

Meeker Elementary School  
400 South Culver  
Meeker, Oklahoma 74855  
405-788-4540

### MESSAGE TO PARENTS AND STUDENTS

Welcome to Meeker Elementary School! Our goal is to provide a learning environment where every student has the opportunity to grow and flourish - as a student and a member of our community. We are committed to the learning of every MES Bulldog, and we are excited you are on this journey with us! Our theme this year is TEAM BULLDOG! Every student, parent, guardian, family member, staff member and teacher are vital members of our team, and we look forward to working with each and every Bulldog to make the 23-24 school year amazing!

This handbook is provided to share the expectations and procedures of our school. We have done our best to create a complete handbook, however it may not be all inclusive. Student responsibilities will not be waived simply because a state regulation, building or district policy is not included in this handbook.

Parents/Guardians are encouraged to take the time to review this handbook. Please do not hesitate to call or email with any questions or concerns.

Respectfully,  
Sarah Flowers  
Principal

Parent/Guardian,  
Please use the QR code below to complete a simple form to verify that your child received a Student Handbook.



### Meeker Elementary Student Creed

*I am a Meeker Elementary Student  
who has high expectations.  
I am tenacious, and my enthusiasm is contagious.  
I am positive, respectful, and responsible.  
The education I receive today will make me a  
leader of tomorrow.  
Yes, I am ready to learn!  
Yes, I will make every day successful!*

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## ARRIVAL AND DEPARTURE

Culver Street (in front of the school and south around the turn) is a one-way street between 7:00 am-9:00 am and 2:00 pm-4:00pm. Please abide by the traffic laws and do not leave cars unattended in driving lanes.

**ARRIVAL:** Students may begin arriving at 7:45 am. Students SHOULD NOT be dropped off prior to 7:45 am as there will not be supervision. Students may go to the cafeteria for breakfast or report directly to their classroom when they arrive.

Morning car riders should be dropped off on the east side on the building on Culver Street. Buses will unload on the north side of the cafeteria in the mornings. The morning bell rings at 8:05 am. Students that arrive after the bell should go directly to the office to be admitted to their classroom.

***Parents/Guardians may check their child out from the office prior to 3:00. During this time, parents should park in the east parking lot and walk to the office entrance. After 3:00, parents/guardians should wait in the car rider line to pick up their child.***

**DISMISSAL:** The dismissal bell rings at 3:20 PM. Car riders are to be picked up on the north side of the cafeteria. All car riders should be picked up by 3:30. Bus riders will load from the gym onto buses parked on Culver Street east of the building. Walkers will be released after all the buses are gone.

Once a student leaves campus for the day, they should not return to their classroom or the playground until the next school day or school event.

## ATTENDANCE

Student attendance is a key component for a successful education experience. Students should be at school, on time, every possible school day of the whole school year. Occasionally illness or other activities and events may make it necessary for a student to be absent. EACH TIME A STUDENT IS ABSENT, A PARENT/GUARDIAN SHOULD CALL THE SCHOOL BY 9:00 AM TO REPORT THE ABSENCE. Each site of MPS will enlist the assistance of DHS and the district attorney in an effort to combat chronic absenteeism and assure regular student attendance.

## The following regulations will govern all absences, tardies, and make-up work associated with said attendance issues:

Students will be limited to a maximum of (8) absences in any one calendar semester. A calendar semester for the 2023-24 school year is defined as August 10, 2023 to December 15, 2023 and from January 4, 2024 to May 15, 2024.

Any student accumulating over eight (8) absences in any one calendar semester will receive a zero (0) for any and all assignments, including tests, in any classes in which they have accumulated over eight (8) absences. Said zeros (0) will be recorded for each day over eight (8). Approved school activities, pre-arranged absences, and excused absences that are supported by doctor's notes (said note(s) must identify the specific date(s) absent will **not** count toward the maximum number of allowable absences in a calendar semester. Students absent for a school related activity should acquire their assignments before leaving and are responsible for the completion of these assignments upon their return to class.

Pre-arranged absences will be limited to a maximum of five (5) in any one calendar semester and a maximum of eight (8) in an entire school year. Pre-arranged absences would include those situations in which a parent/guardian deems it necessary that a child miss school for reasons such as observance of religious holidays, family trips, etc. These absences must be pre-arranged by obtaining the respective principal's approval at least three (3) school days prior to the absence. Prior to pre-arranged absences, students must confirm with their principal the absence itself, make-up work, and due dates for that work.

Whether absences are supported or not by a phone call from the parent/guardians, the absences will be counted toward the maximum number of allowable absences in a grading semester.

When a student will be absent from school the parent/guardian will need to call the elementary school office (405-788-4540) and notify the attendance secretary or principal of the date(s) and reason for the absence. Absences documented with only parent/guardian contact will count toward the maximum allowable. Absences supported by a doctor's note will **not** be counted toward the maximum allowable. All phone calls must be made within one day after the student returns to school, preferably by 9:00 am on the day of the absence.

Doctor's note(s) must be returned to the office within 72 hours after the student returns to school. Doctor's notes may be submitted to the office by a paper copy, or scanned and emailed. If emailed, send to [lmanning@meeker.k12.ok.us](mailto:lmanning@meeker.k12.ok.us).

Make-up work will be allowed under the following conditions: to receive full credit on a make-up assignment, a student will have one (1) day for each day absent to make up work with a maximum of five (5) days beginning on the day the student returns to school. If the work is not made up by the day required, then ten (10) percent will be deducted for each day late, up to and including the third day. After the third day, the student may not be allowed to make up the work for credit, and consequently receive a zero for the assignment(s). Missed work can be picked up at the end of each day missed, or when the student returns.

Tardies will be defined as being late to school, after 8:05 AM or checking out before 3:20 PM. Half day absences will be defined as being late to school after 9:05 AM or leaving early from school before 2:20 PM.

State statutes from mandatory attendance will continue to be followed as outlined in the district policy manual.

### **CAFETERIA**

Meeker Schools participate in the National School Lunch Program and must abide by the rules and regulations of the Program. Students may buy a nutritious meal for \$1.15/day for breakfast and \$2.60/day for lunch. Children from households whose income falls within the federal income guidelines are eligible for either free meals or reduced-price meals. Applications for free or reduced meals are given to you at enrollment. Students may also bring their lunch. Milk, or an additional milk, may be purchased for \$.25. **Students are limited to \$25.00 charges on breakfast and/ or lunch, after which the student will be given a sack breakfast and/ or lunch.**

Students are welcome to bring a lunch from home. Parents/Guardians are encouraged to provide a nutritious lunch for their child with limited sugary items. Carbonated drinks are discouraged. Energy drinks like Monster are not allowed in the MES cafeteria.

While in the cafeteria for breakfast or lunch, students are expected to follow basic procedures

for safety and orderly behavior. If students do not follow the following basic meal time expectations, they will be subject to disciplinary action and consequences.

\*Students will stand in line in an orderly fashion while keeping hands and feet to themselves.

\*Students will use 'inside voices' while in the cafeteria.

\*Students will eat their food using acceptable table manners keeping their area free of trash and spilled food and drink.

\*Students will be responsible for their tray and trash before leaving the cafeteria.

\*Students will listen and cooperate with teachers and staff while in the cafeteria at all times.

### **COOPERATION**

The education of a child must be a cooperative venture between parents and school. The success of this process can often be measured in terms of how well the school and home have communicated their mutual interests in the child.

The school is here to cooperate, and we will work with any concerns that students or parents may have. Students learning at the highest levels possible is our primary goal, and to accomplish this a team effort of all those involved with each student is necessary.

### **DEFACEMENT OF SCHOOL PROPERTY**

Any student who damages any school building, property, or bus, or writes anything profane or obscene, or draws lewd pictures on school premises shall be liable to suspension or other consequences befitting the offense. Other consequences might include, but not limited to, cleaning, painting, or paying for the damage.

Textbooks are the property of Meeker Public Schools. It is the responsibility of the student to take care of this property when issued to them. ***It is the responsibility of the student, or student's family, to find a lost book/textbook or pay the replacement cost.***

### **DRAMA**

Drama at Meeker Elementary School is defined as any type of negative behavior by one individual or group toward another that is rude, malicious, or meant to cause emotional or social injury. Starting, causing, and *continuing* drama results in a type of

bullying. The following list gives examples of drama-related activities: gossiping, name calling, making actual and/or veiled threats, giving ultimatums, starting and/or spreading rumors, participating in social bullying behaviors. Students who choose to participate in these activities will be disciplined accordingly.

### ***DRUGS AND TOBACCO***

The use of illicit drugs and the unlawful possession and use of alcohol and tobacco is wrong and harmful. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate this standard of conduct.

### ***DRUG PREVENTION***

Meeker Elementary School will offer age-appropriate, developmentally-based drug and alcohol education and prevention programs which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

### ***FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)***

In accordance with the policy of the Meeker Board of Education, the Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask

the district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent the FERPA authorizes disclosure without consent. One exception permits disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

### ***GRADE REPORT***

The following grade marks are given in the Meeker Elementary School:

Kindergarten

S Satisfactory

N Needs Improvement

U Unsatisfactory

#### First Grade (Core) – Fifth Grade

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

### HEALTH SERVICES INFORMATION

Department of Health  
405-271-4477

Children's Hospital  
405-271-4371

Child Study  
405-271-5700

Tulsa Children's Medical  
918-664-6600

Indian Health Services  
405-945-6820

Department of Mental Health and Substance Abuse  
405-271-7474

*For more information regarding health issues, call  
1-800-42-OASIS.*

### HONOR ROLL

In order to recognize academic accomplishment, students may earn honor roll status, per semester, under the following criteria:

Superintendent's Honor Roll: All A's  
Principal's Honor Roll: All A's & B's

### ILL CHILDREN

You will be contacted immediately if your child becomes ill at school (one degree or more of temperature, vomiting, or head lice). If we cannot reach you, we will use the emergency contact

information you have provided. Parents/Guardians should have a "30 Minute Plan" within family and contacts so a child can be picked up within 30 minutes of a phone call from the school that a child is ill.

Students are not allowed to return to school until they have had at least 24 hours of antibiotic treatment and have not displayed symptoms (i.e., fever, diarrhea, vomiting) for 24 hours without the use of over-the-counter medications.

Meeker Elementary is supplied with basic first-aid equipment. The school does not supply Ibuprofen or Tylenol. If a child is in need of such items, parents will need to bring the medicine to school and sign a medicine release form.

In compliance with Section 815 of the School Laws of Oklahoma, any student afflicted with a contagious disease or head lice will be prohibited from attending school at Meeker Elementary. For students with confirmed head lice, no readmittance will be allowed until the student is nit free and checked in through the office.

### INTERNET USE POLICY

All elementary students will be educated in acceptable internet use. Students and their parents will sign the Internet Policy before the student will be allowed to use the Internet at school. There is no legitimate expectation of privacy in the use of the school district's technology.

### ITEMS NOT PERMITTED

The only time students should bring personal items to school is when their teacher instructs (ie. Show and Tell). **STUDENTS SHOULD NOT BRING TOYS, TRADING CARDS, RADIOS, ETC. THESE ITEMS MAY BE CONFISCATED AND RETURNED ONLY TO A PARENT/GUARDIAN. Students should not bring invitations for a party or event to pass out at school unless every student in the class is provided an invitation.**

### PARTIES IN THE CLASSROOM

Classroom parties shall be limited to two to three a year. Parents/Guardians may be asked to help provide refreshments for these events, like holiday theme parties. To ensure that students are using classroom time for academics, individual birthday parties are not allowed, however, a small snack could be provided for the whole class at the

discretion of the classroom teacher. Other events, which may require help, would include Super Kids Day and school sponsored field trips. If, for any reason, you object to your child participating in these parties or activities, please contact the teacher.

### **PLAYGROUND PROCEDURES**

MES is very fortunate to have a large playground with a variety of large areas and play equipment for students of all ages. Appropriate, safe and cooperative student behavior on the playground is absolutely necessary for all students to be able to enjoy the playground. If any student behaves in any way that is not appropriate, safe or cooperative, they will be subject to disciplinary action and consequences.

Students will:

1. ALWAYS BE SAFE WITH OTHERS AND THEMSELVES.
2. Stay on the playground in view of the person on duty at all times.
3. Obey the playground supervisor at all times.
4. Always play in a SAFE manner by not being too rough or rambunctious.
5. Leave rocks, sticks, and dirt on the ground.
6. Use all the equipment properly - climb the ladders or platforms to access slides, swing while sitting on bottom, etc...
7. Slide down the slides feet first, one at a time.
8. Swing safely, one per swing, swinging back and forth and not side to side.
9. Wait till the swing stops to get off the swing and WILL NOT JUMP TO EXIT THE SWING WHILE STILL SWINGING.
10. Only hand walk on the monkey bars.
11. Stay on dry areas, away from mud.
12. LISTEN and COOPERATE with staff and teachers on the playground.

### **PROMOTION/RETENTION**

The promotion or retention of students is a discretionary decision of the professional staff as outlined by the district policies. Decisions to promote or retain a student shall be based on criteria outlined in the district policy and upon what the teacher and administrator judge to be in the best interest of the child. Every effort to communicate with and encourage parental input will be made. Especially in terms of retention, a team approach including all those involved with the

student's learning experience - parent/guardian, teacher and administrator - should work together to make the best decision for the student.

### **SCHOOL DRESS**

Students are encouraged to dress comfortably, cleanly and appropriately. For safety reasons, shoes must be worn (this does not include house shoes/slippers) at all times. Tennis shoes need to be worn for physical education. T-shirts with inappropriate pictures, alcohol/drug advertisements, or sexually suggestive messages are not allowed. Articles of clothing or jewelry that contain written messages or pictures that are not consistent with the mission and standards of the school are prohibited. This dress code is to be obeyed at school and/or while taking part in any school sponsored activity.

Other specific guidelines include:

\*Dresses, skirts, shorts, or skorts must be at the student's knuckles when the student's arms are extended and making a fist at his/her sides. This includes all styles of shorts and athletic wear.

\*Boxer shorts or pajamas are not permitted.

\*Clothes that are shredded or tattered, worn independently or with other clothing (including pants with holes above the knees) are not permitted.

\*No "crop tops" or low riding pants - shirts must cover the stomach completely at all times, including when a student raises their hand to ask a question.

\*No tank tops, the top of a sleeveless shirt must be at least the width of a dollar bill. Sleeveless shirts and tank tops may not be combined to equal the width of a dollar bill.

\*Undergarments and "undergarment areas" must be completely covered at all times.

\*Hats, caps, hoods, or bandanas for males or females are not to be worn in the halls, classrooms, or other school buildings. The hoodie covering a sweatshirt may not be worn in classrooms or buildings.

Please mark all outdoor and loose clothing with your child's name. When students are outside of the

classroom (i.e. the playground or PE), they must tie their coat or hoodie sweatshirt around their waist if they take it off. (The clothing underneath must meet dress code.) This procedure will help reduce the number of lost and found articles.

### **USE OF SCHOOL OFFICE**

**TELEPHONE:** The school phone is a business phone and students are permitted to use the telephone for emergencies and important messages. Use of the phone will only be allowed when the student has a note from their teacher.

**TRANSPORTATION CHANGES:** **Changes to your child's normal after school routine should be called into the office by 2:30 each day.** STUDENTS WILL NOT BE ALLOWED TO USE THE SCHOOL PHONE TO MAKE AFTER SCHOOL PLANS.

**MEDICATION:** If your child is on a short-term medication, such as an antibiotic, please schedule the dosage so that he receives a morning dose and the remaining doses when he returns from school in the afternoon if at all possible. If the medication needs to be administered during the school day, a parent/guardian must bring the medication to the office and complete a Medicine Release Form. The medication must be in the original container showing the child's name and the administration instructions.

Pupils on long term medication who must have medication administered during the school hours may take medication only if a physician has stated in writing that the pupil should have a certain medication during school hours. Before prescription or non-prescription medication will be given to a child, we must have written orders from the doctor and the medication must be in the most current original container showing the child's name and the dosage instructions. ALL MEDICATION MUST BE KEPT IN THE OFFICE AND DISPENSED ACCORDING TO THE DIRECTIONS ON THE LABEL.

### **SCHOOL WEBSITE**

For general information about Meeker Schools, please go to the website, [www.meeker.k12.ok.us](http://www.meeker.k12.ok.us). This website provides names and email addresses of the teachers and staff, a list of activities, times, and place of athletic events, as well as other important information. For additional information

about events at our school, please go to Facebook and join our Meeker Elementary School group.

There is also a link for the grade book program on the district website. To go directly to this program, the address is:

<https://ok.wengage.com/meeker>

Each student has a username and password which will allow the parent/guardian to view the student's assignments and grades and attendance records. If you have not received your student's username and password by the end of August, please contact the office.

### **SEARCH AND SEIZURE**

The superintendent, principal, or a teacher, *upon reasonable suspicion* may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for any contraband. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from another student, school employee, or the school during school activities.

The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed. The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student.

*Pupils shall have no expectation of privacy in lockers, backpacks, desks, or other school property from school personnel or law enforcement officers.* No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. Bags of any type, including purses, brought on campus are subject to inspection at any time by any certified staff member.

### **SCHOOL CLOSURES**

In case school is closed due to severe weather or other reasons, a mass group message will be sent from the school via a phone message or text format. Parents/Guardians can also watch the school website, and site Facebook pages for dismissals. Notification will also be shared via

television channels 4, 5, and 9 for weather related school closures.

## **GENERAL STUDENT CONDUCT**

### *General Procedures and Expectations:*

**\*BE RESPECTFUL\***

**\*BE RESPONSIBLE\***

**\*BE SAFE\***

- Move appropriately in the halls, cafeteria, library, playground, and classrooms.
- Use an appropriate voice volume in all parts of the campus.
- Be polite and courteous.
- Keep hands and feet to yourself.
- Respect others' belongings and rights.
- Always be careful to use appropriate Language.
- LISTEN and COOPERATE with all staff and teachers at all times.

## **STUDENT DISCIPLINE**

The teachers and staff at Meeker Elementary work together to make discipline as fair and consistent as possible, and when appropriate, to provide logical and natural consequences for the behavior.

Each teacher has his/her own discipline plan for the classroom. These plans are posted in the room, as well as discussed with the students at the beginning of the year, and as needed throughout the year. The classroom rules will be sent home for parents to read. Rewards for appropriate behavior in the classroom may include but are not limited to the following: verbal praise, nonverbal rewards such as smiles, gentle pats on the shoulder, a thumb up; concrete rewards such as stickers, bookmarks, and certificates.

Student consequences for inappropriate behavior in the classroom may include, but are not limited to, a gentle reminder, loss of free time, conference with teacher, time out, parent notification, behavioral contracts, and/or a referral to the principal. Possible consequences that may be assigned by the principal include, but are not limited to - lunch detention, In-School Detention, Suspension, and Corporal Punishment (a parent/guardian phone call will ALWAYS happen prior to corporal punishment).

The principal will handle all major discipline infractions. A referral to the principal will be made if a student's behavior continues to negatively impact the learning environment of a classroom after the teacher has attempted to help correct and redirect the behavior, or immediately if a student's behavior is unsafe or inappropriate to others or themselves.

The following infractions, including but not limited to, WILL result in immediate suspension:

- Possession or use of any type of firearm, gun, or explosive device, including replica and/or toy weapons
- Possession or use of any type of knife or instrument used as a knife-like weapon
- Possession, use, or distribution of any type of drug (OTC, illegal, prescription, etc.)
- Making a bomb or bomb threat
- Making a prank 911 call
- Arson
- Making a terrorist threat including any written or verbal threat to kill or do severe bodily harm to another person (any synonym of "kill" will be considered a violation of this rule)

## **STUDENT RESPONSIBILITIES for OWN LEARNING AND BEHAVIOR**

Each student, with the guidance of parents/guardians and teachers, has the responsibility to develop good work and study habits, as well as develop behaviors that contribute positively to our community. Students should:

- learn to clarify with the teacher any questions pertaining to the instructions, assignments, or homework at the appropriate time.
- learn to budget his/her time wisely and responsibly.
- take advantage of study time/work completion time provided during the day.
- Complete and submit all assignments and tasks given by their teacher(s).
- Follow and adhere to all the procedures and expectations of the school concerning student behavior - both inside and outside the classrooms.
- Always listen to and cooperate with all teachers and school staff.



## **STUDENT AGENDAS and TUESDAY FOLDERS**

Each student will be provided a Student Handbook and Agenda. This agenda will be used as an additional means of communication between the teacher and parent/guardian. Parents/Guardians should plan to look at their child's agenda on a regular basis to review the learning expectations for each week and if any notes or other communication has been sent from school. MES upper grade level students will use the agenda to monitor their homework and other tasks and assignments.

Each student will also be provided with a Tuesday Folder. This folder will be sent home each Tuesday with graded assignments and other educational feedback concerning student learning. It will also include flyers, handouts, order forms, etc... about school events and activities. Parents/Guardians are asked to review the contents with their child, sign the Parent/Guardian Signature Form and return it to school the next school day.

### **STUDENT SAFETY**

Every effort is made to protect students and staff at school. Parents/Guardians can help in this area by doing the following:

- Show your child the route to and from school, whether walking or bike riding. Instruct him/her to always travel this route.
- Make sure your child knows his/her address, phone number, and the address and phone number of someone who we can contact in case of emergency.
- Call the school to update this information and any change of employment. This information needs to be kept current.
- Tell your child what to do if you are late in picking him/her up or if you can't be at home when he/she arrives so they know what to do and will not be frightened. This includes plans for early dismissal because of weather or other emergencies.
- Caution your child not to leave school during the day and not to leave or ride with strangers.
- Pupils shall not have any reasonable expectation of privacy towards the contents of a school locker, desk, or other school property as school personnel shall have access to these areas at any time and no reason is necessary for search of these areas. Parents/Guardians should help

educate their children about items that are not appropriate to bring to school.

- Students should tell a trusted adult at school immediately if they suspect another student is behaving in an unsafe manner, or has items that are not safe or appropriate for school.

*ASBESTOS INFORMATION: Inspection of district facilities for asbestos has been conducted and management plans have been developed in accordance with state and federal regulations. There is not a need for removal of any asbestos at this time because it is classified as non-friable. Management plans are available for review in the central administrative offices. The buildings are re-inspected on a 3-year cycle.*

### **TRANSPORTATION**

#### **CAR RIDERS PROCEDURES:**

- Drivers should be extremely cautious and patient!
- Follow the directions of staff members on duty.
- During Drop Off in the mornings, students should wait till they are at the sidewalk leading to the office to exit their vehicle.
- There are four loading positions during dismissal. Pull as far forward as possible before stopping your vehicle.
- During Drop Off and Dismissal, drivers should NEVER exit their vehicle in the drop off and loading lines.
- During dismissal, students will wait inside the building until directed to load.
- After stopping, be certain it is safe for your child to enter your vehicle on the passenger side only.
- Be cautious and drive slowly when driving out of the school zone.

#### **BUS PROCEDURES:**

***Bus transportation is a privilege, not a right.*** Misconduct by bus passengers may result in having transportation privileges suspended. The District reserves the right to suspend disruptive students from bus transportation, and students who misbehave may be denied the privilege of riding the bus, in which case Parents/Guardians must make alternate arrangements to transport their children to and from school. Students may be assigned consequences for poor conduct while riding the bus.

***SUSPENSION FROM THE BUS IS NOT AN EXCUSE FOR BEING ABSENT FROM SCHOOL,***

unless the infraction is of a serious nature, in which case a school suspension may be assigned in addition to the bus suspension.

Parents will be held liable for any damages or destruction caused by their child to any property of another student or any part of the bus.

*It shall be the responsibility of all principals to abide by the following procedure for enforcing the bus conduct policy:*

**FIRST OFFENSE:** The principal shall take proper disciplinary action, which may include but is not limited to, an assigned seat or suspension from riding the bus, based on the nature or severity of the offense.

**SECOND OFFENSE:** The principal shall suspend the student from riding the bus for at least five (5) school days.

**THIRD OFFENSE:** The principal shall suspend the student from riding the bus for at least ten (10) school days.

**FOURTH OFFENSE:** The principal shall suspend the student from riding the bus for the remainder of the semester.

**FIFTH OFFENSE:** The principal shall suspend the student from riding the bus for the remainder of the school year.

Prior to loading, students will:

- Be on time at the designated school bus stops, keep the bus on schedule.
- Stay off the road while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Respect people and their property while waiting on the bus.

While on the bus, students will:

- Keep all parts of the body inside the bus.
- Not eat or drink on the bus.
- Not bring ANY illegal items, like drugs or alcohol or tobacco, on the bus.
- Assist in keeping the bus safe and clean at all times.
- Use the appropriate voice volume and remember that loud talking and laughing or

unnecessary confusion diverts the driver's attention and may result in a serious accident.

- Be responsible for any damage caused to the bus (seats, windows, etc...)
- Never tamper with the bus or any of its equipment.
- Maintain possession of books, lunches, or other articles and keep the aisle clear.
- NOT throw objects in or out of the bus.
- Remain in their seats while the bus is in motion.
- Refrain from horseplay and fighting on the school bus.
- Be courteous to fellow bus riders, the bus driver, and driver's assistants.
- Remain quiet when approaching a railroad crossing stop.
- Remain in the bus during road emergencies except when it may be hazardous to their safety.
- ALWAYS listen to and cooperate with the bus driver and driver's assistants.

After leaving the bus, student will:

- Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
- Go home immediately, staying clear of traffic.
- Help look after the safety of small children.
- Exit the bus at the correct location.

*The above rules and regulations should apply to all trips under school sponsorship.*

\*Only students and employees of Meeker Public Schools can board a school bus. Any person who attempts to board a bus who is not either a student or employee can be criminally prosecuted.

***VISITORS and GUESTS***

We welcome parents and guests to our school. For the safety and security of students and staff members, ALL visitors must report first to the office sign-in and obtain a visitor's badge. Upon departure, visitors are asked to return to the office to sign out.

While we believe the parents/guardians of our students play a vital role in the educational success of their child, when they enter the school building, they are a guest and **MUST** conduct themselves accordingly. This expectation is meant for the

safety of all students and staff. Any guests who do not cooperate with these expectations will be asked to leave the campus, and may require further action.

Classroom visits should be infrequent, short time periods only, and should ALWAYS be scheduled ahead of time. Guests are asked not to interfere with the learning process unless directed by the teacher. Any discussion/comments about the visit should be made during an arranged meeting with the teacher and/or principal. Parents should not plan to visit the teacher about their child during class time.

### ***VOLUNTEERS***

Volunteers play an important and valuable role in education at Meeker Elementary School. Voluntary assistance in the education of students offers a way for you to become actively involved in your child's school. We welcome you as a volunteer to share your talents. Volunteers are needed to help with duties such as duplicating, making classroom learning materials, making bulletin boards and many other activities in designated areas. Volunteers are considered visitors and will be expected to adhere to our procedures for guests and visitors.

If a parent/guardian wishes to volunteer in their child's classroom, they should contact the teacher via school email to arrange a time to visit about volunteering.

### ***WITHDRAWAL***

If you plan to withdraw your student from school, parents must advise the office of this intention and complete a withdrawal sheet. All school and state-owned books must be returned to the subject teacher who assigned them. You must pay for lost books before records will be released. Final clearance is obtained through the office.

### ***WIRELESS COMMUNICATION POLICY (CELL PHONES)***

State law requires boards of education to implement rules regarding student possession of a wireless telecommunication device. The rules shall provide that a student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent.

### **70 O.S. § 24-101**

Meeker Public Schools promotes an environment for instructional learning that is safe and secure. Therefore, in order to promote digital citizenship, students are urged to practice mature and responsible cell phone usage. The district establishes the following rules for the use of wireless communication devices during the school day.

Students may possess wireless communication devices during school hours under the following conditions:

- In the classroom, the device must be turned off and not be visible.
- Students are prohibited from using the device in the classroom except when a teacher allows the use of the device for academic purposes.
- Beyond the authorized classroom use, students may only use their electronic devices before or after school hours, in between classes (Middle School and High School), or during lunch (Middle School & High School).
- No electronic devices may be used in areas where a reasonable expectation of privacy exists, including, but not limited to, restrooms and locker rooms.
- Elementary students will not be allowed to take their devices outside of the classroom at any time - lunch, recess, PE, music, library, restrooms, etc...

Misuse of the wireless communication device may result in additional discipline consequences. Examples of misuse include, but are not limited to, cheating, unauthorized use or the creating or sharing of inappropriate pictures or videos. Use of a cell phone to demean, embarrass or harass another student may result in disciplinary action under drama and/or bullying. If the incident takes place outside of school hours, but affects the learning environment, school officials may have the right to administer consequences per the school handbook and district policies.

Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Meeker Public Schools shall not assume any responsibility for the

theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

### **HOTLINE NUMBERS**

Oklahoma Poison Control	1-800-522-4611
Missing Children National	1-800-843-5678
Child or Adult Abuse	1-800-522-3511
Youth Crisis/Runaway	1-800-HIT-HOME
Reach Out	1-800-522-9054
Substance Abuse and Mental Health Information Safeline	1-800-522-7233
Teenline	1-800-522-TEEN

### **Meeker Public Schools Website:**

[www.meeker.k12.ok.us](http://www.meeker.k12.ok.us)

### **Oklahoma State Department**

<http://sde.state.ok.gov>

### **Oklahoma Academic Standards**

<http://sde.state.ok.gov/sde/oklahoma/academic/standards>

### **NONDISCRIMINATION STATEMENT**

*In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.*