

Putnam City Schools Elementary Student Handbook 2019-2020

www.putnamcityschools.org



Putnam City Schools

Calendar

2019-2020

Tuesday, Aug. 13
Teachers report

Monday, Aug. 19
Classes begin

Monday, Sept. 2
Labor Day
(no school, district offices closed)

Monday, Sept. 16
Professional Day (no classes)

Thursday, Oct. 17
End of 1st quarter (42 days)
Parent conferences
(no school, district offices closed)

Friday, Oct. 18
Fall break
(no school, district offices closed)

Monday, Nov. 25 - Friday, Nov. 29
Thanksgiving break
(no school, district offices closed)

Friday, Dec. 20
End of 2nd quarter (40 days)
End of semester (82 days)

Monday, Dec. 23
Christmas break begins
(no school, district offices closed)

Monday, Jan. 6
Professional day (no classes)

Tuesday, Jan. 7
Classes resume

Monday, Jan. 20
Martin Luther King Jr. Day
(no school, district offices closed)

Friday, Feb. 14
Parent conferences
(no school, district offices open)

Friday, March 13
End of 3rd quarter (48 days)

Monday, March 16 - Friday, March 20
Spring break
(no school, district offices closed)

Friday, May 22
Last day of classes
End of 4th quarter (45 days)
End of semester (93 days)
Snow days added to end of calendar if needed

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Points of Pride Putnam City Schools From 2018-2019

Since 1914 Putnam City Schools has been known for excellence in education. Our students benefit from innovative programs taught by dedicated, passionate and experienced educators. Parents, local businesses and the community at large support the educational process at every turn. Many of our schools and educators have won national awards. Our awards and achievements for the 2018-2019 year include:

- Long Pham, a senior at Putnam City High School, was recognized as a National Merit finalist, an honor placing him among the nation's elite high school students.
- Lyssa Albertson of Putnam City West and Long Pham of Putnam City High were named recipients of prestigious QuestBridge College Match Scholarships. It's an honor that will send each of the two district students to premier national universities on full four-year scholarships.
- Jaiden Callies of Putnam City High School was named to the 2019 Academic All-State Class by the Oklahoma Foundation for Excellence. The award placed Callies in a select group: one of the 100 top public high school seniors in Oklahoma. In the 33 years in which the Oklahoma Foundation for Excellence has named Academic All-Staters, 123 Putnam City students have been so honored. That's the fifth-highest total of any school system in the state. Selection of scholars for this honor has been described by University of Oklahoma President and Oklahoma Foundation for Excellence Chairman and Founder David L. Boren as "Oklahoma's most rigorous academic competition."
- 54 district students were named Oklahoma Academic Scholars by the Oklahoma State Department of Education. Putnam City has the fifth-highest number of Oklahoma Academic Scholars all-time.
- Alexander de Jesus of Putnam City West and Erick Calderon Leon of Putnam City High were selected as a National Hispanic Recognition Program Scholars. The program recognizes approximately 5,000 Hispanic/Latino juniors each year from among the more than 250,000 juniors who take the PSAT.
- Ann George of Putnam City North was one of 50 teens from across the state selected by the Oklahoma Medical Research to be part of its seventh annual Teen Leaders in Philanthropy class. The students will visit OMRF monthly throughout the 2019-2020 school year to meet with philanthropic leaders from Oklahoma City and the surrounding area. They will also learn

about how nonprofit organizations function and the impact charitable giving makes on a community.

- Putnam City High School student Valencia Herrero was chosen to represent Putnam City district schools as a member of State Superintendent Joy Hofmeister's Student Advisory Group.
- Valerie Castro, a junior at Putnam City High School, became the school's first DECA Student Executive Council member in more than 15 years.
- Zhamarius Harmon and Caleb King, both juniors at Putnam City High School and cadets in the school's Air Force Junior ROTC, received scholarships to attend accredited aviation universities participating in a private pilot license training program in summer 2019. They are two of 150 Air Force Junior ROTC cadets around the world to receive such scholarships from Headquarters Air Force Junior ROTC, Maxwell Air Force Base, Montgomery, Alabama.
- Putnam City High School student and JROTC cadet Alejandra Flores-Cardoza was one of just 30 students in the nation to be selected for the Mississippi StarTalk program, which is funded by the federal government to provide high school students with intensive instruction in Chinese. The instruction takes place summer 2019 at the University of Mississippi.
- For exemplary records of leadership, service and activities to improve the school and community, the student councils at Putnam City High School and Putnam City North High School received 2019 Gold Council of Excellence Awards from the National Association of Student Councils. In addition, Putnam City North was recognized as one of just 12 schools in the nation to have achieved 10 consecutive years of being named a National Council of Excellence.
- Putnam City High School students won the Class I sweepstakes titles at the 106th annual Southwestern Oklahoma State University Interscholastic Meet held in late March on the Weatherford campus. More than 1,000 students from 60 schools around Oklahoma competed in the academic contest.
- Competing against more than 1,000 orchestra students from around the state in October 2018, 31 district high school students earned chairs in the 2018 North Central Honor Orchestra.
- Forty-nine Putnam City high school and middle school students earned spots in honor choirs chosen by the Central Oklahoma Choir Directors Association and the East Central Oklahoma Choir Directors Association in late September and early October of 2018.
- Putnam City students had 110 pieces of art out of 886 displayed in the 2018 Oklahoma Student Art Exhibition at the State Fair of Oklahoma. Two Putnam City students earned major awards in the 2018 Oklahoma Student Art Exhibition at the State Fair of Oklahoma while more than 20 other students also earned awards for their work.

- The Air Force JROTC unit at Putnam City High School was selected as one of 376 units in the nation and around the world to receive the 2018-2019 Air Force JROTC Distinguished Unit Award. The award recognizes Air Force JROTC units that have performed well above and beyond normal expectations, and that have distinguished themselves through outstanding service to their school and community while meeting the Air Force JROTC citizen development mission for America.
- Seven Putnam City students were honored at the State Superintendent's Arts Awards of Excellence ceremonies in April 2019 at the Scottish Rite Temple in Guthrie. The ceremonies are centered each year on showcasing high school seniors who have excelled in fine arts disciplines and who have also been academically talented and active in their communities.
- 5th-graders from Tulakes Elementary danced their way to second place in the citywide Life Change Ballroom Competition in mid-December. Students from Will Rogers finished in fourth place.
- Putnam City North took three choirs to 6AE state choir contest on March 27th at Norman North High School and three more choirs to 6A state choir contest on April 4th at Tulsa Union. All six of these choirs received superior ratings in concert performance at state contest. Putnam City North was one of only three schools in the state to have six choirs compete and all receive superior ratings. Putnam City North students also brought home the OSSAA Outstanding Achievement award in late March and the OSSAA Sweepstakes award in early April.
- District history was made this year when four district high school basketball teams – the Putnam City West girls team, Putnam City West boys team, Putnam City North boys team and Putnam City High boys team – all made it to the state tournament in Tulsa.
- Putnam City West sophomore India Morgan won her second state championship in a row in long jump competition.
- Shari Gateley, a Putnam City West teacher who was named the district's teacher of the year, was in July named one of 12 finalists for the 2019 Oklahoma Teacher of the Year Award. Putnam City has had a finalist for state teacher of the year four out of the last five years.
- Putnam City North High School Vocal Music Specialist Stephanie Keegan-Moring, and Gina Matlock, music specialist at Kenneth Cooper Middle School, were selected by the Oklahoma Music Educators Association for the Oklahoma "Exemplary Teacher" award at the high school and middle school levels.
- Ryan Laverty, head coach of Putnam City North's football team, was selected as Region 8 coach of the year. Region 8 is made up of 40 schools in Oklahoma County.

- Putnam City Schools was awarded a 2018 Top Workplaces honor by The Oklahoman. Award-winning organizations were identified based solely on employee feedback gathered through a third-party survey administered by Energage, a leading provider of technology-based employee engagement tools. The anonymous survey measured aspects of workplace culture, including alignment, execution and connection.
- The Putnam City Schools Foundation donated more than \$133,000 during the year to district schools for a variety of projects, including classroom sets of award-winning books, Colonial Day at the Capitol, and student leadership training. Founded more than 30 years ago, the Putnam City Schools Foundation's mission is to enhance and enrich the educational opportunities of children in Putnam City Schools. In that time the foundation has supported programs that honor teachers and students for their outstanding work, provided thousands of dollars for staff training and curriculum, offered ways for parents to become true partners with teachers through Early Birds and English language classes, and challenged children to be more creative and career-ready in STEM labs all across the district.
- The Putnam City Schools Foundation was one of three public school foundations to be named recipients of 2018 Outstanding Program Awards presented by the Oklahoma Foundation for Excellence. The award recognizes innovative programs sponsored or administered by public school foundations in Oklahoma. In the case of the Putnam City Schools Foundation, the award was for its part in a free English Language literacy program for parents. The program, created and managed by Dr. Jean Laine, helps support academic achievement for English Learner students and their families. The Foundation received a plaque and a monetary award of \$1,000 that the Foundation will use to fund next year's program. This is the fourth time the Foundation has won an outstanding program award from the Oklahoma Foundation for Excellence.

Quality Personnel



The Putnam City School District is staffed in all areas with the highest quality personnel. Among the nearly 1,500 certified staff members, more than one-fourth hold advanced degrees beyond the Bachelors level. Besides Master's and Doctorate Degrees, many employees possess certification in specialized areas such as reading, counseling, and special education. Currently, 58 teachers have achieved National Board Certification. The Putnam City School District encourages the staff to further their education and expand their knowledge base whether through professional development programs offered by the district or through college and university courses. This results in more well-rounded teachers who are not only knowledgeable but also very aware of and familiar with changes and innovations within the field of education.

Outstanding Facilities

A strong history of supporting school bond elections allows the Putnam City Schools to have high quality and well-cared-for facilities. Clean and pleasant surroundings enhance the overall educational environment offered to all students. Putnam City is the fifth largest school district in the state with 18 elementary schools, 5 middle schools, 3 high schools, and 1 academy.

Community Involvement

Putnam City Public Schools are proud of the high level of community involvement. The feeling of “community,” the feeling of “belonging,” and the feeling of “pride” are prevalent and very evident in each of the schools and within the school district as a whole. School patrons are proud of “their” schools and the high level of educational experience and opportunity afforded their children. Examples of community involvement include:

- PTO/PTA
- Volunteer Program (Each year parents, grandparents, and other community members give thousands of hours of invaluable volunteer assistance.)
- Medical Research Foundation Cancer Drive
- Community food drives
- Partners in Education
- Open House
- Parent Meetings
- Parent Teacher Conferences
- School Parent Advisory Committees
- Jump Rope for Heart for American Heart Association
- Putnam City Schools Foundation
- Oklahoma City Community Foundation



District Information

Enrollment

For the convenience of parents, the District Enrollment Office (DEO) is open year-round. The office is located at 5604 NW 41st Street. The entrance is on the north side of the building and the parking lot is located across the street to the north. Signs near the street indicate the parking areas. All enrollments take place at the DEO rather than at the individual schools. Regular enrollment office hours are Monday through Friday from 8 a.m. to 4 p.m. The phone number is 491-7631, and the fax number is 491-7634. All students who are new to the district, as well as students who have moved within the district (and the move requires a change of schools), must begin the enrollment process at the DEO. To enroll a student in Putnam City Schools, the student's parent, or an adult appointed by the Oklahoma County Court as legal guardian, must reside within the district boundaries.

Please bring the following items to enroll a student:

1. Two proofs of residence are required:

- A copy of one of the following: lease (front page and signature page with both the lessee and lessor signature), home warranty deed, ad valorem statement, mortgage statement or homestead exemption form.
- A copy of a current utility bill (gas, water or electric). Telephone bills, cut-off notices and cable bills will not be accepted. If all bills are paid by the landlord, it should be indicated on the lease. In that case, the guardian will need to bring business mail received at his or her address.

2. Immunization Records

An official immunization record must be presented at the time of enrollment. All series must be either complete or in process. Immunization requirements change annually, so it is important to check the most current requirements.

3. Birth Certificate

Birth certificates are required for all students, pre-kindergarten through Grade 12.

4. Academic Information

Please provide the name, address, phone and fax number of the previous school attended, unless the previous school was in Putnam City.

- Withdrawals – all grades from the previous schools
- Transcripts - students 9th through 12th grades

5. Special Education or Gifted/Talented:

If your child requires services for special education or enrichment for gifted/talented, please provide the appropriate records indicating your child's modifications. The appropriate records are needed for enrollment to ensure the proper placement of the student.

Immunizations

Kindergarten – 5 th Grade Requirements	Pre-School Requirements	Childcare Requirements
5 DTP/DTaP 4 IPV/OPV 2 MMR 3 Hep B 2 Hep A 1 Varicella	4 DTaP 3 IPV/OPV 1 MMR 3 Hep B 2 Hep A 1 Varicella	4 DTaP 1-4 PCV 3 Polio 1 MMR 1-4 Hib**** 3 Hep B 2 Hep A 1 Varicella

- ❖ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose is received.
- ❖ Children may be complete with 3 or 4 doses of Hib depending on the brands of vaccine used. .
- ❖ If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required
- ❖ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.
- ❖ Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of Hepatitis B vaccine.

· The table above lists the vaccines that are required for children to attend childcare, preschool, kindergarten through 5th grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.

· Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the “Childcare” column.

· Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools.

· All measles, mumps and rubella (MMR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday (or within 4 days before the birthday).

· Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.

· For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday). This rule does not apply to doses given before 2003.

· If a parent reports that their child had chickenpox disease, the child is not required to receive the Varicella vaccines.

· It is not necessary to restart the series of any vaccine if the next dose due in the series has not been given on schedule; longer than recommended intervals between doses do not affect final immunity.

· **Children may be allowed to attend school and childcare if they have received at least one dose of all the required vaccines due for their age, but they must complete the remaining doses of vaccine on schedule. These children are “in the process” of receiving immunizations.**

If you have any questions call the Immunization Service at 405-271-4073 or 1-800-234-6196 or visit our website at <http://imm.health.ok.gov>.



Office of the Superintendent

5401 NW 40th
Oklahoma City, Oklahoma 73122
405.495.5200
Fax 405.787.4870
www.putnamcityschools.org

Dear Families,

Some students in our schools have health concerns related to specific foods or food ingredients.

To protect these students, we are asking that all food brought for school fund-raisers and school and classroom parties be pre-packaged and have a food label. Food labels attached to these pre-packaged foods help us determine if the food is safe for certain children to eat.

Because of acute student sensitivity to some foods -- such as foods that contain chocolate, milk or milk products, peanuts or peanut products -- some classrooms have specific food restrictions in place. Please check with your child's teacher regarding any precautions that should be taken other than always purchasing pre-packaged food from stores with labels attached.

Thank you for helping keep children safe and well.

Dr. Fred Rhodes,
Superintendent

Karen Body, R.N.
Health Services Coordinator

Civil Rights

The District complies with the Civil Rights Laws [Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973] in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, gender, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. Procedures for filing a complaint can be found in District Policy BM. This policy can be accessed on the District Web site at www.putnamcityschools.org.

School Hours

8:30 a.m. - 3:30 p.m.	Kindergarten – 5 th Grade
8:30 a.m. - 2:40 p.m.	Pre-Kindergarten

Attendance Policy

It is important that all students attend school regularly. Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. No student shall receive an excused absence without proper documentation. However, if a student has to be absent due to illness or other extenuating circumstances, it is the responsibility of the parent to notify the school by 10:00 a.m. on the day of the absence. Truancy, including excessive late arrivals, (as well as late pick-ups) may result in referral to appropriate authorities. Written or verbal communication from the parent or guardian may be considered acceptable by the principal for *the first* five (5) excused absences per semester. Additional absences will be considered unexcused unless official written documentation is submitted (ex: doctor's note, verification of a court appearance, memorial service folder, etc.)

Students may be dropped from enrollment for being absent 10 consecutive days. Students will need to contact the District Attendance Officer and re-enroll through the District Enrollment Center before returning to school.

Truancy

Putnam City's District Attendance Office works with all schools to ensure that all students attend school on a consistent basis. School and District Administrators may take reasonable measures to enforce the provisions of the State of Oklahoma's Compulsory School Attendance Laws. These measures may include school, district, and legal consequences. Putnam City's District Attendance Office works in conjunction with each school's Administration, and Law Enforcement Agencies from Bethany, Oklahoma City, and Warr Acres, depending on where a particular school is located, to enforce our District Attendance Policy, as well as Municipal Ordinances that pertain to school attendance. During the times when school is in session, any Police Officer may detain and assume temporary custody of any student enrolled in the District who is subject to these Compulsory School Attendance Laws, who is found away from home, and who is absent from school without excuse. Any student located in an area of the school other than the assigned classroom may also be considered truant.

Current Information

For your child's protection in the event of an illness or injury, schools must have the current address, home and work phone numbers, and at least two emergency contacts. Please call or send a note to the office if this information changes.

Checking Students Out

Parents must sign the check-out sheet in the office when a student leaves the school during the day. The only people who will be allowed to check out a student are those who are listed on their enrollment information as parents/guardians or emergency contacts. If you ask someone else to pick up a child, please notify the office. Anyone picking up students should be prepared to provide proper identification.

Withdrawal from School

Please notify the school several days in advance if you will be withdrawing your child from school to allow sufficient time to process the withdrawal and prepare the student's records for transfer to the new school. All textbooks and library books should be returned and school debts (cafeteria charges, lost books, etc.) paid before a student is cleared and records released.

Weather Policy / School Closing

Should it become necessary to close school because of bad weather, the school district asks that you do the following to find out whether school will be in session.

- Check local television news, local news websites or the district website.
- Do **not** call the school, school officials, or radio or TV stations. These lines must be kept open.
- When school is called off, the superintendent's goal is to notify the media by 6:00 a.m.
- If a winter storm hits in the afternoon, the snow day announcement may be on the 10 p.m. news.
- When winter conditions develop during the school day, students will **not** be dismissed early.
- In order to avoid confusion, the radio and television stations are **not** called when school will be in session as usual.



District Compliance Officers

Patricia Balenseifen, Chief Officer of Human Capital

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-491-7516

pbalenseifen@putnacityschools.org

Chief Officer of Human Capital shall coordinate compliance efforts and investigate complaints race, color, sex, national origin, disability, religion, or age under Title VII, the ADA and Section 504 with respect to employees

Dr. Melani Mouse, Assistant Superintendent of Academic Services

Assistant Superintendent of Academic Services shall coordinate compliance efforts and may investigate complaints of discrimination on the basis of race, color, sex, national origin, and religion under Title IX. -

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-491-7515

mmouse@putnamcityschools.org

District Executive Directors

Barbara Crump, Executive Director of Elementary Education

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-491-7515

bcrump@putnamcityschools.org

Rick Croslin, Executive Director of Secondary Education

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-491-7515

rcroslin@putnamcityschools.org

Scott McCall, Executive Director of Special Services

5604 NW 41st, Suite 220

Oklahoma City, OK 73122 ~ Phone 405-495-3770 fax 405-491-7559

smccall@putnamcityschools.org

Executive Director of Special Services shall coordinate compliance efforts and investigate complaints disability discrimination under Section 504 and the ADA with respect to students

Dr. Keely Frayser, Executive Director of Curriculum and Instruction

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-491-7514

kfrayser@putnamcityschools.org

Cory Boggs, Executive Director of Information Technology Services

5401 NW 40th

Oklahoma City, OK 73122 ~ Phone 405-495-5200 fax 405-495-0194

cboggs@putnamcityschools.org

Conduct

Student Behavior

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. While students are (a) in attendance at school or any function authorized or sponsored (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities: For additional information, see District Policy EG. The policy can be accessed on the District Web site at www.putnamcityschools.org.

1. Smoking, using, and/or possessing tobacco products;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled dangerous substance;
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Unauthorized use of a telecommunication device during the instructional day;
6. Possessing; using; transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission;
9. Refusing to identify or falsely identifying one's self to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Violating the District's policies, Administrative Regulations, a school's student handbook provisions, rules, practices, or state law;
12. Engaging in conduct which endangers or jeopardizes the safety of other persons;
13. Bullying, harassing, hazing, threatening, intimidating, or verbally abusing another person, including any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission;
14. Preparing, publishing, or distributing written or verbal statements or plans of a violent or threatening nature, which, if carried out, could result in harm to another person or damage to property;
15. Using profanity, vulgar language or expressions, or obscene gestures;
16. Committing acts of sexual harassment, as defined by District Policy, or sexual assaults;
17. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
18. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;

19. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person; and,
20. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating.

Any student conduct or activity which does not occur (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District or (c) on any property subject to the control and authority of the District, but adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property or disrupts school operations is prohibited. In addition to disciplinary action, the Superintendent or Principal of a school site is authorized to make and pursue a criminal complaint, to press charges against any student when actions that are in violation of this policy are criminal in nature, and to refer matters to the Alcoholic Beverage Laws Enforcement (ABLE) Commission for investigation and prosecution as provided by law.

Possession or Use of Weapons

Possession or use of any type of weapon by a student is detrimental to the welfare and safety of students and school personnel. Student use and possession of weapons is becoming an increasing hazard across the nation. Therefore, the possession or use of any weapon on school property, at a school function, in a locker, on a school bus, in a personal vehicle, or in transit to or from school or any District function is expressly prohibited.

Students are prohibited from possessing; using; transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon.

Instruments and devices that may be considered a weapon but are specifically authorized by District personnel for use in an approved curricula or extra-curricula activity and are used in the appropriate manner are exempt under this policy.

Any student, who knowingly aids, accompanies and/or assists in the violation of this policy shall also be deemed in violation of this policy and shall be subject to discipline in the same manner as any student who directly violates this policy.

Possession of a firearm shall result in a recommendation for a one year suspension. For possession of other weapons under this policy, a recommendation shall be made for a suspension for not less than the balance of the term in which the infraction occurred. If the remainder of the term is less than forty-five school days, the recommendation shall be for suspension for the balance of the term and the next term. The District's Disciplinary Panel will determine the discipline to be imposed.

Substance Use by Students

Use, possession, consumption, being under the influence of, or distribution of any narcotic drug, stimulant, barbiturate, hallucinogenic, substance, opiate, inhalant, counterfeit drug, any other controlled or non-controlled substance having a potential for abuse associated with a stimulate or depressive effect on the central nervous system, or any representation of a substance to be any of the substances set forth above, during the time the student is in attendance or in transit to or from the school or any other school function authorized by the school district or in a classroom presided over by the teacher is prohibited. Students in violation of this policy shall be subject to disciplinary action in accordance with the provisions of Board regulations.

Smoking by Students

Smoking, other use, and/or the possession of tobacco products by students while in or on school properties, or otherwise under the school's jurisdiction during school hours, or while in attendance and/or participating in a school sponsored event is prohibited. Failure to abide by the provisions of this policy shall result in disciplinary action according to Board regulations.

Sexual Harassment

It is the policy of the Putnam City School Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the staff to harass another member or a student or a student to harass another student through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. If you have been sexually harassed, it should be reported immediately to the building principal. For additional information, see District Policy BL. The policy can be accessed on the District Web site at www.putnamcityschools.org.

Student Dress

Clothing should be appropriate, neat, clean, inoffensive, and decent. Some examples of inappropriate attire are headwear worn in the building, bare midriffs, obscene or profane language or symbols on clothing, tank-tops or clothing which allows undergarments to be visible when the student is sitting or walking. For safety purposes, roller shoes are prohibited. Individual schools, with faculty and student participation as appropriate, may develop additional rules for student dress at the beginning of each school year. Due to various family circumstances, sometimes students are in need of clothing. Parents should see the school counselor for information about this resource.

Student uniform policies are in place at Rollingwood, Tulakes, Arbor Grove, and Hilldale Elementary Schools.

Cell Phone Use

While we recognize parents' desires for students to have cell phones for before and after school use, students using cell phones during the school day can create a variety of problems. Cell phones must be turned off and kept in the students' backpacks during the school day unless they are being used for a specific teacher initiated school project. Phones used without permission may be confiscated and returned to the parent(s). If students need to make a phone call during the school day, they may do so in the classroom, office or clinic with permission.

Student Assistance Program

Putnam City Schools are committed to providing a healthy school environment and supporting the well-being of students. In keeping with federal law, it is the position of the District that the use of illicit drugs and the unlawful possession and use of alcohol by students are wrong and harmful. The unlawful possession, use, or distribution of illicit drugs, counterfeit substances as defined by Board policy, and alcohol on school premises, or as part of any school activity, is prohibited. Disciplinary sanctions up to and including suspension and referral for prosecution will be imposed on students who violate these standards of conduct. Students and parents seeking confidential information or counseling and treatment services are encouraged to contact your school's counselor or principal for assistance.

INTERNET ACCESS, INTERNET SAFETY, PERSONALLY OWNED DEVICES, AND USE OF ELECTRONIC RESOURCES

Students are responsible for respecting and adhering to local, state, federal, and international laws governing use of information and the available technologies.

Acceptable Uses - The following are acceptable uses of the district's computers, networks and the Internet for educational purposes in Putnam City Schools:

- Administrative tasks
- Academic research
- Activities resulting from specific tasks and assignments which support learning and teaching
- Activities which promote the District's mission and goals

Prohibited Uses - The following activities using the district computers, networks and the Internet are prohibited by Putnam City Schools:

- Allowing another person to use their user name and/or password
- Activities which violate an individual's right to privacy
- Access to materials, information, or files of another individual or organization with or without permission
- Any illegal activity
- Violation of copyright laws and licensing agreements
- Spread of computer viruses
- Deliberate attempts to vandalize, damage, disable, or disrupt the property of the District, another individual, organization, or the network
- Attempting to bypass district filtering programs as by use of proxy servers, etc.
- Efforts to locate, receive, transmit, store, or print files or messages that are profane, or which depict nudity, sex, sexual acts, excretion, and exhibition of genitals
- Use of language that is offensive, obscene, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or degrading to others
- Use to distribute religious materials
- Use for commercial activities, product advertisement or political lobbying
- Unauthorized access to the Putnam City School District Wide Area Network
- Use of personal storage devices on district networks without approval of the teacher in charge
- Posting of information that could cause damage or a danger of disruption
- Personal attacks, including prejudicial or discriminatory remarks
- Harassment of another person

- Posting of private, false, or defamatory information about a person or organization
- Sharing of personal addresses and phone numbers with strangers on the Internet
- Re-posting of private information without permission of the person who sent the message
- Use of “non-educational” chat rooms, social networking websites, blogs, and instant messaging programs at school on district hardware
- Disclosure, use of dissemination of personally identifiable information
- Use of mobile communications devices or other technologies to engage in cyberbullying at school
- Use of mobile communications devices that disrupt the instructional process

Consequences for Misuse - Any attempt to violate the guidelines for use of technology (District or Personally Owned Devices), the network, or the Internet, may result in revocation of user privileges, and/or other disciplinary actions consistent with Board of Education Policy.

Release of Student Information

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believe are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of other school districts or post-secondary schools in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

Notice to Parents and Students Regarding Directory Information

Note to Parents: Please read carefully this notification of rights concerning the privacy of student information. If you wish to restrict the release of information about your child, please notify your child's school principal in writing.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Putnam City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Putnam City Schools may disclose appropriately designated "directory information" without your written consent, unless you advise the district to the contrary. The primary purpose of directory information is to allow Putnam City Schools to use this type of information from your child's education records in certain school publications or media stories.

Examples of these uses include:

- Honor roll or other recognition lists
- Graduation programs
- School directories
- Sports programs, such as for football, showing weight and height of team members
- A program showing student roles in plays or other fine arts programs
- Stories written or taped by newspaper, television, radio or Internet media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Companies that manufacture class rings
- Companies that publish yearbooks
- Companies that provide tutoring

Putnam City has designated the following information as directory information:

- Student's name
- Parent's or guardian's name
- Address
- Telephone number
- Date and place of birth
- Weight and height
- Grade level
- Dates of enrollment
- Honors and awards received
- Most recent previous school attended
- Student statements/quotes
- Photographs
- Audio or video tapes or files which identify the student's participation in and/or achievements earned in enrolled courses or recognized activities and sports.

The district will be free to release or use directory information as appropriate without prior consent, unless parents notify the school principal.

Safety

Campus Police Department

The Putnam City Campus Police Department is located at the Putnam City Center. This full-service police department responds to calls for service 24 hours a day, year round. The telephone number is 787-3621. Police units are radio dispatched to respond to routine or emergency calls for service on weekdays only. Campus Police provide safety and security, crime prevention, patrol, and traffic control on district property. If immediate response is not available, dial 911.

Secret Witness Hotline

It is the desire of the Putnam City District that school be a safe place for students. **We need your help.** You can help by notifying an adult in your building or by calling the **Secret Witness Hotline, 787-1919** or **Safe Call, 1-877-SAFECAL ext.OK1 (1-877-723-3225 Ext. 651)** when you have knowledge of drugs, weapons or violent acts in your school. All of us, working together can continue to make Putnam City Schools a safe learning environment.

Tornado/Weather Warning

If the tornado sirens are sounding, we strongly encourage parents to wait until the danger has passed to pick up their children. If parents choose to come to the school, they will be directed to the safe area to get their children. All children will stay in the safe area until their own parent picks them up. If children are riding on a bus when the siren goes off, they will be taken to the nearest safe place, which will most likely be one of our schools. They will remain there until the danger has passed and the bus drivers can deliver them safely to their homes.

Visitors

Our children's safety is important to us. In order to maintain security, all visitors are asked to enter through the front doors and to stop by the school office, sign the visitor ledger, and obtain a visitor's badge. All visitors should be prepared to provide their identification. All outside building doors, playground gates, and classroom doors will remain secured during school hours. We love visitors!

Guidelines for Visiting Animals

To limit the risk of injury and transmission of disease from animals to students and teachers, the District has established guidelines for animals in the classroom that include animals that parents bring to visit a classroom. Parents who would like to take an animal to visit a child's classroom need to contact the child's teacher in advance to obtain the specific guidelines and fill out the necessary form.

Surveillance Cameras

For safety and security reasons, cameras have been installed throughout the school facilities. Your activities may be monitored.

Crisis Management

All Putnam City schools have an Emergency Operations Plan. Committees in each school meet regularly in order to be able to respond in a timely and efficient manner should an emergency occur. Copies of each school's Emergency Operations Plan are available at each site.

Asbestos

Each elementary school has completed an asbestos inspection of the building according to the guidelines set forth by the Environmental Protection Agency. A copy of the management plan is on file in the school and the master plan is on file at the Maintenance Building.

Student Services

State Assessments

According to the provisions of the Oklahoma Reading Sufficiency Act, all students in kindergarten through fifth grade are assessed in reading three times a year (fall, winter, and spring). If they are found to be in need of remedial help, they are placed on an Academic Progress Plan and conferences are held with parents. The Academic Progress Plan states a goal for the student, and lays out a plan for reaching that goal through interventions at school and support at home.

The state mandated assessment is given in the spring to all third through fifth graders.

Literacy Plan

According to the provisions of the Oklahoma Reading Sufficiency Act, all students in kindergarten through fifth grade are assessed in reading each nine weeks. If they are found to be in need of remedial help, they are placed on a Literacy Success Plan and conferences are held with parents.

Special Education Child Find

The Special Services Department of the Putnam City Public Schools requests your cooperation in our attempt to search and find children who may have a disability. Public schools are mandated under Public Law 108-446, "Individuals with Disabilities Education Improvement Act" 2004 (IDEIA), to coordinate services for disabled children throughout the local communities within their district. Each district is also mandated to search and find all disabled children who reside within their district. If you know of any children who are in need of services, please contact the Putnam City Special Services Department at 495-3770.

Services for Homeless Students

Families living in a shelter, motel, vehicle, on the street, with another family or in inadequate accommodations may qualify for services under the McKinney-Vento Homeless Education Assistance Act.

Students living in these homeless situations should be quickly identified, immediately enrolled into school, begin receiving transportation needs and will automatically qualify for food services. Children qualified for services through the McKinney-Vento Homeless Education Assistance Act also have the

right to continue in the school they attended before becoming homeless, in addition to receiving special services, if needed.

Homeless students are identified with the use of the Oklahoma State Department of Education's Student Enrollment Questionnaire. Other assistance with identifying homeless students is through communication with state or local agencies or from families who may inform the school or District Enrollment Office of their living conditions.

For more information or to make a referral for homeless student services, please contact Joe Ellis, Putnam City's Administrator of District Enrollment and Homeless Liaison, at (405) 491-7631, ext. 1632 or by email at jellis@putnamcityschools.org

Family Assistance

There may be resources available in the community; check with your school counselor, health aide, teacher or principal concerning the following items:

- Coats
- Clothing
- Counseling
- Shoes
- Eye glasses
- Christmas gifts
- Food
- Health clinics

Child Nutrition

The Child Nutrition Department provides meal service at all Putnam City Schools. All meals served follow the guidelines of the National School Lunch and the National School Breakfast Programs. Due to HHFKA guidelines, all students will be required to take a ½cup serving of fruit/vegetable with all meals.

A computerized cashiering system is used for all students in the cafeteria. This system has many advantages for the student. The two most important advantages are:

1. No need for cash each day as the meals may be purchased in advance.
2. Lines are faster when the majority of students use the cards.

The following information has been compiled to answer your food service related questions. Please feel free to contact your school cafeteria manager or the Child Nutrition Office at (405) 495-0184 to address any other questions.

- **How are students identified?** All students will be issued a bar-coded account card. Each card is identical except for the student's name and grade – Only the computer, which reads the barcode, can distinguish the difference between a paid student, a reduced student, or a free student. The status of a free/reduced student is kept confidential by the school district.
- **What are the Elementary meal prices?**
 - Elementary Lunch \$2.30
 - Reduced Lunch \$.40
 - Breakfast No Charge
 - Monthly purchase of full price lunch meals is approximately \$45.00.
- **How do I qualify for Free or Reduced Meal Benefits?** Free and reduced meal forms are sent home at the beginning of school and are available to all students throughout the year if needed. Please contact the Child Nutrition office at (405) 495-0184 if you have additional questions.

- Applications must be processed, eligibility determined and approval notification made before students receive free or reduced price meals. This process may take up to ten business days. *Students are responsible for paying full price for all meals received prior to application approval.*
- **How can I make PAYMENTS to an account?** Students or parents should bring check/cash to the cafeteria manager BEFORE CLASSES any school day. Writing the student's name and/or I.D. number on your check will assist the cashiers in crediting the proper account. Please make checks payable to the school cafeteria. An on-line payment option is also available at www.myschoolbucks.com; you will need your student's ID number to set up an account.
 - Money credited to the student's account may be used to purchase lunches, breakfasts, and Ala Carte items. (if available),
- **Will I receive notification when balance is low?** Once a student's meal account drops below \$3.00, a letter will be sent home.
- **What will happen if my child has no money left in their account?** Please refer to the following page for "Meal Charging Guidelines."
- **Where are the meal cards kept?** It is essential that each student have a card available every day. Cards are kept by the homeroom teacher and may only be handed to the student by the teacher. The student's card will be scanned and the amount of purchases will be subtracted from the account.
- **How do I get a new card?** Each student will receive a card at the beginning of the year free of charge. If a card is damaged or lost, it must be replaced. The lamination of the cards can be damaged by intentional misuse; a bent, peeled, folded or split card will not scan. An additional card costs \$1.00 each and must be paid for in advance.
- **What is available for Ala Carte or Snack Items?** Our Elementary schools feature healthy snack choices that are all Alliance for a Healthier Generation compliant. These items contain less calories, fat and sodium than traditional snack items. Examples of items include: Extra Milk, Juice, Granola Bars, and String Cheese. These items may be purchased with cash OR by use of a prepaid cash account.
 - If you prefer to restrict the purchase of Ala Carte items, please note MEALS ONLY when making payments to student accounts. If no restriction is noted, the student will be allowed to use their account for meals and Ala Carte items.
 - Students will not be allowed to purchase snack items only in place of a meal; a meal from home or purchased lunch is required to ensure that students receive a more balanced meal.
- **Can I get refund of my student's account balance?** Refunds will be made upon request from the Child Nutrition office: 405-495-0184. **Money remaining on the account at the end of the school year will be placed into the student's account for the following school year.**
- **Can I join my child for lunch?** Parents are welcome to join their children for breakfast or lunch. Adults and non-enrolled student prices are posted in the cafeteria.

For additional information about the meal programs and service, contact the:

Child Nutrition Office
5604 N.W. 41st Street, Suite 280
Oklahoma City, OK 73122
(405) 495-0184
Putnam City Elementary Schools
Meal Charging Guidelines

The purpose of the Child Nutrition program is to provide nutritious meals at a reasonable price for all students. Students should maintain a positive account balance to eat meals. Occasionally a parent will forget to send money to pay for the meals. The following meal charging procedures have been established:

1. Kitchen managers will print letters weekly and put in the teacher's boxes to be sent home to the parents of children whose accounts with a balance less than \$3.00.
2. In the event that a student reaches a balance of zero, students will be allowed to charge no more than \$10.00.
3. Any meals charged prior to the completion and approval of a free/reduced meal application must be paid in full. Application approval does not erase any previous charges.
4. Students will not be allowed to purchase or charge Ala Carte items if he/she has unpaid meal charges.
5. All meal charges are to be paid before a student withdraws from school.

Free and reduced price meal applications are available upon request from the school office, the cafeteria manager or the Putnam City School website: www.putnamcityschools.org or at www.heartlandandapps.com All families are encouraged to complete this application and take advantage of the breakfast (if available) and lunch programs. Please allow 10 business days for processing. In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. You may also write to the Oklahoma State Department of Education Child Nutrition Programs Section, Room 310, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599.

Online Meal Payment

Putnam City parents may now pay for their children's school lunches and breakfast with a Visa®, Discover or MasterCard® or debit or credit card through a district partnership with an online service www.myschoolbucks.com

In addition to paying for meals, parents can use the site to set daily spending limits and to ask for e-mail notification when their child's account balance is low.

In order to keep the service free to the school district, parents who use the website to add money to their children's meal accounts will pay a fee of \$1.95 for each transaction. The fee covers the processing imposed by the credit card company, bank transfer fees and the cost of maintaining the secure website. There is no charge for parents to check their child's account balances.

Parents who wish to set up online payment of school meals may register at www.myschoolbucks.com

The registration verification process will require parents to know their child's correct student ID number, birth date and school name. Parents without Internet access can call a toll-free number, 1 (800) 479-3531, to receive an application to pay by phone or fax.

The registration verification process will require parents to know their child's correct student ID number, birth date and school name.

Parents without Internet access can call a toll-free number, 1 (800) 479-3531, to receive an application to pay by phone or fax.

Medications Given At School

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. It is the responsibility of the parent to inform appropriate school personnel of medical conditions of the student and medications that the student is taking that may have an effect on their child's educational

success, even if the medications are not taken at school. This information will be kept in confidential health records. If, however, it is necessary that a medication be given during the school day, compliance with the district's policy and regulations is required. **All medication to be given at school must be kept in the school clinic regardless of the student's age.** For the complete list of regulations on giving medications at school, contact your school nurse or health aide or check the Putnam City Web Site at <http://www.putnamcityschools.org/Services/HealthServices/MedicationsGivenatSchool.aspx>

If your child needs to take either over the counter or prescription medication at school, the following form must be completed and sent to school with the medication - <https://www.putnamcityschools.org/Portals/0/docs/Parent%20Consent%20Form%20for%20Student%20Medications.pdf>

Health Screenings

Each year various health screenings may be done at school. While each school is different in the screenings they do, the following health screenings **may** be done on the students at your child's school: height, weight, BMI, blood pressure, vision, hearing, and/or dental. If you do **not** want your child screened, please call your child's school and specify which screenings you do **not** want done on your child. If you **do** want a specific screening done on your child, please call the school and request this.

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe and may result in:

- Brain damage,
- Hearing loss,
- Limb amputation,
- Learning disabilities, or
- Death.

What types of bacteria cause meningitis? There are several types of bacteria that may cause meningitis, including:

- *Neisseria meningitidis*
- *Streptococcus pneumoniae*,
- *Group B streptococcal disease*, and
- *Haemophilus influenzae* type B (Hib).

This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-git-it-dis), which is rare but especially risky for certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as “meningococcal disease” (men-IN-ja-kok-ul disease). Many persons can be exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for several weeks or months. They can spread the bacteria to others, but not become ill themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading bloodstream infection, lung infection or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them. The risk of meningococcal disease increases for adolescents and young adults aged 15 to 22 years, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in

Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, or other persons living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of, MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive or received their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-

high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or

- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine;

and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information?

For more information, contact your healthcare provider or local county health department or visit these web sites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>

This information sheet was prepared with information from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)

Oklahoma State Department of Education

Should I Keep My Child Home From School?

Chicken Pox - Yes. Children with uncomplicated chicken pox may return on the sixth day after the onset of the rash or when the spots are all dried and crusted, whichever is longer.

Cold, with mild symptoms such as stuffy nose with clear drainage, sneezing, mild cough - No. Your child may attend school if he or she is able to participate in school activities.

Conjunctivitis (pink eye) - Yes. Students may return 24 hours after treatment is started.

Cough - Yes. Keep your child home if the cough is persistent and productive coupled with thick or constant nasal drainage.

Diarrhea- Yes. Students should be kept home for 24 hours after the last episode of diarrhea without the use of any medicine.

Fever- Yes. Students should stay home if their temperature is 100 degrees or more. Keep students home until fever-free for 24 hours without the use of fever-controlling medicine.

Fifth Disease - No. By the time the rash appears, children are no longer contagious and do not need to stay home.

Influenza-type Illnesses-Yes. Students with influenza-like illness (fever with a cough or sore throat) should stay home and not attend school for at least 24 hours after fever is gone without the use of fever reducing medications. Students should stay home even if they are using antiviral drugs.

Head Lice - Yes. Students may return after their hair has been treated.

Impetigo - Yes. Students may return to school 24 hours after treatment starts. Sores should be covered when students return to school.

Mumps – Yes. Students with mumps should stay home from school for a total of five days after the symptoms begin.

Poison Ivy - No. Poison ivy is not contagious, so students do not need to stay home. Open lesions should be covered when students come to school.

Ringworm - No. Students may come to school as long as the area is being treated and it remains covered when the student is at school. Proof of treatment must be brought to school.

Staph Infections - Yes. Students may return to school 24 hours after treatment has started. The sore must be covered with a dressing and the dressing must remain dry when the student is at school.

Strep Throat - Yes. Students may return to school 24 hours after treatment has started and when fever is no longer present.

Vomiting - Yes. Students should be kept home for 24 hours after the last episode of vomiting without the use of any medicine.

For the protection of the other students and employees, your child will be sent home if any of these symptoms, conditions, or illnesses are found or suspected during the school day. Please make sure your child's school has current phone numbers for you.

Source: Oklahoma City County Health Department fact sheets

Health and Communicable Diseases – Head Lice

1. A student shall be sent home from school at the end of the day for treatment when direct inspection of the hair and scalp reveals the presence of crawling forms (lice). The student's parent/guardian will be contacted to inform them of this condition and to educate them about treatment and care that needs to be done before the student returns to school the next day.
2. Educational material will be given to the student to take home at the end of the day.
3. If the student presents him/herself for a recheck on their return to school and live lice are found, the parent of the student will be called to inform them of this. A recommendation will be made that they contact their primary care doctor for help with further treatment since they cannot be retreated at this time.
4. Exceptions to these regulations are left to the principal or designee. If a student is found to have an infestation of live lice or an abnormal amount of nits, every effort will be made to contact the parent and to send the student home during the school day.

Use of Crutches, Scooters/Walkers in School

Due to the danger of using mobility aids in school, if it is necessary that your child use them at school, please inform the school nurse. Your child will need to check in with the school nurse so that accommodations can be made for the safety of your child while using a mobility aid at school. These accommodations may include an early release pass for leaving class early (5 min.) to avoid crowds in the hallways, elevator keys, and any other accommodation that is necessary. The school does not provide crutches, knee scooters, etc. to students.

CONCUSSION FACT SHEET FOR PARENTS

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion: **SYMPTOMS REPORTED BY ATHLETE:** • Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not "feeling right" or is "feeling down" **SIGNS OBSERVED BY PARENTS/ GUARDIANS:** • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes

DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports. 2. **KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don't let your child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon - while the brain is still healing - risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime. 3. **TELL YOUR CHILD'S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
- However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

HOW CAN I HELP MY CHILD RETURN TO SCHOOL SAFELY AFTER A CONCUSSION?

Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer

Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. As your child's symptoms decrease, the extra help or support can be removed gradually.

JOIN THE CONVERSATION www.facebook.com/CDCHeadsUp www.CDC.GOV/CONCUSSION

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

School Counselors

School counselors work with students to help them develop academically, personally, and socially. Using the district elementary guidance curriculum, they assist children in areas such as:

- Personal Responsibility
- Health and Safety
- Respecting Self and Others
- Social Skills for School Success
- Peer Mediation and Conflict Management

The counselors work closely with parents, school personnel, and other professionals to provide students with the best possible resources and services. Working together with parents, they can help make the early school years a rewarding learning experience and lay the foundation for the children's future success and achievement.

The counselor works with CHILDREN INDIVIDUALLY:

- to help children understand and feel good about themselves and others.
- to help in dealing with crisis situations.
- to aid in adjustment to school.
- to help in developing appropriate behavior.
- by being available to listen.



The counselor works with CHILDREN IN SMALL GROUPS AND CLASSROOMS:

- to encourage students to exhibit positive attitudes and respect for themselves and others.
- to assist students in recognizing how those feelings affect themselves and others.
- to help students develop decision-making skills and accept responsibility.
- to help students understand the importance of school performance and how it relates to their future.
- to teach students the value of physical health and mental well-being.

The counselor works with PARENTS:

- individually to share thoughts and information about the abilities, behavior, strengths, and needs of a child; and to help provide consistency between home and school.
- in parent-teacher conferences to exchange information and strategies for helping children.
- in parent meetings to present information and skills valuable for effective parenting.

The counselor works with OTHER SCHOOL PERSONNEL AND COMMUNITY RESOURCES:

- to obtain further information and special help for those students who need additional intervention.
- to utilize the knowledge and experience of "outside" experts in serving our children, parents, and staff.

A school counselor is a friend you can trust.

Elementary “Extras”

Student Opportunities and Specialized Programs and Activities:

- Innovative curriculum
- Health Services
- Counselors
- Media Specialists
- Art, music, and physical education specialists
- English as a Second Language (ESL classes)
- Indian Education
- Gifted & Talented programs
- Before and/or after school care programs
- Computer lab(s)
- 4 Year Old Program (Pre-K)
- Stringed instrument class for fourth and fifth grade students
- Arts in Education (artists in residence)
- School programs
- Chorus
- Intramural Sports for 4th/5th grade students

Please Note:

Not all of these services are available in all schools.

Parent Involvement

Parent-Teacher Communication

Parent-teacher communication is so important! In Putnam City we offer numerous opportunities for communication including the following:

- **REPORT CARDS** – Issued four times a year after each grading period
- **PARENT ORIENTATION NIGHT** – At the beginning of the school year, this event allows you to meet your child’s teacher, hear about classroom expectations, and review the learning targets for each grade level.
- **OPEN HOUSE** – Each school will schedule a night that allows you to look over your child’s work and special projects with your child as a proud guide.
- **PARENT-TEACHER CONFERENCES** – Held during the first and third grading periods. Many Schools provide student-led conferences.
- **SPECIAL CONFERENCES** – Held at parent’s or teacher’s request at any point in the year.

PTO/PTA

It provides an opportunity for interested parents to help children by becoming involved in projects and activities that benefit the school. Some parents like working on the Ways and Means Committee (helping raise money for needed equipment and supplies), while still others like to plan programs or work on publicity. If time does not permit a parent to become involved in committee work, local unit meetings are held regularly. Plan on joining your local PTO/PTA at the beginning of school.

Parents Right To Know

As a parent of a student in Putnam City Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teacher(s) and requires us to give you this information in a timely manner if you ask for it. In addition, per federal law, you will be notified if your child is taught for four (4) of more weeks by a teacher who is not deemed highly qualified by federal standards.

How Can Parents Help?

HELPING...IN MIND...Children who read at home for **fun** become better readers at school, as well!

- 1) Provide **lots** of books! Make a weekly library trip. Let your child choose his/her own books.
- 2) Set up a daily reading period for your child. Make it a set time, **everyday**. Just after dinner or before bed works well for many families. There should be no TV or radio during this time -- just a quiet, cozy corner for 15-20 minutes of uninterrupted reading.
- 3) Ask your child about the school day and if homework assignments are complete.

HELPING...IN BODY...Coming to school feeling good makes such a positive difference in a child's chance for school success!

- 1) Make sure your child gets enough sleep. Tired children often have both learning and behavior problems. The earlier they have to get up – the earlier they need to be in bed.
- 2) Make sure your child eats breakfast at home or at school. Hungry children often have learning and behavior problems as well.

HELPING...IN SPIRIT...Your attitude is catching! Your child's feelings about school often reflect your own.

- 1) Do you speak positively about your child's school? About his teacher? About education in general?
- 2) When you have a question about something that is going on at school, do you call your child's teacher and discuss it openly?
- 3) Do you tell your child you believe in him/her and know he/she can succeed even when the going gets tough?

A Checklist for Helping Your Child with Homework

Make Sure Your Child Has:

- A quiet place to work with good light.
- A regular time each day for doing homework.
- Basic supplies such as paper, pencils, pens, markers, and ruler.
- Aids to good organization, such as an assignment calendar, book bag, and folders.

Questions To Ask Your Child:

- What is your assignment today?
- Is the assignment clear?
- When is it due?
- Do you need special resources (e.g. a trip to the library or access to a computer)?
- Have you started today's assignment? Finished it?
- Is it a long-term assignment (e.g., a term paper or science project)?
- For a major project, would it help to write out the steps or make a schedule?

- Would a practice test be helpful?

Other Ways To Help:

- Look over your child's homework, but don't do the work!!!
- Meet the teachers early in the year and find out about the homework policy.
- Review teacher comments on graded assignments that have been returned and discuss what your child doesn't understand.
- Contact the teacher if there's a homework problem or need you can't resolve.
- Congratulate your child on a job well done!

BUS SAFETY GUIDELINES FOR STUDENTS

School bus transportation is the safest means of over the road transportation in America. Putnam City Schools take pride in their safety record and in the service it provides. Buses are provided for those students who because of distance from the school or health make the service essential. Students and parents should read and understand the following guidelines.

1. All Putnam City District Policies apply to passengers boarding, riding, and departing from Putnam City School buses. Students using or possessing tobacco products, electronic cigarettes, vapes, alcohol, drugs, lasers, and/or weapons will be disciplined according to the District policies.
2. All students must sit properly and safely while on the bus. Students should be sitting on their bottom in the seat facing forward. Students should NEVER be sitting on their knees, turned around facing backward, standing or walking in the aisle, standing on a seat, climbing over or crawling under seats while the bus is moving. Students who cannot follow these safety guidelines create a danger to themselves and will be subject to bus suspension.
3. A parent/guardian should call the Putnam City Transportation Department at 789-3244 when asking for their student to ride another bus to and from school. The parent should call before 1:00 p.m. on the day of the request. Some requests may be denied due to rider capacity of buses. Please do not call the school or write a note for the student to give to the driver when requesting a change in riding procedures.
4. Students are required to use the bus stop nearest their home. Students must be at their bus stop five (5) minutes prior to the scheduled time ready to board. Any student failing to be on time will be responsible for their own transportation to school. Buses cannot return for late students due to time restrictions.
5. Students shall remain back from the roadway while awaiting the arrival of the bus. They should refrain from throwing things or playing at a bus stop.
6. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
7. Students must keep their hands, arms, and heads inside the bus at all times.
8. Students must keep their hands to themselves and use an inside spoken voice.
9. Bus riders are expected to be courteous to fellow students and the bus driver. **THE BUS DRIVER MUST BE TREATED WITH RESPECT LIKE ANY SCHOOL EMPLOYEE.**
10. Students should never throw any type of object while inside the bus. **IT IS AGAINST THE LAW TO THROW ANY OBJECT FROM A BUS WINDOW.**
11. All articles such as athletic equipment, books, musical instruments, coats, backpacks, etc., must be kept out of the aisle. These items should be held on the student's lap or placed on the floor between the student's feet. Students are **NOT TO SIT** on back packs or musical instrument cases.

12. Students are not to be eating or drinking while riding a bus. Eating and/or drinking while on the bus may result in choking, spilled food, sticky seats and floors, and health violations. PLEASE WAIT UNTIL YOU ARE OFF THE BUS TO OPEN AND EAT FOOD ITEMS.
13. Students are not to write on seats, poke holes in seats, spit on the floor, or damage any bus equipment.
14. Students should always check their seating area for books, lunches, phones, purses and other articles that have fallen out on the route. Articles left on the bus will remain on the bus until the next route occurs. A parent may call the Transportation office to see if property was found on the bus by the driver.
15. Students should do everything to avoid a FIGHT while on the bus. A fight may cause injury to those fighting and endanger the entire bus by distracting the driver. A student should stay on the bus if he/she feels that a fight will occur once they get off at their stop. The driver will keep the student on the bus until it is safe for departure.
16. The emergency door and window latches are for emergency use only. Students must not touch safety equipment on the bus unless there is an emergency.
17. Students must remain on the bus when there is a road emergency. Students must remain on a bus involved in a wreck until released by the nurse and local police.
18. Students who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus, far enough ahead of the bus so that the bus driver may adequately observe them. This means that the student should be able to see the face of the bus driver. The driver shall hold his bus with warning lights flashing until the crossing has been completed.
19. All directions given by the bus driver are to be followed.
20. Flowers, balloons and other party favors are not permitted on the bus because they create vision problems for the driver. Animals such as turtles, lizards, snakes, etc., or insects are not allowed on the bus as they may create a danger for other riders and distractions that may occur.
21. It is against federal regulations for a bus driver to alter their route. Therefore, all students must board and unload at designated stops. Any alternate stops must be approved in advance with the Transportation Office.
22. A regular route driver will make his/her first stop at the designated time as listed on the Putnam City web site under Transportation. All other stops will be made according to route assignments. Bus stop arrival times may be affected by weather, traffic congestion, and/or student discipline problems.
23. We ask that each bus rider sign and return a "Parent/Student Application Form for Transportation Service." This information allows the driver to know who is riding as well as notifying the parent/guardian of all bus policies. The form is handed out at the beginning of each school year by the driver and returned to the driver upon completion.
24. The Putnam City School District operates buses for transportation of its student body based upon the following guidelines:

ELEMENTARY and MIDDLE school students that live farther than one (1) mile from their school are eligible for bus service.

HIGH SCHOOL students that live farther than 1 ½ miles from their school are eligible for bus service.

Students that live within the walk boundary distance are not eligible for bus service.

Violation of bus safety guidelines may result in a student losing his/her privilege to ride ANY school bus. Loss of privileges to ride may include, yet not be limited to, one (1) day, multiple days, or the remaining days of the school year. Safety infractions may also result in other disciplinary action deemed necessary by school officials.

Responsibilities of Parents and Drivers

1. The school bus is considered an extension of the classroom. The Transportation Department has the authority and responsibility for the discipline of all children riding buses.
2. It is the parent's responsibility to discuss with the child the bus safety guidelines and cooperate with district administration. These guidelines should be kept by the parent/guardian for reference during the school year.
3. It is the responsibility of the driver to provide the student with orientation regarding bus safety.
4. Drivers have the authority to enforce all bus rules. Any student refusing to obey these rules may be reported to transportation authorities and may lose bus-riding privileges.
5. If the behavior of the child riding the bus results in a bus suspension, it is the responsibility of the parent/guardian to arrange transportation to and from school until privileges are reinstated.

Bus Discipline Action Plan

The discipline steps listed below are the ones normally followed to correct inappropriate behavior. However, steps may be altered if the behavior requires a more severe disciplinary action.

DRIVER ACTIONS: For minor disruptive misbehavior such as safety violations, name-calling, eating/drinking on the bus, noise distractions, or other inappropriate behavior, the driver/district staff will do the following:

1st Offense: Provide verbal warning by the driver.

2nd Offense: The driver may reassign the student to an assigned seat. Student will be informed how long they will be in the assigned seat. A parent contact form may be filled out by the driver and given to the student for a parent/guardian to sign and return.

3rd Offense: The Transportation Office will call the parent/guardian, conference with the student at school or by phone, conference with the Principal or other School Staff, review the bus video, or a combination of the above. Disciplinary actions may include bus suspension or other appropriate disciplinary actions. Parent/guardian will be notified of all bus suspensions.

4th Offense: The above procedures will be followed with disciplinary actions that may include a five day or longer bus suspension. Parent/guardian contact will be made.

5th Offense: A recommendation for the termination of bus-riding privileges may be made to the parent/guardian and school.

MAJOR BEHAVIOR PROBLEMS: BEHAVIORS INCLUDING, YET NOT LIMITED TO FIGHTING, VANDALISM, THROWING OBJECTS IN THE BUS OR OUT BUS WINDOWS, PROFANITY OR OBSCENE GESTURES, DISRESPECT TOWARD THE DRIVER OR OTHER STUDENTS, AND ANY OTHER DISTRACTIONS OR DISRUPTIONS TO A DRIVER CAN AFFECT STUDENT SAFETY AND BYPASS THE STEPS LISTED ABOVE AND RESULT IN BUS SUSPENSION OR TERMINATION.

The Putnam City Transportation Department is located at:

7111 N.W. 42nd.
Office hours are
6:00 a.m. until 5:00 p.m.
The phone number is 789-3244.

PUTNAM CITY SCHOOLS
Dr. Fred Rhodes, Superintendent
Barbara Crump, Executive Director of Elementary Education

Apollo Elementary

Angela Habben, Principal
1901 N. Peniel, Bethany, OK 73008
787-6636

Arbor Grove Elementary

Brenda Davis, Principal
5430 N.W. 40th, Oklahoma City, OK 73122
789-4985

Central Elementary

Kimberly Harper, Principal
5721 N.W. 39th, Oklahoma City, OK 73122
789-5696

Coronado Heights Elementary

Stephanie Wallace, Principal
5911 N. Sapulpa, Oklahoma City, OK 73112
942-8593

James L. Dennis Elementary

Renita White, Principal
11800 James L. Dennis Blvd., OKC, OK 73162
722-6510

Ralph Downs Elementary

Shbrone Brookings, Principal
7501 W. Hefner Rd., Oklahoma City, OK 73162
721-4431

Harvest Hills Elementary

Lynn Johnson, Principal
8201 N.W. 104th, Oklahoma City, OK 73162
721-2013

Hilldale Elementary

Shanda Brody, Principal
4801 N.W. 16th, Oklahoma City, OK 73127
942-8600

D.D. Kirkland Elementary

Ashley Hoggatt, Principal
6020 N. Independence, Oklahoma City, OK 73112
842-1491

Lake Park Elementary

Lori Freeman, Principal
8221 N.W. 30th, Bethany, OK 73008
789-7068

Northridge Elementary

Kim McLaughlin, Principal
8501 N.W. 82nd, Oklahoma City, OK 73132
722-5560

Overholser Elementary

Marjorie Iven, Principal
7900 N.W. 36th, Bethany, OK 73008
789-7913

Rollingwood Elementary

Pam Miller, Principal
6301 N. Ann Arbor, Oklahoma City, OK 73122
721-3644

Tulakes Elementary

Danyelle Speight, Principal
6600 N. Galaxie, Oklahoma City, OK 73132
721-4360

Western Oaks Elementary

Stephanie Treadway, Principal
7210 N.W. 23rd, Bethany, OK 73008
789-1711

Wiley Post Elementary

Sheryl Rexach, Principal
6920 Britton Road, Oklahoma City, OK 73132
721-8123

Will Rogers Elementary

John Lunn, Principal
8201 N.W. 122nd, Oklahoma City, OK 73142
722-9797

Windsor Hills Elementary

Tracy Rogers, Principal
2909 N. Ann Arbor, Oklahoma City, OK 73127
942-8673

Smart Start

Kelly Suchy, Principal
5604 NW 41st, Oklahoma City, OK 73122
495-3770



PUTNAM CITY SCHOOLS

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Oklahoma City, OK 73122

(405) 495-5200

www.putnamcityschools.org

