

After a student has received more than six (6) discipline slips in a nine week period, a serious discipline problem exists. Other more severe interventions including but not limited to, STUDENT ALTERNATIVE CENTER, additional in school suspension days, corporal punishment or out of school suspension may be administered.

At the beginning of each nine week period, students will begin the discipline process over again, starting each quarter with a clean slate.

The administration shall have the authority to waive or forgo any or all of the above consequences and enforce additional or other disciplinary action which they find to be warranted.

SCHOOL ATTIRE

Extreme styles of clothing which might disrupt the educational process or endanger the health and safety of our students are prohibited. All stated policies pertain to school hours or school sponsored trips. The following is a partial list of infractions which are considered violations of the student code:

- *Attire with offense, obscene, questionable pictures, messages, or insignia.*
- *Barefeet.*
- *See-through clothing.*
- *Alcoholic, tobacco, or drug advertisements on clothing.*
- *Bare midriffs*
- *Inappropriate shorts.*

Students whose grooming or wearing apparel is unacceptable will be asked to correct the situation. However, continued infraction of the dress code will result in more severe disciplinary measures.

SUSPENSIONS OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- *Acts of immorality.*
- *Violations of policy or regulations.*
- *Possession of an intoxicating beverage, low-point beer (see policy FNCE)*
- *Possession of a wireless telecommunication device (see policy FNG)*
- *Possession of missing or stolen property, if the property is reasonably suspected to have been from a student, a school employee, or the school during school activities.*
- *Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act) (see policies FNCE and FNCGA)*
- *Possession of a firearm shall result in out-of-school suspension of not less than one year (see policy FNCGA)*
- *Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, officials, or damages property.*
- *Adjudication as a delinquent for a violent or non-violent offense.*

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as a placement in a alternative school setting, reassignment to another classroom, or in-school detention. If alternative in-school placement options are considered inappropriate, the principal must provide written justification which will become part of the students permanent record. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the students educational progress until the student is readmitted to school. Students who are suspended from Oktaha School will not be allowed to participate in any school sponsored extracurricular activity.

The superintendent is directed to establish regulations, subject to board approval, which supports this policy. Such regulations shall include provisions for appeal of suspension to the Board of Education. The superintendent may delegate authority for suspension of students to building principals. The suspension policy adopted by the Oktaha Board of Education is available in the office of the Superintendent.

NOTE: *HB 2130 (1997) and FERPA provides that a school district may request student discipline records, and a school district must provide student discipline records upon request by another school district.*

REFERENCE: *10 O.S. §7005-1.2
10 O.S. §7303-5.3
10 O.S. §7307-1.2
37 O.S. §163.2
70 O.S. §24-101, et seq.; §24-102*

CROSS-REFERENCE: *Policy FM, Student Activities, Eligibility
Policy FM-R, Student Activities, Eligibility, Regulations
Beverages or Controlled Dangerous Substances
Policy FNCGA, Weapon-Free Schools
Policy FNG, Electronic Communications Devices*

DRUG FREE WORK PLACE STUDENT

It is the policy of the Board of Education of the Oktaha Public School to maintain a drug-free work place, therefore, it is determined that the use of illicit drugs, including all tobacco products, anabolic steroids, and the unlawful possession or use of alcohol is wrong and harmful.

The Board of Education of the Oktaha Public School expressly prohibits the unlawful possession, use or distribution of illicit drugs, including all tobacco products, and alcohol on school premises or as a part of any school activity.

Compliance with the drug-free work place standard of conduct is mandatory and disciplinary sanctions up to and including expulsion, and referral for prosecution will be imposed on students who violate the required standards of conduct.

The list of disciplinary sanctions included in the Oktaha School conduct code will be used, all or in part, in cases regarding the use and possession of tobacco products and illicit drugs and alcohol.

Information about drug and alcohol counseling, rehabilitation, and re-entry programs are available upon request from the elementary and high school principals.

POLICY FOR GUN-FREE SCHOOL

It is the policy of this school district to comply fully with the Gun-Free Act.

- 1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property, including school transportation or school sponsored transportation, will be removed from school for not less than one full calendar year.*

Firearms are defined in Title 18 of the United States Code, Section 921, as (a) weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; © any firearm muffler or firearm silencer; (d) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

- 2 Oklahoma Statutes, Title 21, Section 1280, 1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:*

"...any pistol, revolver, dagger, Bowie knife, dirk knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendents designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals With Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

Any exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

ASBESTOS MANAGEMENT

All of the buildings at the Oktaha Public School were inspected for asbestos containing building materials and a report of this inspection, laboratory analysis of the samples and other pertinent data are included in the AHERA management plan. A copy of the AHERA management plan for each organizational unit is on file in the office of the principal of that unit and the master AHERA management plan is on file in the office of the Superintendent of School.

These AHERA management plans are available for the public to review upon request to the building principal or to the superintendent of the school. These documents are made available to enable the public to determine if the AHERA management plan has been satisfactorily implemented.

TITLE IX

It is the policy of Oktaha Public School not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the superintendent at Oktaha Public School or to the Director of Civil Rights, Department of Health, Education and Welfare, Washington D.C. 20000.

HANDBOOK COMPLETION FORM

- 1. Read the content of the handbook with your child.**
- 2. Discuss items you feel are important.**
- 3. Complete the form below and return to your child's teacher.**

I, _____ parent/guardian of

who attends Oktaha Elementary School verify that we have read this handbook and understand its content. I further agree to contact the principal of Oktaha Elementary if I have any questions or concerns.

Parent/Guardian

Student

**RETURN TO:
OKTAHA ELEMENTARY SCHOOL
682-5665**

Appendix A

At the regular meeting on May 10, 2010 the “Oktaha Board of Education” approved this resolution providing for a 3 year old program at Oktaha Public Schools and approved the following provisions as policy for the 3 year old learning program.

1. All students must be 3 years old by September 1, 2010.
2. Students will be accepted on a first come - first serve basis.
3. The program will be limited to the first 30 students.
4. The 3 year old program will only be available to students when school is in session.
5. Students will not be provided transportation to or from school.
6. The hours of the program will be from 7:00 a.m. until 5:30 p.m. each school day.
7. The cost of the program will be \$15 per school day for students picked up by 3:30 p.m. and \$20 per day for students picked up after 3:30 p.m.
8. Students will have access to the breakfast and lunch program provided by the school.
Parents/Guardians will be provided a free and reduced lunch application for their student.

* Regular prices are \$1.75 for breakfast and \$2.00 for lunch.

** Reduced prices are .30 cents for breakfast and .40 cents for lunch. Reduced priced eligibility for this school year ranged from a monthly income of \$1,670 with a household size of 1 to a monthly income of \$5,706 with a household size of 8. Income qualification for the 2010 - 2011 will most likely be higher. Free and reduced lunch application will also be available on the school website. Snacks will be provided by the school.*

Approved by the Oktaha Board of Education on May 10, 2010

Appendix B

The Oktaha Elementary School is offering an after school childcare program.

The after school program will be available for children in pre-kindergarten through 3rd grade attending Oktaha Elementary for the 2010 - 2011 school year.

Our staff will be dedicated to providing a safe and supportive environment for every child involved in the program. Our goal is to create an atmosphere where everyone feels welcome and included in all activities.

The after school program will be open from 3:00 - 5:30 p.m. Monday - Friday when school is in session. Cost has been set at \$8.00 a day with a snack provided by the school.

If you will be utilizing the after school program please call (918) 682-5665 or (918) 687-7556 and confirm your interest and provide us with the name and grade of your child.