

Okolona Elementary School

2025-2026



Student and Family Handbook

7606 Preston Highway
Louisville, KY 40219
502-485-8309



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GENERAL INFORMATION

DAILY SCHEDULE

ARRIVAL

Building Opens for Students..... 9:10 a.m.
Breakfast in Cafeteria..... 9:10-9:30 a.m.
School Begins..... 9:40 a.m.

DEPARTURE

Dismissal Begins..... 4:20 p.m.
Office Closes..... 5:00 p.m.

OFFICE STAFF

April Hetzel, Principal
Stacey Bischoff, Assistant Principal
Betsy Reuther, Counselor
Kieryn Jackson, School Administration Manager (SAM)
Lisa Schneider, Bookkeeper
Attendance Clerk, Andrea Madden
Katelyn Young, Nurse
Mike Corus, Family Resource Coordinator
Phone: 313-4513

School Contact Information

Phone: 502-485-8309

PARENT FRIENDLY, FAMILY FOCUSED

Parents play a vital role in helping to make Okolona a great school for all students. Parents serve on our SBDM Council, PTA Board of Managers, Title I Parent Advisory Council, and FRC Advisory Council. Our PTA works hard to build strong parent involvement. Our FRC serves all of our students by helping families overcome any barriers they have to being involved in their child's education.

FAMILY RESOURCE CENTER

FRCs were created as a part of the Kentucky Education Reform Act (KERA) and are designed to enhance students' abilities to succeed in school. The purpose of the centers is to make a collaborative effort to bridge the gap between parents, schools, and community service providers by providing direct services in meeting families' needs. Our FRC has a full-time coordinator who establishes and oversees the daily activities of the center from 8:30 a.m. to 5:00 p.m. each day (also by appointment). Our center is located in the rear of the gymnasium.

REPORT CARDS

Report cards are sent home every nine weeks. Parents should review their child's report card carefully. Parents must sign and return the report card envelope to Okolona.

COMPONENTS OF ACADEMIC GRADES

Academic grades reflect what students know and are able to do based on Student Mastery of Standards, Competencies, and Success Skills. Examples (not limited to) of evidence/assignments counted toward mastery:

- Projects (e.g., project or problem-based)
- Demonstrations of learning
- Authentic assessments
- Presentations, defenses, other evidence of learning toward mastery, or tests/proficiency assessments
- Class Assignments
- Discussion/Problem Solving
- Individual/Group Work
- Teacher Observation
- Student Self-Evaluation

Grades can be monitored using the Infinite Campus Parent Portal.

JCPS JOURNEY TO SUCCESS

Students will have access to a virtual Backpack where they can place their projects and videos to support what they have learned throughout their Success Skill development. There are five Success Skills in the Graduate Profile—being a Prepared and Resilient Learner, Globally and Culturally Competent Citizen, Emerging Innovator, Effective Communicator, and Productive Collaborator—as evidence of their accomplishments. Okolona's signature Backpack of Success Skill is Leadership. At the end of their fifth grade year, students are asked to defend their learning and growth in the success skills to a group of panelists. The students will explain their readiness to move on to sixth grade.

POLICIES AND PROCEDURES

PARENT VISITS

Communication between home and school is an important part of the education process if students are to achieve the greatest educational success. Therefore, parents are expected and encouraged to visit their child's school under the following guidelines:

- When possible, visits should be scheduled in advance with the teacher or principal.
- Visits cannot interrupt the instructional program for students (e.g., teaching, testing).
- Visits should be reasonable in length and frequency.
- Visits should be related to the needs of the student.
- All visitors must sign in, show identification, and wear identifying badges when inside the building.
- Parents should not bring younger siblings to the classroom during instructional time.

CELL PHONE POLICY

Students are permitted to bring cell phones to school; however, they are required to power them off or silence them and securely stow them in their backpacks for the duration of the school day. Cell phones should remain in students' backpacks and should not be removed or accessed while at school, including waiting for the bus. Please see below for consequences for violations of this policy.

When a student violates the prohibitions of the school-based cell phone policy required under this policy and Administrative Procedure 09.4261 AP.3, the student shall be subject to interventions and consequences set forth in the

Student Support and Behavior Intervention Handbook (SSBIH), including but not limited to losing the privilege of bringing the cell phone onto school property and being reported to the student's parent/guardian.

1st Violation - The homeroom teacher will keep the cell phone until the end of the school day and it will be returned to the student at dismissal.

2nd Violation - The cell phone will be taken to the office and a parent/guardian will be contacted to inform them of the violation. The student's phone will be returned at dismissal.

3rd Violation - The student must surrender their cell phone to the office upon arrival at school each morning. The cell phone will remain in the office during the day. The student's cell phone will be returned at dismissal each day.

**ADDITIONAL CONSEQUENCES MAY OCCUR FOLLOWING THE STUDENT SUPPORT AND BEHAVIOR
INTERVENTION HANDBOOK.**

CONFERENCES

On September 24th and February 17th, we will hold Student Learning and Growth Showcases during the school day. On the JCPS calendar, these days are labeled as "Family Teacher Conferences," and students will not have school.

At Okolona, we conduct Student Learning and Growth Showcases instead of traditional conferences. These showcases are in-person only. If you need a phone or virtual conference with your child's teacher to discuss concerns, it will need to be scheduled for a different day.

These showcases will be led solely by your child. They will have the opportunity to discuss their progress, accomplishments, and goals with you. This student-led format empowers your child to take ownership of their learning journey and enhances their communication skills. It also helps us, as educators, gain valuable insights into your child's perspective.

Teachers will schedule up to three student-led conferences at the same time. Each family will be spread out in the classroom while the teacher circulates, offering support as needed. If you do not speak English, your child will lead their showcase in your home language.

Please note that these showcases are not intended for discussing individual concerns. If you have any concerns, please reach out to your child's teacher immediately to schedule a phone call or an in-person conference at another time.

PARENT COMMUNICATION

It is our goal to regularly communicate with parents through the following outlets:

• DOJO • Thrillshare • Monday Folder • Email • [School Website](#) • Phone Calls • Paw Prints

MONDAY FOLDERS

Monday Folders will go home each Monday with every student. In this folder, you will find graded papers that have been recorded in the grade book and other important information. Please take time to review all papers and sign the sheet in the folder. All folders must be returned on Tuesday. Other papers will be sent home throughout the week in regular classroom homework folders. The most important papers will be sent home on Mondays.

ENTERING THE SCHOOL

All visitors must show a valid ID prior to entering the school. We need your cooperation in keeping our staff and students safe from the beginning to the end of the school day. Therefore, we are asking parents, friends, and relatives to show an ID, state the purpose of the visit, and sign in when entering the building. If there are other visitors standing outside at the same time as you, we will ask all people to show ID before the door is unlocked.

DISMISSAL PERIOD VISITOR ACCESS POLICY:

To ensure a safe and orderly dismissal process, visitors will not be allowed to enter the building from 3:50 pm to 4:25 pm each day. This policy also applies to picking up children for appointments. If you need to pick up your child early, please complete the dismissal change form and pick up your child before 3:50 pm. Thank you for your cooperation in keeping our students safe.

ATTENDANCE

Tardy Students

Any student that arrives after 9:40, must be brought into the office by an adult and signed in by that adult on a tardy sheet in the office. The student will be given a tardy slip to enter class. Excessive tardies will be addressed on an individual basis by the school attendance clerk and the principal.

Reporting Absences

Teachers will complete attendance daily. The attendance clerk will verify the attendance. Attendance is reviewed daily by the attendance clerk. The attendance clerk will email the compiled absenteeism list to teachers to review for errors. The attendance clerk and principal will also make phone calls to the homes of students who haven't reported their absence for the day. During all calls, the importance of attendance is stressed. The parent is told that the child must bring a parent note or doctor's statement when they return to school.

If your child is sick, please provide a parent or doctor's note within 10 days of the absence to have it excused. Families are allowed up to **10 parent notes per year**, with **no limit on the number of doctor's notes** for excusing absences.

Reporting Excused/Unexcused Absences/Tardies

The JCPS system keeps updated attendance information. A summary report of excused, unexcused, and tardies can be printed for review.

Recognition for Attendance

Attendance is recognized daily with afternoon announcements of classes with perfect attendance for the day. Medals for students with perfect attendance are given at the end of each grading period. However, we understand that sometimes there are exceptions. If early release is necessary, your child will receive a tardy for that day.

Dismissal Changes

- All dismissal changes must be completed using our [Okolona Dismissal Change Form](#) located on our school website.
- Dismissal changes must be made before 3:50 each day. The Okolona Dismissal Change Form closes at 3:50 and will not reopen until the following school day.
- If you plan to pick your child up early for an appointment, the Okolona Dismissal Change Form must still be completed.
- **No one is allowed entry into the building from 3:50-4:25 each day.** So, if you need to pick your child up early for an appointment, you must pick them up before 3:50.
- Students will only be dismissed to their parents/guardians or individuals who are listed on the enrollment form.
- Please make sure your child's enrollment form is kept current.
- Individuals must present a picture identification at the office to pick up a student.
- Students will not be dismissed to older brothers and sisters under the age of 18.

Timely Pick-Up Policy

To ensure the well-being of our students and respect the commitments of our staff, it is crucial that all walkers are picked up by the designated dismissal time of 4:20 PM and car riders by 4:45. Consistent late pick-ups create undue stress for both students and staff, who have their own families and responsibilities to attend to after school hours. If you encounter unforeseen circumstances, please notify the school office in advance. **Repeated tardiness will not be tolerated and may result in further action.**

CAR RIDERS

The car rider line will open at 9:10 a.m. and close at 9:35 a.m.. If you arrive after 9:35, you must park your car in the **parking lot** and walk your student to the school. Students must be in their classrooms by 9:40 a.m. to not be counted tardy. Cars can enter from Markwell Lane off Preston Highway at the first entrance into the parking lot or directly off Preston and proceed to the car rider line. All cars will proceed around the lot into the arrival and dismissal area.

In the morning, students are to be dropped off on the side of the building and must walk around the building and enter through the front door. Please do NOT drive into the bus circle at the front of the school to drop your child off. This is prohibited as a precaution for your child's safety. In the afternoon, students will be dismissed from the side door and loaded into cars as they arrive using a number system. Students can be picked up from **4:20 to 4:45 p.m.** in the car rider line.

When picking up your child, do not leave your car unattended. You will have an identification number assigned to display in your car to assist our staff members in getting your child to you quickly and safely. This identification number may be obtained by stopping in the school office from 8:30 a.m. to 5:00 p.m., Monday through Friday, to register your child as a car rider. If someone different is picking up your child, please make sure they have the identification number. Anyone not having the number displayed on their dashboard or rearview mirror will be required to park, come into the office and show ID. At 4:45, the student will be brought in from the car rider line and will be dismissed to you. Please do not get out of your car when you are in the car rider line. It is vital that you stay in your car so that traffic continues to move smoothly. Once a staff member has identified the number on your car's dashboard or mirror, they will immediately dismiss your child to your car. All student car riders will follow these procedures. There will be no exceptions. JCPS prohibits smoking on the premises and discourages car idling in the car rider line.

Walkers

To qualify as a walker, your child must live within 1 mile of Okolona Elementary. If this requirement is met, you will be asked to complete the [Okolona Walker Google Form](#), available on our school website.

Walking Alone:

If your child is permitted to walk home alone, please indicate this on the form. They will be dismissed accordingly.

Not Walking Alone:

If your child is not walking alone, they will only be dismissed to an authorized adult who presents a walker pick-up tag. If no authorized adult is present at dismissal, your child will need to be picked up in the office. Repeated incidents may result in your child being reassigned as a car rider.

Walker Pick-Up Tags:

Each walker will receive up to 4 pick-up tags with a unique number. Tags can be picked up at back-to-school events or from the school office beginning August 4th.

Please note:

- A physical tag must be shown—photos are not accepted.
- Adults without a tag must report to the front office with a photo ID to pick up the student.

Dismissal Location:

All walkers will be dismissed from Exit 18 (FRC Office). Please form a line and have your tag ready to show the supervising staff member. Walkers will not be dismissed from the front bus loading dock or the front entrance.

If you drive to school and walk over to pick up your child, this is not permitted under our walker policy. Your child will be reassigned as a car rider and must be picked up in the car rider line.

Important Reminder:

If a child is repeatedly picked up late or if a parent/guardian parks on school property and walks to the dismissal area, the child will be reassigned as a car rider for the remainder of the year.

BUS RULES & CONSEQUENCES

School bus behavior expectations are established to ensure that all students have a safe ride to and from school each day. Positive and proactive strategies will be implemented to foster appropriate behavior and productive relationships. The school bus is an extension of the classroom, and appropriate behavior is expected at all times. Students are expected to follow the same behavioral standards while riding the school bus as is expected on school property or at school functions, activities, and events. All school rules are in effect while a student is riding the bus or waiting at a designated bus stop.

Violations that occur involving the school bus and/or incidents that occur while students are on the way to school (bus stop/neighborhood) or returning from school (bus stop/neighborhood) may result in a consequence. This means that the school administrator can address a student's inappropriate behavior on a school bus, which may include suspension of bus privileges, in-school consequences, suspension from school, and/or referral/placement in an alternative school. JCPS buses are equipped with digital video cameras. Video recordings may be used to document incidents and responsibility for inappropriate behavior on the school bus.

SAFETY

Our first priority at Okolona is the safety of students. We have a detailed safety plan that lays out the procedures for any emergency. Emergency practice drills are done throughout the school year.

VOLUNTEER RECORDS CHECK

JCPS conducts a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis. If you plan to supervise a group of students on a field trip, a [records check must be completed](#). If you are just coming in to read, eat lunch, or attend a class party, you will not need a records check. Please allow four to six weeks for this to be completed. Please see the front office staff to complete a records check. Don't wait until the last minute.

BIRTHDAYS

A system is in place to acknowledge student birthdays. **FAMILIES MAY SEND IN ONE OF THE FOLLOWING: COMMERCIALLY PREPARED CUPCAKES, COOKIES, OR INDIVIDUALLY WRAPPED TREATS THAT HAVE THE INGREDIENTS LISTED TO CELEBRATE THEIR CHILD'S BIRTHDAY.** It is important to check with your child's teacher about food allergies before sending in a treat. If, because of food allergies or food intolerance, your child may not share items brought in by other parents, you may send in a suitable substituted item if notified by the teacher. **NO ITEMS THAT NEED TO BE CUT, SUCH AS CAKES OR BIG COOKIE CAKES, ARE ALLOWED.** To ensure that the instructional day is not disrupted, **THERE WILL BE NO BIRTHDAY PARTIES DURING SCHOOL HOURS.** Treats should be dropped off in the office, and the office staff will see that your child gets these treats at the appropriate time to share with their class. Please make sure to let the classroom teacher know if you are planning to send in a birthday treat and that you include enough for each student. Okolona does not accept the delivery of flowers and/or balloons for students. They disrupt classroom instruction and create a hazard for bus drivers.

GUM CHEWING

At Okolona Elementary School, maintaining a clean and focused learning environment is a top priority. To support this goal, gum chewing is not permitted on school grounds, including in classrooms, hallways, playgrounds, and other common areas.

This policy is in place to:

- Prevent distractions during instructional time.
- Maintain cleanliness and reduce the risk of gum being improperly disposed of on school property.
- Ensure a safe and respectful environment for all students and staff.
- Enforcement:

Students found chewing gum will be asked to dispose of it immediately in an appropriate trash receptacle.

Repeated instances of gum chewing may result in communication with the student's parents/guardians and potential consequences aligned with the school's behavior expectations. We appreciate the cooperation of students, families, and staff in adhering to this policy to promote a positive and clean school environment. Thank you for your understanding and support.

A Moment of Silence or Reflection

A moment of silence or reflection is required in all schools and notification of such is required by KRS 158.175.

The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:

1. The moment of silence or reflection shall be at least one (1) minute but not exceed two (2) minutes in duration;

Okolona will have their "Moment of Silence" at the beginning of the school-wide morning meeting. All students are expected to remain seated and silent during this 1 minute.

BEHAVIOR

BEHAVIOR EXPECTATIONS

We believe that all students are capable of high levels of learning and demonstrating appropriate behaviors at school. Okolona Elementary School is fully committed to nurturing appropriate social behavior so that each student excels academically and socially. We will create/promote a positive, structured, safe, and secure school environment in which all students succeed. Learning happens best in an atmosphere where students feel cared for and safe.

At Okolona Elementary, we implement a Positive Behavioral Interventions and Supports (PBIS) plan to promote and reward positive behavior. Students can earn "Leader Bucks" for displaying any of the 8 Habits, which they can use for individual and class rewards.

Recognition includes:

Individual Recognition: Selected students will be highlighted weekly during our school-wide morning meeting.

Class Rewards: Grades compete to earn the most Leader Bucks, with top classes receiving extra recess and treats.

School-Wide Incentives: Monthly Fun Fridays are held for students who have earned at least one Leader Buck during that month and have no referrals or suspensions.

Our goal is to create a positive and supportive school environment where positive behaviors and the 8 Habits are consistently recognized and encouraged.

CONSEQUENCES FOR BEHAVIOR

Along with the implementation of PBIS, we deem it necessary to enforce consequences for any actions that violate our school policies and the Student Support and Behavior Intervention Handbook. If a student repeatedly exhibits

inappropriate behavior, they may be required to enter into a behavior contract. If this should happen, we will notify the parent and ask them to attend a meeting where we can discuss and agree upon the terms of the contract.

In addition to a behavior contract, a student may be given before or after school detention for violations of the school policies and the Student Support and Behavior Intervention Handbook. If transportation is an issue, the school will work with families to determine an alternative.

BEHAVIORS RESULTING IN REFERRAL AND POSSIBLE ALTERNATE PLACEMENTS

See the Student Support and Behavior Intervention Handbook for specific behavior violations and levels of consequences.

Actions Taken for Student Referrals

If a student receives a behavior referral, the following actions will occur:

- The student may complete a reflection writing assignment designed to help the student take responsibility for their behavior.
- The student will conference with appropriate school staff (principal, counselor, assistant principal, and other support staff).
- If needed, the student will be placed in another classroom to complete work assigned by the referring teacher.
- The teacher or administrator will contact parents about referral.
- A copy of the referral will be sent home with the child. This copy will be kept at home for your records.
- The student will be expected to make up all work missed in class while being involved in the referral process.

JCPS STUDENT BEHAVIOR

JCPS District students are provided the right to an education in the public schools. The United States Supreme Court has held that a student may not be deprived of the opportunity to a public education without good cause in which procedural due process is observed. It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education. This code shall be mandatory and enforced in a fair and equitable manner; without regard for race, gender, or disability; in JCPS; at all school-related events; and in all phases of pupil transportation to and from school and for school-related trips.

STUDENT SEARCHES

Students have the protection, as do all citizens, against unreasonable search and seizure of their property. School officials have the right to search a student or their property if the officials have reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. Searches will be used when other techniques to remedy the situation have been exhausted or when there is an immediate danger to life or safety.

The JCPS Student Support and Behavior Intervention Handbook will be implemented for all Okolona Elementary students.

CAFETERIA

BREAKFAST

All students are eligible for a free breakfast. Walkers and car riders who would like to eat breakfast should arrive between 9:10 and 9:35. Bus riders may eat upon arrival.

LUNCH

Each student has a 20-minute lunch period. The students eat in the cafeteria with their class. All students are eligible for a free lunch. Students may also bring lunch from home if they do not want to eat school lunch. Please do not send in glass containers.

Students are not allowed to bring soda, coffee drinks, energy drinks, drinks from restaurants that are in to-go cups or excessive amounts of candy to lunch. Large bags of chips are also prohibited. All students must have a lunch to eat. If they do not bring one from home, they must go through the lunch line and obtain a meal. Additionally, sharing of food is prohibited.

Parents are always invited to eat with their child when they have the opportunity. **FOOD FROM RESTAURANTS IS PROHIBITED. Food from outside venues causes a disruption in the cafeteria and does not align with the district's Health and Wellness Policy.**

À LA CARTE ITEMS

The cafeteria provides an assortment of food options that are available for purchase alongside the regular lunch.

Advance Pay Accounts

Parents have the option of prepaying for their child's à la carte items by sending money in advance to add to their Advance Pay account. However, any funds students bring to add to their account, must be accompanied by a note from their parents indicating the amount of money and granting permission to add it to the student's school account. If no note is provided, the money will be returned to the student to take back home.

If you do not want your child to use their Advance Pay account to purchase à la carte items, please send in a written note to the cafeteria manager. Otherwise, we will allow the student to use this money.

Daily Purchases

If a student brings in money to purchase an à la carte item(s), amounts over \$5 will not be accepted.

MODIFIED SCHOOL MEALS

Current federal regulations (USDA policy memo 84-6 and FNS783-2) require that a medical doctor authorize requests for Modified Meals and Special Diets. For each student requesting Modified School Meals, this form is to be completed and maintained with the student's health records at school.

HEALTH AT SCHOOL

ILLNESS

If a student becomes ill at school, they should report this to their teacher. If, after a short rest in the Health Room, a student cannot return to class, a parent/guardian will be contacted to arrange for the student to be picked up. No student is to leave the school grounds without permission from the school office. In order to prevent the spread of illness, please do not send your child to school if they show signs of a fever or a rash. A student must be fever-free without the use of a fever reducer medicine for 24 hours before returning to school. If the student vomits at school, it must be 24 hours after the last vomit before they can return.

REQUIRED MEDICAL FORMS

- A valid Kentucky Immunization Certificate; immunizations must be updated upon expiration in order for a student to remain in school.
- An official copy of the student's birth certificate from the registrar of vital statistics from the state in which the student was born
- A valid Medical Examination Form when first enrolling in school
- An Eye Examination Form

HEALTH INFORMATION

Please inform the teacher, nurse, or counselor of any chronic health problems, handicaps, or restrictions.

We must have a doctor's statement on a primary care physician (PCP) form for our files. If your child becomes ill and cannot remain at school, you will be called immediately. A telephone number where you can be reached must be on file in the school office. Please notify us throughout the year of any address or telephone changes.

MEDICATION

Medication should be given at home when possible. But, in some cases, medicine must be administered at school. Authorized school personnel will keep prescription medication and make arrangements for the child to take the medication at the proper time, provided there is a signed, notarized Authorization to Give Prescription Medication Form on file. Medication will only be accepted if it is in the original container with the prescription label attached, which includes directions for administering. Over-the-counter medicine can only be administered if the Authorization to Give Over the Counter Medication Form is submitted.

COMMUNICABLE DISEASES

Disease	Exclusion From School
Chicken Pox	Six days after rash appears
Conjunctivitis (Pink eye)	Exclude until there is no discharge from eyes or until a physician's statement allowing the student to return to school is presented.
German Measles (Rubella)	At least seven days after rash appears
Impetigo	Until sores are healed or treated with antibiotic for a full 24 hours
Measles (Rubella)	At least four days after rash appears
Mumps	Until swelling subsides, approximately five to nine days after onset of swelling
Scarlet Fever/Scarletina	Until 24 hours after treatment has begun and 24 hours without a fever
Whooping Cough	Five to seven days after antibiotic treatment begins; contacts less than seven years old who have had four doses of pertussis vaccine should receive a booster; those who received their third dose six months or more before the exposure should receive their fourth dose. All household members or other close contacts should see their healthcare provider for possible antibiotic therapy.

DRESS CODE

Okolona Students are required to adhere to a dress code to reduce any negative effects of consumerism, any social bias, and help build students' self-esteem and pride. Students should come to school in neat, clean, and comfortable clothing that is appropriate for school.

- All skirts and shorts should hit mid-thigh or longer.
- Jeans with holes in the thigh or above are prohibited.
- Halter tops, off the shoulder tops, spaghetti straps, and stomach baring apparel are prohibited.
- Shoes are required at all times, and must have closed toes and closed heels.
- We recommend that students wear tennis shoes daily for safety on our playground and in P.E..
- Shoes that are prohibited: crocs, shoes with heels, shoes with wheels, flip-flops, and slippers/house shoes.

- Disruptive, controversial, revealing, obscene, or unsafe clothing is strictly prohibited, including items that depict representations of weapons, drugs, or alcohol in any language.
- Hoodies are allowed but hoods are not allowed to be worn during the school day.
- Hats of any kind, durags, and bonnets are prohibited.

If the student is in clothing that is not appropriate, the FRC will lend the student clothing to wear for the day. When clothing is not available from the FRC, the parent will need to bring a change of clothes up to the school. **Shoes are not available from the FRC and therefore, parents will need to bring shoes up to school if the prohibited shoes are worn to school.**

We expect each student to dress appropriately so that our school environment remains focused on learning and free from distractions. The above items are general guidelines, but not an exhaustive list of inappropriate clothing. Administrators have the authority to interpret and enforce dress code.

LEADER IN ME

Leader in Me is a school-wide process that develops staff and students as leaders and thereby transforms the culture and performance of the school. The Leader in Me schools seamlessly integrate leadership development into daily curriculum, activities, and systems and create a culture where every student is encouraged to set and achieve meaningful goals, be a positive influence on others, and use his or her individual gifts to better the world. The Leader in Me draws on the world-class content and tools of Franklin Covey, including The 7 Habits of Highly Effective People, which staff, students, and parents adopt as a common language.

SIGNATURES NEEDED

2024-2025 OKOLONA PARENT AND STUDENT HANDBOOK AND SCHOOL POLICY ACKNOWLEDGEMENT

I, the parent/guardian of _____, enrolled at Okolona Elementary School, have received and read or have had read to me, the Okolona Elementary Student and Parent Handbook. I understand the expectations and requirements of the school and agree to follow all policies and will also support my child in doing so.

Child's Teacher's Name: _____

Parent/Guardian Signature: X _____

PLEASE SIGN
& RETURN

Permission to Publish Student Names

Periodically, newsletters and other publications are distributed with students' names for various accomplishments (e.g., perfect attendance, cycle awards, birthday recognition). We will include your child's name in our publications, **unless** you sign below and return this form to the office stating that you do not wish your child's name to be included.

I do **NOT** wish for my child's name to appear in any school publications.

Parent's/Guardian's Signature: _____

Date: _____