

## TABLE OF CONTENTS

Heritage Faculty.....	2
Mission Statement.....	3
Policy Notification.....	3
Directory Information.....	3
School Schedule.....	4
Absences/Tardies.....	4
Reporting Absences.....	5
Picking Up a Child.....	5
Eating in the Lunchroom.....	5
Administering Medication.....	6
Telephone / Address Change.....	7
Cell Phones.....	7
Contagious Disease Policy.....	7
Immunization.....	7
Physical Examinations.....	8
Dress for Elementary School.....	8
No Tolerance Policy.....	8
Items Which Should Not Be Brought to School.....	8
School Equipment.....	9
Safety Rules.....	9
Bicycles.....	9
Bus Rider Rules.....	9
Playground Rules.....	10
School Citizenship.....	11
Birthday Parties.....	11
School Closing.....	11
Student Homework.....	11
Student Detention.....	12
Discipline.....	12
Corporal Punishment.....	12
Suspension of Students.....	12
General Rules.....	12

# KINGFISHER HERITAGE SCHOOL

2012-2013 Faculty and Staff

## **3<sup>rd</sup> Grade**

Mrs. Micah Daugherty  
Mrs. Diane Grellner  
Mrs. Kristi Hyatt  
Mrs. Kris Schaefer

## **4<sup>th</sup> Grade**

Mrs. Cheri Henderson  
Mrs. Valeria Loyall  
Mrs. Julie Jackson  
Mrs. Michele Simon  
Mrs. Sheila Thomas/Mrs. Tammy Themer

## **Multi-Handicap**

Ms. Holli Baldwin  
Ms. Courtney Eminger  
Ms. Sharon Swan  
Ms. Kristen Taylor  
Ms. Julie Vincent

## **Learning Resources**

Jenny Laudwig

## **Physical Education**

Mrs. Tammy Themer

## **Music**

Mr. Dakota Horn  
TBA

## **Librarian**

Mrs. Dana Cheap

## **Counselor**

Mrs. Barbara Rice

## **Secretary**

Ms. Gia Mason

## **Americorps Members**

Ms. Rebecca Hughes  
Ms. Blaire Scammahorn

## **Custodians**

Mr. Michael Clayton  
Ms. Destiny Lambert

## **Teacher Assistant**

TBA

## **Speech Therapist**

TBA

## **Comp/Tech Coordinator**

Mr. Chris Harris

## **Principal**

Kathy Kadavy

Welcome to **Kingfisher Heritage School!** We are glad you are here and hope to work with both students and parents to reach the educational goals of each child at Heritage. To achieve these goals, we have prepared the following information as a guide for us all.

### **MISSION STATEMENT**

The Kingfisher Public Schools System is established for and committed to providing all children and youth an education that encourages them to enter, engage, express, and explore academic and social experiences from which they shall be empowered to experience a fulfilling, satisfying, and successful life and be prepared to enter their life's vocation and/or pursue post high school educational opportunities.

### **POLICY NOTIFICATION**

It is the policy of Kingfisher Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational program and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquires concerning application of this policy may be referred to Jason Sternberger, Compliance Coordinator.

Kingfisher Schools  
602 Chisholm  
Kingfisher, OK 73750  
Phone: 375-4194

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our District be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the District office.

### **DIRECTORY INFORMATION**

The school district proposes to designate the following identifiable information contained in a student's record as directory information, and it will disclose that information without prior written consent.

1. The student's name.
2. The names of the student's parents.
3. The student's date of birth.
4. The student's class designation (1<sup>st</sup> grade, 4<sup>th</sup> grade, 10<sup>th</sup> grade, etc.)
5. The student's extracurricular participation.
6. The student's achievement awards or honors.

7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before she/he enrolled in this school district.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all items they refuse to permit the district to designate as directory information about that student.

The school district will provide translation if needed.

## **SCHOOL SCHEDULE**

We believe that adhering to schedules and being on time for classes and appointments is a basic responsibility of individuals, which students should begin to learn in kindergarten.

## **PLEASE DO NOT DROP OFF STUDENTS BEFORE 7:20, BECAUSE DOORS WILL BE LOCKED.**

7:15	Building unlocked
7:25 – 7:55	Breakfast Line is open
7:55	Students report to class
8:05	Tardy bell, classes begin
11:00	Multi-Handicap Lunch
11:40	3 <sup>rd</sup> -Grade Lunch
12:10	4 <sup>th</sup> -Grade Lunch
2:55	School dismissed
2:55 – 3:35	After School Detention

Times are subject to change due to bus transportation.

After arriving at school, children should not leave the school grounds during school hours without signing out at the office.

## **CHECK IN AT THE OFFICE**

Every parent or visitor must check in at the office. This is to help secure the safety and supervision for all students.

## **ABSENCES / TARDIES**

### **Attendance**

Schools are required by state law to keep accurate records of attendance and the reasons for absences. Students should not miss school except for illness, doctor or dental appointments, or an emergency. By state law, students must be counted absent for any reason other than missing for school activities.

At the both the third and the fifth absence parent/legal guardian will be notified by certified mail. The tenth absence (in a semester) will be reported to the Assistant District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (S.L.O. 237:70-10-106)

It is unlawful for a parent or guardian not to compel their child to attend school. Any parent/student violating this provision of the law shall be guilty of a misdemeanor and upon conviction will receive a fine for non attendance.

**\*Important: Once a student reaches or exceeds ten (10) unexcused absences per semester, the Assistant District Attorney of Kingfisher County will be notified.**

**Local board attendance policies have the force and effect of law.** The attendance officer makes the determination of an excused or unexcused absence. (S.L.O. 233:70-10-1089)

#### **Absence reporting procedure:**

1. At the third and fifth absence, parent/legal guardian will be notified by certified mail to the last known address of parent/legal guardian.
2. If compliance does not occur, at the tenth absence a report will be sent to the Assistant District Attorney. (Misdemeanor)

#### **Absences**

1. A parent calling a student in sick does not excuse an absence.
2. If the parent/legal guardian knows ahead of time that their student will be absent, they should call the school and report the absence.
3. The parent/legal guardian must call and clear a student who comes to school but needs to leave during the school day. Students must check out through the office prior to leaving for the day.
4. A student returning to school during the day must be cleared through the Principal's office.
5. If the parent does not contact the school within 1 week of an absence the student will be classified as truant.
6. Attendance reports will be run every day. The student and parents will have until the end of the semester to rectify the documentation. At that time the record of the school will become permanent.

#### **Tardies**

Tardies are accumulated per 9 weeks/per class. Tardy reports will run each week. At the elementary level three tardies equal an absence. At the middle school and high school three in first hour will equal an absence. Each student that has 3 tardies in a class will receive a phone call home notifying parent/legal guardian of the situation. Principals may enforce some type of discipline measures on the 4<sup>th</sup> tardy. Continuing tardy offenses will result in higher levels of discipline.

## **END-OF-DAY PROCEDURES**

When school is dismissed, children who ride the bus will load on the north side of the building. Parents who wish to pick up their children may do so at the west entrance of Heritage. Please remain in your car, and the teachers will supervise the loading. Students should load from the curb, and they should never cross traffic. Students who walk or ride bicycles will be dismissed after the buses and car traffic have left the school area. **Our greatest concern is for the safety and well-being of the students.**

## **PICKING UP A CHILD**

If it becomes necessary for parents to pick up or see their children during school hours, please go to the secretary's office and she will assist you. **If any person other than the parent or guardian is to pick up a child, school personnel must be notified by a note. A note or phone call to office personnel is essential if the child is not going home in the usual manner.** Teachers have been instructed not to release a child unless it has been approved through the principal's office. When parents enter the building to pick up a child they are to wait in the lobby area until children are dismissed.

## **EATING IN THE LUNCHROOM**

Kingfisher Schools have a first-class cafeteria which serves Class A breakfast and lunches to all students. These lunches are served each school day, and any child is entitled to eat in the cafeteria regardless of race, color, creed, or financial background. Any family needing assistance concerning lunches should contact the Elementary Principal or Linda Murphy, Food Service Director at 375-4007.

Please do not send GLASS containers with your child to school. Parents are invited to eat with their child/children on any given school day and are encouraged to call that day to be added to the lunch count. Any child leaving the school during the lunch hour must be picked up and returned by the parent, guardian, or predetermined person who has been cleared through the office.

## **PRESCRIPTIONS**

All medicine sent to school with child must have a permission form filled out. No baggies or medicine in other containers will be allowed.

## **ADMINISTERING MEDICINE**

Before a school employee can administer medication to a student, the parent or legal guardian must come by the school office and fill out a permission form. Please notify school personnel if your child is allergic to antiseptic spray. This is administered without permission, when needed.

## **ACCIDENT OR ILLNESS**

If a student develops an illness or a temperature in excess of 100 degrees after reaching school, parent or guardian will be contacted.

Regular attendance at school is important. However, for your child's best interest and to prevent the spread of contagious disease, your child should be kept

at home if he/she has a fever. **To return to school a student must be fever free for 24 hours.**

If a child throws up at school they need to be picked up as soon as possible and they can come back to school the following day.

School personnel will administer only minimum first aid in case of injury or broken bones, and/or paramedics will be notified immediately.

It is important that the school be given the telephone number of a person to call in an emergency.

## **TELEPHONE / ADDRESS CHANGE**

Please notify the school immediately if there is any change in address or telephone number for the parent, baby-sitter, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

## **CELL PHONES**

Heritage students may bring cell phones to school, but cell phones must remain in the student's back pack in the off position. Cell phones are not to be used at any time during the school day or on the school buses coming to school or returning home. Should this policy be violated phones will be confiscated and parents will need to pick them up at the principal's office.

## **CONTAGIOUS DISEASE POLICY**

Any student afflicted with a contagious disease or head lice may be prohibited from attending Heritage School until such time as he/she is free from the contagious disease or head lice (Section 815-School Laws of Oklahoma.)

When any Heritage student is found to have head lice while at school, the parents will be contacted as soon as possible. Parents/guardians will need to make immediate arrangements to have their child/children picked up from school. Students afflicted with head lice will need to be treated with shampoo designed specifically to eliminate the lice. There are several brands of shampoo that can be purchased over the counter.

**Before a student may reenter to school, the parent (s) will be required to have a note from a doctor or the Health Department stating that the child is free of lice. When students have a temperature, they will be sent home sick and need to be free of temperature for 24 hours before returning to school. When children leave school, they may not return to school until the following school day.**

## **IMMUNIZATION**

All new enrollees and transfer students must present acceptable documentation of the required immunizations before they may be allowed to enter or attend school.

Any minor child, through the parent or guardian, may submit to the Health authority charged with the enforcement of the immunization laws a certificate of a licensed physician, stating that the physical condition of the child is such that immunizations would endanger the life or health of the child; or upon receipt of a written statement by the parent or guardian objecting to such tests or immunizations and said child shall be exempt from the provision of this act. (70-1210.192) Section 813 School Laws of Oklahoma.

## **PHYSICAL EXAMINATIONS**

Although physical examinations for school children are not required by law, we suggest you have your child examined by a physician each year prior to the beginning of school. We strongly recommend a physical examination for the child who will be starting kindergarten or to school for the first time.

## **DRESS FOR THE ELEMENTARY SCHOOL**

Students are expected to dress in a neat, clean, and well-groomed manner. All students should wear shoes to and from and during school. Clothing and /or accessories with suggestive or offensive patches, badges, or printing is not permissible. Hats and caps should not be worn in the school building. Shorts or skirts of reasonable length are permitted (no shorter than fingertip length, but cutoffs are not allowed. Halter tops, tank tops, and shirts revealing the midriff are not permitted. Students may wear tank tops if they cover the shoulder. Shoes that could be hazardous to a child's safety such as roller shoes, cleats, etc., are not permissible.

## **NO TOLERANCE POLICY**

1. Clothing that promotes gangs (i.e., sagging pants, colors, dew rags, hairnets, improperly worn clothing [closed top-open bottom], hats or any other apparel that denotes gang membership or identity).
2. Gang-style writing. Graffiti.
3. Gang paraphernalia such as, but not limited to, clothing, clothing styles, jewelry, tattoos, distracting hair colors.
4. Drugs and/or drug paraphernalia.
5. Weapons of any kind.
6. Use of gang signs or language.
7. Public display of affection (PDA)
8. Threatening others (students or staff members)

The intent of this policy is not to impinge on student rights but to help protect all students from the increasingly dangerous and destructive gang activities.

## **ITEMS WHICH SHOULD NOT BE BROUGHT TO SCHOOL**

- No rolling backpacks are allowed. Backpacks should be carried on your back or shoulder.
- No toy guns or knives.
- No alcohol.
- No tobacco of any type.
- No knives (pocket knives are prohibited).
- No firearms or concealed weapons (any student bringing a firearm or concealed weapon onto school grounds shall be expelled for one year).

Toys, sports equipment, and other entertainment items that a student brings to school are on special occasion at teacher request only. The school will not be responsible for damaged, lost, or stolen items.



## SCHOOL EQUIPMENT

With few exceptions, the school will furnish textbooks in all subjects at no charge. Students who lose or damage book(s) shall pay for the textbook(s) or library book(s) at the cost necessary to replace the book(s).

### Motorist:

1. Motorists have the responsibility to exercise extreme caution while driving in a school zone or when approaching a school bus.
2. Motorist shall not pass a stopped school bus loading or unloading and/or when lights are flashing.

## BICYCLES

Children may ride bicycles to school. The bicycles should be parked as soon as the rider arrives at school and remain parked until the end of the school day. Children are not to use another child's bike without permission from principal or other teacher in charge. **Children should be aware of and observe the traffic regulations for bicycles.** Other rules that should be observed include riding single file, riding one person per bicycle, and keeping the right side of the street near the curb. Remember pedestrians have the right-of-way. Bicycles should be parked on the west side of the building. **Do not ride on the sidewalks, between cars, in between cars in the drive-thru, in the middle of the streets and/or on the playground.**

## BUS RIDER RULES

### Before loading:

1. Be on time at the designated school bus stops in order to keep the bus 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. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.
6. Receive proper authorization to be discharged at places other than the regular bus stop.

### While on the bus:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
6. Treat bus equipment as you would furniture in your own home. Damage to seats will be paid for by the offender.
7. Never tamper with the bus or any of the equipment.
8. Help look after the safety and comfort of small children.
9. Maintain possession of books, lunches, and other articles to keep the aisles clear.
10. Do not throw objects in or out of the bus.

11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, bus drivers, and assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during emergencies except when it may be hazardous to your safety.
16. No balloons are allowed on the bus, it creates a hazard to the driver.

### **Upon leaving the bus:**

1. If you must cross traffic, go at least 10 feet in front of the bus stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.
4. If you drop anything near the bus at the bus stop, do not try and pick it up. Wait until the bus has left the bus stop and traffic is clear.

### **Extracurricular trips:**

1. The above rules apply to all trips under school sponsorship.
2. Sponsors will be appointed by school officials.

## **PLAYGROUND RULES**

### **Playground Equipment**

Swings – Only one child should be on a swing at a time, and that child will remain seated at all times. No jumping out of swings or twirling swings.

Slide – Only one child should be on the slide at a time. Children should not stop, bounce or play tag on the slide. Children should not do a flip on the top bar of the slide. Keep toys off the slide. Go down slide sitting down. Children should not climb up slide.

### **Play area**

1. No kicking balls of any kind on blacktop. Kick only on the field.
2. No tackle football, wrestling, or kicking.
3. Do not throw rocks, dirt, black shredded tires or other objects.
4. Jump ropes will be used for jumping only.
5. No bad language.
6. For safety reasons, students are only to play in designated areas such as the playground.
7. No tag in rubber area.
8. Do not push others off play equipment.

### **Playground Boundaries**

South Side: Fence

West Side: Fence

North Side: The school building

East Side: Fence

Children should not go into the street or parking lot without permission from a teacher.

Children should stay away from the fences and buildings where class is in session.

## **SCHOOL CITIZENSHIP**

All students are expected to act in the appropriate manner while in school. Here are some ways in which we do this:

- We respect each other.
- We call each other by our correct name.
- We pay attention in class.
- We listen to and respect every teacher.
- We, at all times, respond in an honest and truthful way.
- We walk and speak quietly in the halls.
- We do our best at all times.
- We leave candy, toys, combs, makeup, games, trading cards, comic books, etc., at home, unless the teacher requests these be brought to school.
- We leave tape IPODs/MP3's, beepers, radios, blasters, at home unless the teacher requests these be brought to school.

## **BIRTHDAY PARTIES**

There will be no birthday parties at Heritage that include the exchange of gifts from students or parents. Packaged snacks purchased from grocery store may be brought up for the end of the day with the teacher's permission. **Please no homemade goodies!!**

Students may give personal invitations to classmates for a personal party only if an invitation is given to every student in the class.

Flowers or balloons that are delivered to the school for students will be kept at the office until school is dismissed. At that time, students may come by the office to pickup their flowers, balloons, etc., before leaving school. No balloons are allowed on the bus.

## **SCHOOL CLOSINGS**

In case of school closing due to weather, the following stations will be notified:

KTVY-TV	Channel 4
KOCO-TV	Channel 5
KWTV-TV	Channel 9

## **STUDENT HOMEWORK**

Concepts are best learned through application. In most cases, students are given adequate time during the school day to complete their work. There are times that work needs to be completed at home. In most cases, this work is due the next day unless specific directions to the contrary are given. Lowered grades and other consequences may result from late papers. Student's homework can be picked up at 3 p.m. Please call the school by noon on the day of absence to assure your child's homework will be prepared.

## **RECESS DETENTION**

Teachers have the right to retain students in their classroom during recess times. Parents will be notified if a student misses recess an excessive number of times due to lack of completed work.

## **DICIPLINE**

It is necessary that children learn to develop self-discipline in order to further their learning. Please discuss with your children the importance of and need for good behavior and a good attitude while at school. Fighting, disrespect toward others, bullying others, obscene language, destruction of school property, disruption of the educational process, and conduct that interferes with the rights of others will not be tolerated in any form.

## **CORPORAL PUNISHMENT**

The right of school officials to administer corporal punishment is protected by both Oklahoma state law and the school policy of the Kingfisher Public School. If a parent decides that his/her child will not be subjected to corporal punishment, then the parent(s) must inform the school official by a signed written note to the principal that the child will not receive corporal punishment as a method of corrective punishment.

## **SUSPENSION OF STUDENTS**

It is the policy of the Board of Education that the principal may Suspend from school a student whose conduct disrupts the academic atmosphere of the school; exercises immoral conduct, speech or language, endangers or threatens fellow students, teachers or officials; or damages the property of another at school or on a school sponsored trip. A student who commits any of these violations may be suspended up to the remainder of the current semester and the succeeding semester. **Any student who brings a gun to school must be suspended for one year according to federal regulation.**

SB 0452 which amends 70 O.S. 2001 Section 24-101.3. Out of School Suspensions: This authorizes district school boards of education to appoint hearing for out of school suspensions and render final decisions.

## **GENERAL RULES**

While compiling a student handbook, not every rule can be mentioned. Therefore, other general rules will exist at Heritage. However, any rules of this nature will always be discussed and explained to all students. This administration reserves the right to add additional rules as the need arises.