

Kingfisher Elementary Schools

(PK-6th grades)

2023-2024

Student Handbook

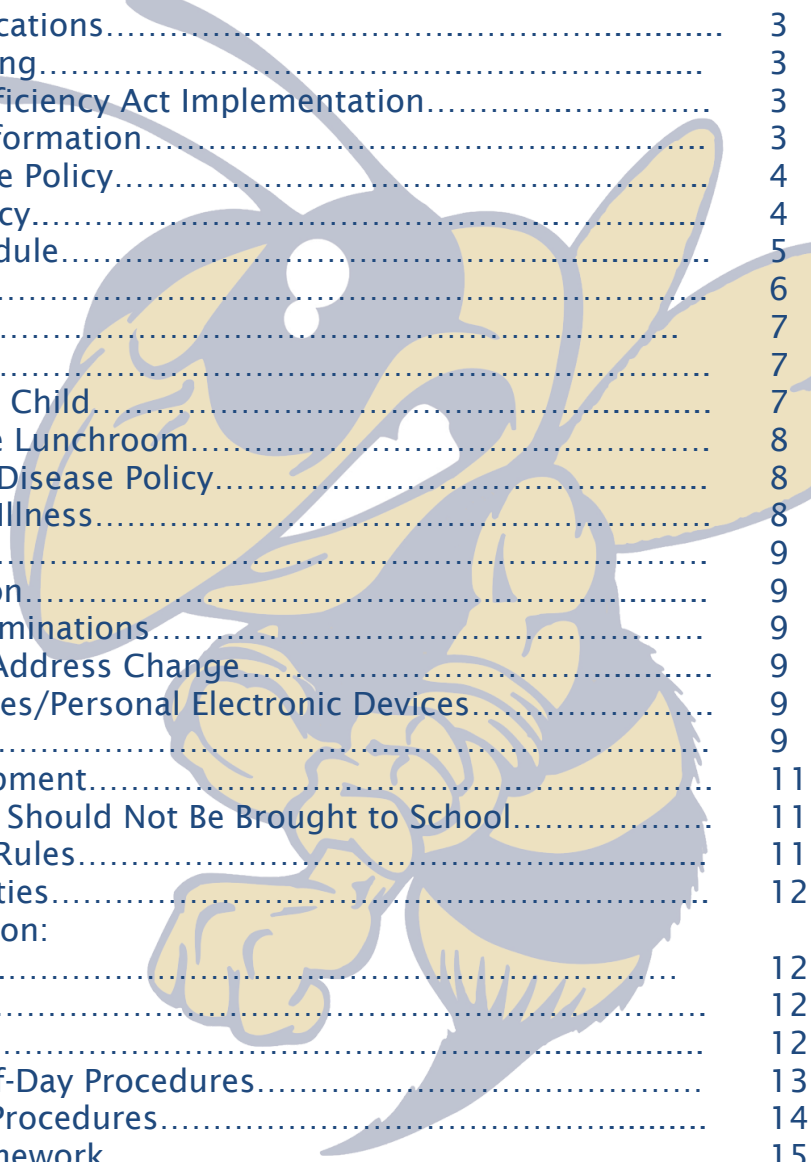
Gilmour Elementary
1400 S. Oak Street
Kingfisher, OK 73750
405-375-4080

Heritage Elementary
600 S. 9th Street
Kingfisher, OK 73750
405-375-3018

Kingfisher Upper Elementary
601 S. 13th Street
Kingfisher, OK 73750
405-375-6607

Kingfisher Elementary Student Handbook

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Welcome! We are glad you are here! To ensure a successful and safe school year, we have prepared the following information as a guide for all elementary students and families, grades PK-6th.

EQUAL OPPORTUNITY 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. Inquiries concerning application of this policy may be referred to David Glover, Compliance Coordinator.

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

ASBESTOS NOTIFICATION

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.

SCHOOL CLOSINGS

In case of school closing due to weather, messages will be sent via Remind, School Connect and social media. In addition, the following stations will be notified:

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

Reading Sufficiency Act Implementation

Beginning with students entering the first grade in the 2011-2012 school year, if a student is deemed deficient in reading, the student shall be retained in the third grade. Each decision about a child's promotion or retention is based on several things, which may include the child's performance on the OCCT, portfolio reviews, and certain alternative assessments, in compliance with current state law... No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. (State Statute [70-1210.508C](#))

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 (1st grade, 4th grade, 10th 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.

NO TOLERANCE POLICY

The following will NOT BE TOLERATED in Kingfisher Schools.

- Clothing that promotes gangs {i.e. saggy pants, colors, do-rags, hairnets, improperly worn clothing (closed top-open bottom)}, hats or any apparel that denotes gang membership or identity. Gang style writing, graffiti, jewelry, tattoos, hairstyles, or gang signs and or language.
- Drugs and/or drug paraphernalia
- Weapons of any kind
- Bullying or Harassment

The intent of this policy is to help protect all students from dangerous and destructive activities.

BULLYING POLICY

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events 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. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, bullying means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of student that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternate methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these

alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Performing campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

This policy is required by law.

SCHOOL SCHEDULES

We believe adhering to schedules and being on time for classes and appointments is a basic responsibility which students should exhibit.

PLEASE DO NOT DROP OFF STUDENTS BEFORE 7:30a.m. BECAUSE SCHOOL DOORS WILL BE LOCKED.

Gilmour Elementary:

7:30	Building unlocked
7:30 – 8:00	Breakfast Line is open
8:05	Tardy bell, classes begin
11:20-12:50	Lunch served
2:50	Pre-K, Kindergarten, & 1 st Grade Car Dismissal
3:05	Buses and Walkers dismiss

Heritage Elementary:

7:30	Building unlocked
7:30 – 7:55	Breakfast line is open
8:00	Tardy bell, classes begin
11:35	3 rd grade lunch
12:00	2 nd grade lunch
2:55	School dismissed

Upper Elementary:

7:30	Building unlocked
7:30 – 7:45	Breakfast line is open
7:45	First Bell rings
7:50	Tardy bell, classes begin
11:05	5 th grade lunch
11:55	4 th grade lunch
12:45	6 th grade lunch
2:50	School dismissed

Times are subject to change.

After arriving at school, children should not leave the school grounds during school hours without being signed out at the front office by parent, guardian, or individual listed as an emergency contact in our student information system.

CHECK IN AT THE OFFICE

All visitors must check in at the office to ensure a safe and secure environment for all students and staff. State issued identification is required for all visitors.

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 both the third and the fifth absence parent/legal guardian will be notified. 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)

Parents and/or guardians are required by law to compel their child to attend school.

***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)

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 a student will be absent, he/she 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 school office.
5. If the parent does not contact school officials within one (1) week of an absence the student will be classified as truant.
6. Attendance reports will be run weekly. 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 semester/per class. Tardy reports will run each week. At the elementary schools 3 tardies equal an absence. Each student with 3 tardies in a class will receive a phone call home notifying the parent/legal guardian of the situation. Principals may enforce some type of discipline measures on the 4th tardy. Continuing tardy offenses will result in higher levels of discipline.

Gilmour and Heritage:

- A student will be counted tardy from 8:05 a.m. until 9:30 a.m. When a student arrives at school after 9:30 a.m., the student will be counted absent for ½ day.
- If a student leaves school before 2:00 p.m., it will be counted a ½ day absent.
- If a student leaves school after 2:00 p.m. until 2:30 p.m., the student will be counted an afternoon tardy.

Upper Elementary:

- A student will be counted tardy if he/she arrives within the first 20 minutes of class. When a student arrives after 20 minutes, the student will be counted absent from that class.
- If a student leaves school and misses more than 20 minutes of a class, he/she will be counted absent from that class.

PICKING UP A CHILD

If it is necessary for parents/guardians to pick up or see their children during school hours, they should report to the office for assistance. **If any person other than the parent or guardian is to pick up a child, school officials must be notified by the parent or legal guardian. A phone call to the office is essential if the child is not going home in the usual manner.** Teachers have been instructed not to release a child to anyone other than a parent or legal guardian unless it has been approved through the office. When parents enter the building to pick up a child they must wait in the lobby area until children are dismissed.

EATING IN THE LUNCHROOM

Kingfisher Schools have a first-class cafeteria system which serves breakfast and lunch to all students. Breakfasts and 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 school meals should contact the principal or the Food Service Director.

Any child leaving school during the lunch period must be picked up and returned by the parent, guardian, or predetermined person who has been cleared through the office.

When sending a packed lunch to school, please do NOT send GLASS containers.

Outside Guests- We do not currently allow any outside guests including but not limited to parents and grandparents to eat at school with our students.

CONTAGIOUS DISEASE POLICY

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

When a student is found to have head lice while at school, parents/guardians will be contacted as soon as possible. Parents/guardians must make immediate arrangements to have their child(ren) 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 this type of shampoo that can be purchased over the counter.

Before a student may reenter school, the parent/guardian will be required to have a note from a doctor or the Health Department stating 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 because they are ill, they may not return to school until the following school day.

ACCIDENT OR ILLNESS

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 (of 100 degrees or higher). **Before reporting back to school, a student must be fever free for 24 hours.**

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

To stop the spread of illness, if a child has vomited two or more times within a 24 hour period, the student should stay home for 24 hours after the last time she/he vomited. If a student vomits at school she/he must be picked up, and the 24 hour procedure must be followed.

School officials will administer minimum first aid in case of injury or broken bones. Parents/legal guardians and/or paramedics will be notified immediately if the injury is severe. **It is extremely important that school officials be given the telephone number of a person to call in the event of an emergency.**

MEDICATIONS

A permission form must be filled out and on file at the office if a child brings medicine to school. Medications must be in the original container. At no time should a student have medication in their locker or bag.

Before a school employee can administer medication to a student, the parent or legal guardian must complete a permission form. This policy is in effect for all medication, including both, prescription and over the counter.

IMMUNIZATION

All new enrollees and transfer students must present acceptable documentation of the required immunizations before they will 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, it is suggested that your child be examined by a physician each year prior to the beginning of school. We especially recommend a physical examination for any child who will be starting school for the first time.

TELEPHONE/ADDRESS CHANGE

Please stop by the office and complete a *Student Contact Update Form* immediately if there is a change in address or telephone number for the parent, baby-sitter, or emergency contact. This information is very important in case your child becomes ill or injured.

MOBILE PHONES/PERSONAL ELECTRONIC DEVICES

Personal mobile devices, including but not limited to, mobile phones, smart watches and bluetooth headphones are not to be seen or heard during class time. Any student whose device is in violation of this policy will be confiscated for parent pickup.

We will not release confiscated devices to students. Thank you for your cooperation.

DRESS CODE FOR KINGFISHER ELEMENTARY SCHOOLS

The general atmosphere of a school must be conducive to learning. Students' general attire or appearance must not present a danger to their health or welfare, or attract undue attention to the extent that it disrupts the school. In all matters relating to individual dress and grooming, students should use good judgment. The school shares with parents the responsibility for the students' appropriateness of dress and grooming. In the interest of health, safety, decency, and decorum among students, the following regulations have been adopted by the board of education:

1. Students are expected to dress in a neat, clean, and well-groomed manner. The entire area from shoulder to shoulder and from the shoulders to four inches below the hip/pelvic region (i.e., a four inch inseam), including buttocks, should be covered at all times. Clothing must properly conceal undergarments at all times. Leggings and tights must be covered by an opaque top that covers the hip/pelvis region, including buttocks. The following clothing is not permitted at school or school events:
 - Swimsuits
 - Tank tops or muscle shirts
 - Halter tops or Tube Tops
 - See-through shirts (unless worn over appropriate clothing)
 - Midriff shirts (including any shirt that exposes the midriff skin)
2. Dresses and skirts, including any slit openings of skirts/dresses, must be fingertip length. At the discretion of the principal/assistant principal clothing must be appropriate for school attire.
3. Shirts must have a hemmed sleeve and shoulder straps must be at least two inches wide.
4. Holes or rips above a four inch inseam in length in the jeans are not acceptable. Shredded, ripped, or excessively frayed garments are not to be worn by students. Jeans that have been cut to create shorts/Capri pants of appropriate length are acceptable as long as the fraying is not deemed excessive.
5. There will be no tolerance of clothing and/or accessories with suggestive, vulgar, or offensive patches, badges, or printing that suggest obscenity or vulgarity or that promote any type of behavior that is illegal for minors to engage in. The following are unacceptable:
 - A. Offensive slogans or profanity.
 - B. Advertisements of tobacco, drugs, or alcohol. This would extend to events sponsored by tobacco or alcohol companies or businesses that advertise the sale of these products. KINGFISHER BOARD OF EDUCATION FNCA-R Adoption Date: October 3, 2005 Revision Date(s): August 2, 2021 Page 2 of 3 STUDENT CONDUCT DRESS CODE, REGULATION (Cont.)
 - C. Depiction of torture or violent death.
 - D. Any symbol or language that symbolizes/incites fighting. (U.S. Supreme Court Ruling)
 - E. Clothing or accessories that are racially insensitive or a symbolism of racism will not be tolerated.
6. All students must wear shoes to, during, and from school. Any shoe that distracts from instruction will not be permitted.
7. Headgear (i.e., hats, caps, bandanas, sunglasses, stocking caps, and hoods of garments) will not be worn in the building. Headgear brought to school should be kept in the student's locker. (Exceptions may be made for students with religious beliefs requiring a head covering or for medical reasons.)
8. Any loose clothing or accessories that are "gang related," or deemed so, will not be tolerated. Examples would be trench coats and/or sagging jeans. Jeans that are deemed to be habitually "sagging" may have the added requirement of wearing the shirt tucked in the waist of the pants.
9. The dress code will apply to athletic wear during curricular class time (i.e., shorts and cheerleading uniforms).
10. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
11. Chains of any type that have the capacity to be used as weapons will not be allowed. Animal chains/collars/spikes are prohibited.

12. Pajamas, house shoes, or nontraditional clothing options are not acceptable forms of clothing for the school day.
13. Students will not write on their clothes at school or wear clothes that are signed by their classmates. Any item that was autographed should be brought to the principal for approval before being worn.
14. The administration and/or the faculty may act on any inappropriate dress using discretion and good judgment for the general well being of the students and school system.
15. The principal may adjust this dress code for special occasions.

Students who come to school inappropriately dressed and are not following the dress code will be subject to being held out of class until the dress code is complied with. Absences from class as a result of dress code violation will be deemed unexcused. The first dress code offense will result in a warning. A second offense will result in two days of detention. A third offense will result in five days of detention. A fourth offense will result in one day of Saturday School. A fifth offense will result in three days of ISD and one day of Saturday School. If a student chooses to not comply with the school dress code more than five times, suspension will be considered as a final consequence. (See also policy FO.)

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 replacement cost.

ITEMS WHICH SHOULD NOT BE BROUGHT TO SCHOOL

- No rolling backpacks are allowed. Backpacks should be carried on the student's 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).
- No hoverboards.

Toys, sports equipment, and other entertainment items may be brought to school on special occasions with teacher's permission. The school will not be responsible for damaged, lost, or stolen items.

PLAYGROUND RULES

Each school has different playground equipment. Please disregard any specifics that do not apply to your site.

1. Playground equipment should be used in the manner for which it is intended.
2. For safety reasons, students may play in designated areas only.
3. No kicking balls of any kind on blacktop. Kick only on the field.
4. No tackle football, wrestling, or kicking.
5. Do not throw rocks, dirt, shredded rubber or other objects.
6. Use jump ropes for jumping only.
7. No tag in rubber area.
8. Do not push others off play equipment.
9. Only one child on a swing at a time, and that child should remain seated.

10. No jumping out of or twirling of swings.
11. Only one child on the slide at a time, and that child should go down the slide in a seated position. No climbing up the slide. No horseplay or toys on the slide.
12. Do not climb over or jump down from the top of the rock wall.
13. No standing or walking on top of the bars. No sitting on top of the monkey bars.
14. Students must remain within the specific playground boundaries as indicated at each site.
15. Students should stay away from the fences, windows and building areas where classes are in session.

Rules may be adjusted/added as necessary to ensure the safety of all students.

BIRTHDAY PARTIES

There will be no birthday parties that include the exchange of gifts from students or parents. Packaged snacks purchased from the grocery store/bakery may be brought to school **with the teacher's permission. Please, no homemade goodies and something healthy is always an option.**

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 dismissal, students may come by the office to pick up their flowers, balloons, etc., before leaving school. If a delivery is made, arrangements must be made for the student to be a car-rider. Deliveries will not be allowed on the bus.

TRANSPORTATION

Motorists

1. Motorists have the responsibility to exercise extreme caution while driving in a school zone or when approaching a school bus.
2. Motorists 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 the 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 riding on the right side of the street near the curb. Remember, pedestrians have the right-of-way. Bicycles should be parked in the designated area for each 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 Riders

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 exit the bus anywhere 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. Do not use any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Refrain from loud talking, laughing, or unnecessary confusion that may divert 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. Keep bus aisles clear of books, bags, and other possessions.
10. Do not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.
12. NO horseplay or 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 unless it is unsafe.
16. Balloons are NOT allowed on the bus because they limit the visibility of 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 crossing.
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, wait until the bus has left the bus stop and traffic is clear before picking it up.

Extracurricular trips:

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

BEGINNING-OF-DAY PROCEDURES

Our greatest concern is for the safety and well-being of the students.

ALL CARLINES are single-file only and there is NO PASSING.

Gilmour:

Pre-K/TK, Kindergarten, 1st grade students may be dropped off for school at 7:30. Arrival drop-off locations:

Pre-K - east front doors (main entrance)

Kindergarten - northeast front doors (drop off at north drive)

1st Grade - south side

A greeter is present until 8:05am at the east, northeast, and south doors. **If an adult is not visible, students should be dropped off at the front door and check in with the secretary at the office.**

Heritage:

- Walkers/car riders will enter on the west side of the building (main entrance).
- Bus riders enter the building on the north side of the building.

Upper Elementary:

All walkers, bikers and car riders should enter the building through the main entrance on the south side of the building.

All bus riders will enter the building from the bus loop on the north side of the building.

To ensure the safety of our students, walkers, bikers and car riders should NEVER be dropped off in the north parking lot (BUS LINE).

END-OF-DAY PROCEDURES

Children should have a set procedure for each day. If that procedure changes, please contact the appropriate school office by 2:00p.m.

Pick up person must be an approved contact. If not listed as an approved contact in Wengage, then the pick-up person will be required to present government issued photo identification to ensure it matches the name given by the guardian who initiated the change in plans.

ALL CARLINES are single-file only and there is NO PASSING.

Students may not be checked out of school early to avoid carlines. All students will go home by car, bus, walk/bike. Students will only be allowed to be checked out of school from 2:00 to 3:00 for an excused reason including but not limited to Doctor's appointments or family emergencies.

Gilmour:

Pre-K, TK, Kindergarten, 1st Grade car riders will be picked up for dismissal at 2:50.

Parents/guardians must contact the school office by 2:00pm to change a child's regular dismissal plan. Older students will be placed with younger siblings so that they can be picked up at one place.

- Car riders- Drivers must have the School SafeID number tag visible in the vehicle window. You must remain in your vehicle in the car line, and the teachers will supervise the loading. Students should load from the curb, and they should never have to cross traffic.
- Bus riders- Students riding a bus will be dismissed upon the arrival of the buses at approximately 3:05. Teachers will assist students in getting to the correct bus number line.
- Walkers- Those students who walk will be released with crossing guards shortly after the buses. They will be supervised crossing the street.

Heritage:

- Students who ride the bus will load on the north side of the building.
- Students who walk or ride bicycles will be dismissed after the buses.
- Parents who wish to pick up their children may do so at the west entrance of the school. Please remain in your car, and the teachers will supervise the loading. Students should load from the curb, and they should never have to cross traffic.

Upper Elementary:

- Car riders- Students may be picked up at the main entrance on the south side of Kingfisher Upper Elementary. Please remain in your car, and the teachers will supervise the loading. Students should load from the curb, and they should never cross traffic.
- Bus riders-Children who ride the bus will load on the north side of the building.
- Walkers/Bikers: Students who walk or ride bicycles will exit the building on the south side at the main entrance. They will be dismissed after the buses and car traffic have left the school area.

To ensure the safety of our students, walkers and car riders should NEVER be picked up in the north parking lot (BUS LINE).

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 when work needs to be completed at home. In most cases, this work is due the next day unless specific directions are given to the contrary. Late papers may result in lowered grades and/or other consequences. If a student is absent, a student's homework can be picked up at 3 p.m. Please call the school by noon on the day of an absence to assure your child's homework will be ready.

RECESS DETENTION

Teachers have the right to keep 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.

DISCIPLINE

All student behaviors in the Kingfisher Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship everywhere.

As students move up through Kingfisher Public Schools it is important to recognize that when behavior isn't corrected, it can escalate. As a result, consequences will escalate as appropriate and in accordance with school and board policies.

We have one basic rule of conduct. We desire that all students accept the responsibility of self-discipline in order to further their learning. Please discuss with your child(ren) the importance of and need for good behavior and a good attitude while at school. Fighting, disrespect, bullying, 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.

When a student demonstrates that they can't conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self-discipline, the student must face the consequences of disciplinary action. Such alternatives as detention, In-School Intervention (ISI) and suspension are available for those students who find it difficult to conform to school policies.

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.

TITLE I PARENT INVOLVEMENT

The Kingfisher Board of Education endorses the parent involvement goals of Title I and encourages participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, schools and community. In this policy, the word parent also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. A meeting of parents of participating Title I students will be held annually to explain the goals and purposes of Title I programs. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in Title programs. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings.

These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs. The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's

progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of the children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards.

The compact shall:

1. Describe the school's responsibilities to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standard;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework, completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

In order to achieve the level of Title I parent involvement desired by the board of education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school and community.

GENERAL RULES

While compiling a student handbook, not every rule can be mentioned. Therefore, other general rules will exist. 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.

SCHOOL CITIZENSHIP

All students are expected to act in the appropriate manner while in school.

WE WILL:

- respect each other.
- call each other by our correct name.
- pay attention in class.
- listen to and respect every teacher.
- at all times, respond in an honest and truthful way.
- walk and speak quietly in the halls.
- do our best at all times.
- leave personal items (such as candy, toys, combs, makeup, games, trading cards) at home unless the teacher allows these to be brought to school.

INTERNET ACCESS AND ACCEPTABLE USE POLICY *(Board Policy DHAC, adopted June 26, 2023)*

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Throughout the Internet, students and employees have access to electronic mail (e-mail.), news, databased library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may

contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material however, the District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use.

Acceptable Uses: The District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to Administrative Regulations, the District's computers and the Internet access (including e-mail) provided by the District shall not be used:

- a. To violate an individual's right to privacy;
- b. To access materials, information, or files of another person or organization without permission;
- c. To violate the copyright laws or software licensing agreements;
- d. To spread computer viruses;
- e. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
- f. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
- g. To distribute religious materials;
- h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- i. For any commercial purpose unless authorized by the Administration or Board;
- j. To engage in any illegal activity; or
- k. To engage in cyberbullying at school or in the workplace.

Consequences for Misuse: The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by the District's computers or District-provided Internet access. The District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the District's computers or District-provided Internet access. In

addition, discipline may be imposed for improper usage. All internet usage will be monitored and recorded to ensure compliance with the Children's internet protection Act ("CIPA"), as codified at 47 U.S.C. §254.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Remote Internet-based Courses: The District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

Internet-based Instruction: The District may allow for students to complete required course work through Internet-based courses in accordance with rules, regulations, and/or guidelines adopted by the State Department of Education.

Education: The District will educate all students who are granted access to the Internet regarding appropriate on-line behavior including: safety and security when using electronic mail, interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

Web Filtering: The District shall provide filtered access to the Internet per standards pursuant to CIPA. Technology protection measures shall be in place that safeguards Internet access by all users to visual depictions that are obscene, related to child pornography, or other content that may be deemed harmful to minors.

The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

The District will enforce the operation of the technology protection measures on its computers with Internet access. An administration, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during an audit, to enable access for bona fide research, or other lawful purposes.

Records Retention: The District will retain its Internet Safety policy documentation according to the Record Retention and Archival of Electronic Mail Transmissions Policy - EFBCA-R2.

Employee and Student Use of Social Media: District recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online posting, interferes with the learning environment or causes a disruption to the normal operations at school, violates District policy or the laws of the State of Oklahoma. District recognizes that the line between professional and personal relationships is blurred within

a social media content. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the District, they are advised to maintain their professionalism as District employees and take responsibility for addressing inappropriate behavior or activity on those networks, including requirements for mandatory reporting.

I. Definitions:

- A. Social media refers to any user generated content sites generally available to the public or consumers that include, but are not limited to sites like Facebook, Flickr, YouTube, Twitter, Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, and other content sharing sites.
- B. District approved password-protected social media tools are those that fall within the District's electronic technologies network or which the District has approved for educational use.

II. Employee Guidelines: District's employees are expected to serve as positive ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employee as a representative of the District, they are required to observe the following rules when referring to the District, its schools, students, programs, activities, employees, volunteers and communities on any social media:

- A. An employee's use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.
- B. District employees should exercise discretion and maintain professionalism when communicating with students or groups of students via computer or wireless telecommunication devices. Employees should limit communication with students to matters concerning a student's education, or extracurricular activities for which the staff member has responsibility.
- C. District employees are discouraged from engaging in private electronic media exchanges with students. Only on rare occasions or in emergency situations should individual communication with students occur.
- D. District employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all communications – by word, image or other means. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
- E. Externally communicating any confidential or privileged information related to the District, its employees or students, not intended for public dissemination is prohibited and may be grounds for disciplinary action. District employees may not disclose information on any social media network that is confidential or proprietary to the District, its students or employees or that is protected by data privacy laws such as FERPA. Posting images on any social media network of co-workers without the co-worker's consent is prohibited. Information or images of students may NOT be posted on any social media network without written parental consent.
- F. Employees may not act or purport to act as a spokesperson for the District to post comments as representative of the District, except as authorized by the

Superintendent or the Superintendent's designee. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views for the District.

- G. When using forms of electronic communication to share information with students, District employees are directed to inform parents in writing (handbook, syllabus, etc.) to the extent this form of communication will be used, establish guidelines for such use, and allow them the option to opt out.
- H. District's name/logo may not be used on any social media network without permission from the Superintendent or designee. Nonpublic images of the District premises and property, including floor plans, may not be posted or shared.
- I. District employees should be aware that persons classified as "friends" or persons who can access a personal social networking site may have the ability to download and share the employee's information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.
- J. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

III. Student Guidelines:

- A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the District, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.
- B. Students should be aware that social posts must adhere to all state and federal laws and any applicable District policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, and/or causes a disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The District will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.
- C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.
- D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permissions to use the image or it is under Creative Commons attribution.
- E. Use of social media during the school day is prohibited unless specific permission has been granted by the District.

IV. Consequences for Violations of Social Media Policy: Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If

warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following:

- A. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.
- B. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.
- C. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

