

WATTS PUBLIC SCHOOL
“HOME OF THE ENGINEERS”

2019 - 2020

Parent / Student Handbook

Grades PK - 4

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WELCOME TO WATTS SCHOOL! If you are new to Watts School this year, we want to welcome you to one of the finest Class A schools in the State. If you are an old hand returning for another year, you don't have to be told that the **“HOME OF THE ENGINEERS”** is a great place to go to school.

One thing that makes Watts School great is our student body. You, the student, are our greatest asset. You are important. Every student should shine with pride and enthusiasm whether at an athletic contest, in a school play, learning in class, or cheering with the crowd. You represent the school wherever you are so act like a winner and be a winner.

SCHOOL COLORS: Orange and Black

MISSION STATEMENT FOR WATTS PUBLIC SCHOOL

“In partnership with families, Watts Public School will provide a safe, respectful environment that challenges all students to be responsible, productive citizens and independent life-long learners in an ever-changing world.”

WELCOME

Welcome to Watts Elementary School! We are looking forward to a great school year. The faculty and staff have prepared a busy year geared for learning important skills, achieving success, and enjoying our school community. Be proud of your school because we are excited to have you as a part of our student body.

This handbook will give you the information concerning Watts Elementary School policy. Both you and your parents/guardians need to become familiar with the policies and procedures we will follow this year. By studying this information, you will know what responsibilities and duties you will have as a student at Watts Elementary.

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CAMPUS

Our school day is from 7:50 a.m. to 3:55 p.m. Teachers are on duty at 7:30 a.m. **Students should not arrive before 7:30 am.** Students who walk to school should not arrive before 7:30 am.

No student is to leave the campus until school is dismissed without permission from the principal or the principal's designated representative. Students may be checked-out by parents or guardians at the office.

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ADMISSION REQUIREMENTS

1. RESIDENT STUDENT

Any student who resides in the Watts School District with his/her parents or legal guardian or is a ward of the court is considered a resident student. Before a student is considered to be enrolled at Watts Elementary the following information must be on file in the elementary office: **completed enrollment packet each year, copy of student birth certificate, updated shot records, proof of residency (copy of electric bill, water bill, etc. in the parent's/guardian's name, with a physical address and not a post office box).**

2. TRANSFER STUDENT

Any student residing outside Watts School District may be granted a transfer. Such a transfer must receive the approval of the Administration of the receiving district. **Students must reside in Oklahoma** in order to receive a free public education in the state of Oklahoma. Any student living in Arkansas and wanting to attend Watts Public School must pay tuition. Proof of Oklahoma residency is required.

3. All children must be six (6) years of age on or before September 1 to attend the first grade or five (5) years of age on or before September 1 to attend kindergarten or four (4) years of age on or before September 1 to attend pre-kindergarten.

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IMMUNIZATION RECORDS

The State Board of Health currently requires that all students attending school in Oklahoma have had at least 1 dose Varicella (chicken pox), 5 DPT or TD shots, 4 doses of polio vaccine, and 2 doses each of measles and rubella immunizations received on or after the child's first birthday. Kindergarten and 7th grade students must also have 3 doses of Hepatitis B and 2 doses of Hepatitis A.

Updates for this information may be found on the Watts School website (www.wattsschool.com) and from the Oklahoma State Department of Health.

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Children following a medically approved schedule for completion of an immunization series may be allowed to attend school. However, to remain in school the series must be completed as directed by a licensed physician. Parents or guardians are requested to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority.

MEDICATION

If a physician requires a student to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of a student that a non-prescribed or prescribed medication be dispensed to that student, the school designee may administer the medication as follows:

1. Prescription medication must be in the original container that indicates the following:
 - A. Student's Name,
 - B. Name and strength of medication,
 - C. Dosage and directions for administration,
 - D. Name of Physician or Dentist,
 - E. Date and name of pharmacy.

Medication must be delivered to the elementary office upon arrival at school. The medication will be accompanied by written authorization or a note from the parent/guardian, or person having legal custody that indicates the following:

- A. Purpose of the medication,
- B. Time to be administered,
- C. Whether the medication must be retained by student for self-administration,
- D. Termination date for administering the medication, and
- E. Other appropriate information requested by the principal or the principal's designee.

2. Student's consuming any type of medication not approved by a physician or parent, and without notification to the school administration, shall be subject to disciplinary action.

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HEAD LICE POLICY

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HB 1550 amends 70 O.S. Sec.210.194 to provide that any child with head lice may be prohibited from attending a public school, and that such child cannot re-enter school without certification

from an authorized representative of the State Department of Health or a “health professional” (licensed physician, psychologist, osteopathic physician, registered or licensed practical nurse, or physician’s assistant) that the child no longer has lice.

Periodic checks for head lice are made throughout the school year. The parents of students found to be infested with nits or lice will be notified and the child must be removed from the school and treated. Before the child can return to school he/she must have a statement from a health professional stating that the student is lice free.

ILLNESS

School children sometimes complain of illness at school but are able to continue with their class work without going home. Feeling that parents may wish to know what criteria is used in making decisions about whether to send a child home or return a child to class, we are sending this list of GUIDELINES to you. A child with a **temperature of 100 degrees or above** is sent home. A child who vomits at school is sent home. A child who reports **diarrhea** and states that he/she is having difficulty getting to the restroom on time is sent home. A child with a **questionable rash** is sent home. A child with **“pink eye” and who has discharge** in the eye is sent home. Any child who is so uncomfortable that he/she **is not able to function in school** is sent home. We try to take into consideration a child’s report of having been sick at home or of illness in other family members. **PLEASE MAKE SURE YOU GIVE US YOUR CURRENT PHONE NUMBERS IN CASE WE NEED TO CONTACT YOU.**

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SCHOOL REGULATIONS REGARDING ABSENCES

One of the most important factors of success in learning and achievement is regular school attendance. During a semester the maximum number of days missed shall not exceed seven (7). The exception to this will be if you are under a doctor’s care because of severe or extended illness. For severe or extended illnesses, a doctor’s note must be on file. The burden of proof for absences over 7 days in a semester is on you and your parents/guardian. Students with excessive absences could be retained in the current grade.

CONTACTING THE OFFICE

After each absence, the student is required to provide the Elementary Principal’s office with either a telephone call or written excuse from a parent/guardian, stating the reason for the absence. The student will secure documentation from the office. Whenever possible the elementary office will call home when a student is absent from school. It will not be necessary to bring a note if parents are contacted by phone.

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MISSED HOMEWORK/TESTS

Students will be allowed to make up work missed. The allotted period of time to make up missed assignments will be equivalent to the length of the absence unless the nature of the absence warrants an extension. It is the student's responsibility to find out what he/she missed and to make it up within the allotted time. A student at school during a test review or test announcement and who is absent on the day of the test must take the test on the day the student returns to school. Any exception will be by joint agreement between the teacher and principal. Failure to make up missed assignments due to absences will result in a grade of zero (0).

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ABSENCE DUE TO SCHOOL SPONSORED ACTIVITY

This absence must be approved by the Principal one day before you are to miss school for the activity. When students leave for a school sponsored activity, they are responsible for assignments, tests or other projects which are missed while they are gone. Make up time will be equivalent to the length of the absence.

PRE-ARRANGED ABSENCES

A pre-arranged absence may, in some cases, be obtained if a student must miss school due to family emergencies, travel with parents, extenuating circumstances, etc. To obtain a pre-arranged absence the parent must first contact the Principal at least three days in advance to obtain approval. Before a pre-arranged absence is approved, a grade-check will be made. If a student is not passing in all subjects the absence may be disapproved. Students may be required to do at least one half of their work before they leave as a condition for approval.

TRUANCY

Truancy is when a student is absent without proper excuse from his/her assigned place. Students who are truant will be disciplined. If a child is absent without a valid excuse for three (3) days or parts of days within a four (4) week period, the parent will be notified, or if a student is absent without excuse for seven (7) days or parts of days within a semester, the attendance officer must notify the parent/guardian and immediately report such a student to the District Attorney, H.B. 1975 effective July 1, 1995. If a student is absent for ten (10) consecutive days without proper notification the student will be immediately dropped from the attendance roster.

TARDY POLICY

Tardiness is generally a problem to be corrected between the student and the teacher. Any student missing up to 15 minutes of class time will be considered tardy. If a student misses more than 15 minutes of a class period the student will be counted absent for that class period. Three (3) tardies equals one (1) absence. Excused tardies are generally considered those resulting from the student being detained by a school official. In such cases the student must obtain a written excuse from the official.

ELEMENTARY DISCIPLINE POLICY

ORDER OF DISCIPLINARY ACTION

1. Teachers will have a classroom plan for corrective action that has been submitted to and approved by the principal.
2. After the classroom plan of discipline has been exhausted, the student will be referred to the office for disciplinary action by the principal.
3. Parental contact will only be made in the event of any serious violation.

Level 1 Discipline Violations

1. **Making obscene gestures towards another student.**
2. **Classroom Disruptions/Misbehavior**
3. **Lunchroom Misconduct; Bathroom Misconduct; Playground Misconduct**
4. **Using vulgar/inappropriate language.**
5. **Throwing objects that may cause injury to another person or property.**
6. **Dress Code Violation**
7. **Insubordinate / Uncooperative**
8. **Electronic Devices / Cell phones - Violation**

9. **Bus Misbehavior**
10. **Truancy: Leaving class without permission**
11. **Possession of tobacco (including e-cigarettes)**

Level 1 Discipline Enforcement

1. **Verbal Warning**
2. **Removal of privileges.**
3. **Confiscation of any banned items**
4. **Corporal Punishment**
5. **In School Suspension(3rd-4th grade only)**
6. **Suspension**

Level 2 Discipline Violations

1. **Truancy: Leaving school grounds during the school day without permission from the office.**
2. **Commitment of theft of any property belonging to the school, a student, employee, or guest.**
3. **Arson in any form.**
4. **Malicious pranks that may result in injury.**
5. **Displaying or allowing to be displayed any items showing nudity or pornographic images or suggestions.**
6. **Being in possession of paraphernalia deemed to be associated with controlled substances.**
7. **Bullying**
8. **Fighting**

9. **Being disrespectful toward a teacher, school personnel, guest, or substitute teacher.**
10. **Possessing prescription or over the counter drugs.**

Level 2 Discipline Enforcement

1. **Automatic in-school or out-of-school suspension for a period of time to be determined by the principal or such discipline deemed necessary by the principal.**
2. **Probation for the remainder of the year. Any further level 2 or 3 violation may result in suspension for the remainder of the school year.**
3. **Financial restitution for any damages that occurred.**
4. **Be referred to law enforcement and court related service.**

Level 3 Discipline Violations

1. **Vandalism/Destruction of property**
2. **Distribution of Obscene material.**
3. **Assault, or assault and battery, threaten verbally a student, teacher, school employee, administration, or guest.**
4. **Use or possession of alcohol or drugs.**
5. **Sale or distribution of dangerous substances.**
6. **Harassment or sexual harassment.**
7. **Possession of a dangerous weapon. Example: Knife, club, or any object used to or deemed usable in a threatening manner to cause physical harm or injury to another person.**

Level 3 Discipline Enforcement

Level 3 violations carry a no tolerance policy. Result of a level 3 offense will carry a mandatory 3-8 day out of school suspension or such discipline deemed necessary by the principal.

BULLYING

Our goal at Watts Elementary is to provide a safe learning environment **for all students**; bullying will not be tolerated. Bullying is defined as: an act of repeated aggressive behavior in order to hurt another person intentionally, mentally, and/or physically. It's characterized by an individual behaving in a certain way to gain power over another individual. Behavior may include but not be limited to name calling, verbal or written abuse, exclusion from activities, exclusion from social situations, physical abuse, cyber attacks, electronic attacks, or coercion. Bullies may behave this way to be perceived as popular or tough or to get attention.

Disorderly Conduct Offenses

Students must conduct themselves at all times in a manner consistent with the goals and values of Watts Public School. Students should recognize that when they go to and from school or participate in school activities or beyond they are representatives of the school and must conduct themselves in a manner that reflects well on Watts Public School.

EVENT SPECTATORS

Sportsmanship is an important element in the success of all school activities. Spectators are encouraged to be positive and respectful to all people attending, working or participating in the activity. Spectators at school sponsored activities can be subject to suspension and/or ejected from any and all school functions for disorderly conduct on school campus. If a spectator is ejected from a sporting event then they will be unable to attend the next sporting event of the same age group (ex: if a spectator is ejected from a high school game, then they must miss the next home high school game).

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CAFETERIA REGULATIONS

1. If you leave the line for any reason, you must return to the end of the line.
2. Normal conversation is fine. However, loud noise and loud laughter will not be tolerated.
3. When finished eating, clean up around your area and take your plate and trash to the dishwashing window, and return immediately to your seat.
4. Keep hands and feet to yourself at all times while in the cafeteria.

5. There will be absolutely NO RUNNING while in the cafeteria.
6. Each grade has a designated eating area.
7. Cafeteria workers have the same authority as a teacher. Do what they ask or tell you to do.

HALLWAY REGULATIONS

1. Be considerate to others and remain quiet while in the hallway.
2. Running or horseplay in the hallway will not be tolerated.
3. Students should discard trash and keep the school clean by picking up paper from the floors.
4. Keep feet and shoes off walls and doors of the hallway.

BATHROOM REGULATIONS

1. Horseplay in the bathroom will not be tolerated.
2. Loud noises will not be allowed.
3. Destruction of school property inside the bathroom will become the financial responsibility of the parent/guardian.
4. Students are to flush the stool after using, wash hands, discard of their trash, and immediately return to class.
5. Students are allowed to use the bathroom during class breaks, recess, and independent class time.

PLAYGROUND REGULATIONS

1. Stay in assigned areas.
2. Use equipment appropriately, as directed by teacher or principal.

Swings: No throwing swings over rail.

No jumping or flipping out of swings.

Only one student per swing.

Must sit in swing correctly.

No running underneath swings.

Must hold swing with both hands.

Slides: No hanging from bars.

No climbing up the slide backward.

Only one down the slide at a time.

3. No rough play such as tackle football, tackle tag, etc.
4. Line up immediately when recess is over and enter the building quietly.
5. No throwing rocks, sticks or other harmful objects.

Safety of our students is a top priority while on campus, but especially the playground. If a student is injured while on the playground, he/she needs to report it immediately to the teacher on duty.

BUS RULES/REGULATIONS

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules. Parents must call the elementary office or send a note if their child is to ride a different bus or get off at a different stop other than the normal stop.

Before loading:

1. Be on time at the designated school bus stop in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.

3. Wait until the bus comes to a complete stop before attempting to enter.
4. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.
6. Receive proper authorization to be released at places other than the regular bus stop.

While on the bus:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. No use of any form of tobacco (including e-cigarettes), alcohol, and drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
6. Treat bus equipment with respect. Damage to seats, etc will be paid by the offender.
7. Never tamper with the bus or any of the bus equipment.
8. Help look after the safety and comfort of small children.
9. Maintain possession of books, lunches, and other articles to keep the aisle clear.
10. Do not throw objects into or out of the bus.
11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay, and no fighting is allowed on the school bus.
13. Be courteous to fellow students, bus driver, and assistants.
14. Remain quiet when approaching a railroad-crossing.
15. The bus driver has the same authority as a teacher and students must follow all rules to ensure the safety of all students.

16. Bus drivers may assign seats to students at any time.

Upon leaving the bus:

1. If you must cross traffic, go at least ten(10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal before leaving the bus stop.
2. Go home immediately, staying clear of the traffic.
3. Help look after the safety and comfort of small children.
4. If you drop anything near the bus stop, do not try to pick it up. Wait until the bus has left the bus stop and traffic is clear.
5. The bus driver has jurisdiction over his/her bus.

Extracurricular Trips:

All previous rules mentioned apply to all trips under school sponsorship. School officials will appoint sponsors.

FIELD TRIP POLICY

Field trips are invaluable teaching aids. They provide direct experiences for learning and are an extension of what is being taught in the classroom. Good school behavior is required to be eligible to attend.

CELL PHONE POLICY

In order to embrace the new era of widespread technology and to better reflect the realities of a digital age, the Watts School Board has revised its policy on cell phone usage at school. Students WILL be allowed to bring their cell phones to school to be used only within the classrooms as an educational tool and at the discretion of the individual classroom teacher in order to enhance that classroom's education.

The students will be allowed to use their cell phones before the first bell rings in the morning and after the final bell rings in the afternoon. Cell phones will not be used during lunch or in between classes and must be turned off, put out of sight, and not heard.

Any cell phone or other electronic device used between the first and final bell without direction from a classroom teacher will be confiscated and the student will be subject to disciplinary action. Students with cell phones do not have a right to privacy, and confiscated phones are subject to search.

The use of cell phones for field trips and sporting events during school activities will be at the discretion of the teacher or sponsor/coach.

Watts Public Schools is in no way liable and is not responsible for loss, damage, or the theft of any electronic communication device that is brought to school.

Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action.

PARENTS: Please do NOT text or phone students on their cell phone during the school day. If you must contact your child, please do so by calling the school office.

LIBRARY BOOKS AND TEXTBOOKS

Free textbooks and library books will be available to all students. The books should be well cared for by students and turned in at the appropriate time. Students will be required to pay for all lost, damaged or torn books checked out to them. Fines will be assessed for library books that are not returned on or before the due date.

HONOR ROLL CRITERIA

Honor Rolls will be published every nine (9) weeks period. Only 1st thru 4th grade will be eligible for the Superintendent's or Principal's honor roll.

1. Superintendent's: No grade lower than an A at grade level.

2. Principal's: No grade lower than a B at grade level.

The school will send an article to the nearest newspaper with a request that the article be published concerning students on the honor roll.

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DRESS CODE

Because appearance is important in all successful relationships involved in daily living, students should dress neatly and appropriately and develop the habit of healthy grooming at an early age. Clothing need not to be expensive to be neat and clean. Dress or grooming which is in any way considered disruptive to the effectiveness and operation of the school will not be permitted.

Revealing or sexually provocative clothing or clothing of extreme style may not be worn at school. Shorts, revealing rips or tears and skirts should be no shorter than finger-tip length with arms extended down in a relaxed position. Miniskirts, crop tops, spaghetti straps, muscle shirts, tank tops, clothing displaying an alcoholic beverage, drugs, obscene print, and other items of poor taste will not be permitted. The entire mid-section of the body must be covered at all times. Hats and hoodies are not to be worn inside the building. Shoes with wheels (wheelies) will not be allowed. **All shirts must have sleeves.**

Flip-flops will not be allowed at Watts Elementary.

All undergarments (boxers, underwear, spandex, bras, bra straps, sports bras, etc.) must be covered.

PARTIES

Four classroom parties have been scheduled for our school. These include Halloween, Christmas, Valentine's Day, and Easter or Spring. Any other type of party must be arranged with the classroom teacher and approved by the principal in advance. **Snacks for approved parties must be store bought and not homemade to ensure the safety of our students.**

If your child wishes to not participate in any party, arrangements will be made for them.

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INCLEMENT WEATHER

There is no need to contact school officials to ask if school will be closed because of bad weather. If weather conditions warrant the closing of school, an attempt will be made to notify the district by 6:30 a.m. The school has implemented a program known as School Reach that will contact by text message all staff and parents with cell phone numbers on file regarding school closings. **It's very important that parents and guardians keep updated cell phone numbers on file in case of cancellation of school.**

TEACHER AUTHORITY

Students must remember that all school personnel of this school system have authority over them. This not only applies during a school day, but also at any school sponsored activity at home or away. School regulations apply to students from the time they leave their residence in the morning until they return to that residence or a length of time equivalent to that return.

SUPPORT PERSONNEL

Support personnel are to be treated with the same respect as teachers and administrators. They have the authority to correct any students and should report students who are misbehaving to the office.

SUBSTITUTE TEACHERS

Substitute teachers provide a service to the school district in the absence of the regular classroom teacher. Students should follow the directions left by the regular teacher and then work on additional assignments when completed. Students should conduct themselves properly and adhere to the rules as they do when the regular teacher is present.

VISITORS

We welcome parents/guardians and visitors to our campus. We ask that you check in at the elementary office to receive a visitor's pass, which will allow you to visit the classroom that your child is in, eat lunch with your child, etc. However, in order to keep your child and other children on task, we ask that you limit your visit to a couple of hours and not the entire school day.

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OFFICE PHONE REGULATIONS

The elementary office phone will be available for student use before 8 and after 3:55. Students will only be allowed to use the office phone in cases of emergency that is approved by the principal during regular school hours. **Classroom disruptions for telephone use and messages will be avoided, unless it is an emergency.**

READING SUFFICIENCY ACT

The purpose of the Reading Sufficiency Act is to ensure that each child attains the necessary reading skills by completion of the third grade which will enable that student to continue development of reading skills and to succeed throughout school life (70 O.S. Section 1210.508B).

Each public school district in this state shall ensure that instruction time each day of the school year in kindergarten through third grade is focused on reading and mathematics.

THE READING SUFFICIENCY ACT READING GOAL

By July 1, 2008, and each year thereafter, **all third grade students will read at or above grade level by the end of their third grade year**, excluding up to fifteen percent (15%) of those students who have an individualized education program (IEP), pursuant to the Individuals with Disabilities Education Act (IDEA), and excluding those students who are English language learners who have been determined not to be proficient in English as defined by a state-designated English proficiency assessment.

READING SUFFICIENCY ACT SCREENING AND ASSESSMENT

Kindergarten

Each student enrolled in kindergarten in a public school in this state shall be screened for reading skills including, but not limited to, *phonological awareness, letter recognition, and oral language skills* as identified in the Oklahoma Academic Standards (OAS).

For those kindergarten children at risk for reading difficulties, teachers shall emphasize reading skills as identified in OAS, monitor progress throughout the year and measure year-end reading progress (70 O.S.

Section 1210.508C).

First, Second, and Third Grade Students

Each student enrolled in first, second, and third grade of the public schools of this state shall be assessed at the beginning of each school year using a screening instrument (Early Literacy/Star Reading) approved by the State Board of Education for the acquisition of reading skills, including, but not limited to, *phonological awareness, phonics, spelling, reading, fluency, vocabulary, and comprehension*.

Throughout the year progress monitoring shall continue, and diagnostic assessment, if determined appropriate, shall be provided. Year-end reading skills shall be measured to determine reading success (70 O.S. Section 1210.508C).

SUMMER READING ACADEMY

(71 O.S. Section 1210.508E) If a teacher determines that a third grade student is not reading at grade level by the end of the second quarter of the school year, the parent or guardian of the student shall be notified of:

1. The reading level of the student.
2. The program of reading instruction for the student as required pursuant to the Reading Sufficiency Act.
3. The potential need for the student to participate in a summer academy or other state approved program designed to assist the student in attaining grade-level reading skills.

A teacher who determines a third grade student is unable to meet competencies required for reading for the completion of third grade and promotion to fourth grade may have the authority, after consultation with the parent or guardian of the student, to recommend that the promotion of the student to the fourth grade is contingent upon the participation in and successful completion of the required competencies for reading. **If the student does not successfully complete the competencies in the summer academy or other program, the student may be retained in the third grade.**

The school district may approve an option for students who are unable to attend a summer academy. The optional program may include an approved private provider of instruction, approved computer or internet based instruction, or an approved program of reading instruction monitored by the parent or guardian. **School districts shall not be required to pay for the optional program, but shall clearly communicate to the parent or guardian the expectations of the program and costs that may be involved.**

***A Summer Reading Academy Program will be provided by Watts Elementary contingent upon funding made available through the Reading Sufficiency Act for this program.**

RETENTION OF STUDENTS

According to Oklahoma School Law, whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board. (70-24-114.1)

DEFICIENCY REPORTS

Teacher/parent communication is key when establishing a successful school community. Keeping parents/guardians informed of student grades/progress is important to Watts Elementary. Teachers will send deficiency reports home after the fourth week of school in each of the four (4) grading periods.

FIRE/TORNADO DRILLS

At the beginning of the school year, you will be given instructions on evacuating the school building in case of an emergency. General rules are: Teacher takes charge; everyone move to a place of safety; avoid crowding and unnecessary noise. Stay in groups if evacuating the building so that the teacher in charge can take a head count to make sure that everyone is out of the building. The signal to evacuate the building will be one minute intermittent ringing of the bell.

In case of a tornado alert, everyone in the main elementary building will move into the two classrooms at the end of the hallway. These are usually the pre-kindergarten and 2nd grade classrooms. Those in other buildings will move to a place of safety designated by the teacher. The signal for a tornado alert will be one minute of continuous ringing of the bell. Once the threat of a tornado has passed, the building principal will announce the all clear.

EVACUATION PLAN

In the emergency that emergency personnel orders an evacuation of the school campus the grade and location will be as follows:

Headstart-8th grade – First Baptist Church of Watts on 4th & Main St.

9th-12th grade- Watts Community Building on 3rd St.

CHILD FIND

Do you know of a child in your home or community who may be handicapped in any way? IDEA-B (Individuals with Disabilities Education Act-Part B) mandates that every child receive an education regardless of the type or severity of his/her handicap. Your local school district is interested in locating these children so that an appropriate education can begin as soon as possible. We are searching for children who may be physically, emotionally, and/or intellectually impaired. All children birth to age twenty-one are covered under the law. Education must begin early so the child can achieve his/her maximum potential.

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SCHOOL VISITORS

RESTRICTIONS ON PRESENCE OF

SEX OFFENDERS ON DISTRICT PREMISES

Because a safe learning environment promotes academic and social growth, the district desires to protect students at school from those who might expose students to inappropriate acts of a sexual nature. Those required to register with the state as sex offenders have committed acts totally incompatible with a safe learning environment. Accordingly, **registered sex offenders are prohibited from being on any district property or attending district-sponsored activities at all times.** Administrators are authorized to direct such offenders off district property and/or to notify law enforcement for noncompliance with that directive.

Limited Exception for Parent/Guardian

If the registered sex offender is the **custodial parent or legal guardian** of a child who is enrolled at the district, the registered sex offender may only enter district grounds to:

enroll their child, after prior notice to the site principal

deliver or retrieve their child during normal school hours

deliver or retrieve their child from a district-sponsored extracurricular activity

While performing these delivery/retrieval functions, the registered sex offender may not exit his/her vehicle (unless prior approval has been granted by the site principal).

The registered sex offender, who is the parent or legal guardian of a child who is enrolled at the district, may not be on district property or at a district function at any other time.

Registered sex offenders who are custodial parents or legal guardians of a child who is enrolled at the district can make arrangements with the school principal to receive communications about their child by phone, letter, or e-mail instead of in-person communication with district personnel.

