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KINGFISHER HERITAGE SCHOOL
2015-2016 Faculty and Staff

3rd Grade

Mrs. Micah Daugherty
Ms. Makylah Endres
Mrs. Diane Grellner
Mrs. Kristi Hyatt
Mrs. Lisa Storm

4th Grade

Mrs. Tanya Cameron
Mrs. Stephanie Farrell
Mrs. Lili Giles
Ms. Melody Kuehn
Mrs. Michele Simon

Multi-Handicap

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

Learning Resources

Ms. Jenny Ludwig

Physical Education

Mr. Jared Reese

Music

Mrs. Molly Neuman

Librarian

Mrs. Meggan Lunsford

Counselor

Mrs. Kris Schaefer

Secretary

Ms. Gia Mason
Mrs. April Askey

Custodians

Mr. Michael Clayton
Ms. Esmerelda Vega

Teacher Assistant

Mrs. Adriana Smit

Speech Therapist

Mrs. Stephanie Willbanks

Special Education Director

Mrs. Glenda Wolf

Comp/Tech Coordinator

Mr. Chris Harris

Principal

Mrs. Kathy Kadavy

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

MISSION STATEMENT

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

POLICY NOTIFICATION

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

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

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

SCHOOL CLOSINGS

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

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

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 (scoring an Unsatisfactory Level on the reading portion of the third grade state-mandated test), the student shall be retained in the third grade unless the student is promoted under a good cause

exemption. 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

1. Clothing or accessories that promote gangs (i.e., sagging pants, colors, 'do rags, hats, jewelry, tattoos, distracting hair colors or any other apparel that denotes gang membership or identity).
2. Gang-style writing or graffiti, gang signs or language associated with gangs.
3. Drugs and/or drug paraphernalia.
4. Weapons of any kind.
5. Threats to others, including students and/or staff members.

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

BULLYING POLICY

On the 4th day of June, 2012, the Kingfisher Board of Education met for their regular scheduled Board Meeting. One of the acts of business at this board meeting was the revision and ultimate adoption of the school district's policy regarding bullying. The bullying policy is found at FNCD, FNCD-R, FNCD-P and FNCD-E in the school district's policy manual. You are entitled to a copy of the policy. If you would like to receive a copy of the policy please contact Jason Sternberger at 405-375-4194 or jason.sternberger@kingfisher.k12.ok.us

We have also made this policy available on our school website at www.kingfisher.k12.ok.us

SCHOOL SCHEDULE

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 7:20 BECAUSE SCHOOL DOORS WILL BE LOCKED.

7:20	Building unlocked
7:25 – 7:55	Breakfast line is open
7:55	Students report to class
8:05	Tardy bell, classes begin
11:00	Multi-handicap lunch
11:40	3 rd grade lunch
12:10	4 th grade lunch
2:55	School dismissed
2:55 – 3:35	After-school detention

Times are subject to change due to bus transportation.
Children should not leave school grounds during school hours without signing out at the office.

CHECK IN AT THE OFFICE

Every parent or visitor must check in at the office to insure a safe and secure environment for all students and staff.

ABSENCES / TARDIES

Attendance

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

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

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

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

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

Absence reporting procedure:

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

Absences

1. A parent calling a student in sick does not excuse an absence.
2. If the parent/legal guardian knows ahead of time that 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 principal's 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 daily. 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 Heritage School 3 tardies equal an absence. Each student with 3 tardies in a class will receive a phone call home notifying parent/legal guardian of the situation. Principals may enforce some type of discipline measures on the 4th tardy. Continuing tardy offenses will result in higher levels of discipline.

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 secretary's 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 note or 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 principal's office. When parents enter the building to pick up a child they should 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 Linda Murphy, Food Service Director at 375-4007.

Parents are invited to eat with their child(ren) at school and are encouraged to call the day they plan to eat with their child(ren) to be added to the lunch count. 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.

CONTAGIOUS DISEASE POLICY

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

When any Heritage student is found to have head lice while at school, 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. **Before reporting back to school, a student must be fever free for 24 hours.**

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

If a child throws up at school she/he needs to be picked up as soon as possible and may return to school the following day.

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.

Before a school employee can administer medication to a student, the parent or legal guardian must complete a permission form.

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 notify school personnel 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.

CELL PHONES

Heritage students may bring cell phones to school; however, cell phones must remain in the student's back pack in the off position. Cell phones may not be used at any time during the school day or on school buses. If this policy is violated the cell phone will be confiscated, the parent/guardian will be notified, and the phone will be returned to the parent/guardian.

DRESS CODE FOR HERITAGE SCHOOL

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

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).

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

PLAYGROUND RULES

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, blue 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 horseplay or toys on the slide.
12. Do not climb over or jump down from the top of the rockwall. Traverse the wall only.
13. No standing or walking on top of the bars. No sitting on top of the monkey bars.

BIRTHDAY PARTIES

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

Please, no homemade goodies!

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

Flowers or balloons that are delivered to the school for students will be kept at the office until school is dismissed. At dismissal, students may come by the office to pick up their flowers, balloons, etc., before leaving school. Balloons are NOT allowed on the school 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 on the west side of the building. **Do not ride on the sidewalks, between cars, in between cars in the drive-thru, in the middle of the streets and/or on the playground.**

Bus 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 of 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.

END-OF-DAY PROCEDURES

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

and car traffic have left the school area. **Our greatest concern is for the safety and well-being of the students.**

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.

DICIPLINE

It is necessary for children to develop 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.

CORPORAL PUNISHMENT

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

SUSPENSION OF STUDENTS

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

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

GENERAL RULES

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

SCHOOL CITIZENSHIP

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

- We respect each other.
- We call each other by our correct name.
- We pay attention in class.
- We listen to and respect every teacher.
- We, at all times, respond in an honest and truthful way.
- We walk and speak quietly in the halls.
- We do our best at all times.
- We leave personal items at home unless the teacher requests these be brought to school.

HERITAGE SCHOOL CREED

I am a Heritage School student.

I am a winner!

I am a very unique and special person with goals to set and achieve.

Yesterday's failures are behind me.

Today's successes are now before me.

I will strive to learn every day with hard work and perseverance.

I will use each day wisely and not waste time.

I will have respect for myself and for others.

I am responsible for my choices, good or bad.

I will reach for my dreams with ability, determination, and hard work.

My education will give me a future filled with success and make me
a leader of tomorrow.

