



**YUKON**

**PUBLIC SCHOOLS**

**FACILITIES**

**2011-2012**

**STUDENTS**

**CURRICULUM**

**STAFF**

**ELEMENTARY**

**PARENT/STUDENT  
HANDBOOK**

**A  
FIVE STAR  
SYSTEM!**



**COMMUNITY**

**YUKON PUBLIC SCHOOLS**

## DISTRICT MISSION STATEMENT

Yukon Public Schools, through it's students, curriculum, staff facilities and community is committed to excellence. We believe this commitment will provide the opportunity for all students to become successful, contributing world citizens.



IT IS THE POLICY OF THE YUKON PUBLIC SCHOOLS 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. INQUIRIES CONCERNING APPLICATION OF THIS POLICY MAY BE REFERRED TO MR. KENT MATHERS, COMPLIANCE COORDINATOR FOR YUKON PUBLIC SCHOOLS.



1-877 SAFECALL  
ext. OK1  
1-877-723-3225 ext. 651

**Yukon Public Schools  
Notice to Students and Parents**

**Receiving 2011-12 Handbook**

**Carefully read this page, complete the information requested, share with your child, sign and then tear it out to give to your child's homeroom teacher.**

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**Student's Name (Please Print)**

---

**Grade**

**Homeroom Teacher**

**(TEAR OUT PAGE)**

**I hereby acknowledge that I have received and read the Elementary Parent/Student Handbook and have discussed it with my child.**

---

**Parent's Signature**

**Date**

**YUKON PUBLIC SCHOOLS  
ADMINISTRATION OFFICE  
600 MAPLE, YUKON, OK 73099  
TELEPHONE: (405) 354-2587**

**ADMINISTRATION**

**Mr. Bill Denton, Superintendent**  
**Mr. Kent Mathers, Secondary Assistant Superintendent**  
**Dr. Fred D. Rhodes, Elementary Assistant Superintendent**

**BOARD OF EDUCATION**

**Karen Youngblood, President ..... 350-3290**  
**John Nail, Vice- President..... 354- 8054**  
**David Moore, Clerk ..... 354-6700**  
**Jeff Deckard, Deputy Clerk ..... 354-2457**  
**Suzanne Cannon, Member ..... 354-8412**

**The Yukon Board of Education meets at 6:30 p.m. the first Monday of each month at 600 Maple, unless notice is given otherwise.**

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# **SECTION I**

## **CALENDAR/SCHOOL OFFICIALS ROSTER**

**Parents:**

Below is a list of school officials with their office phone numbers. Every effort should be made to contact these people during regular school hours.

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<b>POSITION</b>	<b>NAME</b>	<b>SCHOOL PHONE</b>
<b>Superintendent</b>	<b>Mr. Bill Denton</b>	<b>354-2587</b>
<b>Elementary Asst. Supt.</b>	<b>Dr. Fred D. Rhodes</b>	<b>354-2587</b>
<b>Secondary Asst.Supt.</b>	<b>Kent Mathers</b>	<b>354-2587</b>
<b><u>Elementary Pre-K – Third Grades:</u></b>		
<b>Central Principal</b>	<b>Robin Russell</b>	<b>354-2501</b>
<b>Myers Principal</b>	<b>Ron Brummett</b>	<b>354-5252</b>
<b>Parkland Principal</b>	<b>Lance Haggard</b>	<b>354-7786</b>
<b>Ranchwood Principal</b>	<b>Kristin Kilpatrick</b>	<b>354-6616</b>
<b>Shedeck Principal</b>	<b>Mark Park</b>	<b>354-6601</b>
<b>Skyview Principal</b>	<b>Carla Smith</b>	<b>354-4852</b>
<b>Surrey Principal</b>	<b>Maggie Sander</b>	<b>373-1973</b>
<b><u>Elementary 4-5 Grades:</u></b>		
<b>Independence Principal</b>	<b>Cecil Bowles</b>	<b>265-1352</b>
<b>Lakeview Principal</b>	<b>Scott Hein</b>	<b>265-1342</b>
<b>Dir. Special Ed.</b>	<b>Dr. Richard Bishop</b>	<b>350-1341</b>
<b>Volunteer Program</b>	<b>Christine Sorrels</b>	<b>354-3716</b>
<b>Community Services</b>	<b>Pam Shelton</b>	<b>354-2579</b>
<b>Dir. of Transportation</b>	<b>Jeff Carmichael</b>	<b>354-6667</b>
<b>Dir. of Food Service</b>	<b>Linda Fort</b>	<b>265-1340</b>
<b>Dir. of Student Academic Services</b>		
	<b>Shirley Tucker</b>	<b>354-1167</b>
<b>Dir. of Curriculum &amp; Assessment</b>		
	<b>Karen Robertson</b>	<b>354-6608</b>

**YUKON SCHOOL CALENDAR  
2011-12**

**August 10,11,12.....New Enrollments**  
**August 15.....Back to School Night PK-3: 5:00pm – 6:30 pm**  
**August 15..... Back to School Night 4/5: 6:00 – 7:30 pm**  
**August 18..... First Day of School**  
**September 5..... No School – Labor Day**  
**September 20 & 22..... Parent Conferences 5:00 pm – 8:30 pm**  
     ..... **GRADES PK-3– Early Out – 2:00 p.m. Sept. 20 & 22**  
     ..... **GRADES 4-5 – Early Out – 2:10- p.m. Sept. 20 & 22**  
**September 23..... No School**  
**October 20 & 21 .....No School – Fall Break**  
**November 23, 24, 25.....No School – Thanksgiving Vacation**  
**December 20..... End of 1<sup>st</sup> Semester**  
**December 21 – January 2 ..... No School –Christmas Vacation**  
**January 16.....No School – Professional Day**  
**February 20.....No School – Professional Day**  
**March 19 – 23..... No School – Spring Break**  
**March 27 & 29 ..... Parent Conferences 5:00 pm – 8:30 pm**  
     ..... **GRADES PK-3– Early Out – 2:00 p.m. Mar. 27 & 29**  
     ..... **GRADES 4-5 – Early Out – 2:10- p.m. Mar. 27 & 29**  
**March 30.....No School**  
**April 6 & 27.....Snow Days**  
**May 23 ..... Last Day of School**  
**Achievement Testing:**  
**Grades 3 - 5.....April 10 – 24, 2012**  
**Grades 5 (Writing).....February 21 & 22, 2012**

**SECTION II**

**PHILOSOPHY**

## **PHILOSOPHY**

We at Yukon Elementary Schools believe that all children can learn. Children learn when provided with a supportive, caring environment that develops self-esteem, self-motivation and a sense of responsibility. We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students. Our major goal is to prepare students to become responsible citizens and take their place as viable members of the community. The educational environment and the teaching strategies are designed to meet the goals and objectives of a strong curriculum. We feel that education is a cooperative effort between community and school, and look forward to working with you and your child.

## **SECTION III**

### **ENROLLMENT REQUIREMENTS**

## ENROLLMENT REQUIREMENTS

Persons of age five (5) years on or before September 1 through twenty-one (21) years who reside with parents or a legal guardian within the district may attend the Yukon Schools without payment of tuition. Proof of residency may be required by the school administration.

Enrollment in Yukon Schools is subject to the following conditions:

A. Immunizations: State law requires that all students in the public schools of Oklahoma, K-12, present certification of immunization from a licensed physician or authorized representative of the State Department of Public Health. Required immunizations include diphtheria, whooping cough, tetanus, rubeola, rubella and polio. The following are required BEFORE SCHOOL ADMISSION:

- 5 DPT\*
- 4 POLIO
- 2 MMR
- 3 Hepatitis B
- 2 or 3 Hepatitis A
- Chickenpox

\*The Oklahoma State Board of Health approved a revision effective in the fall semester of the 1996 school year that requires children entering kindergarten or first grade without attending kindergarten, to have received 5 doses of DPT or a combination of DTP and DTAP vaccines totaling 5 doses (unless the fourth DTP/DTAP was received after the fourth birthday) and 4 doses of polio vaccine (unless the third dose was received after the fourth birthday).

B. Age Verification: Children who are five (5) years of age on or before September 1 must enroll in a kindergarten class. Students entering pre-kindergarten, kindergarten or first grade for the first time in a public school must present their official state-certified birth certificate. Children enrolling in the Yukon Public Schools for the first time must present a certified birth certificate and immunization records before school admission is permitted. (Board policy FDA, State Law: Section 395).

C. Verification of Residence: Students within the Yukon Schools district may be required at any time to show verification of residence. Examples would be a lease agreement, current utility bill, and/or real estate contract showing your name and address. The Superintendent or his/her designee shall decide any questions as to place of residency for school purposes.

**STUDENTS WILL NOT BE PERMITTED TO ATTEND A YUKON PUBLIC SCHOOL WITHOUT MEETING THE ENROLLMENT REQUIREMENTS; COMPLETE IMMUNIZATIONS, AGE VERIFICATION, AND VERIFICATION OF RESIDENCE.**

**SECTION IV**  
**CAMPUS INFORMATION**

## **A. PRE-K – 3 SCHOOL HOURS:**

7:50 A.M. – Building will be open for students paying  
on lunch accounts and reporting to classrooms  
8:00 A.M. – Class Begins  
3:00 P.M. – Class Dismissed

ALL PRE-KINDERGARTEN and KINDERGARTEN HALF DAY  
AT SKYVIEW & SURREY:

### Morning Session:

8:10 A.M. – Class Begins  
10:45 A.M. – Class Dismissed

### Afternoon Session:

12:45 P.M. – Class Begins  
3:00 P.M. – Class Dismissed

KINDERGARTEN FULL DAY:

(Central, Myers, Parkland, Ranchwood, Sheddeck)

8:00 A.M. – Class Begins  
3:00 P.M. – Class Dismissed

SCHOOL OFFICE HOURS:

7:15 A.M. until 3:45 P.M.

Morning supervision of students begins at 7:50 A.M. It shall be the parent's responsibility to see that their child not report to school prior to 7:50 A.M. All students should be picked up no later than 3:15 P.M. No supervision is provided after this time.

## **4-5 SCHOOL HOURS:**

8:10 A.M. – Class Begins  
3:10 P.M. – Class Dismissed

Morning supervision of students begins at 8:00 A.M. It shall be the parent's responsibility to see that their child not report to school prior to 8:00 A.M. All students should be picked up no later than 3:20 P.M. No supervision is provided after this time.

## **B. SCHOOL VISITORS:**

All visitors are asked to report to the office when they arrive at the building. Parents are always welcome. Visitation by non-enrolled children is not permitted. Yukon Schools maintain a 24/7 Tobacco-Free policy. (School Board Policy CKDA).

## C. STUDENT ATTENDANCE:

Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible.

School Activity: Students will be allowed to be absent from the classroom for a maximum of ten (10) days per school year to participate in activities sponsored by the school. (Board Policy FDC-R1)

If a child is to be absent for any reason, it is the responsibility of the parent(s), guardian, or other person having charge of that child, to notify the school; that notification should be by telephone at the beginning of each school day in which the absence is to occur. If the school has not been notified by a parent or guardian, or other responsible person, the school personnel will attempt to notify a parent by telephone that the child is absent. Written documentation of the absence must be received when student returns.

When a student is absent from school, make-up work is due within a period of time equal to the days missed.

Absences for Elementary Students: If an elementary school student misses more than twenty (20) days per year, the student shall not be promoted to the next grade. Parent/Guardian may appeal this decision to the school attendance committee in writing (See Procedure 3).

The building principal or designee shall notify a student's parent or guardian regarding the student's absences as outlined below:

1. On the occasion of the **tenth** absence, the building principal or designee will notify the parent/guardian in writing.
  - a. A copy of this attendance policy will be attached to the notification.
  - b. The parent/guardian may ask to convene a conference to discuss the absences.
  - c. Written documentation will be kept of all such communication.
2. On the occasion of the **twentieth** absence, the building principal or designee will notify the parent/guardian by certified mail of the absences and of the committee review process to determine placement/retention of the student for the following school year.
3. Students who have accumulated **twenty** or more absences during the school year will be referred to the School Attendance Committee.
  - a. The School Attendance Committee is a Principal-appointed committee consisting of at least three faculty members.
  - b. During the month of May, the School Attendance Committee will meet to determine promotion/retention of the student.
  - c. The School Attendance Committee may consider any written documentation submitted by the parent/guardian concerning the excessive absences. Written documentation may include, but is not limited to: medical information regarding illnesses, evidence of observances of religious holidays, and/or a description of extenuating circumstances that have had a negative impact on the student's attendance at school. If no concerns exist that would cause the student to be considered for retention, the student will be promoted to the next grade level.
  - d. Parent/Guardian will be notified of the Committee's decision in writing.
  - e. Whenever the School Attendance Committee recommends that a student be retained at the present grade level, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process.

### **Pre-K Attendance**

Students enrolled in the pre-kindergarten program shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience offered through this program.

If a child is to be absent for any reason, it is the responsibility of the parent(s), guardian, or other person having charge of that child, to notify the school; that notification should be by telephone at the beginning of each school day in which the absence is to occur. If the school has not been notified by a parent or guardian, or other responsible person, the school personnel will attempt to notify a parent by telephone that the child is absent. Written documentation of the absence must be received when student returns.

If the parent or guardian of a pre-kindergarten student decides to withdraw their child from the program, they shall notify the school immediately so students on a waiting list may enroll and take advantage of the program as soon as possible.

The School Attendance Committee may recommend the withdrawal of the student from the program:

- 1) If the established procedure for reporting absences (stated above) is not followed by the parent / guardian.
- 2) Following the student's **twentieth** absence (stated below).

#### **Absences for Pre-kindergarten Students:**

The building principal or designee shall notify a student's parent or guardian regarding the student's absences as outlined below:

1. On the occasion of the **tenth** absence, the building principal or designee will notify the parent/guardian in writing.
  - a. A copy of this attendance policy will be attached to the notification.
  - b. The parent/guardian may ask to convene a conference to discuss the absences.
  - c. Written documentation will be kept of all such communication.
2. On the occasion of the **fifteenth** absence, the building principal or designee will again notify the parent/guardian in writing.
  - a. A copy of this attendance policy will be attached to the notification.
  - b. The building administrator or designee will attempt to initiate a conference with the parent/guardian to discuss the absences.
  - c. Written documentation will be kept of all such communication. If the parent/guardian declines to meet, a written record of the attempt to initiate the conference will be maintained.
3. On the occasion of the **twentieth** absence, the committee review process, as stated below, will be followed. The School Attendance Committee has the responsibility of making a recommendation regarding the withdrawal of a pre-kindergarten student from the program.
  - a. The School Attendance Committee is a Principal-appointed committee consisting of at least three faculty members.
  - b. The School Attendance Committee may consider any written documentation submitted by the parent/guardian concerning the excessive absences. Written documentation may include, but is not limited to: medical information regarding illnesses, evidence of observances of religious holidays, and/or a description of extenuating circumstances that have had a negative impact on the student's attendance at school.
  - c. The parent/guardian will be notified by certified mail of the Committee's decision.
  - d. Whenever the School Attendance Committee recommends that a student be withdrawn from the program, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process.

#### **D. STUDENT HOMEWORK:**

Concepts are best learned through application. In most cases students are given adequate time during the school day to complete their work. There are times that work needs to be completed at home. In most cases this work is due the next day unless specific directions to the contrary are given. Lowered grades and other consequences may result from late papers.

#### **E. TARDIES:**

Tardies are disruptive to the classroom and also has an adverse effect on your child's educational progress. Any student arriving at school after 8:00 a.m. (Pre-K – 3) or 8:10 a.m. (4-5) may be asked to report to the office before going to the classroom. Students may be required to make up missed time.

## F. SCHOOL CLOSING:

If school is to be closed because of weather or other unexpected reasons, it will be announced on radio and television, by telephone via School Messenger and posted on the district website [www.yukonps.com](http://www.yukonps.com). Please check these communications and do not call school officials. Many times a decision cannot be made until early in the morning of the school day in question.

## G. FIRE AND TORNADO DRILLS:

FIRE – The alert for fire will be a continuous ringing of bells.

TORNADO, etc. – The alert will be by announcement or a series of short bells.

Periodically, drills will be held for both. Detailed instructions will be published for all buildings.

## H. LUNCH INFORMATION:

A system of collecting money for lunches is called “Bank-a-Meal.” This system gives you the confidence that the money you send to school will be credited to your child’s account. “Bank-a-Meal” works much like a checking account at the bank.

When money is sent to school for lunches, an account is established for each child. By writing only one check, a family meal account may serve all your children.

When your child eats a meal, the cost of the meal will be deducted from the account. If your child brings a meal or is absent, the account is not charged for that day, and the money remains in the account for future use.

Money remaining in the account at the end of the school year or when a student withdraws from school will be refunded.

Students will be allowed to charge after attempts to contact parents are made. However, no charging will be allowed during the last two weeks of school.

Account balance forms will be sent home on a regular basis to assist you in knowing when additional funds are needed.

### Online Prepayment:

As a convenience for parents, the Food Service Department now provides an online prepayment service.

1. Features and advantages of this service include:
  - Convenient, easy and secure online service for busy parents.
  - Funds can be deposited into the child’s school meal account at any time.
  - A website ([www.nutrikids.com](http://www.nutrikids.com)) allows parents to check their child’s account balance.
  - A report of the child’s eating history can be printed by the parent.
  - Students spend less time in the serving line and have more time to eat with friends.
2. To access this service:
  - Go to the school district web site at [www.yukonps.com](http://www.yukonps.com).
  - Click on Food Service link.
  - Create a new student account using the child’s name, student ID number and school zip code.
3. General Information:
  - Parents with more than one child in the District can prepay using one online account.
  - Payments may be made through an existing PayPal account, a major credit or debit card.
  - To use the online prepayment service, a nominal fee per deposit transaction is assessed to cover bank fees.

## **I. CLOSED CAMPUS:**

1. Students who go home for lunch must bring a note from a parent.
2. Students may be permitted to leave the school grounds during the school hours for reasons other than the above. This requires the parent to notify the Principal or his designee by phone or personal contact. Written permission from parents/guardians may be required.

## **J. PARENT-TEACHER CONFERENCES/REPORTING TO PARENTS:**

The Yukon Public School System encourages communication between home and school. Every effort will be made to confer with parents if they will call the school to set up an appointment with the teacher, counselor or principal.

Scheduled parent-teacher conferences are held twice each school year for the first and third nine-week periods.

At the conclusion of each nine-week period, report cards are given to parents at the scheduled conference or sent home with the student if it is a nine-week period in which conferences are not scheduled.

## **K. USE OF TELEPHONE:**

The office telephone was installed primarily for carrying on official business. It is available for use of the student only in emergencies deemed justifiable by the principal. All calls made by students should be brief, and good manners should be practiced. Persons calling students while the students are in class will be asked to leave a number or a message. After school arrangements and transportation should be made prior to the school day.

## **L. CELL PHONES:**

Students in elementary schools are prohibited from bringing wireless telecommunication devices (cell phones) to school. (**Yukon School Board policy: FNG**). Students in violation of this policy shall be subject to disciplinary action and confiscation of the phone. The phone will only be released to the parent/guardian. Continued violation of the policy will result in more serious consequences (i.e. detention, in school suspension, suspension from school, etc.).

## **M. TELEPHONE & ADDRESS CHANGES:**

Please notify the school immediately if there is a change in your address, telephone number, babysitter, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

To minimize classroom interruptions, parents are encouraged to make lunch and after-school arrangements prior to the school day.

## **N. FIELD TRIPS: (Not Secondary Activities)**

### **Policies concerning Field Trips:**

1. Must be outgrowth of curriculum.
2. Limited to a distance of 50 miles. Special exceptions may be granted by the Assistant Superintendent.
3. Sack lunches may be taken when it appears that the group cannot meet the school lunch schedule.
4. Students will have the opportunity to participate in field trips when they meet academic and behavioral expectations.
5. School age siblings cannot attend.

## **O. SCHOOL PARTIES/SOCIAL AFFAIRS:**

There will be three school parties – Fall, Christmas, and Valentines. Costumes for the Halloween party will be restricted to the Pre-Kindergarten and Kindergarten students only. We ask that adults do not dress in costumes or masks when they come to school on the day of the Halloween parties. We strongly encourage the pre-kindergarten and kindergarten students to dress as cartoon/storybook characters. Pre-Kindergarten and Kindergarten students will also be allowed an Easter egg hunt at Easter.

The Christmas and Valentine parties will be held the last 30 minutes of the school day. The Halloween party will be held the last 15 minutes of the school day. There will be a limit on the dollar amount to be collected for the class parties for the year. There will also be a dollar amount limit for gifts exchanged at Christmas parties.

Refreshments for birthday parties should be served during the last 10 minutes of the school day with prior approval from the teacher.

Invitations to private parties will not be distributed at school. (School Board Policy FMD).

## **P. SCHOOL PICTURES:**

Elementary school pictures have been scheduled to be taken in the fall. You will be notified of the day that your child's picture will be taken.

## **Q. CHECK OUT PROCEDURE:**

For safety purposes, students will only be released to adults listed on the student enrollment card. The adult must show photo identification before the student will be released to their custody.

**SECTION V**  
**STUDENT HEALTH INFORMATION**

## STUDENT HEALTH INFORMATION

### A. ACCIDENT OR ILLNESS:

If a student develops an illness after reaching school, an attempt will be made to notify a parent.

It is important that the school be given the telephone number of a person to call in an emergency if a parent cannot be reached.

Regular attendance at school is important. However, for his/her own interest and to prevent the spread of contagious diseases, your child should be kept at home if he/she shows any signs of illness.

The school will administer only minimum first-aid in case of injury. In case of apparent internal injury or broken bones, parents and/or para-medics will be notified immediately.

Parents are asked to sign a treat and transport form at the beginning of each year.

### B. STUDENT ACCIDENT INSURANCE:

A school-type accident insurance will be made available. It is not compulsory and the school cannot be responsible in case payment of claims does not meet the expectations of students and parents. If you want insurance, make your check payable to the insurance company whose name is on the information you received.

### C. MEDICATION:

A student without written authorization may not take nonprescription medication by the parent/legal guardian. Parents/legal guardians must fill out a Yukon Schools Consent to Administer Medication Form (requiring parent/legal guardian and physician signature) in order for students to take any form of prescription medication at school. Elementary students must keep ALL medications in the school office unless otherwise authorized in writing by a physician. It is recommended that parents bring medications to the school office whenever possible. Medication will not be sent home with students.

## **D. IMMUNIZATIONS:**

State law requires that all students in the public schools of Oklahoma, K-12, present certification of immunization from a licensed physician or authorized representative of the State Department of Public Health. Required immunizations include diphtheria, whooping cough, tetanus, rubeola, rubella and polio.

Please refer back to page 4.

## **E. HEAD LICE**

Any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

## **F. WELLNESS POLICY**

In June of 2006, the School Board approved a new wellness policy (CO-R4) which:

1. Requires a Healthy and Fit School Advisory Committee at each school.
2. Requires the teaching of nutrition education.
3. Stipulates regular physical activity, and
4. Regulates school meals and other food items sold on campus. As stated in the Policy, Yukon Schools will follow the federal standards related to the serving of foods of minimal nutritional value (Policy FMNV).

**SECTION VI**  
**DECORUM**

## **A. DISCIPLINE:**

It is expected that all students will act in the appropriate manner while in school. Student conduct is not so much a set of rules and regulations as a consideration of the rights of other persons. If a student's conduct interferes with the rights of others, it is not appropriate. Rules and regulations are made for the purpose of helping everyone in school to do their work to the best of their ability. Here are some of the ways in which we do this. We:

- DO** respect each other.
- DO** call each other by our correct name.
- DO** pay attention in class.
- DO** listen to and respect every teacher.
- DO** at all times, respond in an honest and truthful way.
- DO** walk and speak quietly in the halls.
- DO** our best at all times.
- DO** leave skates, skateboards, shoeskates, scooters, candy, gum, toys, makeup, haircoloring products, games, trading cards, comic books, etc., at home, unless the teacher requests these be brought to school.
- DO** leave tape recorders/players, beepers, radios, blasters, at home unless the teacher requests these are brought to school.
- DO** be responsible for school textbooks and materials.

All students are expected to maintain a high degree of discipline. Self-discipline is one of the most important lessons we should learn from education. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and consideration for others.

## **B. GENERAL CONDUCT:**

Students will not be permitted to:

1. Create or attempt to create a classroom disturbance.
2. Persistently violate school rules.
3. Use profanity or vulgar language or expression.
4. Use or possess any alcoholic beverage, tobacco, dangerous or controlled substance. See Item #D.
5. Use or possess any dangerous weapon.
6. Be disrespectful .
7. Vandalize.
8. Threaten to harm others.
9. Sexually harass others.
10. Hazing
11. Bullying, Intimidation, Harassment

## **C. SUSPENSION OF STUDENTS:**

Consequences that may be used for misbehavior include, but are not limited to, loss of privileges, restitution (pupils and/or parents will be required to pay for lost, abused, destroyed or unusable textbooks or materials), detention, in school suspension, and suspension.

Any pupil who is guilty of violation of the regulations of a public school may be suspended by the principal of such school, which suspension shall not extend beyond the current school semester and succeeding semester; provided the pupil suspended shall have the right to appeal from the decision of such principal to the Board of Education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final.

## **D. WEAPONS**

It is the policy of the Board of Education (FNCG) that possession of dangerous instruments or weapons on school property, at school sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teacher is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. Possession of weapon replicas shall be in violation of this policy. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police notified.

## **E. POSSESSION POLICY**

### **POSSESSION OR USE OF CONTROLLED SUBSTANCES, DRUGS, DRUG PARAPHERNALIA AND ALCOHOL**

Students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale of alcoholic beverages or controlled, illegal, addictive or harmful substances (including over-the-counter substances that can have a stimulating or depressing effect), or items represented to be any of the above substances, or drug paraphernalia while on school property or at school sponsored events.

If a student is exhibiting evidence of intoxication by alcohol, a controlled substance, or over-the-counter medication at school or at school sponsored events, the student's parents will be notified immediately so that medical attention can be obtained if necessary. Following the student's return to school, the following policy will be implemented.

#### **1. POSSESSION OR USAGE**

##### **FIRST OFFENSE:**

Parents will be contacted; law enforcement will be contacted if circumstances warrant involvement, home suspension for two semesters.

The suspension may be reduced to ten (10) school days IF the student and parent agree to meet with the Student Assistance Program Coordinator and follow those recommendations satisfactorily. Reductions in length of suspension may be revoked whenever the student fails to demonstrate compliance with the expectations of the Student Assistance Program within the prescribed time.

##### **SECOND OFFENSE:**

Parents will be contacted; law enforcement will be contacted if circumstances warrant involvement. Home suspension: two (2) semesters.

#### **2. SELLING OR DELIVERING**

A student who sells, delivers or assists in the sale or delivery of alcohol or controlled, illegal, addictive or harmful substances (including over-the-counter substances that may have a stimulating or depressing effect), or items represented as any of the above substances, will be suspended for two semesters.

## **F. CAFETERIA BEHAVIOR:**

1. Because of our concern for the health and safety of your child, students will absolutely not be permitted to share drink or food items with other students. Parents are only allowed to bring outside food and drink into the school cafeteria for their own child.
2. Please do not send glass containers in your child's lunch.
3. Candy may be eaten during the lunch period only with their lunch.
4. Gum will NOT be permitted at any time.
5. Students are to exhibit appropriate table manners and will be expected to observe a quiet lunch time when asked.
6. Inappropriate lunchroom behavior may be grounds for the child to be removed from the situation, and, upon principal discretion, assigned a separate eating area.

## **G. PLAYGROUND:**

All children will be sent outside for play periods unless they have been sick and have permission to stay inside. Parents are requested to dress the children for cold weather. (Children will not be sent out when it is raining or extremely cold.)

1. Students are expected to remain in the designated playground area at all times.
2. No items will be allowed in the student's mouth while on playground.
3. Students should not throw any object that might injure others, or participate in any activities that are dangerous.
4. Fighting will simply not be tolerated.

## **H. DRESS EXPECTATIONS:**

All students have some physical activity every day, whether it is recess or physical education. For the safety of your child and others, we encourage all students to wear appropriate shoes for such activities. School clothing should be appropriate for the school setting. Shoes must be worn at all times. No house shoes allowed. Students are not permitted to wear any clothing with suggestive or derogatory pictures or phrases, or advertising of alcohol, tobacco, or drugs. Short shorts, biker shorts and extremely short skirts are considered unacceptable for school. Shorts and skirts must be mid-thigh or longer in length. Tank tops and shirts that are short enough to show the tummy are unacceptable. Shoulders must be covered by an appropriate blouse or top. No garments with spaghetti straps are permissible unless worn over an appropriate blouse or top. Clothing deemed to be gang-related by the principal will not be permitted.

*THE PRINCIPAL'S DECISION REGARDING APPROPRIATENESS OF DRESS IS FINAL.*

## **I. SCHOOL BUS POLICIES:**

The school can legally furnish transportation for those students who live more than one and one-half (1.5) miles from school. Individual bus routes and time schedules will be released as soon as they are finalized. Bus routes are established to give the best possible service to all individuals in accordance with state laws and regulations.

The school bus driver is the sole authority of the passengers on the bus.

Administrators/teachers should review the bus rules with the students. All students will have assigned seats. All students in our school system who ride a bus to school are subject to regulations. Any misbehavior, which distracts the driver, is a Very Serious Violation and jeopardizes the safety of everyone. If the need should arise, the bus driver has the authority to bring a bus back to school for disciplinary action by the Principal or his/her designee. Students will be cited for the following activities:

- Refusing to Obey Driver
- Failure to Remain Seated
- Use of Tobacco
- Profanity
- Fighting
- Spitting
- Lighting Matches
- Throwing Objects
- Vandalism
- Hanging Out Window
- Drugs
- Use of Controlled and/or Dangerous Substances
- Violating the rights of others
- No eating or drinking on the bus
- Tardiness to Bus Stop
- Walking in front of the bus without driver permission
- Feet in aisle
- Scooters, skateboards, etc. are not allowed on buses
- Disrespectful to driver or school staff
- Carrying inflated balloons or other objects that might obstruct the driver's vision

If your child is reported for any of the above violations, the principal may take the following action:

First Offense: A conference with the student and a report to the parents.\*

Second Offense: Conference with parents and a two-day suspension may be imposed.\*

Third Offense: Automatic suspension of riding privileges for a minimum of 5 school days; a conference with parents.\*

Fourth Offense: Automatic suspension of riding privileges for a minimum of 10 school days; a conference with parents.\*

Fifth Offense: Automatic suspension of riding privileges for a minimum of 60 school days; conference with parents.\*

\*School policy will be followed. Suspension may be possible depending on the severity of the offense and/or danger to student's self or others.

*THE PRINCIPAL'S DECISION IN THESE MATTERS IS FINAL.*

Suspension will carry from one semester to the next or one school year to the next.

We hope that you will see this system as a reflection of our interest in the safety and well being of your children.

"Guest" Bus Riders: School buses shall not be utilized to transport students for after school activities such as sleepovers, parties, etc. Should an emergency require a student to be a "guest" bus rider of a regular bus rider, the parent will need to: a) Call the Transportation Department to make sure there is seating available and b) Request special permission from the principal to write a note to the bus driver.

## **J. SCHOOL DECORUM:**

No person may steal or deface or destroy another person's property or public property. Pupils will be charged for school property that is abused by them. Parents may be required to pay for lost, destroyed or unusable textbooks or materials.

## **K. CORPORAL PUNISHMENT:**

The use of corporal punishment is a disciplinary sanction authorized by state law and school board policies. Violation of school rules or any other disruptive act, which interferes with the instructional process or impinges on the rights of others could result in the administration of corporal punishment.

## **L. INTERNET:**

The Yukon Board of Education believes that the use of the Internet will further education by promoting the exchange of information and ideas and by providing statewide, national, and global opportunities for students and staff.

Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from accessing and/or downloading any text, picture, or online conferring that includes material which is considered to be obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger or will cause the commission of unlawful acts or the violation of lawful school regulations.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed.

Users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended.

Users of the service will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates the copyrights.

All users must agree to attend an Internet orientation, which will address the issues of appropriate use of the Internet, copyright laws, and Internet etiquette.

Violation of the Internet Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

## **M. SEXUAL HARRASSMENT:**

The Yukon School District will not tolerate sexual harassment by any of its employees or students. This policy also applies to non-employee volunteers whose work is subject to the control of school personnel.

### **1. PROHIBITIONS**

#### **A. Unwelcome Conduct of a Sexual Nature**

1. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing,” double meanings, and jokes.

2. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated that it is unwelcome.

3. A person who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

#### **B. Sexual Harassment**

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

1. Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student;

2. The conduct substantially interferes with a student’s school performance, or creates an intimidating, hostile, or offensive environment;

3. A person uses his or her authority to solicit sexual favors or attention from a student when the student’s failure to submit will result in adverse treatment, or when the student’s acquiescence will result in preferential treatment; or

4. A student subjects another student to any unwelcome conduct of a sexual nature.

### **2. REPORT, INVESTIGATION, AND SANCTIONS**

A. It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims.

1. Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the individual’s work performance or creates a hostile or offensive working or educational environment.

2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

C. Any student found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning or suspension.

## **N. BULLYING, INTIMIDATION, HARASSMENT**

Bullying, harassment, and intimidation are specifically prohibited “at school.”

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal, or physical act.

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.

Harassment, intimidation and bullying 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.

This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities or school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

## **SECTION VII**

## **PROGRAMS**

## **PROGRAMS**

### **A. PARENT ORGANIZATIONS:**

Each Yukon Elementary School has a P.T.A., P.T.O. or P.S.O. organization. These organizations help foster better cooperation between parents and teachers in achieving the school's goals. You are encouraged to become an active member by attending meetings and supporting the projects of the organization. Membership information is available at enrollment and Open House or by contacting the school office.

### **B. HELPING HANDS:**

Tutoring: listen to children read, provide practice in writing skills, review spelling or sight words, practice math facts.

Library: reshel and check books in and out, assist children in finding materials, recommend books and help stimulate an interest in reading.

Vision Screening & Hearing Screening: train on and use special equipment to detect vision or hearing problems in students under supervision of a school nurse.

General Classroom: run copies of materials for students' use, make bulletin boards or learning aids, assist teachers with other clerical or classroom needs.

Puppetry: reinforce counselors' lessons on a variety of social & behavioral issues.

Gifted Program: act as a team coach for Odyssey of the Mind competition.

Mentoring: work with an individual student each week as his/her positive and supportive role model.

Watch Dog Dads: serve one day per year in a school to enhance security and act as a positive male role model for students

In 1970-71, the Yukon Board of Education voted to extend to interested community patrons the opportunity to partner with YPS in offering students the very best possible education. The school volunteer program, Helping Hands, was established and has worked each year toward that goal.

Through the efforts of this program, and others under its umbrella, such as Miller Mentors, Vision & Hearing Screeners, Kids on the Block, and Watchdog Dads, community volunteers have joined with educators in providing an excellent learning environment for our children for over 41 years.

We invite you to join with others from our community to provide educational opportunities for our children—"Yukon's Best." By donating time each week, you can make a significant contribution to Yukon Schools' students.

SHARE YOUR TIME -- SHARE YOUR TALENTS

## **C. COMMUNITY EDUCATION**

Throughout the year Community Education offers enrichment classes and activities to help children develop mentally, socially and physically. Classes are offered in the areas of education, art, crafts, home and family, music and dance, health and safety, cooking and nutrition, recreation and fitness.

Classes are announced in brochures, and fliers and on-line at [www.YukonCommunityed.com](http://www.YukonCommunityed.com). They are also available in the Community Education Office, 600 Maple Street. Most classes are held in one of our elementary schools after the school day.

We hope your child or children will learn and have fun through a Community Education class this year.

### **OPEN DOOR:**

“OPEN DOOR” is a before and after-school care program that allows children to stay at their home school. This convenient, reliable and entertaining program is affordable and offers dependable care for children in pre-kindergarten through fifth grade. Children are under the care of a supervisor and an assistant. Snacks are provided and each child is encouraged to do homework before enjoying computer time and recreational activities. Before-and after-school care is offered at all elementary schools. “Pre-K and Kinderdoor” is available at all elementary schools. Enrollment for any “Open Door” program is open throughout the year. Call (405) 354-2579 for information.

**SECTION VIII**  
**PUBLIC NOTICES**

## **A. PUBLIC NOTICE**

It is the policy of the Yukon Public Schools, District I-27, to provide equal opportunities without regard to race, color, national origin, sex, age, or qualified handicap in its educational programs and activities. This includes, but is not limited to, admissions and educational services. Inquiries concerning application of this policy may be referred to the Assistant Superintendent of schools. Translations of this notice will be arranged, in the native language, for non-English speaking parents.

## **B. NOTIFICATION TO PARENT: REVIEW OF STUDENT RECORDS**

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. Under the Family Educational Rights and Privacy Act (FERPA) you have the RIGHT TO:

1. Inspect and review your child's education record; within 45 days of the day the District receives a request for access.
2. To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights;
3. To consent to disclose education records, except where consent is not required to authorize disclosure.
4. To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D. C. 20202, concerning the alleged violations of the requirements of FERPA (34CFR§99.1-99.67); and
5. To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Parents have two weeks on receipt of this letter to advise the Superintendent, in writing, of any items they designate as not being directory information for that child. The following items are considered by the Yukon School District to be "DIRECTORY INFORMATION."

The Student's:

1. Name
2. Name of parents
3. Date of birth
4. Class designation (i.e., first grade, tenth grade, etc.)
5. Extracurricular participation
6. Achievement awards or honors
7. Weight and height if a member of an athletic team
8. Photograph
9. Previous school district
10. Address
11. Telephone Listing
12. Ungraded student work

All rights and protection given parents under FERPA and this policy transfer to the student when he/she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "Eligible Student." Certain qualifications apply in the case of handicapped students, which may affect their being an "Eligible Student". If you have any questions, regarding FERPA, you may address them to the principal of your child's school. Translations of this notice will be arranged, in the native language, for non-English speaking parents.

## C. SPECIAL EDUCATION

The Yukon School District Special Education Department seeks to serve all handicapped children in an appropriate manner.

PUBLIC LAW 94-142 and its revision, IDEA '97, mandates a free and appropriate public education for all children with disabilities. This law makes educators and parents responsible for developing an educationally appropriate program for each child who qualifies.

Qualification for special education services is based on the results of a comprehensive evaluation. A multidisciplinary team of knowledgeable persons, including the parent, will review the evaluation component. This team will determine if the child is eligible under one of the following categories: Autism, Deaf-Blindness, Deafness/Hearing Impairment, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Emotional Disturbance, Speech/Language Impaired, Specific Learning Disability, Traumatic Brain Injury, Visual Impairment, or Developmental Delays.

For any child suspected of needing special education the following questions should be answered:

- (1) Does the child have a disability?
- (2) Due to this disability, does the child require specially designed instruction?

For information concerning special education or referral procedures, contact your school counselor or the Director of Special Education (350-1341).

### SECTION 504 OF THE REHABILITATION ACT OF 1973:

Section 504 is an Act prohibiting discrimination against anyone with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

Examples of students who might be eligible for special accommodations due to a substantial limitation could be students with conditions such as cancer, juvenile diabetes, asthma, ADD/ADHD, or Tourette's Syndrome. It is the responsibility of the school site team to gather and review data, consider the impact upon the student in the educational setting, and to make the necessary accommodations and/or modifications for the student to receive services comparable to those of his/her non-disabled peers.

In order to fulfill its obligation under Section 504, the Yukon School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

If you have questions, please feel free to contact: Section 504 Coordinator for the school district: Dr. Richard Bishop, Special Education Director at (405) 350-1341.

## **D. PROFICIENCY BASED PROMOTION:**

Proficiency tests are based on Oklahoma's Priority Academic Student Skills. These skills are available on line through the Oklahoma State Department of Education. This system awards credit for a student's knowledge beyond their current academic year.

Upon request of a parent or guardian, a student will be given the opportunity to demonstrate proficiency for a specific grade (1<sup>st</sup> – 8<sup>th</sup>), or a specific subject in core areas and foreign language (9<sup>th</sup> – 12<sup>th</sup>). Test performance is set at a 90% pass rate in all areas.

Tests will be administered during the summer months. Please call the office of Student Academic Services (405) 354-2587 ext. 1048 to schedule a test date.

## **E. NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION:**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

### **REFERRAL:**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area Wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

### **SCREENING:**

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

### **(1) EDUCATIONAL SCREENING:**

Education screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- Pre-K through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

### **EVALUATION:**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

## COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION:

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with family educational rights and privacy act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the students education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;
- To file complaints with the Family Policy and Regulation Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR§99.1-99.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

## F. SAFETY

### Knowing My 8 Rules For Safety

- I always **check first** with my parents or the person in charge before I go anywhere or get into a car, even with someone I know.
- I always **check first** with my parents or a trusted adult before I accept anything from anyone, even from someone I know.
- I always **take a friend** with me when I go places or play outside.
- I **know** my name, address, telephone number, and my parents' names.
- I say **no** if someone tries to touch me or treat me in a way that makes me feel scared, uncomfortable, or confused.
- I **know** that I can **tell** my parents or a trusted adult if I feel scared, uncomfortable, or confused.
- It's **OK** to **say no**, and I **know** that there will always be someone who can help me.
- I am **strong, smart**, and have the right to be **safe**.
- **CHECK FIRST**
- **TAKE A FRIEND**
- **TELL SOMEONE I TRUST IF SOMETHING IS WRONG**
- **STAY STRONG, SMART, AND SAFE**

Toll-free Hotline 1-800-THE LOST (1-800-843-5678).

Website Address: [www.missingkids.com](http://www.missingkids.com)

## G. HAZARDOUS MATERIALS/ LOCKDOWN PROCEDURES

Traditionally, YPS students and staff have been instructed and drilled on fire and tornado emergencies. In the last five years schools have added new procedures for lockdowns, and now they have been instructed on procedures for hazardous materials. Working in close collaboration with YPD, YFD, state crisis management personnel, and public health officials, all YPS facilities have been evaluated for safety and hazards. All have developed plans for coping with a variety of emergency response situations. These plans involve efforts to protect all students while they are at school. Furthermore, each site has staff members trained in basic first aid and CPR.

The actions taken during any type of emergency situation depend a great deal on the specifics of the incident. For example, one or more schools may evacuate, lock down, or initiate a shelter-in-place response, according to the nature of the threat. The main objective is the protection of the students and staff members. School administrators have a variety of "tools" to use and have received training on how to work with each of these. The ability to remain flexible is a key

component of each school's plan and of district preparations. Additionally, YPS would follow direction from public safety officials.

Parents should know that access to schools during an incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on radio, telephone via School Messenger, television, and the Internet about emergency procedures and updates. In any case, student and staff safety is our first priority. All procedures are designed for their protection.

In the event of a hazmat or world crisis, the Yukon Police would break into our cable television, radios or local television stations to notify the community that "Yukon Schools are in a Lockdown Mode". If school sites are unable to take phone calls from parents during one of these lockdowns, communication would be with the Yukon School Administration Office or emergency authorities.

Parents should be advised that during the first hours of the lockdown, their children may be safer remaining at the school rather than leaving the building with the possibility of exposure to dangerous elements in the air. Your children would be placed in a sealed relocation area inside the building. Neither the school nor parents would want the children, teacher, or staff exposed to harmful agents caused by the opening of this sealed relocation area. Parents are asked to cooperate for the health and safety of all.

Television and radio stations will broadcast when it is safe for parents to pick up their children. If parents insist on picking up their child during the lockdown, the parent should follow the directions posted on the front door of the school.

We know that the stress of a possible crisis can be a problem for children and adults. This is why we work hard to address the emotional, intellectual, physical, and behavioral reactions to stress. We know that coping skills can be taught and encouraged. For example, people who cope well are often sociable, optimistic, flexible, and in control in managing strong feelings. Children learn such skills by seeing them demonstrated by adults. This means that parents and staff need to be resilient. They can do this by solving problems positively, modeling empathy and tolerance, promoting healthy discussions, and interacting warmly with minimal criticism.

If you have questions about your child or about Yukon School's safety and support responses, please contact your principal. Everyone in the Yukon School District will continue to work to make all our schools safe and secure environments for all our students.

## **H. TOBACCO-FREE POLICY:**

The Yukon School District maintains a 24/7 tobacco-free environment policy. The use of tobacco products is prohibited inside school facilities or on any school property including parking lots and school grounds. (School Board Policy CKDA)

## **I. SOLICITATION/FUNDRAISING/ADVERTISING:**

Students, school personnel, and school facilities may not be used for advertising, distributing printed materials, taking contributions, selling, soliciting funds, fundraising, or promoting interests of any non-school agency, organization, or individual without prior approval of the Superintendent or his designee. Approved school fundraising will not involve door-to-door selling by students (Board Policy #FJ).

## **J. NOTIFICATION OF AHERA:**

The U. S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan that identifies, defines procedures for managing, and schedules re-inspection of asbestos present in the school.

The management plan may be reviewed at your child's school during normal working hours.

I realize this brief explanation may not answer all your questions, therefore, you are invited to call the office of the Assistant Superintendent, 354-2587, for further information.

## **K. FUNDRAISERS:**

The building principal and the superintendent must approve all fundraisers. Academic grades may not be based on the number of items sold.

## L. NO CHILD LEFT BEHIND ACT OF 2001: PARENT'S RIGHT TO KNOW:

The Act requires that parents be notified of their right to request information regarding the professional qualifications of their child's teachers. Upon request, you are entitled to the following information:

1. Whether the teacher has met State qualification and licensing criteria for the levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### Additional Information

Each year you will be provided with information on the level of achievement of your child on all State academic assessments.

You will also be notified if your child is being instructed for four or more weeks by a teacher who is not highly qualified as determined by the State Department of Education.

### **SAFE CALL HOTLINE**

It is the desire of the Yukon School District and the State of Oklahoma that school is a safe place for students. **WE NEED YOUR HELP.** You can help by notifying an adult in your building or by calling the Safe Call Hotline at 1-877-723-3225 ext. 651 when you have knowledge of drugs, weapons or violent acts in your school. Your safety is at stake. All of us working together can make Yukon Schools a safe learning environment.

This past school year the Yukon School District has worked with state and local authorities to conduct site safety surveys and to develop standard operating emergency procedures for all school sites. Considerable time and money has been spent to accomplish this. Procedures have been refined and developed for fires, tornadoes, hazardous material spills, earthquakes, power failures, intruders, on and off campus violence, and other disasters.

Both school personnel and parents have one thing in mind during a disaster...**STUDENT SAFETY.** Parents will play a key roll during and especially after a disaster by cooperating with school and local authorities. In the event of a disaster students may be evacuated by bus to another location. It is at this location that students would be reunited with their parents. Local authorities would assist school personnel in this evacuation and reunification. In the event that bus evacuation of a site becomes necessary, authorities would notify local TV and radio stations to announce the exact location of this parent unification point. Again, parent cooperation is of the utmost importance.