

# Cherokee Elementary

## 2018-2019

### Student Handbook



**CHEROKEE PUBLIC SCHOOLS  
INDEPENDENT DISTRICT NO I-46  
BOX 325 CHEROKEE OK 73728**

Superintendent's Office: 596-3391 FX: 596-2319  
Principal's Office, Jr. High & Senior High School: 596-3391  
Principal's Office, Elementary School: 596-3277 FX: 596-3329

## **BOARD OF EDUCATION**

Kory Littlefield, President

T.J. Allison, Vice-President

Amber K. Wilhite, Clerk

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Desiree Gibson, Member

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## **ADMINISTRATION**

Donna Anderson, Superintendent

Ruth Richmond, Elementary Principal

Jeremy Hickman, High School Principal

Dear Parents/Guardians,

Welcome to Cherokee Elementary School! Our faculty and staff members look forward to working with you and your children. We strive for academic excellence and work hard to provide your children with rich opportunities to help them grow educationally. It is so rewarding to watch your children grow into responsible, disciplined citizens.

We are proud of our school and traditions as parents and teachers working together to provide the best educational experiences for our children. I encourage you to volunteer to help out wherever and whenever possible. We believe that behind every great school are great parents.

Please take time to read this handbook very carefully and go over it with your child. Throughout the year we sometimes have to remind students of policies outlined in the handbook. I strongly encourage you to put this handbook some place safe so that you may refer to it often.

Finally as your Superintendent, my door is always open and I would love to hear from you!

Donna Anderson

## **PHILOSOPHY AND GOALS**

Public education in Cherokee Public Schools should fulfill a dual function. First, to assist, encourage and motivate each child to develop as fully as possible, their intellectual, physical and moral potential in order to be an informed, participating, member of society. Secondly, public education in Cherokee should play a vital role in perpetuating the basic democratic values of our country.

## **GOALS**

1. To be aware of the rapidly changing world and have the wisdom to take advantage of the opportunities while maintaining the basic values that have made this country great.
2. To provide an environment conducive to learning and to promote an enthusiasm for knowledge among the student body that shall endure beyond their years of formal education.
3. To install the duties and responsibilities of citizenship, and an understanding of the dignity and value of the individual and an appreciation of the American heritage.
4. To provide the curriculum, within the limits of our financial resources, necessary for the students to achieve their individual goals within the school system and beyond.
5. To advise students of the opportunities available to them. To provide counseling services that shall assist each student in setting goals and determining the course of study necessary to achieve those goals.

6. To communicate with parents and patrons and encourage their participation in the educational process for the good of the students and the school system.
7. To promote individual responsibility, tolerance of others and cooperative behavior among the staff and among the students.
8. To motivate staff and students to excel in all of their endeavors and to recognize and reward superior performance.

## **DISCRIMINATION POLICY AND STATEMENT**

It is the policy of the Cherokee Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disability, or Veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the administration or Compliance Coordinator.

The Cherokee School District does not discriminate on the basis of race.

## ELEMENTARY FACULTY

Burleson, Shelly.....Third Grade  
Cline, Malarie .....Forth Grade  
Eggleston, Ashley.....Custodian  
Gates, Nikki.....Fifth Grade  
Graham, Cathy.....Second Grade  
Hacket, Shirlena .....Para-Professional  
Hair, Kassie.....Secretary  
Hall, Rita.....Special Education  
Hickman, Megan.....Media Specialist  
Hester, Janet.....Pre-K  
Hoggard, LaDonna.....Intervention  
Leslie, Amy.....Para-Professional  
Lohrding, Debra.....3 Year Old Program  
Lowe, Audrey.....2nd Grade  
Lundry, Jaime .....Speech  
McNeill, Heather..... Music  
Means, Mallory.....P.E  
Means, Patty.....First Grade  
Mitchell, Alicia.....Fifth Grade  
Newlin, Heidi.....Fourth Grade  
Patterson, Keela.....Kindergarten  
Rathgeber, Charmaine.....Kindergarten  
Ridgeway, Joyce.....Para-Professional  
Shepard, Stephanie.....First Grade  
Swafford, Todd.....Custodian  
Webster, Jenny.....>Third Grade  
Weve, Stephanie.....Pre-K

## **ENTRANCE RULES**

For admission to Cherokee Public Schools, a student must be a resident of the School district or a legal transfer, must be living with parents or legal custodian, and must be willing to abide by the rules and regulations set forth by the Board of Education, Administration, and Teachers of the school.

Certain requirements for enrollment into the schools of Oklahoma have been determined by the legislature.

Detailed requirements are recorded in the Oklahoma School Code. Basic requirements are as follows:

1. A K-1 child must have attained the age of four years on or before September 1.
2. A Kindergarten child must have attained the age of five years on or before September 1.
3. A child who will be of legal age to enter first grade must have completed the developmental readiness screening.
4. A first grade child must have attained the age of six on or before September 1.
5. If the enrollment is the first into public school after attaining the legal age for kindergarten and/or first grade, the student must present at the time of enrollment:
  - i) a birth certificate
  - ii) an immunization record designating that the child is adequately protected against diphtheria, whooping cough, tetanus, measles, mumps, rubella, and polio.

Any student enrolling in the school for the first time must present a proper immunization record and provide the school with the address of the previous school attended and authorize the school to request records from that school.

### **PARENTAL INVOLVEMENT**

Cherokee Public Schools encourages parental involvement in the educational process. The school and home have a shared goal of promoting success in our children. Our parents will be encouraged to act as advisors, resource persons, and coordinators in the following ways:

- attend school events and serve as advisors
  - use talents/resources to enhance the instructional programs
  - be school supporters and advocates
  - respond to memos, surveys, and questionnaires expressing ideas and concerns
- The administrators will provide a school improvement plan which will include means through which parents can participate in the education of their child(ren).

### **PARENTS' RIGHT TO KNOW**

Cherokee Public Schools is required by "Every Student Succeeds Act" to notify parents that they have the right to request and receive information about the professional qualifications of their child's classroom teacher(s) and paraprofessional(s). The Right-to-Know applies to all schools receiving Title I funds.

Parents wishing to request the professional qualifications of their child's classroom teacher(s) and paraprofessional(s), must provide a written request to the Superintendent including the child's name, name of teacher(s), school site, and address where the requested

information can be forwarded.

### **PARENT INVOLVEMENT SITE PLAN**

All student's potential for academic success improves significantly when schools and parents form strong partnerships. Cherokee Elementary will have programs, activities, and procedures for the involvement of parents in all Title I, Part A programs consistent with applicable federal law. These programs, activities, and procedures will be planned and operated within meaningful consultation with parents of participating students.

Parents will participate in regular, two-way, meaningful communication involving student academic learning and other activities, including ensuring 1) that parents play an integral role in assisting their child's learning; 2) that parents are encouraged to be actively involved in their child's education at school; and 3) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In order to meet the goal of parental involvement, Cherokee elementary may:

Involve parents in the planning process for all education programs, review, and improvement;

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 is available in the language used in the home;  
 Arrange meetings at a variety of times to maximize opportunities for parents; and conduct, with the involvement of parents, an annual evaluation of the

### Guide to Immunization Requirements in Oklahoma: 2018-19 School Year

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma. Please read the bullets below for essential information.



	CHILDCARE Up-to-date for age	PRE-SCHOOL PRE-KG	KG-6th	7th - 12th
<b>VACCINES</b>	Total doses		Total doses	
DTaP (diphtheria, tetanus, pertussis)	4 DTaP		5 DTaP*	One-time Tdap booster
PCV (pneumococcal conjugate vaccine)	1-4 PCV◆	PCV is required for children in child care only.		No additional doses are required once a child has completed the required number of doses. If a child or student has not completed all of the required doses by the time they enter pre-school, kindergarten, or any grade above kindergarten, the doses must be completed on schedule.
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV		4 IPV/OPV◀	
MMR (measles, mumps, rubella)	1 MMR		2 MMR	
Hib ( <i>Haemophilus influenzae</i> type b)	1-4 Hib◆◆	Hib is required for children in child care only.		
HepB (hepatitis B)	3 HepB		3 HepB■	
HepA (hepatitis A)	2 HepA			
Varicella (chickenpox)	1 Varicella (2 <sup>nd</sup> dose recommended at KG entry)			

effectiveness of parental involvement activities and use findings of the evaluation to design new strategies for parental involvement.

## GUIDE TO IMMUNIZATION FOR REQUIREMENTS IN OKLAHOMA

- The number of doses of PCV and/or HIB may range from 1 to 4 depending on the age of the child when the first dose is received.
- Children may be complete with 3 or 4 doses of HIB depending on the brand of vaccine used.
- If the 4<sup>th</sup> dose of DTP/DTaP is administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTP/DTaP is not required.
- If the 3<sup>rd</sup> dose of Polio is administered on or after the child's 4<sup>th</sup> birthday, then the 4<sup>th</sup> dose of Polio is not required.
- Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck

Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of Hepatitis B vaccine.

## **CANCELLATION OF SCHOOL**

During severe and inclement weather the announcement that school will be cancelled will be made through SchoolWay, Cherokee Website and Social Media. School will be in session at regular time unless otherwise announced.

## **BUSSES**

Cherokee Public Schools operate modern busses with qualified drivers. Each driver has complete authority to maintain order and discipline on his or her bus. Prompt obedience is expected of all pupils at all times.

The bus driver will stop at each stop on his route each morning. If no one is there, he should sound the horn; and, if no recognition is shown, he will drive on. It is common courtesy for a parent or student to notify the driver before the driver leaves home if the student does not intend to ride the bus.

The busses will arrive at school at approximately 8:00 a.m. each morning and leave from the elementary school at approximately 3:15 p.m. and from the high school at approximately 3:20 p.m.

Students who are not in the legal transportation area must get permission to ride the bus on a regular basis from the superintendent of schools.

Bus transportation is a service provided by the district. Anyone not abiding by the rules and regulations as established by the school district and bus driver, will not be allowed to ride on the school busses.

## **GRADING**

GRADING SCALE - Letter grades are based on the following scale:

First through Fifth Grade can use the following scales,

E	90-100	A	90-100
<i>E = Excellent</i>			

S	70-89	B	80-89
<i>S = Satisfactory</i>			

N	60-69	C	70-79
<i>N = Need Improvement</i>			

U	0-59	D	60-69
<i>U = Unsatisfactory</i>			

## **ELEMENTARY SCHOOL REGULATIONS AND RULES**

### **ARRIVAL AND DISMISSAL**

1. Teachers will arrive by 7:50 a.m. and classes begin at 8:15 a.m. Students should arrive in the mornings between 8:00 a.m. and 8:15 a.m.
2. **ELEMENTARY STUDENTS, K-5, WILL BE DISMISSED AT 3:15 P.M.**
3. Morning Drop-off and Afternoon Pick-up will be through the circle drive in front of the elementary school. Cars will enter at the south end and exit at the north exit. **NO PASSING** other vehicles in the circle drive for the safety of our students.
4. Students walking or riding bicycles to or from school should not get in other people's yards or another's property. Parents should advise their children not to accept rides, clothing, gifts, pills, eats, drinks, etc. from strangers. Parents should advise the principal if unusual incidents of this nature occur to their child.
5. If it becomes necessary for a parent to pick up a child before regular school dismissal, the parent must notify someone in the school office. No student will be dismissed without office approval. This is a protective measure for the student.
6. When it becomes necessary to dismiss school early because of emergency situations, the elementary office makes an effort to notify the parent or contact person of each student. If a parent hears

through the media or otherwise that there is to be an early dismissal, the parent is encouraged to call the school to make arrangements for their child.

7. Elementary students are not to be on the school grounds, high school or elementary, after school hours, including weekends, unless accompanied by a parent or authorized adult.
8. The following regulations apply for students who ride bicycles to school:
  - i) The rider should know and observe all traffic laws
  - ii) Bicycles are to be parked in bicycle racks upon arriving at school and not ridden again until after school.
  - iii) The school will not be held responsible for stolen bicycles.

## **TARDY**

**School starts at 8:15 a.m.** A child will be considered tardy after the 8:15 a.m. bell. Every effort should be made to have your child at school between 8:00 and 8:15 a.m. Excessive tardies will amount to days absent which will result in a conference with administration, further tardies will be considered an infraction of truancy by board policy. Board policy states a student that is two hours late will be considered absent  $\frac{1}{2}$  a day. Three (3) unexcused tardies equals one (1) absence. It is the responsibility of the parent to sign-in a tardy student for consideration of an excuse tardy.

## **DRESS CODE**

**Shorts should be of appropriate length, which by standards of Cherokee Public Schools should be at least fingertip length. All shoes worn to school require a strap around the heel for safety and should be safe and comfortable to play on the playground, appropriate for P.E and appropriate for weather. Absolutely NO flip flops. Sleeveless shirts should be at least three adult fingertips wide. All tights, spandex, and leggings must be worn with tops that go past the hips.** The school administration reserves the right to decide suitability of any garment. Students who do not comply with the proper dress will be asked to call a parent to provide appropriate clothing.

## **PROGRESS REPORTS, REPORT CARDS, AND CONFERENCES**

Teachers of grades one through six shall send a Progress Report to parents during the fifth or sixth week of each nine week period for students who:

- a) are failing or nearly failing
- b) are not working up to their capacity
- c) have a significant drop in grades since the previous reporting period

Parent conferences are held during the week following the first nine weeks period and report cards are presented to the parent at the conference.

Report cards are sent home with the students on the Wednesday following the second and third nine weeks period, and on the last day of school.

A second parent conference day will be held at the end of the third nine weeks.

Parent conferences may be arranged at any time. Parents are encouraged to call and request a conference whenever they feel there is a need for one.

## **PARENT CONCERNS**

Parent concerns or complaints should be handled at the most immediate level; that is, between the parent and the teacher involved. Should there be a parent or citizen complaint to the Principal concerning a teacher, the Principal shall inform the teacher of the complaint. If the Principal determines that the complaint warrants conference, a conference with the parent, teacher and Principal will be arranged.

## **TESTING**

Cherokee Elementary will follow the state regulation for annual mandatory testing of third, fourth, and fifth graders. Testing will be administered in 1<sup>st</sup> and 2<sup>nd</sup> grade to help assess school improvement initiatives.

School-wide achievement test are given each spring and the copies of the results become a part of the records kept in each student's cumulative folder. Test results may be used to provide information to help design the best educational program for the student.

Other assessments for grade level and subject level, as well as early childhood screenings, will be used to measure a student's academic abilities.

## **ATTENDANCE**

Cherokee Public School students are expected to attend school daily. When a student must be absent, the parent or guardian needs to contact the school office before 9:00 a.m. on the day of the absence. The school will attempt to contact parents who fail to call.

Any student who misses more than 10 days for non-school related reasons (excused or unexcused) during a semester is in violation of Cherokee Public School attendance policy. Violations will require a review of the student's attendance record by an attendance review committee.

All work missed during a period of an absence may be made up. The student will have the same number of days to make up the work as the student misses unless additional time is granted by the teacher.

Per Board Policy, all students are expected to be at school 90% of the time. When a student is in jeopardy of

becoming truant as defined by policy the school will notify the parent or guardian. After the student has exhausted ten (10) absences the school will notify the appropriate law enforcement agencies.

All absences, whether excused or unexcused, are counted in computing minimum attendance. Participation in school sponsored activities, during the regular school day, will not be calculated as an absences.

## **RETENTION OF STUDENTS**

Pursuant to SB 346 “No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. Beginning with students entering the first grade in 2011-12 school year, if the reading deficiency of a student, as identified based on assessments administered is not remediated by the end of third grade, as demonstrated by scoring at the “unsatisfactory” level on the reading portion of the third-grade criterion-reference test the student shall be retained in third grade”. Cherokee Public Schools will follow appropriate guidelines by law in the placement promotion/retention thereof, when students failing can meet appropriate criteria for promotion which includes a placement meeting between, administration, teachers and parent.

## **CODE OF CONDUCT**

The policy on Discipline and Control of Student, of the Cherokee Schools, will be utilized in determining the disciplinary measures, for inappropriate behavior and infraction of rules.

Each teacher is expected to enforce school rules. Any unusual or persistent behavior problem should be reported to the principal.

The teacher will handle the discipline of students as much as possible.

Students shall not:

1. Fight
2. Name call
3. Curse or use obscene language
4. Throw articles not intended for throwing
5. Chew gum or eat in the classroom
6. Deface school property
7. Steal
8. Bring animals or toys to school without permission
9. Use tobacco, alcohol, or drugs
10. Leave school grounds without permission
11. Bring sharp objects to school, such as knives, sticks, etc.
12. Make rude or discourteous remarks to others
13. Neglect assigned schoolwork
14. Perform less than capability

Teachers and coaches may have other classroom rules which must be observed. All cafeteria and playground rules shall be followed, Refer to Discipline and Control of Students and the Student Conduct Code included in the General district Policy section of the Handbook for further information on discipline and conduct.

## **DISCIPLINE**

In considering deviant behavior, appropriate disciplinary action(s) will result. It is intended that the appropriate disciplinary action be commensurate with the degree and/or frequency of the deviant behavior. Disciplinary action(s) may include the following:

- Warn student(s)
- Advise parents/guardians
- Remove from class or group (temporary or permanent)
- Parental conference
- In-school placement
- Detention
- Restitution (financial, replacement, repair, etc.)
- Involve law enforcement
- Refer to the social agencies
- Out-of-school suspension
- Any other disciplinary action deemed appropriate under the circumstances

## **RULES APPLYING TO ALL ELEMENTARY STUDENTS**

Students may ask permission to get balls to take out on the playground. The teacher may tell students who take out equipment that they are to return it. However, the teacher on duty is responsible for seeing that students have returned the equipment and that it is not left outside.

- No toys are to be taken outside.  
(See exception about sandbox toys)
- No skateboards, roller skates or roller blades.
- Touch football only – NO TACKLE! NO WRESTLING! NO FIGHTING!
- No baseballs or baseball bats without supervision of an adult.
- No sticks are to be used for games or as toys.
- Guns and knives of any kind are not allowed on playground.
- No camel fighting.
- No rock throwing for any reason.
- In dodgeball, the ball must be aimed BELOW the waist.
- No sliding on ice, no snow or snowball throwing.
- No student is to be allowed to climb on top of the building.
- No kicking of any playground balls except footballs and soccer balls.

## **PLAYGROUND RULES**

Good conduct is expected on the playground at all times. The following rules are to be enforced by all teachers, so that the students will know what is expected as proper behavior and what rules are to be followed regardless of what teacher is present or on duty. If a student's behavior results in restricting his/her playing, the teacher should request the student to sit on the benches or walk around the playground. If further discipline is needed, the student should be sent to the office.

**SWINGS:** No standing up in swings. No bailing out from the swing. Only one child may be sitting in a swing at a time.

**HORIZONTAL BARS:** Students are not to crawl on top of the horizontal bar. Only one student on the bar at a time. Students must get on from one end only, if there are more than one playing at a time.

**SLIDES:** No running up the slide.

**BOUNDARIES:** Students are not to play in any tree area or climb the fence. No student is to be in the gym during any recess unless supervised or without permission. This includes the restrooms in the gym. (See boundary restriction for each department)

Students are to return to the building orderly and go quietly to their rooms. The teacher on duty should enter the building as soon as possible following the bell in order to supervise students as they return to their rooms.

## **ILLNESS GUIDELINES FOR PARENTS AND STUDENTS**

It's hard at times to know whether or not to send a student to school when he or she complains of not feeling well. However, there are a few symptoms that indicate that the student needs to remain at home:

1. Vomiting and diarrhea during the past 24 hours. The student should be able to eat and drink before returning to school.
2. Fever above 100 degrees during the past 24 hours. The student may return to school if there is no fever for 24 hours without the aid of fever-reducing medications (Tylenol, Advil, and Motrin).
3. An unidentified rash.
4. Open sores (minor wounds must be covered with a dressing while the student is in school).

Though students with colds without fever are not required to stay home, parents are encouraged to keep him/her at home if he/she honestly does not feel well. Students who do not feel well do not learn well. Students who complain of stomach aches and headaches in the morning just before school are harder to evaluate. If their temperature is normal if he/she has not been ill for the past 24 hours and if no one at home has been sick with similar symptoms, then he/she can probably be sent on to school. A light breakfast may help those who complain of morning stomach aches and headaches. If the complaints are frequent, consider consulting with a physician.

## HEAD LICE

In order to attend school, students must be free from live head lice. If a student is identified as having head lice and/or nits, the parent or guardian will be contacted to pick up the student from school. The student will not be allowed to return to school until a proof of treatment has been provided to the school.

## POLICY ON ADMINISTERING MEDICATION TO STUDENTS

If it is necessary that a medication be given during school hours the following regulations must be met:

- Prescription Medication must be ordered by a physician/dentist and permission granted for the school staff to contact the prescribing physician/dentist if necessary regarding this medication.
- Prescription medication must be brought to school in the **MOST RECENT, ORIGINAL** container with appropriate label intact. The label must have the student's name, name of medication, dosage, and time to be given. **IF MEDICATION IS NOT PROPERLY LABELED, IT WILL NOT BE GIVEN.**
- The parent/guardian will, promptly notify the school of any change in the administration of prescription medication and will provide the school with new prescription bottle and physician order.

Verbal and written changes from parent/guardian **CANNOT** be accepted.

- The parent/guardian will notify the school of any physician change and obtain a new written prescription.
- All medication to be given at school must be kept in the nurse's/administration's office, regardless of age. Exceptions are made for asthma inhalers or medication for life-threatening conditions, which may be carried by a student **AFTER** the school receives the appropriate signed consent form. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.
- Non-prescription medication must be in the **ORIGINAL** container. The dosage and time will be followed according to manufacturer instructions and recommendations.
- Medication cannot and will not be accepted in bags or envelopes.
- Parent/guardian **MUST** sign the consent form, granting designated school nurse/employee permission to give the medication during school or during school-sponsored activities, according to school policy.
- For your child's safety, the parent/guardian must bring prescription/non-prescription medication to the school, rather than sending it with the student. At the end of the school year, any remaining medication must be picked up by the parent/guardian or it will be discarded by the school. The school can not send medications home with students. The only exceptions are

emergency medications such as rescue inhalers, epi-pens and insulin. These medications must have a medication consent form on file, signed by a parent/guardian and a physician, stating the student can carry the medications. It is highly suggested that you provide a backup medication to the office.

- The parent/guardian agrees to provide medication and any particulars connected with administering medication at their own expense.

The school district retains the discretion to reject requests for administration of medication. This Policy Statement shall be provided to the parents or guardian of all students.

## **VISITORS TO SCHOOL**

All visitors to the school, including parents and volunteers, must enter through the front door and stop at the office to sign in and obtain a visitor badge. Students will be called to the office so instruction is not interrupted. No loitering! Questions for teachers should be addressed by a phone call or conference. **Visiting classrooms disrupts instruction time.**

## **PARTIES**

Homeroom parents may assist with three parties during the school year, Halloween, Valentines, and Easter. Teachers will designate homeroom parents. Birthday treats may be arranged in advance with the teacher.

## **FIELD TRIPS**

Field trips should serve as a follow up or a part of a unit of study and should be an educational experience. An approved field trip is considered an extension of the classroom and students are expected to attend. Parents not desiring their child to participate in a field trip should send a note making that request.

## **TELEPHONE**

Students must have permission from the teacher and the office personnel to use the school phone.

Outgoing calls are to be made only in cases of emergency, such as illness or arrangements that cannot be made after school hours. Permission to visit a friend does not constitute an emergency.

Parent and child should work out arrangements before the school day begins concerning what the student is to do at the end of the school day. Parents should call their children at school only in case of emergency or extreme importance.

Phone messages will be delivered when necessary.

## **ELIGIBILITY**

Students must be passing in all subjects and have all assignments completed satisfactory to be eligible to appear in uniform for a game.

Teachers must inform the student and coach by Friday preceding the next athletic game if a student has work due or a failing average. Students may also be declared ineligible to participate in an athletic event as a disciplinary measure for inappropriate conduct, attitude, absences, and irresponsibility for athletic uniforms and equipment.

If the student has been declared ineligible the students will be given a one week probationary period to try to become eligible. When the probationary period ends, if the student has satisfactorily completed their work or disciplinary measure, then the students will be declared eligible.

## **LUNCHES**

**\*The Cherokee School Board voted to provide breakfast, lunch and milk break for every Cherokee Public School student at no cost to the parent during the 2018 and 2019 school year.**

A lunch and breakfast program is provided in the cafeteria for the benefit and convenience of the students. **Breakfast hours of operation are from 7:45 a.m. to 8:10 a.m. There will be no serving after 8:10 a.m. It is the student's responsibility to arrive during service times.**

**FREE & REDUCED PRICE MEALS**

Before your child may receive free or reduced price meals, you must have an approved application on file. **YOU MUST FILE A NEW APPLICATION EACH YEAR.** Only one (1) form is required per family.

Students may bring their lunches, but they will be required to eat in the cafeteria. **NO SOFT DRINKS SUCH AS POP OR COLAS ARE PERMITTED AT THE LUNCH TABLES DURING LUNCH.**

No elementary students are to be excused to go off campus for lunch unless accompanied by a parent or designated adult, who has signed them out at the office.

See section on Cafeteria Rules for further information.

**2018 -2019**

**School Lunch Prices**

LUNCHES TO BE PAID FOR IN ADVANCE.

NO CHARGES WILL BE ALLOWED.

Milk Break (Pre-K – 2 <sup>nd</sup> Grade).....	\$0.30
Extra Milk With Meals .....	\$0.30
Breakfast .....	\$1.60
Lunch.....	\$2.05

	Breakfast	Lunch	Milk Break/Extra Milk
August	\$25.60	\$32.80	\$4.80
September	\$30.40	\$38.95	\$5.70
October	\$32.00	\$41.00	\$6.00
November	\$27.20	\$34.85	\$5.10
December	\$24.00	\$30.75	\$4.50
January	\$28.80	\$36.90	\$5.40
February	\$30.40	\$38.95	\$5.70
March	\$24.00	\$30.75	\$4.50
April	\$28.80	\$36.90	\$5.40
May	\$09.60	\$12.30	\$1.80
1 <sup>st</sup> Semester	\$139.20	\$178.35	\$26.10
2 <sup>nd</sup> Semester	\$121.60	\$155.80	\$22.80
All Year	\$260.80	\$334.15	\$48.90

## CAFETERIA RULES

1. Students are asked not to talk in line as they come into the cafeteria.
2. Students are to fill each table before going to the next table, or as assigned by the teacher on duty.
3. Students may speak softly to those they sit by or across from.
4. If an entire table is too noisy, all students at that table (intermediate) may be asked to remain in the cafeteria for 5 minutes or longer after regular dismissal time.
5. Students will not trade food from plate to plate. If they do not want an item, it can be returned on the tray. If they want more of an item, they can have a second helping. There is no need to trade.
6. Students may have only one second helping – NO THIRDS.
7. Students may not take food from the tables or the cafeteria.

8. No pop, sodas, colas, etc. are allowed at the lunch table at lunch.
9. Students must ask the teacher on lunch duty before going to the restroom, getting a drink or going to a library area to brush their teeth, etc.
10. All toothbrushes and toothpaste will be left in a small drawer by the sink in the library area. Students will not need to go into the room.
11. Students may be dismissed as an entire table; however, when nearly all students are finished eating, a teacher may dismiss those that are finished so they do not have to wait on two or three slower eaters.

When students are finished eating, they should go scrape their plates and return to the table. The teacher needs to be aware of whether the students are eating a good amount or not. The students are to return to the table and remain seated until the teacher determines that they may be excused. Before a table is dismissed, the students should be reminded to check the appearance of the table and floor and to make the necessary effort to clear both of those areas.

## **CHEERLEADERS**

Cherokee elementary will have up to eight cheerleaders. Tryouts will be held to determine cheerleaders for each school year and will be supervised by the cheerleader sponsor.

Cheerleaders must be willing to work together as a team, be present for practice, and at football and basketball games, and to represent the school, be exhibiting a neat appearance, good sportsmanship, and teamwork.

The sponsor and parents will determine the uniforms and each cheerleader will be responsible for the expense of the uniform and any equipment needed. Cheerleaders are asked to sell their uniforms at the end of their term if they are not repeating as a cheerleader the following year.

Cheerleaders will be required to fulfill the same eligibility rules as team players to be eligible to perform at games.

## **MEDIA CENTER**

The media center will be operated on a flexible schedule based on coverage. Students may visit individually, in small groups, or with the entire class. 1<sup>st</sup> – 5<sup>th</sup> grade students may check out two books at a time. Although no fines are charged for overdue books, students are not allowed to check out additional books until overdue books are returned or lost books are paid for.

Students are responsible for books checked out in their name. Students with lost/damaged books will not be able to check out additional books until the replacement cost is cleared. Students in grades 3-5 that continually have a problem with overdue books will only be allowed to check out one book at a time for the remainder of the school year.

In reference to lost or damaged books the following guidelines will be used:

New Books (Less than 2 years old) - Full replacement cost

2-5 years old - 75% of replacement cost

Over 5 years old - \$5.00

\*A minimum charge of \$5.00 will be charged for any book lost or damaged beyond repair.

## **TEXT BOOKS**

All textbooks are loaned to students for using during the school year. Texts are to be kept clean and handled carefully. Students are not to deface or tear out pages. If a text book is lost or damaged, the student/parent will be responsible for paying for the replacement of this book.

## **COMPUTER/INTERNET USE/WEB PAGE**

All students in P3 to 3rd Grade will have access to an iPad in the classroom. All 4th and 5th Grade students will have access to a chromebook in the classroom. Assessments and some assignments will be completed on these devices. Internet access will be available to students while under a teacher's direction for appropriate educational tasks. Any attempt to visit unauthorized sites will be handled as a disciplinary matter. A signed network usage agreement must be on file before students can use the internet under instruction. Our school website is located at [www.cherokee.k12.ok.us](http://www.cherokee.k12.ok.us) and has updated information throughout the year.

## **AWARDS**

Students are presented various awards at the Elementary School Awards Program during the last week of school each spring.

## **CITIZENSHIP AWARDS**

An outstanding boy and girl from each grade will be selected by the teachers. The citizenship award is based on "the student's respect for others and attitude toward school and life in general."

The objective of the citizenship award is to emphasize to the students the importance and value that the school places on good citizenship.

### **OTHER AWARDS**

Teachers may select students from their classes to receive an award in an academic area for outstanding work in an area during the school year. This award will be presented at the annual awards assembly in the spring.

Teachers may also present other certificates in their classroom to students whom they wish to recognize for outstanding work and effort.

Other awards given at the annual awards assembly each spring include music, Oklahoma Mathematics League, Student of Today Award, spelling bee, and athletic awards.

## 2018/2019 School Year

August 6.....Teachers Report (Professional Day)  
August 7.....Professional Day  
August 8.....Professional Day  
August 9.....First Day of Classes  
August 24.....Professional Day, No School

September 3.....Labor Day (No School)

October 16.....Parent Teacher Conferences after School  
October 17-19.....Fall Break

November 19-23.....Thanksgiving Break

December 24 – 31.....Christmas Break

January 1-4.....Christmas Break  
January 25.....Professional Development (No School)

February 18.....Snow Day (No School)

March 14.....Parent Teacher Conferences after School  
March 15.....Snow Day (No School)  
March 18-22.....Spring Break

April 5.....No School  
April 12.....No School  
April 19.....No School  
April 26.....No School

May 3.....No School  
May 10.....No School & HS Graduation

Note: These days are subject to change. Make up days will be added at the end of the school year as needed.

**Welcome Back!!**



**Let's make this a great  
year!!!**