

Navajo Public Schools Elementary Handbook 2023-2024



Proud Past, Promising Future

Navajo Public Schools
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Board of Education

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- **Superintendent:** Vicki Nance
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Elementary Office

- **Elementary Secretary:** Martha Barrett
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Navajo Public Schools



Welcome

The staff of Navajo Schools is happy to welcome you to another school year. We are providing the following information to you in the hope that any questions you have concerning the school will be answered. We encourage you to refer to this information packet.

Mission Statement

We believe that all students can learn, and the student, family, school, and community will share the responsibility that each student will achieve his or her personal best and become a productive citizen in a changing society.

Vision Statement

Our vision is to educate all students to the highest levels of academic achievement, to enable them to reach and expand their potential, and to prepare them to be productive, responsible, ethical, creative, and compassionate members of society.

Times

7:40 a.m.	Supervision of students begins, breakfast served, buses arrive
7:50 a.m.	Bell rings for students to report to class
10:30 a.m.	Pre-K and Kindergarten lunch
10:55 a.m.	1st - 2nd grade lunch
11:20 a.m.	3rd - 4th grade lunch
11:45 a.m.	5th - 6th grade lunch
3:00 p.m.	Dismissal bell
3:08 p.m.	Route buses leave Navajo

Attendance

- All absences shall be classified in one of two ways: excused or unexcused. If the child is to be absent from school, it is the responsibility of the parent/guardian to notify the school by 9:00 a.m. and give a valid reason for the absence. Attendance will be taken during any virtual days and if a student does not participate, that will count as an unexcused absence unless a parent calls with a valid reason.
- Excused Absences: 1) Illness or death in the family; 2) Recognized school or academic activities not qualifying as extra-curricular; 3) Family crisis or emergency. Excused absences allow the student to make up any work missed. Students will be given a day for every day they miss to make up work.
- Unexcused Absences: Examples include truancy, leaving school without permission, failure to report to class, etc. Students receiving an unexcused absence do not have to be given the opportunity to make up missed work and may be given a zero for the class period(s) missed, whether or not a grade was taken in regular class. Students suspended from school will be given unexcused absences but will be allowed to turn in work and take all tests for credit, if done in the prescribed time frame.
- Absences may be excused at the discretion of the principal for medical, court, or emergency reasons.
- If a student has an excused, multiple day absence due to a planned family event, school work will be provided when he/she returns to school.
- School Tardy Policy: Three tardies per class will equal one unexcused absence.
- Truancy: A student who is absent without valid excuse four or more days or parts of days within a four-week period or is absent without valid excuse for ten or more days or parts of days within a semester will be reported to the student's

parent/guardian and the Jackson County District Attorney. The parents/guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S.10-106) Any parent or guardian who neglects or refuses to compel his/her child to attend school will be referred to the Jackson County District Attorney. (70 O.S. 10-105)

Drop Off Routine

- 7:40 a.m. to 7:55 a.m.
- Parents should park in marked spaces in the parking lot at the east end of the elementary building. Parents may accompany their child(ren) to the entry doors but are not permitted to enter the buildings. If parents have questions or need to conduct school related business, they are welcome to come to the elementary office.
- Arriving buses will park along the front of the secondary building and unload students from there.
- Students eating breakfast in the cafeteria will enter through the old gym lobby.
- Students not eating breakfast will enter the old gym. Staff members on duty will direct students to sit together by grade.
- Cell phones should be turned off and kept in a student's backpack upon entering the cafeteria for breakfast or the gym in the morning.
- Students arriving after 7:55 a.m. will enter at the elementary office doors.

Dismissal Routine

- Dismissal begins at approximately 2:50 p.m. starting with Pre-K students.
- Students that are car riders will exit through the east doors. Parents should park in the lot to the east of the elementary building. Staff members monitoring the area will not release students through the gate until a parent, or authorized individual, walks to the gate area.
- Students that are bus riders will be released to the bus line. Teachers and drivers will assist students in locating the appropriate bus as necessary.
- We request that changes to your student's after school routine be kept to a minimum, but if changes are necessary, please contact the elementary office with the updated information before 2:00 p.m.

Picking Up Students Early

- If possible, contact the office prior to your arrival to allow time for the student to pack up for the day.
- Park in the lot east of the elementary building and enter at the elementary office. Identification may be required to sign out the student.

Bus Expectations

- Expectations: (1) Be on time, (2) Observe safety practices {check traffic both ways before boarding or departing the bus}, (3) Keep hands inside the bus, (4) Stay in your seat, (5) Place trash in proper place, (6) No loud, disruptive behavior, (7) Do not throw objects on or out of the bus, (8) Do not leave items on the bus, (9) In case of an emergency, remain on the bus unless the driver instructs you otherwise, (10) Be courteous, (11) Bags must fit in lap or under the seat, (12) No food should be eaten on the bus
- Students not observing these safety regulations and guidelines could be subject to loss of bus riding privileges. It is important that every student be entitled to a safe trip to and from school. Unsafe rider-ship is not tolerated. NOTE: Bus riders are subject to being videotaped while on the school bus.
- Students are not allowed to take more than four passengers who are not normally regular passengers on that bus home or to school for purposes of over-night parties, birthdays, etc. It is the parents' responsibility to coordinate arrangements for transportation for extra visitors.
- Students must ride the bus on all school activities unless permission has been given by the administration.

Dress Code

- Students at Navajo Public Schools are expected to dress appropriately for the school setting.
- Shorts, dresses, and other clothing must be no more than 6 inches above the knee cap. Leggings, tights, or other similar clothing that are worn under skirts, pants, and long coverings that are of appropriate length will be allowed. In 4th-6th grades, leggings will be allowed if a shirt or covering is of a sufficient length (6 inches above the knee cap) to cover the trunk and buttocks areas.
- Disallowed clothing includes, but is not limited to: Distressed “trendy” clothing (rips, tears, holes) must comply with the dress code 6” rule. (Rips, tears, and/or holes above 6 “ above the knee are not allowed.), clothing that reveals the midriff or inappropriately exposes other areas of the body (including legs) or undergarments; under clothing worn as outerwear, pajamas, caps/hats/sunglasses (indoors); clothing, accessories, or hair styles that promotes (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols (including "sagging" or "baggy" pants); inappropriate moral conduct; nudity (partial or whole); obscenity; profanity; any form of violence; "cut- off" shorts; tank-tops (width of shoulder straps on all sleeveless tops must be 2 inches or greater and no open-sided tank tops); weapons; caps are not to be worn inside buildings.
- Dress code violations will be handled the following way:

- First offense: Contact parent and have them bring a change of clothes, or the office will provide an alternate clothing option
- Second offense: Contact parent and will have 1 day in school suspension
- Third offense: Contact parent and will have 1 day out of school suspension
- Fourth offense and more: will be handled at the discretion of administration

Recess

- Recess will be indoors when the "real feel" temperature is 32 degrees or below. Remember to send the appropriate outerwear for each season.

Homework

- The purpose of homework is to expand learning outside the classroom in a way that engages students in meaningful, relevant experiences so that students develop responsibility, reinforce skills, and extend learning.
- There are three types of homework: 1) Practice, 2) Preparation, and 3) Extension. Practice assignments reinforce newly acquired skills and knowledge. Preparation assignments require the gathering or organizing of information before class activities. Extension assignments encourage individualized and creative learning by emphasizing student initiative and research. Extension assignments require students to apply previous learning.
- Unfinished classwork may consist of a portion of the daily homework assignment.
- All work is expected to be completed and turned in on time unless a student has been absent. Make-up assignments are due within a reasonable time (one day for each day missed).

Visitors

- All visitors should report to the office, sign in (identification may be required), and receive a visitor badge.
- Non-enrolled students are not allowed to visit or attend class or recess with enrolled students.

Volunteers

- Volunteers are individuals who assist teachers in a classroom setting or on field trips/activities. They are under the supervision of the teacher.
- Volunteers must complete a volunteer application and undergo a background check through the Jackson County Sheriff's Office.

Lost and Found

- Lost & Found is located in room 9.
- Please mark all supplies, lunch containers, backpacks, and clothing with the name of the owner. Unclaimed items collected in Lost & Found will be given to a local charitable organization at the end of each quarter.

Medication

- Medications will only be kept in the office.
- Prescription medication, provided by the parent/guardian of the student shall only be dispensed to a student with written permission and written dispensing instructions. A form authorizing school personnel to administer medication to students is included in the enrollment material.
- Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications according to the provisions of Navajo Public Schools policy. The district shall not incur any liability as a result of any injury arising from the self-administration of asthma medication by a student. Details of this policy may be found in the Navajo Public Schools' Student Handbook, which may be accessed online.

General Information

- Contact Information: It is important for parents to notify the office any time there is a change of address or a new phone number for their home or office. It is necessary to keep enrollment information, contact numbers, and check-out lists updated in the event of an illness or injury. Updates can be made at the office as necessary.
- Make sure your child knows how he/she is getting home. We will interrupt the classroom only for an emergency change in plans.
- A telephone in the office is available for students to use for emergency purposes. Students are asked to make after-school plans before coming to school.
- Money: Students should not bring money to school unless it is for lunches or for a school request. Large amounts (over \$5.00) should be in a sealed, labeled envelope.

- Items for sale: Students are not allowed to sell anything at school for personal gain.
- Students are not to bring energy drinks to school to share with other students.
- Cell phones: Upon arriving on the school campus for the school day, cell phones should be turned off for the school day and kept in the student's backpack.
- Smart devices including smart watches, air pods, and other Bluetooth devices are not allowed to be used during school hours.
- Field Trips: During the school year, students may have the opportunity to participate in a class or group field trip. Information and permission slips will be sent to parents and/or guardians by the classroom teacher. It is important to note that all students must ride the bus or school vehicle to the field trip with the class or group. However, it may be possible that a student can be checked out by a parent/guardian and leave with the parent/guardian from the field trip.
- Toys/Nuisance Item: Students shall not bring toys, gadgets, electronic games, or any other items to school that would cause a disruption of the instructional process. Teachers will confiscate items, and parents may reclaim them in the principal's office. No toy, water, or play guns or play knives are EVER allowed at school.
- Privacy: School officials have the authority to search all school property, including cubbies, desks, lockers, and other areas of school facilities at any time without notice. Any property prohibited by law or school policy will be seized.
- Property Damage: Textbooks, technology, and other school property is available for student use. However, if lost or damaged, the cost of repair or replacement will be assessed to the student/student's parent or guardian.
- Soiled Clothing: Pre-K and K students are encouraged to provide an extra set of clothing for wetting accidents and will be allowed to change themselves. A parent or guardian may be called to come to the school to change soiled clothing.
- A graduation ceremony will be held for kindergarten students.
- Chewing gum is not permitted in school buildings or on the playground.
- Students may only bring water to drink during regular class times.

When to Keep Your Child Home from School

Deciding when a child is too sick to go to school can be difficult. In order for your child to be available for learning and to control communicable diseases in our school, it is important to keep your child home for the following reasons:

- **Fever 99.9 degree and above** – Your child should be fever free, and off of all fever reducing medication for 24 hours before he or she returns to

school. Students returning to school before they are well are more susceptible to illness and may expose others. Please do not give your child medication to treat a fever and then send him or her to school.

- **Sore Throat or Tonsillitis** – A minor sore throat is usually not a problem, but a severe sore throat could be a symptom of a more serious illness. If your child is diagnosed with strep throat, he or she may return to school 24 hours after antibiotic treatment begins.
- **Spots/rash** – Do not send your child to school with a rash until your health care provider has said that it is safe to do so. Children with ringworms, scabies, or impetigo may return to school after 24 hours of appropriate treatment. The affected areas should be covered if possible. Proof of treatment may be required before the student can return.
- **Bad Cough/Cold Symptoms** – Children with bad coughs or colds need to stay home, and possibly see their health care provider. When the cough improves and the child is feeling better, they may return to school.
- **Eye Inflammation or Discharge** – Please keep your child home and contact your health care provider if your child has any of the following symptoms: eyes are red with a cloudy or yellow/green drainage, eyelids are matted after sleep, or eye pain and/or redness. If pink eye is suspected at school, your child will be sent home.
- **Vomiting and/or Diarrhea** – Your child should stay home until the illness is over. They may return to school at least 12 hours after the last episode (without medication).
- **Head Lice** – Students with head lice must be treated with a special preparation for killing head lice (available over the counter) and progress made on removing all of the nits. Navajo Schools has a no nit policy. Students with lice or nits will be sent home from school and may not return until completely free of all lice/nits.
- **Chicken Pox** - Children with uncomplicated chicken pox may return on the sixth day after the onset of the rash or when the spots are all dried and crusted, whichever is longer.
- **Mumps** - Students with mumps should stay home from school for a total of five days after the symptoms begin.
- **Poison Ivy** – Poison ivy is not contagious, so students do not need to stay home. Open lesions should be covered when students come to school.
- **Vague Complaints of Aches, Pains or Fatigue**
- **Diagnosed Skin Condition**
- **Mild Cold Symptoms** – If your child feels well and there is no fever, it is usually fine to send your child to school.

Student Responsibility for Internet-Based Instruction: Expectation for Students

- Students are aware of the expectations, netiquette skills, and technology required to participate in an online course. Navajo Public Schools' Internet Policy is available on the district's public website, as well as the Internet-Based Instruction Policy.
- Students will abide by all applicable behaviors including but not limited to harassment and/or intimidation, obscene language and/or vulgarity, plagiarism, cheating, etc.
- Students will abide by all federal and state statutes pertaining to the use of copyrighted materials.
- Students participating in online instruction will abide by the Navajo Public Schools' policy on Acceptable Use of Information Systems and Code of Conduct for Internet and Other Computer Network Access Policy.
- Students who participate in online instruction at locations other than the Navajo Public Schools shall be responsible for providing their own equipment and Internet access.

Discipline Policy

- The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.
- By Oklahoma Statutes, 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 as 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.
- The goal of this disciplinary policy is 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.
- Faculty response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Examples of the circumstances may include the following areas: the student's attitude, the seriousness of the offense, and its potential effect on other students, among other things.

- In considering alternatives for disciplinary action, the faculty and administration of Navajo Public School will be using items from the following actions:
 - Conference with student
 - Assignment to classroom at noon
 - Cleaning assignments
 - In-house detention
 - Corporal punishment
 - Probationary period
 - Parental conference / advise parent
 - Isolation
 - Suspension
 - Expulsion
 - Removal from class or group (temp/permanent)
 - Financial restitution
 - Referral to other social agencies
 - Involve law enforcement
 - Alternative school
 - Any other disciplinary action deemed appropriate under the circumstances

We would like to emphasize that the alternatives for discipline will include the items listed above but will not be limited to that list. The list does not reflect an order or sequence of events as to how disciplinary actions will take place.

We ask that you also be mindful that excessive discipline encounters may result in one being prohibited from participating in extracurricular events or attending reward celebrations.

More information concerning the practices, procedures, and policies of Navajo Public Schools can be found in the Navajo Public Schools' Student Handbook which may be accessed on the school's website.