

Waukomis Public Schools
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Gina Overstreet	Kindergarten	Jenny Jones	Teacher's Aide
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Raeanne Heisler	First Grade	Wendi Hood	Teacher's Aide
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Carrie Simunek	Third Grade	Chris Hooley	Maintenance
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Kim Matthews	Special Education		
Tina Broughton	Counselor		
Sean Newman	Music / Beginning Band		
Ramona Paine	Librarian		
Alicia Cowherd	Curriculum Director / Child Nutrition		
Myra Harding	5th-6th Math		
Bart Bingham	Social Studies		

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Waukomis Public Schools Philosophy and Objectives

The Waukomis School District strives to provide for all students the opportunity to develop to their greatest potential. This school believes in a strong educational program in fundamental academic courses. Waukomis Schools seek to provide each person the opportunity to obtain an education, considering personal interests, abilities, and needs. We work together to foster intellectual growth and to insure that each student develops a proficiency in basic academic skills and concepts. However, it recognizes that individual abilities and talents, both physical and mental, should be addressed in order to prepare the student to function in the life he/she chooses. Therefore, in addition to the general education for all, Waukomis School District offers a wide range of courses and activities in order to better serve the individual abilities and to better inspire the individual talents of the students.

Waukomis Schools seek to help students develop emotionally, morally, and socially, so that they are increasingly able to cope with life’s problems and to live life to the fullest. We consciously encourage each student’s feelings, interests, abilities, and achievements in non-academic areas. We seek to augment the academic program with opportunities for enrichment socially and culturally to aid in the development of well-rounded, well-balanced young people who are intellectually and socially prepared to play an active and productive role in life. Furthermore, Waukomis Schools seek to guide their people to develop a healthy body and cultural and aesthetic appreciation.

Waukomis School District believes it should encourage the students to be useful and responsible to themselves, to the school community, and to the society at large. We believe that a responsible person is aware of and sensitive to the needs of others, regardless of native endowment or cultural background. We will create an atmosphere based on mutual trust and understanding so that individual dignity and human respect are preserved.

District Mission Statement

The mission of the Waukomis Public Schools is to provide those experiences necessary for each student to develop and embrace high standards of scholastic and personal attainment and to develop the proper attitudes of responsible citizens. Every student should have the opportunity to graduate with the skills and educational foundation necessary to experience success in our highly competitive world.

Waukomis Elementary Vision Statement

Waukomis Elementary School is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive atmosphere. Our goal is to work in a partnership with our parents and community to create an environment where students are empowered to discover their strengths and to achieve their maximum potential. Opportunities are available for enrichment, intervention, and remediation as

necessary. We set high expectations for all students. Our entire school community shares the belief that all students can and will learn.

We are committed to the following goals:

- To teach all students not only how to read, but also to enjoy reading.
- To write fluently for a wide range of audiences to persuade, inform, and entertain.
- To make sure that all students gain an understanding of mathematical concepts and the role that math plays in all areas of life.
- To appreciate history and the unique role it plays in forming today's decisions.
- To develop an interest in and an understanding of science through hands on exploration.
- To use technology as a tool to enhance all areas of the curriculum.
- To foster young minds whose curiosity about the world leads them to become lifelong learners.

Chief Values

C – Character

H – High Expectations

I – Integrity

E – Empowering

F – Family

S – Success

Family Educational Rights and Privacy Act (FERPA)

As a parent of a currently enrolled student at Waukomis School or as an eligible student if 18 years of age, you have the right to:

1. Inspect and review your child's educational records.
2. Request the amendment of your child's education record to insure that they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights.
3. Consent to the disclosure of personally identifiable information contained in your child's education records, except to the extent that the Act and its regulations authorize disclosure without consent.
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the act.
5. Obtain a copy of these policies that are located in the Elementary and High School offices.

To have an explanation of these policies in your own language if it is other than English, call the Superintendent's office at (580) 758-3247.

Waukomis Board of Education Policies will supersede any/or all Student Handbook Policies.

Visitors at School

Patrons should first report to the office when visiting the school, including the playground. Visitors need to sign in at the front office. Classroom visits must be scheduled with the principal or the teacher. Children not enrolled at the school site will not be permitted as visitors without prior permission from the principal. For specific appointments with teachers, counselors, administrators, or other staff members, call the appropriate school office.

Introduction

The regulations set forth in this handbook are intended to provide the structure and framework within which the students and faculty of our schools can work together to accomplish our educational goals.

Arrival and Dismissal

The elementary doors will open at 7:50. Students **are encouraged not to be dropped off before 7:50** The bell rings at 8:00 signaling the beginning of school. Students arriving after **8:05** will be considered tardy. (see tardy policy below)

School will dismiss at 3:15. Students walking or being picked up by their parent or guardian will exit through the front door. Students who ride the bus will leave the building through the north Cafeteria doors.

If a student is brought to school after 8:05 or it becomes essential to pick up a child early before school dismissal, the parent or guardian must go to the office and sign their student in / out with school personnel.

Attendance

Waukomis Elementary School values the learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its educational system. Absences tend to disrupt the continuity of the instructional process and the time loss from class is irretrievable particularly in terms of opportunity for interaction and exchange of ideas between students, and students and teachers. Therefore, classroom attendance is considered to be an integral part of the student's course of study.

The Board of Education, pursuant to state statutes and in an effort to provide all students with continuity of instructional experience and expertise, requires all students to attend school regularly. The principal has the authority to excuse students for absences due to illness or an emergency at the request of the parent or guardian. A student who is excused must, however, still fulfill the school's requirements for advancement.

School attendance is mandatory for students in kindergarten through the twelfth grade. **When a student must be absent, the parent or guardian shall contact the school office before 8:30 a.m. on the day of the absence.** Parents can also go to the school website and submit an *Online Absence Note* to notify the school of their child's absence. The school will

attempt to contact parents who fail to call. Should there be no contact from the parent within two (2) school days, the absence will be unexcused. All work missed during a period of an absence may be made up. The student shall have the same number of days, plus one, to make up the work the student misses unless the teacher grants additional time. Any examination or test announced during the student's presence shall be made up on the day the student returns to class. The student shall be obligated to take the test on that day. Should the student be absent at the time the test is announced, and thus the student is not aware of the scheduled test, the student shall have the same number of days to make up the test (s) as the student missed unless additional time is granted by the teacher. Any exception to this procedure shall be limited to those exceptions made by the building principal.

To be promoted to the next grade level in grades K through 5, a student must be in attendance at school a minimum of 80 percent of the time each semester. If a child is absent **without valid excuse** four (4) or more days or parts of days within a four-week period, or is **absent without valid excuse** ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

Exceptions to the attendance policy must be requested by the parent or guardian in writing and shall be considered by the building principal. All absences, whether excused or unexcused, are counted in computing attendance. All absences are unexcused unless a doctor's note is presented. Participation in school-sponsored activities, during the regular school day, will not be calculated as an absence.

Tardy Policy

Help your student practice the Life Principle of **responsibility**. All students are expected to be on time to school. Students arriving after 8:05 a.m. will be considered tardy. Students arriving after 8:05 a.m. will not be allowed to go to class until a parent or guardian has signed them in at the office. Any student who accumulates more than three (3) unexcused tardy slips in a nine weeks period will be subject to disciplinary actions as listed below. Records of tardy slips will be kept on file in the Principal's office.

- | | |
|-----------------------------|--|
| First three tardies | Verbal Warning and parent contact |
| All following tardies | Before school detention and parent contact |

Bad Weather Policy

In case of bad weather, tune your radio and television to the local stations. If school will be starting an hour late, there will be no breakfast served. School will start at 9:15.

Please keep the office up to date on your phone numbers in the case of having to dismiss early due to bad

Report Cards and Grades

Grading is an attempt to communicate the progress of a particular child based upon the level of their development at that time. The school issues report cards every nine weeks of school. The grading scale is as follows:

<u>Pre-K - 1st</u>	<u>2nd -6th</u>
S = Satisfactory	A = 90 - 100
N = Needs Improvement	B = 80 - 89
U= Unsatisfactory	C = 70 - 79
	D = 60 - 69
	F = Below 60
	I = Incomplete

Honor Roll

At the end of each grading period the honor roll will be identified according to the following guidelines:

Superintendent's Honor Roll = All A's

Principal's Honor Roll = A's and B's

Dress and Appearance

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general good taste. It is the intent to permit students to dress according to current fashions and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. Any attire, which disrupts the educational process, is prohibited. The student dress code applies at school, on school vehicles, at school-sponsored or authorized activities. Students who are dressed inappropriately will be asked to change and may be sent home and counted absent from any classes they miss. The Principal's discretion will judge questionable attire. Violations may result in disciplinary action.

1. Shoes must be worn at all times.
2. No hats, caps, bandannas, or sunglasses are to be worn in the school building.
3. The following are not allowed: halter tops, tank tops, clothes with inappropriate holes, shirts that show the midriff, see through shirts and blouses, low neckline garments, clothing that advertise alcohol, tobacco, drugs, etc, and any other clothing deemed inappropriate by the building principal.
4. Shorts, skirts, and dress lengths must be no shorter than mid thigh.
5. No gang related dress will be allowed. Because gang-related dress changes from day to day, the term gang-related will be as defined by the principal.
6. Hair must be kept clean and well groomed at all times.

7. No visible piercing with the exception of the ears will be allowed during any school day or school activity.
8. No visible tattoos will be allowed during any school day or school activity.
9. Disruptive dress and appearance will be determined by the Principal and will not be allowed at school.

Medication

By law we cannot dispense any medication unless a parent or guardian has filled out and signed a medication form. This form must correctly state the name of the child, the name of the medicine, name of doctor, and the directions for taking the medication. New forms must be signed and a new prescription bottle presented at the beginning of each school year and whenever a medication, dose, or time is changed. The medicine must be in its original container. Medications are to be kept in the office, not in the classroom, unless specifically ordered by the physician for the health and safety of the student. A parent must obtain the Principal's approval before a student maintains possession of medication in the classroom. Exceptions to this will be individual inhalers. Students will be allowed to keep these in the classroom or their P.E. bag.

Non-prescription medication may be administered only with the written request and permission of the parent or legal guardian. The medication will be administered in accordance with the label direction or written instructions from the student's physician. A **daily** dose of a non-prescription drug requires a doctor's note.

Head Lice Policy

Waukomis Elementary School will follow state laws on head lice. Please refer to State Law, Section 815 below:

Section 815. School Attendance of Child Afflicted with Contagious Disease - Head Lice.

A. Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he or she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice may be asked to present to the appropriate school authorities, before said child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice. (70-1210.194)

All nits must be gone before the child returns to school. If nits or head lice are still present the student will not be allowed to enter school.

Library

1. Borrowed books are due 2 weeks from the date they are checked out.
2. Students may check out a maximum of two books from the library at one time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project.
3. Students are encouraged to renew their library materials before they become overdue.
4. Borrowers will be charged replacement costs for all books or materials, which are lost or destroyed.

5. If money is owed to the library, at the time of a library related reward, or a class field trip students will not be able to participate until accounts are paid in full.
6. Encyclopedias and other reference books or materials may not be removed from school premises unless permission is granted by the librarian. A photocopy of a specific article may be obtained from the librarian.
7. Periodicals may be checked out overnight.
8. Quiet and orderly conduct is expected in the library.

Cafeteria

A breakfast and a hot lunch program are provided in the cafeteria for all children Pre-Kindergarten – 12th grade for the benefit and convenience of both students and parents. Parents are always welcome and are encouraged to attend lunch or breakfast with their child. Adult meals cost \$3.65 and may be paid to the school lunch clerk on a per visit basis. Students may bring their lunch and eat in the lunchroom. We encourage all elementary students to drink milk for nutritional reasons.

Free and reduced price lunches will be provided for children of families who qualify according to federal guidelines. Parents may obtain an application form on request.

Prices as Follows:	<u>Full</u>	<u>Reduced</u>
Student Breakfast	\$1.80	\$.30
Staff / Guest Breakfast	\$1.80	
Student Lunch Pk-5th	\$2.90	\$.40
Student Lunch 6 th -12 th	\$3.15	\$.40
Staff / Guest Lunch	\$3.71	

Lunch prices are subject to change at the discretion of the School Board.

Conduct Code

Students of Waukomis Schools are expected to conduct themselves in the manner that will continue to bring honor to the school and community. This code is intended as a guideline for the acceptable conduct so that students may be aware of the type of behavior that is necessary for Waukomis Schools to maintain the good reputation for which it is noted.

We shall enforce good, common sense discipline throughout the year. Remember that you are a citizen of the Waukomis community and everything you do reflects on your school, community, and parents. All discipline will be dealt with accordingly in the office. Pupils must remember that the teacher or the teacher's substitute is the supreme authority during class time. Teachers dedicate themselves to helping young people learn and anyone guilty of disturbing this effort is hurting the entire school. Disrespect by act, word or deed toward faculty members or service personnel will not be tolerated. Disciplinary conferences with appropriate action will be taken in each case.

Discipline and Standard of Conduct Policy

OK State School Law Section 154

“Each local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. The local policy shall provide options for the control and discipline of the students. The parent or guardian of every child residing within a school district shall be notified by the local board of education of its adoption of the policy and shall receive it upon request.”

OK State School Law Section 808

“The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline such a child according to local policies 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.”

Disciplinary Options

In response to the legislative call for each district to have its own discipline policy, the Waukomis School District will have the following list of disciplinary options. These options will be applied and interpreted by the building principals and their designees in a matter that they deem just, given the circumstances of the individual case. Additionally, administrators will have the authority to enforce other reasonable action that they find warranted by situations not previously covered.

The following is a list of disciplinary measures that are available for use, and may be utilized in the various situations dependent on the circumstances.

1. Warn students
2. Advise parents
3. Remove from class or group (temporary or permanent)
4. Parental conference
5. Before and/or After-school Detention
6. In-school suspension
7. Corporal Punishment*
8. Financial restitution
9. Involve law enforcement
10. Refer to other school agencies
11. Probationary period
12. Suspension*
13. Expulsion
14. Unexcused absence
15. Any other disciplinary action deemed appropriate under the circumstances.

NOTE: Disciplinary action taken during the last week of school may be forwarded to the following year.

***Corporal Punishment**

Corporal punishment will be administered in accordance with board policy.

***Suspension**

Suspension is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules. Maximum time of suspension, according to Oklahoma School Law, is the current school semester and succeeding semester. A student may be suspended as a disciplinary measure in lieu of other forms of discipline. The following process will be used in suspending a student:

1. The student will be given oral or written notice of charges against him.
2. The student will have an opportunity to relate their side of the story.
3. Since suspension usually occurs immediately following the misconduct, generally steps #1 and #2 will precede the suspension.
4. Efforts will be made, immediately, to notify parents or guardians of the suspension.
5. If the presence of the student poses a danger to persons, property, or a threat of disrupting class processes, the student may be removed immediately from the school.
6. Suspended students will not be allowed on school grounds or to attend school activities during the length of suspension.
7. A parent / guardian may be required to accompany the student to a conference with the principal before the student will be readmitted to classes.

Students will be suspended a maximum of three (3) times per semester; Usually for three (3) days, then for five (5) days, then for the remainder of the semester. However, in cases involving extreme behavior, suspension may be swifter and more severe.

In cases of suspension, work missed may be made up.

Appeal Process: *Ten (10) Days or Less.* For a suspension of ten (10) days or less, the student involved has the right to appeal the decision as follows:

First Level of Appeal.....Building Principal

Second Level of Appeal.....Suspension Appeals Committee

In order to appeal the building Principal's decision, a written request specifying the reason or reasons for the appeal to the Appeal Committee must be made to the Superintendent within three (3) days from the date of the suspension.

The Committee will be composed of the following members:

1. Principal not involved in the suspension
2. Teacher at a different site
3. Teacher at same site

The committee will recommend to the principal one of the following decisions: The decision of the committee is final.

1. Uphold the suspension
2. Rescind the decision

3. Modify the action prescribed

Appeal Process: *More than ten (10) days*

For a suspension of more than ten (10) days, the student involved has the right to appeal as follows. The appeal process must begin within 3 working days of the day the student was informed of the suspension.

First Level of Appeal.....Building Principal

Second Level of Appeal.....Suspension Appeals Committee

In order to appeal the building Principal's decision, a written request specifying the reason or reasons for the appeal to the Appeal Committee must be made to the Superintendent within three (3) days from the date of the suspension.

The Committee will be composed of the following members:

- 1. Principal not involved in the suspension
- 2. Teacher at a different site
- 3. Teacher at same site

The decision of the committee is final and they will recommend to the principal one of the following decisions:

- 1. Uphold the suspension
- 2. Rescind the decision
- 3. Modify the action prescribed

Third Level of Appeal.....Board of Education

If the student involved desires to make further appeal, he/she will have the right to request a hearing before the Waukomis Board of Education by submitting a written request to the Superintendent of Schools within five (5) days from the previous appeal hearing date. The written request shall specify the basis for the appeal. The decision of the Board of Education will be final.

The appeal will be presided over and conducted solely by the president of the board or his/her designee. The appeal will serve to determine the facts of the case. The guilt or innocence of the student and the reasonableness of the term of an out-of-school suspension will be reviewed. (HB 2335). The Board of Education may uphold, deny, or modify the suspension of the student with a majority vote.

Grounds for Suspension or Expulsion

- 1. Cheating or attempting to create classroom disturbance
- 2. Disobeying a school employee willfully and openly
- 3. Using profanity or vulgar language or expressions
- 4. Defying the school employee's authority
- 5. Harassing any school employees away from school
- 6. Assault and battery of another student or person
- 7. Possession of any dangerous weapon including fireworks

8. Being under the influence of, in the possession of, or consuming any alcoholic beverage and / or any controlled substance, “copycat” or look-alike drugs, or possession of drug paraphernalia
9. Violating written rules or regulations of other school sites
10. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal education process
11. Engaging in acts of immorality
12. Showing disrespect for or causing damage to school property or any property while under the supervision of school personnel
13. Continuing absenteeism or tardiness
14. Violating the school rules persistently
15. Stealing school-owned or private property
16. Any other serious offense

The building administrator shall exercise his / her discretion as to the length of time of the suspension. Serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester. In all cases of suspension from school, parent / guardians will be notified by telephone or letter. During the time a pupil is suspended, he / she is excluded from all school activities, excluded from extra-curricular activities, and prohibited from being present on any Waukomis Public School property.

Harassment

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 the 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 of 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 should 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 or written, verbal, or physical act, also to be included on any mobile device. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, cyber, or written harassment, or abuse
2. Repeated remarks of a demeaning nature

3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at student
5. Unwelcome physical contact

Sexual Harassment

Sexual harassment is behavior shown toward another person without unforced consent that is personally offensive to that person. It debilitates morale and therefore interferes with the working or learning effectiveness of its victims and their peers. Sexual Harassment includes, but is not limited to: gestures, jokes, touching in a sexual way, symbolic verbal and written communications with sexual innuendos, and the dissemination of information (gossip), true or false, about a person. Any student who feels they have been harassed in any way should immediately contact the principal's office.

Waukomis Schools strictly prohibits any form of sexual harassment by a student, teacher, and/or employee. The Waukomis Board of Education has adopted policies to address sexual harassment with copies of this policy available at each building administrative office.

Dangerous Weapons / Substances

It is the policy of the Waukomis Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to: firearms (guns), fireworks, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. Possession of weapon replicas shall be in violation of this policy. No one may use any article as a weapon to threaten or injure another person.

Students are forbidden to possess, use, share, deliver, assist in or participate in the transfer of sale of alcoholic beverages or controlled, illegal, addictive or harmful substances (including non-prescription substances that have a stimulating or depressing effect), or items represented to be any of the above substances, or drug paraphernalia while on the school property or at school sponsored events.

Students found to be in violation of this policy will be suspended and the police notified.

If a student is exhibiting evidence of intoxication by alcohol, a controlled substance, or non-prescription drug at school or at a school sponsored event, the student's parents or guardian will be notified immediately so that the medical attention can be obtained if necessary.

Authority to Search

The superintendent or principal of any public school in the State of Oklahoma, or any teacher or security personnel, shall have the authority to detain and authorize the search, of any pupil or pupils on any school premises or while in transit under the authority of the school, or any function sponsored by the school for dangerous weapons or controlled substances as defined in the Uniformed Controlled Dangerous Substance Act. Any pupil found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or principal for a period not to exceed the remainder of the current semester, and the following semester.

Pupils shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

Electronic Devices

Students are not allowed to use pagers, phones, or any other electronic device from the time they arrive on campus each day until after school is out each day. If an adult in the building believes a student to be using such device, the adult will confiscate the item and turn it into the appropriate principal, where they may be picked up by the parent.

Radios, CD players, televisions, and other electronic equipment are prohibited at school unless requested by the teacher for academic purposes or field trip experiences.

Technology

All students of Waukomis Public Schools will be required to complete and have their parent/guardian sign an Internet access conduct agreement. Until the agreement is completed the student will not be allowed access to the Waukomis Public Schools network or Internet access. A copy of the agreement will be distributed the 1st day of classes.

OUR GOAL IS TO PROVIDE A SAFE, EFFICIENT METHOD OF DROPPING OFF AND PICKING UP YOUR/OUR CHILDREN AT WAUKOMIS ELEMENTARY. With that in mind, PLEASE remember these rules:

Drop off/Pick up in front of school

1. The parking lot is a NO CELL PHONE ZONE!
2. Enter the parking lot and continue to the end of the drop off / pickup zone.
3. When you have reached the end of the drop off / pickup zone and have pulled as far forward and to the right as you can (without hitting the car in front of you), stop and let your children exit/enter your car FROM THE CURB SIDE ONLY.
4. You cannot park and leave your car in the drop off / pick up zone. *You must stay in your car at all times.*
5. If you or an approved family member are picking up your child and feel the need to arrive early to the pickup zone please make sure you pull your vehicle all the way toward the end of the pickup zone as allowed by others already parked. Pickup zones will open at 3:00pm. Vehicles arriving before 3:00 will be asked to park in the grass area on the east side of the elementary.
6. Be careful, cooperative and patient! Watch out for kids and other vehicles (and please watch your language – there are young children present).
7. If you need to park and walk your child to school or pick up – do not park in the drop off / pickup zone. Park in the grass area on the east side of the elementary.

FOR SAFETY REASONS, the remaining children will be escorted to a supervised classroom to wait for their parents. If you arrive after 3:35 pm and the children are not waiting out front, you will need to get out of your car (park in the grass area), check in at the office and then go to the supervised classroom where your child will be waiting. We are sorry for the inconvenience, but we have no other way to supervise the students after 3:15 pm.

FREQUENTLY ASKED QUESTIONS:

1. **What can we do to ease the traffic jam?** CARPOOL, CARPOOL, CARPOOL!!
2. **Why do I need to pull all the way forward when in the drop-off/pick-up zone?** We have worked diligently with the Fire Department, Police Department and the city traffic commission to design the safest and most expedient traffic flow plan. When a car stops in the middle to pick-up or drop-off nobody else can pick-up or drop-off. When you pull all the way around, more children can load/unload simultaneously.
3. **Why can't I get out of my car-I'm just going to be a minute?** The traffic flow is severely disrupted when even one car is left unattended - a terrible traffic jam is the result. Please in the grass area if you need to leave your car.

Bus Conduct Rules

Daily transportation is provided for students in grades Pre-K–12 who live more than 1.5 miles from school and reside in the Waukomis School District. *Transportation aboard a Waukomis Public Schools' vehicle is a privilege reserved for those individuals who are authorized to ride and the privilege may be denied.* Transportation will be provided for field trips for grades Pre-K – 12.

BUS RULES

Prior to loading, students should:

1. Be on time at the designated school bus stop to allow the bus to stay on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stop.
5. Not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

1. Remain seated.
2. Keep all parts of the body inside.
3. Refrain from eating and drinking.
4. Assist in keeping the bus safe and clean at all times.

5. Remember loud talking and laughing and unnecessary confusion diverts the driver's attention and may result in a serious accident.

Bike Riders

All bike riders are expected to observe all safety rules or riding privileges may be withdrawn. Bikes should be walked once they are on school grounds. All bikes should be parked neatly in the racks. Bikes that are not in the rack will be confiscated by the principal. Student then must reclaim their bike in the office. Students enrolled in Pre-K, Kindergarten, and 1st grade may not ride their bike home without adult supervision.

Asbestos Care

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan that is located at the Superintendent's office and at each campus.

The WAUKOMIS PUBLIC SCHOOLS annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using hand out bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material that could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

Shawn Tennyson
Designated Person

Drug Free School

Drug-Free School Zones were established by state law in November 1989. They were designed to establish safe areas in which to educate our children. Defining such zones establishes a clear method for communities and schools to combat the menace that is taking place in and around our school grounds.

Drug-Free School Zones ask that concerned citizens call when suspicious behavior is observed in the area. Law enforcement will be vigilant in these areas. By utilizing the statewide SAFE-CALL Help Line phone number (800) SAFE-CALL, ext. OK1, people in local businesses and neighborhoods can anonymously report suspicious activity without fear of reprisal. The schoolyard and surrounding area must remain a safe haven for our youth.

The law states it is unlawful for any person to distribute, dispense, or possess with intent to distribute, a controlled dangerous substance while on any property used for school purposes or within 2,000 feet of any school property. This includes a public or private elementary or secondary school, public vocational school, public or private college or university, or other institution of higher education, recreation center or public park (including state parks and recreation areas), or public housing project. The change became effective November 1, 1999.

Any person convicted shall be guilty of a felony and shall be sentenced to a prison term of not less than five years nor more than twenty years, and a fine of not more than one hundred thousand dollars (\$100,000).

Convictions for violations shall not be subject to statutory provisions for suspended sentences, deferred judgment, or probation:

In Oklahoma:

- It is unlawful to cause, aid, abet, or encourage a minor child to distribute drugs.
- Convictions for violations shall be guilty of a felony with punishment by imprisonment in the State Penitentiary for a term of not more than twenty years and a fine of not more than two hundred thousand dollars (\$200,000).
- When any court of record has determined that a person under the age of eighteen (18) years has committed an offense, the court shall notify the Department of Public Safety within twenty-four (24) hours in order to withdraw the driving privileges of that person.

Safe School

The School Bullying Prevention Act was signed by Governor Keating on April 23, 2002, and requires the school board of each district to adopt a policy for the control and discipline of all children attending public school in that district by specifically prohibiting harassment, intimidation, and bullying by students at school and to address prevention of and education about such behavior. In developing this policy, the local Boards of Education shall make an effort to involve the teachers, parents, and students affected. Students, parents, and teachers shall be notified by the district's Board of Education of its adoption of the policy and receive a copy upon request. —

Harassment, bullying, and intimidation means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another 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.

The law further states that safe school committees shall study and make recommendations regarding: Student harassment, intimidation, and bullying at school, professional development needs of faculty and staff to implement methods to decrease this behavior, methods to encourage involvement of community and students, and the development of individual relationships between students and staff and the use of problem-solving teams. The Safe School Committee shall review traditional prevention programs utilized by other states, state agencies, or school districts.

The State Department of Education shall compile and distribute a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students. If a school district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education. This act became effective November 1, 2002.

House Bill 2270, signed by Governor Henry on May 10, 2004, states: —Any person who shall devise any plan, scheme or program of action to cause serious bodily or death of another person with intent to perform such malicious act of violence, whether alone or by conspiring with others, shall be guilty of a felony, punishable upon conviction thereof by imprisonment for a period of not more than ten years.

This bill amends 21 O.S., Section 1378.

Parent Compact

Parent/Guardian Agreement

I want my child to achieve in school. Therefore, I will encourage him/her by doing the following:

- See that my child attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Review notes and homework from school weekly.
- Provide an area at home for my child to study.
- Limit T.V. time
- Show my child I value learning.
- Attend parent/teacher conferences during the school year.

Student Agreement

It is important that I achieve in school. Therefore, I shall strive to do the following:

- Attend school regularly.
- Respect and cooperate with other students and adults.
- Complete and return homework assignments.
- Do the best I can on schoolwork.
- Discuss weekly with my parents/guardians what I have learned in school
- Try to make my school a clean, safe place.