

Dear Students, Parents and Friends,

Welcome to Watonga Elementary! – Where the Eagle tradition begins.

During this 2016-2017 school year, we will continue with the Great Expectations program that compliment and support our academic endeavors in all subject areas. Watonga Elementary has a wonderful teaching staff committed to student achievement.

Our success as an elementary school is directly linked to our ability to operate as a team involving all stake holders: the students, the staff, the administration, the parents and the community. Working together, as one, we pave the way for student success.

On a special note, I appreciate the parents, volunteers, and community supporters in their extra time and efforts that make our school a special place to work and learn. With all of us working together, this 2016-2017 school year, will be great.

Sincerely,

Jeanne Karns  
Elementary Principal

## **Watonga Elementary Student Creed**

I am a Soaring Eagle.  
I am capable, dependable and full of potential.  
There is no limit to what I can achieve.

I am a winner.  
I will begin each day by working hard and by practicing the values of good citizenship.  
I am responsible for my choices and my actions.

This is my time and my place and I will learn.  
I will encourage others to learn.  
I promise that each day will be gained, not lost – used, not thrown away.

Soaring Eagles Dream, Believe and Achieve.  
I am a Soaring Eagle!

## **Watonga Fight Song**

Fill us with loyalty so we shall our name proclaim,  
Happy we, strong and free so to the far lands our footsteps  
may wander.  
Take; take our fealty Watonga Eagles is our name,  
Ever more, rich or poor  
Your praises shall we acclaim.

SCHOOL MASCOT – THE EAGLE  
SCHOOL COLORS – RED AND BLACK

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## ELEMENTARY FACULTY AND STAFF

Bobbi Schenk	4 year-old program	Christy Estep Assistant
Susan Bailey	Kindergarten	
Susan Shrader	Kindergarten	
Sherrie Plummer	Kindergarten	
Kristy Cole	First Grade	
Lechia Miller	First Grade	
Angie Richardson	First Grade	
Ada Dyer	Second Grade	
Bobbi Lake	Second Grade	
Melanie Ellison	Second Grade	
Carrie Compton	Third Grade	
Shanna Kalicki	Third Grade	
Amanda Riley	Third Grade	
Lacie Gorman	Fourth Grade	Donna Sawyer/Assistant
Joan Hoile	Fourth Grade	Docia Swearingim/Assistant
Karen Brownlee	Fourth Grade	Kim Petty/Assistant
Monica Lake	Fifth Grade	
Tahnaya Hursh	Fifth Grade	
Amparo Renteria	Fifth Grade	
Carrie France	Title I	
Dru Svitak	Counselor	
Charlette Constant	Special Education	
Lauren Coleman	Special Education	
Kassie Stinson	Speech Pathologist	
Anne Stein	Music and Art	
Renee Ross	Physical Education	
George Ann Bordelon	Librarian	Shayla Greer Assistant
Christie Brewer	Special Education Assistant	
Peggy Mason	Special Education Assistant	
Darrel Merkey	Computer Technician	
Amber Shiplet	Secretary	
Brandy Stratton	Secretary	
Jeanne Karns	Principal	
Bill Seitter	Superintendent	
Aaron Clewell	Board Member	
Juan Valenzuela	Board Member	
Lane Edsall	Board Member	
Joyce Lucas	Board Member	
Dwight Mc Gee	Board Member	

## **PHILOSOPHY AND OBJECTIVES**

Watonga Public Schools recognizes we live in a changing environment where the amount of information increases daily. We see it as our responsibility to provide all of our students with the opportunity not only to learn, but to acquire the ability to find information. We see each student as an individual who needs certain life skills to function in a diverse society without losing that individuality. Each day we strive to see that every individual grows mentally, physically, and aesthetically to the best of his/her ability.

We accept the responsibility of aiding the development of each student into an adult who can think logically and learn continually, and thus be able to participate confidently while contributing meaningfully to our world. It is from this responsibility that we have developed the following goals:

To improve student academic achievement.

To insure that students, according to their own abilities, develop proficiency in the basic academic competencies. These areas include, but are not limited to (1) reading, (2) math, (3) language, both English and foreign, (4) science, (5) social studies, (6) business education, both in the regular classroom and vocational, (7) computer skills, and (8) the history and government of the United States.

To insure that all students be given the opportunity to acquire the knowledge of the arts and from that develop their own individual creativity.

To insure that all students are exposed to a wide range of career options both in the regular classroom and vocational whereby they may acquire the ability to make intelligent decisions. Thus, they will become independent and productive citizens and find self-satisfaction in the world of work.

To insure that all students are aware of their citizenship responsibilities in a democratic society.

## **CURRICULUM REVIEW**

The Watonga Elementary School's curriculum is driven by the Oklahoma PASS objectives. Each grade level has an abbreviated syllabus of the skills that students will be acquiring throughout the school year. These curriculum guides will be on hand for parents to view at the office.

## **ANNUAL NOTIFICATION**

The Watonga School District hereby notifies each student and his/her parents of their right to inspect and review the student education records under the Federal Family Educational Rights to Privacy Act.

Rights:

The right of a student's parents or eligible student to inspect and review the student's education records.

The intent of the Watonga School District is to limit the disclosure of information contained in the student's education records, except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

The right of the student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student

rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.

Any person has the right to file a complaint with the Department of Health, Education, and Welfare if the Watonga School District violates the FERPA.

Parents and eligible students should go to the principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of the policy are located in the Elementary Principal's office, Middle School Principal's office, the High School Principal's office, and the office of the Superintendent.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Outlined below are changes in the No Child Left Behind that do not amend FERPA, but relate to the disclosure of personally identifiable information from students' education records.

Suspension and expulsion disciplinary records:

- Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. 7165, as amended by the NCLB, requires that each State have "a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part- time basis, in the school" no later than January 8, 2004. LEAs should include a notice in their annual notification of rights under FERPA that they forward education records to other schools that have requested the records and in which the student seeks or intends to enroll (34 CFR 99.7 and 99.34 (a)(ii)).

The Watonga Elementary School does forward education records, including discipline, to schools that have requested the records of the student seeking enrollment.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

Statute: 20 U.S.C. 1232h. Regulations: 34 CFR Part 98. PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  1. Political affiliations or beliefs of the student or student's parent ;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not

- necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use –*
  - 1. Protected information surveys of students;
  - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or
  - 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Watonga Public Schools has developed a policy in order to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Watonga Public Schools will directly notify parents of these policies in our handbook annually. Watonga Public Schools will notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Watonga Public

Schools will allow parents the opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

#### **POLICY NOTIFICATION/DIRECTORY INFORMATION NOTICE**

The Watonga District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

1. The student's name and address
2. The names of the student's parents;
3. The student's date of birth;
4. The student's class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's weight and height if a member of an athletic team;
7. The student's photograph; and
8. The school or school district the student attended before the student enrolled in this school district.

The Watonga School District will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

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

## **ENROLLMENT**

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code". Those requirements are as follows:

A child entering the 4 year-old program must have attained the age of 4 years on or before September 1<sup>st</sup>.

A child entering Kindergarten must have attained the age of 5 years on or before September 1<sup>st</sup>.

A birth certificate, social security number, and immunization record must be presented at the time of enrollment.

In Accordance with the *No Child Left Behind Act* 2001 (NCLB), Section 1111(h)(6) **PARENTS' RIGHT-TO-KNOW**, this is a notification from Watonga Public School district to every parent of a student in a Title 1 school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

## **CHILD CHECK OUT LIST**

Upon enrollment, parents will provide the school the name and telephone number of up to 3 individuals who have permission to check the student out of school during the day. These names will be the ONLY individuals allowed to check your child out unless the parent/guardian contacts the school first. No exceptions will be made.

### **Parent notification:**

**By law, if parents are legally separated or divorced, each parent has equal right to the custody of the child unless a parent has a court order that indicates otherwise. The school must have a copy of the court order on file, otherwise, either parent may check the child out of school with proper identification.**

## **SCHOOL ATTENDANCE**

### **Oklahoma State Law Section 229. Neglect or Refusal to Compel Child to Attend School- Exceptions.**

- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in the section. A child who is (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notify the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed on and after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-1997 school year in order to continue to teach a kindergarten program.
- B. It shall be unlawful for any child who is over the age of sixteen (16) years of age and under the age of eighteen (18) years, who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

Provided, that this section shall not apply:

1. If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the Board of Education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;
2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian, or other person having control of such child;
3. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
  - a. the school administrator of the school district where the child attends school, and
  - b. the parent, guardian, or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian, or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision

- of the parent, guardian, or custodian until the child has reached the age of eighteen (18) years; or
4. If any such child is excused pursuant to subsection C of this section.
  - C. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
  - D. It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child, or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine of not less than Five Dollars (\$5.00) nor more than Twenty-five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-five Dollars (\$25.00) nor more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child, or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district. (70-10-105)

**Oklahoma State Law Section 232. Records of Attendance of Pupil.**

It shall be the duty of the principal or head teacher of each public, private, or other school in the State of Oklahoma to keep a full and complete record of the attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school, with the causes thereof, if known; and it shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian, or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. The attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or investigation; and the attendance officer shall, if justified by the circumstances, promptly give to the parent, guardian or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last known address of such person that the attendance of such child is required at some public, private or other school as herein provided. If within five (5) days after the warning has been received, the parent, guardian or custodian of such child does not comply with the provisions of this article, and then such attendance officer shall make complaint against the parent, guardian or custodian of such child in a court of competent jurisdiction against such violation, which violation shall be a misdemeanor. 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 for 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 Oklahoma Statutes. (70-10-106)

## **ABSENCES**

Parents are requested to communicate with the office and notify the school of their child's absence. Parents must notify the school on the day of the absence or send a note on the following day.

After a student misses four days in a four-week period, parents will be asked for a doctor's verification. Blaine County has established a truancy court. If a child is absent without a valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse ten (10) or more days or parts of days within a semester, the school is required by law to notify the District Attorney. Upon receiving notice, the District Attorney will generally place the case on the Truancy Docket although the law gives the District Attorney other options.

In the event a student is absent from school, it becomes that student's responsibility to make up homework or tests. Generally, the work missed must be made up at the rate of one additional school day for each day of absence. For example, if a student was absent for two days, that student would have two days to make up and turn in that work. However, a long standing homework assignment or a test that was scheduled in advance must be taken immediately upon returning to school. For example, a student who is absent on a Friday, and Friday is a normal test day, can expect to be required to take the test on the first day he/she returns to school. Exceptions may be granted by the instructor. Zeroes will be recorded for tests and homework that is not completed properly and on time.

**If a student is absent from school they are not eligible to participate in that days' afterschool activities.**

**If students come to school after 10:00 a.m. or leave before 1:30 p.m. they will be counted absent for ½ a school day.**

**Schoolwork may be picked up by the parents when students are absent during the school day after 2:20 p.m.** This allows teacher's time to prepare work and get the work to the office without interrupting their daily teaching.

## **TYPES OF ABSENCES**

School activity absence – This is an absence due to school sponsored activity which is supervised by a school appointed sponsor. Students may not miss any one class more than (10) ten times during the school year for school activities.

Students who are academically ineligible, who have or will exceed the ten-day rule, or who have excess absences, are not permitted to attend the activity. The school sponsor is responsible for following these policies and turning the student absent notices in to the office before departing for the respective activity.

Excused absence – Doctor's note presented to the office.

Unexcused absence – All other absences.

Right to appeal absences – If a student accumulates absences in excess of ten times and believes special circumstances exist which should be considered, he or his parent may request a hearing for consideration of the granting of credit. Such a request must be in writing and presented to the building principal.

The student's hearing panel (consisting of the principal, counselor, and each of the student's classroom teachers) will schedule a hearing when classes are not in session on a regular school day. The student must be allowed a minimum of five school days following notification of the hearing date in order to gather evidence, (such as hospital records, doctor report, etc.) contact witnesses, and prepare his case.

The student will be allowed to present his case before the hearing panel. Following the presentation of evidence, the hearing panel shall be allowed executive session to discuss and study the case. Following the executive session, each panel member shall cast a ballot for or against the granting of credit. The ballots will be counted in the presence of the student. The granting of credit shall be determined by majority vote of the panel. In case of a tie vote, credit will be granted.

The decision of the hearing panel shall be final and no other agency within the structure of Watonga Public Schools shall have the authority to overturn that decision.

### **PROFICIENCY BASED PROMOTION**

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

- A. Proficiency will be demonstrated through assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product, or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
- B. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:
  - Social Studies
  - Language Arts
  - The Arts
  - Languages
  - Mathematics
  - Science
- C. Students may obtain credit by examination in lieu of Carnegie Units for courses, but subject to compliance with the Oklahoma School Testing Program.
  - 1. Courses not tested under the Oklahoma School Testing Program
  - 2. Courses tested under the Oklahoma School Testing Program
- D. Qualifying students are those who are legally enrolled in the local school district.
- E. The district may not require registration for the proficiency assessment more than one month in advance of the assessment dates.
- F. Students will be allowed to take proficiency assessments in multiple subject areas.
- G. Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will NOT be noted on the student transcript.
- H. Exceptions to standard assessment may be approved for those student with disabling conditions.

2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

- A. The school will confer with parents in making such promotion/acceleration decisions. Such factors, emotional, and intellectual needs of the student will be used in the consideration of the promotion/acceleration decision should be considered.
- B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. The statement shall be included in the permanent record of the student.
- C. Failure to demonstrate proficiency will not be noted on the transcript.
- D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency will not be noted on the transcript.
- E. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.
- F. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

3. Proficiency assessment will measure mastery of the priority academic student skills in Same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

4. Options for accommodating student needs for advancement after demonstration proficiency may include, but are not limited to, the following:

- A. Individualized instruction
- B. Correspondence courses
- C. Independent study
- D. Concurrent enrollment
- E. Cross-grade grouping
- F. Cluster grouping
- G. Grade/course advancement
- H. Individualized education programs

5. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for passing. This unit will count toward meeting the requirements for the high school diploma.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

In keeping Board of Education Policy in regard to equal educational opportunities for all students, the following recommendations have been adopted:

- 1. All students, regardless of race, sex, or handicapping condition, will have equal opportunity to enroll and participate in any educational program or activity sponsored or conducted by the Watonga Public Schools.

2. No discrimination will be in effect for any student or staff because of marital status or pregnancy.
3. Any cooperative educational program or agreement with other agencies will require statement from cooperative members or agencies regarding their non-discrimination policy.

**EXEMPT FOOD FUNDRAISERS**

During the school day and while the school district’s food program is offering meals, there shall be not sales of competitive foods at school. The board of education may approve up to thirty (30) exempt food fundraisers for each school site, each semester that may sell foods that do not meet the guidelines of the *Healthy Hunger-Free Kids Act of 2010*. These fundraisers cannot be held during school hours or during the time that the school district’s food program is offering meals. Each fundraiser cannot last more than fourteen (14) days.

**POLICY NOTIFICATION**

It is the policy of the Watonga Public School System to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to; admissions, educational services, financial aid, and employment.

**ARRIVAL-DISMISSAL-TARDINESS**

Doors will be open at 7:30 A.M. for breakfast students. Other students should not arrive before 7:40 A.M. and not later than 8:00 A.M. If students arrive after 8:10 A.M. they will receive a tardy slip for that day. Parents will be contacted when tardies become excessive. Every three tardies will be considered an unexcused absence.

Town students will be dismissed at 3:05 p.m. Bus students will be dismissed when the buses arrive.

Sometimes it is necessary to dismiss school early without warning because of emergency situations. Please make arrangements with your child as to where he/she should go and what he/she should do at all times.

At times it becomes necessary to cancel school due to adverse weather conditions. To make calling unnecessary and for your convenience, listed below are the stations that will announce when there will be no school.

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

**SCHOOL VISITORS**

Visitors are welcome at school, but must enter through the front doors. The visitors are to check in to the office by signing in and receiving a badge from a school official. If it becomes necessary for you to pick up your child before regular school dismissal, go to the office and follow the proper school procedures.

If parents are going to observe students on the playground or would like to visit students during their recess time they need to check into the office and get a badge.

Orders to leave school property: The Superintendent or the Principal of any secondary, middle, or elementary school shall have the authority to order any person to leave the school building and go off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school building or school grounds after being ordered to do so by the Superintendent or the

Principal, shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine of not more than \$500.00, or by imprisonment in the county jail for not more than ninety days, or by both such fine and imprisonment (70:24-131).

### **STUDENT VISITORS**

A student who is not enrolled at Watonga Elementary School can only visit school during the recess and lunch hours. Arrangements need to be made with the building principal prior to a student's visit.

### **WITHDRAWALS**

Parents who wish to withdraw their children must follow these steps:

Inform the teacher at least one day prior to leaving.

Make sure all charges are paid to the cafeteria and all school property is returned.

Pick up a withdrawal slip and report card from the office.

Have the principal sign the withdrawal slip.

Leave a forwarding mail address.

### **TRANSPORTATION**

Free transportation in district-owned buses is furnished to students who reside one and one-half miles or farther from the school. All buses used by the Watonga Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. After getting on the bus, no student is to depart from the bus until it reaches school in the morning and arrives at the designated place of departure for him/her in the evening, except by special permission from the driver. A note signed and dated by the parent will be necessary for permission to be given, and must be turned in to the office. The student will be given a bus pass to turn in to the bus driver from an office official.

### **SCHOOL BUS PASSENGERS**

Bring a note signed by a parent if you are to do anything other than ride your usual bus. The note is due the day of the change and a pass will be issued by the office.

The following are bus guidelines for all students:

1. Be on time to catch the bus.
2. Always use the handrail when getting on or off the bus.
3. Be seated immediately.
4. Stay seated at all times.
5. Stay out of the aisle and keep the aisle clear of all items.
6. Litter is illegal; therefore, dispose of trash properly.
7. Food or drinks are not consumed on the bus.
8. Use quiet voices on the bus.
9. Complete silence is needed at railroad crossings.
10. When unloading to cross the street or road, always walk to the front of the bus, and wait for the driver to motion you across the street.
11. Always walk in front the bus when it is loading or unloading.

## **WALKERS**

Those students not riding a bus should not arrive before 8:00 a.m., unless they are eating breakfast at school. Breakfast begins at 7:30 A.M. and ends at 7:55 A.M. for the elementary students.

## **CROSSWALKS**

Parents, students, and teachers should observe pedestrian crosswalk laws. Please do not park, block, or leave cars unattended in school crosswalks. The safety of the children is very important.

## **BICYCLES AND SCOOTERS**

The rider should know and observe all traffic laws; this includes not riding on sidewalks. Bicycles and Scooters are to be parked in the racks at the front of the school building upon arriving at school and not ridden again until after school. The school will not be responsible for stolen bikes or scooters.

## **LUNCHES**

A hot lunch and a breakfast program are available in the cafeteria for the benefit and convenience of both the student and the parent.

Students may bring their lunch, but they will eat in the cafeteria. **Soft drinks are not allowed in the cafeteria due to government regulations.**

Students are not to exchange food or milk. However, extra milk may be purchased.

## **BREAKFAST**

Breakfast is served daily beginning at 7:30 A.M. and ending at 7:55 A.M.

**THE SCHOOL DOES NOT OFFER CHARGE ACCOUNTS. IT IS DESIGNED TO BE A PRE-PAID ACCOUNT. IF UP TO FIVE CHARGES HAVE BEEN ACQUIRED, THE STUDENT WILL BE ASKED TO CALL THEIR PARENTS AND PAY THE DEBT. NO CHARGES WILL BE ALLOWED DURING THE MONTH OF MAY.**

### **2016-2017 BREAKFAST & LUNCH PRICES**

REGULAR STUDENT BREAKFAST	\$ 1.75
REDUCED STUDENT BREAKFAST	\$ .30
REGULAR STUDENT LUNCH	\$ 2.75
REDUCED STUDENT LUNCH	\$ .40
ADULT LUNCH	\$3.50

## **MEDICINE**

School officials can only administer medication after receiving written authorization from the parent or guardian of the student. This medication must be turned in to the office when the student arrives at school. Any prescription or over the counter medication will need to be in the original container with the directions of how to administer the medication. All medications requests will need a parent or guardian signature. The written authorization of the parent or guardian that permits the school to administer medicine to the student will be kept on file by the school.

Cough drops are to be accompanied by a parental note and will be kept in the classroom. If your child is taking medication or has changed medication please inform the school so the students' progress can be monitored by the classroom teacher.

An emergency plan for students with asthma will need to be filled out by the parent and Doctor. This form needs to be picked up by the parent at the initial parent/teacher conference.

## **HEAD LICE**

A school official will verify reports of head lice. Upon verification, all students in the infested child's classroom and immediate family are to be examined. Each infested student will be sent home immediately. Students may return to school upon presentation of certification of treatment and when all nits are removed. A school official issues such certification. If your child is sent home with head lice or nits, the absence will be considered excused only one time per semester. If your child is sent home again that same semester, the absences will be counted as unexcused.

## **CHILD FIND**

Public laws provide that all disabled children ages 0-21 are entitled to free and appropriate education.

Children with specific learning disabilities, deafness, or hearing impairment, autism, deaf-blindness, mental retardation, multiple disabilities, orthopedic impairment, their health impairments, serious emotional disturbance, speech or language impairment, traumatic brain injury, visual impairment, or developmental delays may qualify for assistance. If you know of a child that needs assistance contact Watonga Public Schools, P.O. Box 310, Watonga, OK 73772, ATTN: Special Education Director. All information is confidential.

## **SPEECH/LANGUAGE THERAPY SERVICES**

The development and stabilization of normal patterns of oral communication is a most cherished goal in today's society, and attention must be focused early on the way children speak. Inaccurate speech and/or language patterns can ultimately be deterrents to a child's ego and academic success. Many children might then benefit from the learning experience provided through Watonga's speech and language therapy program. Individualized or small training sessions are thus made available to those students for whom the therapy is deemed necessary by the trained Speech Pathologist.

## **Mc Kinney-Vento Homeless Assistance Act**

Under this law, your district's designated homeless student liaison must provide public notice of the education rights of homeless students. The district is required to disseminate the notices in places where homeless students receive services, such as schools, family shelters and other programs that make food or meals available to the homeless population.

## **STUDENT INSURANCE**

It will be the policy of the Board of Education to select a reputable company through which patrons may purchase accident insurance for their children at a minimum cost. The purchase of the insurance will not be compulsory but entirely at the discretion of parents. At no time can the Watonga Public School System be responsible for the cost of an injury to students.

## **FIRE DRILLS**

The signal for fire drills will be a loud buzzing sound from the fire alarm system. Students will exit the room single file. A teacher will take students away from the building. The students should stay in line and walk, not run, to their designated area. The teachers will call student roll after they have arrived at the designated area.

## **TORNADO DRILLS**

A Tornado warning means a tornado has been sighted. The signal is a continuous whooping sound. The classes will move immediately to designated safety areas and assume the safety position.

## **GRADING SCALES**

90-100	A	S	Satisfactory
80-89	B	N	Needs Improvement
70-79	C	U	Unsatisfactory
60-69	D		
Below 60	F		

## **TEXTBOOKS**

Parents, help your child by seeing that he/she does his/her homework and takes his/her books back to school the next day. Books that are lost or destroyed will need to be paid for before the student receives another book or his/her report card.

## **REPORT CARDS**

Report cards will be held at the end of the year until all charges have been paid.

Parent/Teacher conferences will be held following the first and third nine-week periods. Report cards will be sent home at this time with parents.

If you have any parental concerns please make arrangements in advance for a conference with your child's teacher. A time will be set up when the teacher is not on duty or teaching in her classroom.

The teacher is expected to send a deficiency report to parents during the fifth week of each nine-week period for those students who are failing or nearly failing a subject area and for those students who are not working up to their potential.

## **STUDENT RETENTION**

The board of education will follow policy **EIA-R4** in the selection of students to be retained in their current grade. A copy of this policy is on file at the Elementary, Superintendent's office, and on the school website.

## **HONOR ROLL**

There will be a Principal's Honor Roll for students making all A's and a Teacher's Honor Roll for students making all A's and B's for each nine-week period.

## **PARTIES**

The following are parties for specific grade levels:

- 4 year-olds – Grade 2; Halloween, Christmas, Valentine's Day, and Easter.
- Grades 3, 4, & 5; Halloween, Christmas, and Valentine's Day.

Parties will be at the discretion of the classroom teacher. Homeroom teachers will decide the method for providing treats for their classes. In some cases, homeroom mothers will be used to coordinate parties.

We ask that students not bring party invitations to school or hand them out during school hours.

## **TELEPHONE**

Due to the large school enrollment, some limitation must be placed on the use of the school telephone. Students must have permission from a teacher and the office personnel to use the school telephone.

Outgoing calls are to be made only in cases of emergency, such as illness or inclement weather. Permission to visit a friend, calling for homework or forgotten items does not constitute an emergency. (Continued on 18)

Recommendation is made that the parent and child work out an agreement at the beginning of the school year as to where the parent will meet the child during bad weather, thus saving some phone calls.

Students will be called to the telephone only in cases of emergency. **We discourage parents from calling their children at school and asking office personnel to deliver messages, unless it is an emergency. Office personnel will define an emergency.**

**Parents please try to make arrangements for students' after school events prior to the school day. NO MESSAGES WILL BE TAKEN AFTER 2:45.**

No cell phones or IPOD's will be allowed at school. They will be taken and turned into the office if seen or heard and must be picked up by the parent.

## **COMPUTER/INTERNET ABUSE**

Watonga Schools require that students and parents sign a Computer/Internet access conduct agreement or the student will not be allowed to use school computers. Students will not send unauthorized messages, view or send e-mail or change computer settings.

## **LOST AND FOUND**

All articles found are to be placed in the lost and found box in the building. Please check the box when you lose something. Many articles are not claimed. Articles not claimed will be given to some charitable organization at the end of the school year.

Please use name labels or some form of identification on items of clothing so that the child recognizes it.

## **MONEY**

When it is necessary to send money to school, please put it in an envelope with the child's name, the amount enclosed, and what the money is for. Please send correct change.

## **SCHOOL LOCKERS/CUBICLES (CUBBIES)**

School administrators must have access to school lockers/cubbies in order to properly supervise the welfare of students. Although students have privacy rights in locker contents in relation to other students, no such privacy rights in locker contents exists in relation to the school administration. Students are reminded that lockers are school property, and the school maintains the right to insure lockers are properly cleaned and do not contain items that should not be on school property. Students should not keep any items in lockers/cubbies that violate school

policy. Lockers may periodically be opened and examined by school officials at any time. This same policy applies to backpacks, bags, etc.

### **POLICY ON DISCIPLINE AND CONTROL OF STUDENTS**

All students enrolled in the Watonga Public Schools will be expected to abide by the rules and regulations set forth by the Administration, Teachers, and Board of Education. This includes being transported to or from school or school sponsored activities, in district-owned transportation equipment. Any student that is found to be disobeying the rules or showing disrespect to any teacher, school personnel, or school property will be subject to disciplinary action. Each teacher will have his or her own classroom rules. Students and parents will sign an agreement that they understand and have received a copy of the classroom rules.

Parents/Guardians need to encourage their child to abide by all classroom rules and honor the schools' discipline policy. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations. The student may accept the punishment, as designated by the administrator and/or teacher. If punishment is not accepted, the student may have the option of corporal punishment or being suspended from school until he/she returns with his/her parent/guardian for a conference with the administrator or the teacher involved. If at this conference, the parent/guardian and administrator cannot arrive at a mutual agreement, as to the punishment the student is to receive for his/her offense, the student will be suspended from school until an agreement can be reached. On long term suspension, the parent/guardian may appeal, in writing, to the Board of Education and a hearing will be held before the Board of Education in accordance with the laws of the State of Oklahoma.

### **FIELD TRIPS**

The elementary classes will take field trips throughout the school year. Field trips are deemed privileges. Eligibility will be determined by the classroom teacher and the principal. Eligibility requirements will be determined, but not limited to completed schoolwork, attendance, and behavior. Parents will be notified if their child will not be able to attend the field trip.

### **SEVERE CLAUSE**

The following behavior will be defined as severe:

1. Refusing to obey school personnel including refusal to attend assigned detention.
2. Fighting.
3. Profanity, abusive language, obscene gestures, sexual misconduct/harassment.
4. Possession of weapons, explosives, or any other items (such as bullets, ammunition, knives, etc.) that would endanger another person.
5. Extortion: threatening or intimidating other students for the purpose of, or with the intent of, receiving money, privileges, property, or anything of value.
6. Vandalism/theft.
7. Action or behavior which endangers another person.
8. Possession of drugs/alcohol/tobacco.
9. Leaving school without checking out.
10. Threatening or disrespectful behavior toward any school employee and/or adult.
11. Pulling the fire alarm when there is no emergency is considered a severe clause and a felony. The police and fire marshal will be contacted and charges will be filed.

Students will be sent to the office for a conference with the principal and/or teacher and parent. These actions may result in corporal punishment, detention, in-school suspension, out-of-school suspension, or a conference with the school counselor.

## **POSSESSION OF FIREARMS**

Any student who is determined to have brought a firearm to school will be expelled for a period of not less than one year. The chief administering officer may modify the expulsion requirement on a case by case basis.

## **DISCLAIMER**

The Watonga School Staff shall not be restricted or limited to the above violations.

## **THE FOLLOWING ARE METHODS BY WHICH DISCIPLINE PROBLEMS MAY BE HANDLED:**

These methods by which discipline problems may be handled apply in transit to and from school, during the school day, or at school related activities.

### **I. DISCIPLINE SLIPS**

Discipline slips are given as a consequence of inappropriate behavior. Discipline slips will be sent to parents through the mail.

### **II. COUNSELING**

The student will attend counseling and it may involve the classroom teacher and/or principal.

### **III. CORPORAL PUNISHMENT**

The principal shall have the authority (with signed parental consent) to administer corporal punishment to any student who violates any of the rules stated in the severe clause. Corporal punishment will take place in the principal's office. Parent/guardian will always be notified before corporal punishment is administered.

### **IV. IN-SCHOOL SUSPENSION**

Students will spend the day outside of the regular classroom in the principal's office. The student will lose all privileges for the day and complete daily work in isolation. Parent/guardian will be notified before in-school suspension is administered.

### **V. OUT-OF-SCHOOL SUSPENSION**

The principal shall have the authority to suspend any student who violates any of the rules stated in the severe clause. Parent/guardian will be notified before out-of-school suspension is administered.

### **VI. OTHER METHODS OF ADMINISTRATIVE DISCIPLINE**

Conferences with the principal, student, teacher and parent. Loss of privileges.  
Detention  
Financial restitution.

Students found to be in violation of any of the following mentioned items may be suspended for a definite period of time, which shall not extend beyond the current school semester and following semester. Suspensions from one to ten days are considered short-term suspensions. Suspensions resulting in more than ten days are considered long term suspension.

Students, parent/guardian will be notified of the offense prior to suspension.

Suspended students shall have the right to appeal the decision of the principal as follows:

**First level of appeal:** The parent may request a review of the initial suspension decision by the building principal. The building principal shall initiate such a review upon the parent's request.

**Second level of appeal:** The superintendent shall review the suspension of the building principal's review, if any, upon written request of the parents. (continue on 22)

**Third level of appeal:** On long term suspension, a parent wishing to appeal to the Board of Education must submit a written request to the Superintendent of Schools requesting that a hearing be scheduled before the Watonga Public School Board of Education. The Board of Education upon receipt of the request shall undertake a full investigation of the matter, determine the guilt or innocence of the student, and issue its decision, which shall be final.

### **SUSPENSION OF STUDENTS (REGULATIONS)**

In accordance with the policy of the Board of Education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for acts of immorality, sexual harassment, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, damages property, persistent misbehavior, is guilty of misconduct which, in the judgment of school officials, warrants the reasonable belief that substantial disruption of school operations will likely result.
2. A suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Weapons-Free Schools Policy (FNCSGA) which provides suspensions for up to one calendar year.
3. Except under circumstances, which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
4. An appropriate educational plan for students of violent offenses will be made and followed in accordance to state guidelines.
5. Procedural steps to suspension:
  - G. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reason.
  - H. In-School Suspension (ISS) is an alternative to short term out-of-school suspension. ISS will be imposed by the student's principal. In-school suspension involves certain procedural rules, which do not pertain to other types of suspension.
  - I. Short term suspension. A student may be suspended from school for up to a ten-day period by the principal. Both the students and the parent(s) shall be notified of the suspension, the reason, and the right to appeal the suspension to the superintendent.
  - J. Long term suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the reason, and the right to appeal the suspension to the Board of Education.
6. Appellate procedures. Any student who has been suspended under the steps listed above, or the student's parent(s) may appeal the suspension to the superintendent, if the period of suspension is ten days or less, or to the Board of Education, if the suspension is for more than ten days. The following procedures shall govern the appellate process:
  - A. The student, or student's parent(s), shall notify the superintendent as soon as possible following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. The superintendent (short term suspension) or the president of the

Board of Education (long term suspension) shall be advised of a student's or parent(s)' intent to appeal. The appeal shall be heard within ten days from the date the notice of intent is filed. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on the student's own behalf; cross-examine opposing witnesses, and offer other evidence in his/her behalf including the student's own testimony.
  - D. The superintendent (short term) or the board of education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.
7. Appeal for reinstatement. Students, who have been suspended for the remainder of a semester or more, may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The board shall take whatever action it deems appropriate.

**NOTE: 70 O.S. 24-102 states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expire**

### **BULLYING AND 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 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.

### **THE ELEMENTARY SCHOOL DEFINES BULLYING BEHAVIOR BY THE FOLLOWING;**

**PHYSICAL – *Verbal physical behavior*** is taunting, expressing physical superiority, threatening physical harm, blaming targeted student, practicing extortion, and making threats to secure silence: "If you tell, I will..."

***Nonverbal physical behavior*** is making threatening gestures, defacing property, pushing or shoving, taking small items from others, damaging or destroying property, stealing, initiating

fighting, scratching, tripping another student, assaulting, setting fires, physical cruelty, and assaulting with a weapon.

**EMOTIONAL** – *Verbal emotional behavior* is insulting remarks, calling names, teasing about possessions and clothes, saying someone has germs or is unclean, insulting family, insulting intelligence and athletic ability, frightening with phone calls, challenging another student in public.

*Nonverbal emotional behavior* is giving dirty looks, holding noses or other insulting gestures, defacing schoolwork, falsifying schoolwork, and defacing or destroying personal property.

**SOCIAL** – *Verbal social behavior* is gossiping, spreading rumors, and teasing publicly about clothes, insulting race and/or gender, undermining relationships, and threatening total group exclusion.

*Nonverbal emotional behavior* is passively not including someone in a group, playing mean/hurtful tricks, making someone look foolish, arranging public humiliation, and total group rejection or ostracizing.

A teacher that witnesses these actions stated above or a student who witnesses these actions stated above or someone who is on the receiving end of the above stated bullying and/or harassing can fill out a bullying report located throughout our school. Our school counselor will read through the reports and discuss problems with the students and teachers involved with the reports.

**The principal or the teacher can determine if the bullying/harassment warrant further punishment.** Students could receive a discipline slip, counseling, corporal punishment, in-school suspension, out-of-school suspension, or any other method of discipline determined by the teacher, principal, and/or parent.

## **STUDENT RESPONSIBILITIES**

### **I. SCHOOL WIDE**

1. Be in designated areas at appropriate times.
2. Follow directions of school personnel.
3. No physical aggression and/or fighting.
4. No profanity, abusive language, or obscene gestures.
5. Obey rules for specified areas.
6. No articles which are hazardous or disruptive to others.
7. No gum chewing or candy (gum and/or candy is not to be brought to school).
8. No items may be sold or traded among students.
9. No toys should be brought to school.
10. No hard balls or bats will be allowed.

### **II. DRESS CODE**

It is understandable that criteria be established to prohibit extreme styles and designs in clothing, which might disrupt the educational process or endanger the health and safety of pupils. All policies pertain to school hours or activities and apply to all students in Watonga Elementary School. (1-10)

1. Clothing with advertisements of alcoholic beverages, tobacco, bad language, or objectionable slogans may not be worn.
2. Midriffs will be covered at all times.
3. All students are required to wear shoes.
4. All shorts, dresses, and skirts should be no shorter than four inches above the knee.
5. The waistbands of pants or shorts must ride at the wearer's hip bones or higher. Suspender straps must be fastened.
6. All students will not wear hats, caps, scarves, bandanas, or headgear in the building. The only exceptions are for medical reasons and special celebrations.

7. Spaghetti strap shirts, tube tops, one strap shirts, backless tops, and muscle shirts will not be permitted.
8. Shorts are not recommended after Fall Break or before Spring break.
9. Flip flops are not recommended during PE and recess.
10. No out of the ordinary colored hair.(examples; pink, green)

### **III. HALL AND RESTROOM**

1. No running or excessive noise.
2. Do not jump and hit exit signs, tops of doors, ceilings, etc.
3. Do not play or climb in the restroom.
4. If you see someone abusing a restroom, please call a teacher.

### **IV. PLAYGROUND**

1. Play in designated areas only.
2. Play games that are not dangerous.
3. Throw nothing on the playground except authorized playground equipment designed to be thrown.
4. Report strangers on or around the playground to school personnel.
5. Tackle football, wrestling, fighting or play fighting is not allowed.
6. Double swinging, twisting or jumping from swings is not appropriate.
7. Stay on the sidewalk when walking to the playground from the cafeteria.
8. Be respectful and use appropriate language at all times.
9. Use the designated trash barrels for litter.
10. South doors, during playground time, are used only in emergencies.
11. Get permission from the duty teacher before retrieving balls from the street.
12. Return playground equipment to its proper place.
13. Balls thrown or kicked on the roof will be taken down when possible.
14. Students are to play away from the windows.
15. Do not throw gravel or rocks.

Students must have a dated and signed note by parents to stay inside during recess. The note is to state the reason, illness, or doctor's request. Teachers will use their judgment in other cases.

### **V. CAFETERIA**

1. Good manners are important.
2. Speak softly.
3. Be excused before leaving the table.
4. No food or drink is to be taken from the cafeteria.
5. No pop.
6. No exchanging of food or milk.
7. Follow all instructions of the duty teacher.

### **VI. CAR PICK-UP**

1. Kindergartners are to exit from the south doors.
2. Grades 1-5 will be dismissed from the East side of the building.

### **MINUTE OF SILENCE LAW**

Senate Bill 815 requires the local board of education to ensure that all school sites within the district observe approximately one minute of silence each day. The minute of silence is for the express purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity. (Each site in Watonga School observes a minute of silence daily).