**Putnam City Schools**
**Calendar**
**2021-2022**

Friday, Aug. 6
Teachers report

**Wednesday, Aug. 11**
**Classes begin**

Monday, Sept. 6
Labor Day
(no school, district offices closed)

Thursday, Oct. 14
End of 1st quarter (46 days)
Parent-teacher conferences
(no school)

Friday, Oct. 15
Fall break
(no school, district offices closed)

Monday, Oct. 18
Professional Day – No Classes
District Offices Open

Monday, Nov. 22 - Friday, Nov. 26
Thanksgiving break
(no school, district offices closed)

Friday, Dec. 17
End of 2nd quarter (39 days)
End of semester (85 days)

Monday, Dec. 20
Christmas break begins
(no school, district offices closed)

Monday, Jan. 3
Professional day (no classes)

**Tuesday, Jan. 4**
**Classes resume**

Monday, Jan. 17
Martin Luther King Jr. Day
(no school, district offices closed)

Friday, Feb. 18
Parent-teacher conferences
(no school, district offices open)

Monday, Feb. 21
Professional Day (no classes)

Friday, March 11
End of 3rd quarter (47 days)

Monday, March 18 - Friday, March 22
Spring break
(no school, district offices closed)

Friday, April 15
No Classes

**Thursday, May 19**
**Last day of classes**
End of 4th quarter (43 days)
End of semester (90 days)
Snow days added to end of calendar if needed
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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
• 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

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 405-491-7631, and the fax number is 405-491-7634. All students who are new to the district may enroll online at https://www.putnamcityschools.org/enroll/enrollment. Students who are currently a student within the Putnam City District who have moved within the district (and the move requires a change of schools), must begin the change of address 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

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.
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.

<table>
<thead>
<tr>
<th>Kindergarten – 5th Grade Requirements</th>
<th>Pre-School Requirements</th>
<th>Childcare Requirements</th>
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<tbody>
<tr>
<td>5 DTP/DTaP</td>
<td>4 DTaP</td>
<td>4 DTaP</td>
</tr>
<tr>
<td>4 IPV/OPV</td>
<td>3 IPV/OPV</td>
<td>1-4 PCV</td>
</tr>
<tr>
<td>2 MMR</td>
<td>1 MMR</td>
<td>3 Polio</td>
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<tr>
<td>3 Hep B</td>
<td>3 Hep B</td>
<td>1 MMR</td>
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<tr>
<td>2 Hep A</td>
<td>2 Hep A</td>
<td>1-4 Hib****</td>
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<tr>
<td>1 Varicella</td>
<td>1 Varicella</td>
<td>3 Hep B</td>
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<tr>
<td></td>
<td></td>
<td>2 Hep A</td>
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<tr>
<td></td>
<td></td>
<td>1 Varicella</td>
</tr>
</tbody>
</table>
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.
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

<table>
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<tr>
<th></th>
<th>Kindergarten – 5th Grade</th>
<th>Pre-Kindergarten</th>
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</thead>
<tbody>
<tr>
<td>8:30 a.m. - 3:30 p.m.</td>
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<tr>
<td>8:30 a.m. - 2:40 p.m.</td>
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</table>

In Person 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, providing proper address verification, before returning to school.

Distance Learning

When the District declares the need to implement its Distance Learning instructional model, the following will apply to student attendance. The first date of attendance for a student beginning Distance Learning with the District shall be the first date the student completes a Distance Learning instructional activity. “Instructional activities” include instructional meetings and/or completed assignments/activities that are used to record a grade.

A student shall be considered in attendance or present when the teacher provides weekly evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in class/course activity. Reports will be made available to parents and students that reflect attendance/participation, progress and grades.

Students are expected to login and work daily on assignments and tasks assigned by the Distance Learning Teacher or the assigned learning platform. All assignments must be completed by the assigned due date and will be graded and recorded in the gradebook weekly. The same grading scale
and policies with respect to completion or work will be applicable. Teachers will monitor students work on a regular basis.

**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**

Schools must have the current address, home and work phone numbers, email 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**

**Tyrea Craig, District Equity Coordinator**
5401 NW 40th
Oklahoma City, OK 73122 ~ Phone 405-495-5200  fax 405-491-7516
tcraig@putnamcityschools.org
District Equity Coordinator shall coordinate compliance efforts and investigate complaints of race, color, sex, national origin, disability, religion, or age under Title IX, the ADA and Section 504 with respect to students.

**Patricia Balenseifen, Chief Officer of Human Capital**
5401 NW 40th
Oklahoma City, OK 73122 ~ Phone 405-495-5200  fax 405-491-7516
pbalenseifen@putnamcityschools.org
Chief Officer of Human Capital shall coordinate compliance efforts and investigate complaints of race, color, sex, national origin, disability, religion, or age under Title VII/IX, the ADA and Section 504 with respect to employees.

**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

**Shelly Roper, Executive Director of Secondary Education**
5401 NW 40th
Oklahoma City, OK 73122 ~ Phone 405-495-5200  fax 405-491-7515
rroper@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 of 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
Discipline/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 and EH. The policy can be accessed on the District Web site at www.putnamcityschools.org.

1. Smoking, using, and/or possessing tobacco, vaping, or electronic cigarettes, products and/or accessories;
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, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled 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 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 oneself 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.
21. Engaging in sexting which is the sending or forwarding through electronic media sexually explicit, nude, or partially nude pictures/photographs/images or the creation of or relayed transmission of obscene material or child pornography that includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities, and it shall be at the discretion of the District Attorney of Oklahoma County whether the transmission of such material constitutes a felony or a misdemeanor under Oklahoma law and whether to prosecute.

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 wellbeing 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](http://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.
To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

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 locked up in the office. Phones used without permission will be confiscated and parent may be required to come and pick them up. 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, check in, 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. Teachers are not typically available during the school day to visit so please call ahead to make an appointment.

**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 an Academic Progress 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 jeffellis@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 ½ cup 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?
  o Elementary Lunch $2.40
  o Reduced Lunch .40
  o Breakfast No Charge
  o Monthly purchase of full price lunch meals is approximately $45.00. This year all meals are free for everyone

• 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.
  o 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.
  o 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 however, there may be restrictions in place due to COVID protocols. Check with the school first before making a visit.

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](http://www.putnamcityschools.org) or at [www.heartlandandapps.com](http://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
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](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](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.
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](http://www.nmaus.org)
Centers for Disease Control and Prevention at [http://www.cdc.gov/meningitis/index.htm](http://www.cdc.gov/meningitis/index.htm)
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.


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)
- Native American Services
- Gifted & Talented programs
- Before and/or after school care programs at some sites
- Computer lab(s) and maker spaces at some sites
- 4 Year Old Program (Pre-K)
- Stringed instrument class for fourth and fifth grade students
- Arts in Education (artists in residence)
- School programs
- Chorus
- PC Sports league

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- emailed to parents
- **MEET THE TEACHER** – At the beginning of the school year, this event allows you to meet your child’s teacher and visit their classroom.
- **OPEN HOUSE** – Each school will schedule a night that allows you to visit your child’s classroom and see what they have been working on.
- **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

PTO 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 fundraising Committee (helping raise money for needed equipment and supplies), while still others like to plan programs or work on coordinating volunteers. 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 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 Osban, Principal
1901 N. Peniel, Bethany, OK 73008
787-6636

Arbor Grove Elementary
Brenda Davis, Principal
4711 N. Tulsa Ave, Oklahoma City, OK 73112
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
Francis Tuttle PreK
Renita White, Principal
11800 James L. Dennis Blvd., OKC, OK 73162
722-6510

Ralph Downs Elementary
Susan Illgen, 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
Greg Kipf, Principal
7900 N.W. 36th, Bethany, OK 73008
789-7913

Rollingwood Elementary
Nancy Ingle, 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
Fallan Wolff, 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
Ashley Hoggatt, Principal
5604 NW 41st, Oklahoma City, OK 73122
495-3770