

# McCord Elementary School

## Student Handbook

### 2025-2026



Mascot: Panther

Colors: Blue and Gold



# Welcome

## Welcome to McCord!

We're so excited to have you and your family as part of our school community. At McCord Elementary, our faculty and staff consider it a true privilege to work with your child each day.

We are dedicated to providing a high-quality education in a supportive environment where every child can thrive. We believe all students can learn and succeed—each in their own way—and that a positive school experience builds both academic growth and self-confidence. Our goal is for every student to feel motivated, challenged, and respected as they develop into thoughtful and capable individuals.

Consistent attendance and following school expectations play an important role in each student's success. We encourage all families to review the Student Handbook closely for important policies and procedures. You can find it anytime on our website at [www.mccordschool.net](http://www.mccordschool.net). While we strive for accuracy, please note that current Board of Education policies take precedence over handbook content.

We truly value the partnership between home and school, and we look forward to working closely with you throughout the year. If you have any questions or need assistance, don't hesitate to call us at **580-765-8806**.

Thank you for your support,  
**McCord Elementary**

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## MCCORD SCHOOL | 2025-2026 School Calendar

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### End of Quarter

Oct. 15 – 37 Days  
Dec. 18 – 37 Days  
Mar. 12 – 44 Days  
May 21 – 41 Days

- 1-5 Christmas Break – No School  
6 Professional Dev. Day – No School  
19 Professional Dev. Day – No School

JANUARY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 13/14 Professional Dev. Day  
19 Professional Dev. Day Meet the Teacher Night 5:30-6:30PM  
21 First Day of School

- 13 School Holiday – No School  
16 Snow Day - No School (Unless Needed)

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 01 Labor Day – No School  
19 School Holiday – No School  
22 School Holiday – No School

- 13 Snow Day - No School (Unless Needed)  
16-20 Spring Break – No School

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 16 Parent/Teacher Conf. – No School  
17 Fall Break – No School  
20 Fall Break – No School

- 3 Parent/Teacher Conf. – No School  
6 School Holiday – No School

APRIL '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 21-28 Thanksgiving Break – No School

- 1 Snow Day - No School (Unless Needed)  
21 Last Day of School

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 19-3 Christmas Break – No School

Student  
Contact Days 159  
Prof. Dev. Days 5  
P/T Conf. Days + 2  
Total Days = 166

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## School Hours

Before School Care*	7:30-7:45am
Breakfast	7:45am
School Begins	8:10am
Tardy	8:15am
Dismissal	3:10pm
After School Care**	3:10-5:30pm

\*Before School Care costs \$1 per day

\*\*After School Care costs \$3 per day

## Lunch & Recess Schedule

PreK Lunch	10:55am
Kindergarten Lunch	11:00am
1st & 2nd Grade Lunch	11:25am
3rd & 4th Grade Lunch	11:50am
5th & 6th Grade Lunch	12:15pm

## McCord Faculty and Staff

Brandie Choate	Superintendent/Principal	Ginger Henley	Library
Joy Hill	Assistant Principal	Anita Casey	Assistant
Sara Hainzinger	Counselor	Elaina Howe	Assistant
Kelsey Keilman	PreK	Katy Muller	Assistant
Joyce Moore	PreK	Joy Neal	Assistant
Judith Brower	Kindergarten	Miranda Patterson	Assistant
Terri Stephenson	Kindergarten	Megan Wasson	Assistant
Deb Jones	1st Grade	Bill Justice	Title VI Tutor
Lynn Swenson	1st Grade	Donna Lamm	School Nurse
Tammy Klinger	2nd Grade	Verlee Wasson	Secretary
Shelly Shears	2nd Grade	Rhonda Beliel	Activities/Lunch
Christy Kurtz	3rd Grade	Julia Thomas	Payroll/Encumbrance
Andrea Mooney	3rd Grade	Bobby Braden	Custodian/Maintenance
Brooke Lee	4th Grade	Dave Wasson	Custodian/Maintenance
Laci Williamson	4th Grade	Kim Hall	Cafeteria Manager
Tiffany Hunt	5th Grade	Amy Loney	Cafeteria
Aubry Campbell	5th Grade	Norman Reese	Cafeteria
Kathey Flood	6th Grade	Matt Shuart	Transportation
Amber York	6th Grade	Kori Benton	Technology
Brooke Fredricks	Special Education	Brenda Storie	Treasurer
Kamille Vice	Special Education	Yazmin	After School Care
Andrea Shepard	Reading Intervention	Valorie Fahs	After School Care
Jacqi Cole	Music	Christina Walton	After School Care
Cassy Kendrick	PE		

# Arrival and Dismissal Procedures

## Arrival Procedures

- Students are dropped off in the South Circle Drive on Sherwin Ave (main entrance) beginning at 7:45am.
- All students must enter through the front (main) entrance unless they attend before school care.
- Parents should remain in their vehicles at all times throughout the dropoff line. Staff members will be outside to help your child(ren) get out of the car, however, they should be ready to get out of the car upon arrival. If your child needs additional help or you need to get out of your vehicle for any reason, you should park across the street from the bus dropoff location and walk your child across the street. Please do not park in the circle drive area!
- Breakfast begins at 7:45am and students should eat upon arrival if they need breakfast.
- If weather permits, students walk the track in the morning until 8:05. Students go directly to the playground. They should not go to classrooms or other areas of the building. If it is raining or too cold, PreK and Kindergarten students go to their designated area in the cafeteria, while 1st-6th graders go to their designated area in the gym. Students should go directly to the gym or cafeteria without going to other areas of the building.

## Before School Care

McCord offers before school care to families from 7:30-7:45 am each day. There is a \$1 charge per day for each student. This accommodation is provided to help working parents who may need to bring their child to school early, however, students who do not follow before school care procedures may be asked not to attend. Students with a before/after school care balance of more than \$25 will not be allowed to attend before or after school care until the balance is paid.

- Students are dropped off in the bus loading/unloading area on Sherwin Ave and enter through the South Gym Doors from 7:30-7:45 am.
- All Before School Care students must enter through the south gym doors. Supervision is not provided before 7:30am.
- Students should check in with the person on duty at before school care.
- Students will remain in the gym until 7:45 when they will be dismissed for breakfast or to go outside to the track.

## Dismissal Procedures-Car Riders (PreK/K and their siblings)

- PreK, Kindergarten, and their siblings are picked up in the West Circle Drive on McCord Road beginning at 3:05pm. Older siblings will be called to the PreK/Kindergarten pick up area.



- Parents should stay in their vehicles at all times throughout pickup. Parents may pull into the middle area of the circle drive if your child needs help buckling.
- Any student not picked up by 3:20pm will be sent to After-School Care and must be picked up no later than 5:30pm. There is a \$3 fee for attending the after school care program.
- Students will not be permitted back to their classrooms unless given permission by their teacher
- If your child's after school plans change, please notify the office no later than 2:00pm so there is adequate time to inform your child.
- Your child will not be allowed to be picked up by anyone who is not on their pick up list unless a parent or guardian notifies the office in advance. Custody paperwork should be filed with the office when necessary. Students will be permitted to go with the parent on his/her birth certificate unless court documentation is given to the school.

### **Dismissal Procedures-Car Riders (1st-6th Grades)**

- 1st-6th Grade students are picked up in the South Circle Drive on Sherwin Ave (main entrance) beginning at 3:10pm.
- Parents should stay in their vehicles at all times throughout pickup.
- If parents need to exit the vehicle for any reason, they should park across from the bus location and walk across the street to the designated walk up location, which is at the corner of McCord and Sherwin.
- Any student not picked up by 3:20pm will be sent to After-School Care and must be picked up no later than 5:30pm. There is a \$3 fee for attending the after school care program.
- Students will not be permitted back to their classrooms unless given permission by their teacher
- If your child's after school plans change, please notify the office no later than 2:00pm so there is adequate time to inform your child.
- Your child will not be allowed to be picked up by anyone who is not on their pick up list unless a parent or guardian notifies the office in advance. Custody paperwork should be filed with the office when necessary. Students will be permitted to go with the parent on his/her birth certificate unless court documentation is given to the school.

### **Dismissal Procedures-Walkers/Bike Riders**

- All walkers who need to cross McCord Rd or Sherwin Ave must go to the crosswalk to be assisted. Students should not cross the street without an adult.
- Bikes must be walked while on campus to ensure safety to others.
- Students must leave the school after dismissal.

## **Bus Riders**

Riding the bus is a privilege! It is ultimately the parent's responsibility to get their children to school, however, McCord will provide transportation for families. Students living more than 1.5 miles from the school within district boundaries, will be the priority for our bus routes, however, those students living closer will be added as room is available.

- The bus driver will tell you the designated drop off/pick up locations for your student. Students need to be at the pick up location prior to the bus arriving to make sure all students arrive on time to school.
- At dismissal, bus riders will go to the area by the gym until the bus drivers are in place and ready to load the buses.

Any student riding the bus home with another student **MUST** have a note from his or her parents before they will be allowed to board the bus. Again, riding the bus is a privilege! This privilege can be revoked at any time if necessary. Students are asked to follow the bus conduct procedures listed below:

- Students must remain seated in their assigned seat at all times for the entire route.
- Students should use an appropriate voice level so as to not distract the driver.
- Students must follow school rules including appropriate language/behavior.
- Students must obey the bus driver at all times.

The following procedures will be followed for office discipline referrals from the bus driver(s):

- 1st offense: Child visits with principal and parent is called.
- 2nd offense: 3 Day bus suspension
- 3rd offense: 5 Day bus suspension
- 4th offense: Suspension for remainder of the semester

## **After School Care**

McCord offers after school care to families from 3:10-5:30pm each day. There is a \$3 charge per day for each student. This accommodation is provided to help working parents, however, students who do not follow after school care procedures may be asked not to attend. Students with a before/after school care balance of more than \$25 will not be allowed to attend before or after school care until the balance is paid.

- Students will go to the cafeteria at dismissal and check in with the after school care workers.
- Students will not be allowed to return to their classrooms unless they have permission from their classroom teacher.
- Parents will pick up their child(ren) from after school care by entering the west doors of the main building on McCord Road in the circle drive.
- Parents must sign their child out with the after school care workers each day.

- Parents are required to pick up their child(ren) by 5:30pm each day. A late fee of \$25.00 may be charged for every 10 minutes the parent is late picking up their child.

## **Assemblies**

### **Rise N Shine**

Rise N Shine typically occurs on the first Friday of each month, unless otherwise noted on the school monthly calendar. Each grade level will present Rise N Shine one time throughout the school year. School rules will be followed during assemblies. Rise N Shine begins by 8:20 am and guests are welcome to attend, however, we ask that parents remain in the back of the cafeteria to allow our students enough space for the assembly.

### **Other Assemblies**

There may be other assemblies throughout the school year. Teachers will make an effort to notify you of assemblies that you may want to attend such as the spelling bee or end of year celebrations.

## **Attendance**

### **Policy**

Oklahoma State law requires school officials to keep attendance records and report excessive absences. Students must be in attendance a minimum of 90% of the school year and should not miss more than 15 days of the school year. According to the state, both excused and unexcused absences count towards this 90% rule; in other words-an absence is an absence.

In an effort to have continuous communication about absences the following procedures will be followed to the best of our ability:

- The parent will be notified via email when their child has missed 4 absences in a semester or 8 absences for the year.
- At 12 absences, the parent will be notified in writing and the principal may set up a meeting to discuss and complete an attendance contract.
- On the 16th absence, the child is considered to be chronically absent. The school may choose to report the absences to the District Attorney's office and/or DHS. The student may be retained for attendance.

As per state policy, students will be unenrolled from McCord School after ten consecutive days of unexcused absences and a referral will be made to DHS.

## **Procedures for Absence**

- Parents/Guardians should call the school office when your child is absent or tardy for any reason (580) 765-8806.
- When possible, documentation should be submitted to the office for absences.
- Students will have one day per day of absence to complete missing work.

## **Tardy**

It is recommended to have your child at school on time each day. However, if your child is tardy, an adult must walk them into the office and sign them in. Students will be provided a “tardy slip” so teachers know they have checked into the office. Students are tardy after 8:15am. Excessive tardiness may result in administrative action being taken.

## **Leaving Early**

It is recommended to have your child stay at school for the entire school day. However, if your child needs to leave early, an adult must sign them out in the office. If you know you are going to check your child out early, it is helpful to send a note with your child to the classroom teacher. Excessive early departures may result in administrative action being taken.

Children will not be allowed to leave the building with anyone who is not on their pick up list unless a parent or guardian notifies the office in advance. Custody paperwork should be filed with the office when necessary. Students will be permitted to go with the parent on his/her birth certificate unless court documentation is given to the school.

## **Vacation or Traveling During the School Year**

While we understand some travel may occur during the school year, we encourage you to save vacation and travel for breaks in the school calendar. Vacations will count against your child’s 10% for absences. Teachers may wait to give your child(ren) work until after you return from your vacation. Preparing the work for one student who will be missing for multiple days takes a significant amount of time. Your child will have one day per day of absence to return missing work.

## **Extracurricular activities**

If a student misses the school day for any reason, he/she may not participate in any school related extracurricular activities that day including basketball, school dances, or

other events happening at the school. If your child misses school on Friday for an illness, he or she may not participate in school activities throughout the weekend.

## **Exceptions**

4H activities, activities approved by the superintendent, religious holidays and IEP related services including occupational therapy, speech therapy, etc will not count absences.

## **The Compulsory Education Act**

It is unlawful for a parent, guardian, or other person having custody of a child over the age of 5 and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private, or other school. 70 O.S. Section 10-105.

If a child has 10% or more days of absence for a specific period (excused or unexcused), the school administration may refer the parent/guardian to the District Attorney for Truancy. If attendance is not improved, further steps could be taken which may include charges against a parent. The first offense for violation of the Compulsory Education Act is a misdemeanor with a fine of up to \$25 and up to five days in jail. DHS may also be notified if attendance does not improve.

# **Behavior Expectations for Students**

McCord School has high expectations for student behavior. Students are most successful when procedures are set in place and they know what is expected. Positive behavior is frequently looked for, acknowledged, and rewarded. Consequences for violating behavior expectations should be expected.

## **Classroom**

We believe that appropriate behavior is crucial to creating a positive learning environment. Students are expected to:

- Attend class daily with required learning materials
- Participate and be attentive throughout the school day including completing assignments.
- Accept responsibility for words and actions
- Be courteous and respectful
- Do his/her own work
- Maintain self control

- Respect school property and the property of others
- Dress appropriately
- Refrain from using inappropriate or offensive language
- Be honest
- Refrain from harassment, bullying, etc.
- Keep hands/feet to self
- Follow directions of staff

## Playground

We believe students should have the opportunity to play with other students to build relationships, interpersonal skills, and help get focused for learning. Good behavior is expected at all times on the playground. Students should follow the following playground rules and procedures.

- Stay on the playground unless permission has been given to be out of bounds
- Use appropriate language
- Keep hands and feet to self
- Stay off fence, basketball goals, and soccer nets
- Sit on benches
- May not use cell phones
- During recess, students must go to the playground unless permission is given to be in the library or in a specific classroom
- If a child is hurt, they need to tell the teacher on recess duty
- Keep all sand, rocks, sticks, acorns, etc on the ground at all times
- Stay below the top bar of the monkey bars
- Use the slides properly, one person at the top and going down while the line is on the ground
- While swinging, students should hold on at all times while swinging straight. Students should NOT run in between swings
- Tag should only be played on the ground
- When the teacher blows the whistle, stop playing and line up immediately
- Walking paths are for walking. If it has been raining, teachers may ask students to stay on the walking path.
- Football-touch only, no tackling
- Soccer-ball should stay on the ground
- Basketball-students should follow the basketball schedule

## **Discipline Code**

The following behaviors are not permitted at McCord Elementary and may result in disciplinary action. This list is not exhaustive; any conduct that disrupts the learning environment or endangers others may also be subject to consequences.

### **Safety and Well-Being**

- Arson
- Possession or use of a weapon or dangerous object
- Threatening to use a weapon
- Possession of drugs, alcohol, or other dangerous substances
- Possession of unauthorized medicine
- Altering or attempting to alter another person's food or beverage
- Conduct that endangers the health or safety of others
- Physical or verbal abuse
- Fighting or assault
- Hazing
- Harassment, intimidation, or bullying
- Inappropriate behavior or gestures
- Indecent exposure or inappropriate dress

### **Academic and Behavioral Integrity**

- Cheating or plagiarism
- Forgery
- Refusing to work in class
- Disrupting the learning environment
- Disobeying school officials
- Violating any policy in the student handbook

### **Property and Technology**

- Theft or possession of stolen items
- Vandalism or damage to school property
- Possession or viewing of inappropriate material
- Unauthorized use of cell phones or other electronic devices

### **Other Prohibited Conduct**

- Gambling
- Gang-related activity or symbols
- Immoral or obscene language
- Profanity or vulgarity
- Bus misconduct

### **Off-Campus Conduct**

Behavior occurring outside of the regular school day that has a direct and immediate negative impact on the school environment may also result in disciplinary action.

## Discipline Consequences

The primary goal at McCord is education, not discipline; however, when the behavior of an individual interferes with the learning of others, corrective action may be necessary. Our goal is to provide natural consequences when possible. Sometimes other consequences are necessary. Below are some examples of disciplinary actions that may be taken at McCord school.

- *Instructor or Principal Intervention*

This may include a conference with the student and/or parent, referral to the counselor, a signed behavioral agreement, restriction of privileges, changing student placement in the classroom, or other appropriate actions as required by the circumstances.

- *Detention*

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher or principal at the specific time with classwork. Detention may be assigned on a weekday or a Saturday as deemed appropriate.

- *School Service*

A student may be required to complete school service if it will help the student understand logical consequences for their actions such as cleaning after vandalizing, cleaning after making a mess, helping a teacher after school after disrupting a class, etc. School service will not be used in ways that are likely to endanger the safety of a student or in a way that is unduly embarrassing to a student.

- *In-School Suspension*

Students are to report to the principal's office at the beginning of the school day with classwork when possible. Students in ISS will only leave the office for scheduled restroom breaks throughout the day.

- *Out-of-School Suspension*

Students may be suspended out of school. Suspended students are required to complete all school work for the days of the suspension. Suspension may be given to a student for continuous violations of school rules or procedures, possession of alcohol, tobacco, or other drugs, or possession of a weapon near school grounds.

- *Corporal punishment*

While not used often, corporal punishment is allowable by the McCord Board of Education. Written permission must be given for corporal punishment. Parents will be made aware prior to corporal punishment being administered and a witness will be present. A report of the corporal punishment will be written upon completion including date, time, reason for punishment, and witness present.



## **Suspension of Students**

Before a student is suspended out-of-school, the superintendent or designee shall consider alternatives, such as reassignment to another classroom or in-school detention. A student suspended out-of-school shall be ineligible to participate in extracurricular activities. An education plan will be completed for any student suspended for more than 5 days.

A full suspension shall not extend beyond the present semester and the succeeding semester except for violation of the Gun-Free Schools Act, which provides suspension for up to one calendar year or longer.

Except under circumstances requiring the immediate removal of a student, the parent/guardian shall be informed before the student is released from school.

## **Appeal of Suspension**

Any student suspended may appeal that suspension. Please see the superintendent immediately for the policy (FOD-R).

### **Step One:**

Whenever feasible, a complaint will first be discussed by the complainant and the person or persons against whom the complaint is registered with the objective of resolving the matter informally. If the complainant does not feel comfortable addressing the complaint with the person or persons against whom the complainant is registered or if the complaint is not satisfactorily resolved at Step One, the complainant may proceed to Step Two.

### **Step Two:**

In the event the matter is not resolved in Step One, the complainant may file a written appeal to the superintendent or his/her designee within 24 hours of the event. Within two or three (2-3) working days of receipt of the formal complaint/appeal the superintendent will provide a written response to the complainant stating the reasons for the decision rendered. A copy of the complaint, along with the written response, will also be sent to the Board of Education. If the complaint is not satisfactorily resolved at Step Two, the complainant may proceed to Step Three.

### **Step Three:**

In the event the matter is not resolved in Step Two, the complainant may file a written appeal to the Board of Education. This appeal, directed to the Clerk of the Board, must be in writing and must be accompanied by any and all supporting documentation. The board will consider the matter at the next regularly scheduled meeting, provided the appeal is received by the Clerk of the Board in

time to place it on the agenda. This meeting will be held in either open session or executive session in accordance with the provisions contained in the Open Meeting Act of the State of Oklahoma and the Family Education Rights and Privacy Act (FERPA). Within five (5) working days after the Board Meeting, the superintendent will communicate the Board's decision in writing, with supporting information, to all parties involved.

The Board shall not act on complaints that have not been explored at the appropriate administrative level and completed the appeals procedure appropriately

## **Guns and Projectile Devices**

The use, display or possession of any kind of gun or weapon or any device capable of discharging or throwing projectiles, whether loaded or unloaded on the school grounds, parking lot, premises or property of McCord School or during school sponsored events shall result in the suspension of all students involved for one year.

Any student who aids, knowingly accompanies, assists, or participates with other students who use, display, or possess a gun, weapon, or other destructive device, shall be subject to suspension for one year.

The term "gun", weapon or device capable of discharging or throwing projectiles shall include:

- Rifles
- Pistols
- Start guns of any caliber
- BB guns
- Air pistols
- Dart Guns
- Blow Guns
- Any device for the purpose of which is to discharge or fire bullets, shells, or objects

## **Dress Code**

At McCord Elementary, we believe that a student's clothing should support a positive, safe, and focused learning environment. The purpose of our dress code is to promote good grooming, cleanliness, and attire that does not interfere with the learning process or compromise student safety.

We also recognize the importance of student expression. While students have the right to express themselves through their clothing, that right must be balanced with the school's responsibility to provide an orderly and inclusive environment for all.

**Families and students are expected to use the following guidelines when making daily dress decisions:**

- Clothing should be clean whenever possible and suitable for active participation in a school day.
- Clothing must cover undergarments, the chest, stomach, and buttocks at all times.
- Pants, shorts, and skirts should be worn at the waist and should be long enough to allow comfortable movement without revealing private areas.
- Shirts must have secure straps over the shoulders. Strapless tops are not allowed.
- Footwear must be worn at all times. For safety reasons, house slippers are not permitted unless designated for a special event.
- Hats, caps, scarves, hoods, or other head coverings are only allowed on special themed days or for medical or religious reasons discussed with the principal. Hoods should remain down while indoors.
- Sunglasses are for outdoor use only unless medically prescribed.
- Clothing or accessories must not display messages, symbols, or graphics that are:
  - Profane or vulgar
  - Violent or gang-related
  - Sexually explicit or suggestive
  - Promoting alcohol, drugs, tobacco, or other controlled substances
  - Discriminatory or offensive based on race, gender, religion, or other protected characteristics

**Additional Notes:**

- Any clothing or accessory that causes a substantial disruption to learning, or poses a safety concern, may be prohibited at the discretion of school staff.
- Students participating in school-sponsored events are expected to follow any dress guidelines set by the sponsor or administration.
- If a student's clothing is in violation of the dress code, they will be given an opportunity to correct the issue at school. Repeated violations may result in parent contact or further consequences.

We encourage all families to help students make clothing choices that are respectful of themselves and others, while promoting a safe and distraction-free school environment.

## Drills

State law requires emergency drills to be conducted throughout the school year. These drills ensure that students and staff know how to respond in the event of a crisis situation. The drills include:

- Fire drills-  
Students follow a prescribed route out of the building and all students are accounted for. Two fire drills are required each school year.
- Tornado drills-  
Students follow a prescribed route to their designated safe place for shelter. Two tornado drills are required each school year.
- Security drills-  
Students follow the procedures of their individual teachers for each security drill which may include a lockdown, shelter in place, or intruder drills. Four security drills are required each school year.
- Additional drills-  
May include drills such as earthquake or evacuation drills. Two additional drills are required each school year.

Please note that all visitors are expected to participate in drills that occur while they are on campus. Visitors will not be allowed to enter the building when drills are being conducted.

In the case of a real emergency, parents will be notified as soon as possible. The school will comply with all directions given by emergency personnel and first responders.

# **Enrollment**

## **Enrollment Requirements**

For a student to be enrolled at McCord Elementary School, the custodial parent/guardian must provide the following documentation:

1. Student's Birth Certificate
2. A Copy of the Student's Vaccination Records
3. Proof of residency in the school district (utility bill)
4. Name and address of any previous schools attended

## **PreK/Kindergarten**

The PreK and Kindergarten program at McCord are full day programs. Children must be 4 years of age on or before September 1st to enroll in PreK. Children must be 5 years of age on or before September 1st to enroll in Kindergarten.

## **Student Residency**

McCord School is committed to serving students living within district boundaries. State law provides that a child's residence for school purposes is the school district in which the parent, legal guardian, or person having legal custody of the child holds legal residence. The school resource officer may check residency status of students at any time.

The school district will provide educational services for homeless children to the extent required by law. Those individuals living with a family member or unable to provide an electric bill in their name will be required to complete a residency affidavit.

All students living outside of the district boundaries who wish to enroll at McCord School must fill out a transfer request.

## **Transfer Requests**

Parents may request to transfer from their home district to McCord Public School at any time during the school year by completing the online transfer request form on the state department's website,

<https://oklahoma.gov/education/services/school-choice/student-transfers.html> Transfer requests for the next school year can be submitted beginning on June 1st.

Administration will not approve or deny transfer requests until after the July 1st capacity

limits are set for each grade level. Transfer requests are for each individual child, not per family.

Students accepted by transfer are expected to remain in “Good Standing” regarding behavior and attendance. Failure to maintain good standing may result in revoking the transfer for future school years.

Students who have their transfers denied may appeal the decision by completing the student transfer appeal form on the state department website and submitting it to the local school board within 10 days. The local school board will review the appeal at their next scheduled board meeting and inform you of the decision. If the local board upholds the denial, you can appeal the decision within 10 days to the Oklahoma State School Board.

## **Procedures for Withdrawal**

Parents moving or transferring schools should notify the school office prior to the withdrawal date of the student when possible. Student information such as grades, records, and immunization records will be required for entry into the receiving school. Text books, library books, and cafeteria accounts must be cleared through the office by the withdrawal date.

## **Classroom Placement**

The assignment of students to classrooms is an intricate process requiring careful planning by the school staff. We devote a considerable amount of time toward creating classroom assignments that ensure balance for optimal teaching and learning. Several important elements are considered when making class placements including a) individual factors for each child; b) academic, gender, and social balance among classrooms; c) strengths and styles of individual teachers; d) teacher input and recommendations; e) parent input and recommendations. Parents are welcome to fill out the “Parent Input for Student Placement” located on our school website under the parents>enrollment tab. This form is available on our website or can be picked up in the office. If you plan to fill out the parent input form, please return it by the last day of May.

# **Health and Wellbeing**

## **Counseling**

Counseling services are provided for individuals or groups of students. The school counselor works with students in conflict management, problem solving, and peer mediation. Counseling can be requested by parents at any time. There are many private counseling agencies with permission to provide services for students at school during school hours. Private counseling is at the expense of the parent.

## **Immunizations**

Certification of immunization for DTaP (diphtheria, tetanus, pertussis), polio, MMR (Measles, mumps, rubella), Hepatitis B, Hepatitis A, and Chickenpox is required for all children entering school. Additional immunizations may be recommended by your healthcare provider.

Students will be allowed to enroll, but will not be allowed to start school until their records are up-to-date or in the process of receiving immunizations.

Kindergartners entering school for the first time are required to have:

- Five (5) doses of DTaP
- Four (4) doses of the Polio Vaccine
- Two (2) doses of the measles vaccine (MMR)
- Three (3) doses of Hepatitis B vaccine
- Two (2) doses of Hepatitis A vaccine
- One (1) dose Varicella (chickenpox) or parent's statement of history of disease.

Pre-Kindergartners (four year olds) entering school for the first time are required to have:

- Four (4) doses DTaP
- Three (3) doses of the Polio Vaccine
- One (1) dose of the measles vaccine (MMR)
- Two (2) doses of Hepatitis A vaccine
- Three (3) doses of Hepatitis B vaccine
- One (1) dose Varicella (chickenpox) or parent's statement of history of disease.

If you have any questions concerning your child, please contact your doctor or the Health Department.

## **Medications Dispensed/Administered by School Personnel**

The term "medicine" as used in this handbook means "non-prescription" and "filled prescription medicine". The rules listed below must be followed:

1. The medication must be in a prescription vial with the pharmacy label that states physicians name, the name of medication, and the directions for the administration of the medication to the particular student.
2. Medication that is to be given for longer than ten (10) days or "only when necessary" will require a written and signed statement by the parent/guardian and the physician.
3. In the event a physician provides a sample medication for the student, a signed statement from the physician must accompany the medication, stating the name of the medication and directions for administering.
4. The parent/guardian must sign a Medication Consent Form which states the name of the medication, the amount to be given and the time it is to be given.

5. Requests from the parent/guardian to change the dosage of any medication beyond that listed on the label will not occur without the written confirmation from the prescribing physician.
6. Non-prescription medicines must be in the original container and accompanied by instructions for administration at school.

The school nurse will administer medicine to students. In the event that the school nurse is not available, the school principal or a designated school employee will administer the medication. All medication will be properly stored and kept in a secured, central location. The school will keep a record of the name of the student to whom the medicine was administered, the date and time the medication was given, and the name of the person who administered the medication.

## **Head Lice**

If a student has head lice, the head lice must be treated. The student will be checked upon returning to school. Hair should be free from any live lice before the student will be readmitted. The student will also be rechecked periodically for the possibility of a reinfestation.

## **Illnesses**

In order to protect all children at McCord School, parents are requested to not bring a child who seems ill. Students should be fever and symptom free for 36 hours before returning to school. Teachers will use their best judgment on sending students to the office. If a student begins running a fever during the school day, a parent will be notified and asked to pick the child up from school.

## **Guidelines for Communicable Diseases**

Students who have been excluded from school with any of the following communicable conditions must be cleared by a physician and have a written doctor's release before returning to school.

Hepatitis	Scarlet Fever	Ringworm	Measles
Scarlatina	Rubella	Strep Throat	Impetigo
Influenza	Skin infection	Scabies	Mumps
Mononucleosis	Pertussis (whooping cough)	Conjunctivitis (pink eye)	

It is very important that school officials be notified in writing of any student who has a health problem such as diabetes, epilepsy, or severe allergies, especially those which could result in anaphylactic shock. This information will be kept confidential and will be on a need-to-know basis with school personnel. Notification of any serious medical condition must be updated annually by the student's parent/guardian.



## **Health Services**

Our school nurse will provide health services to students. In the event that she is not at school, designated personnel will provide services including first aid. In the event of a serious injury to a student, the parent or guardian will be notified as soon as possible. Parents can pick the child up from school and decide which physician they would like to use. If a parent requests ambulance services, the school will provide personnel to accompany the student to the hospital. If a parent cannot be reached and the school deems the incident an emergency, 911 will be called by school district personnel.

## **Vision and Hearing Screenings**

Good vision is essential to your child's learning. Students will be screened annually, however, if you do not want your child screened, you must notify the school in writing.

A hearing screening will be offered to all students in PreK-3rd grade by a certified Speech-Language Pathologist or certified SLP assistant. If you do not want your child screened, you must notify the school in writing.

Any problems detected through screenings are communicated to the parents for further professional evaluation and treatment, if necessary.

# **Healthy and Fit Schools**

## **Snacks**

McCord School will encourage parents to provide healthy snacks when it is their turn to bring snacks for the class. This will reinforce the importance of healthy choices and help students stay focused for learning. A list of recommended snacks may be sent home by the classroom teacher.

## **Celebrations**

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy. Teachers will encourage parents to sign up to bring a fruit/vegetable tray, an appetizer, or a sweet to reduce the chance of having large amounts of sweets. If multiple sweets are brought by parents, the teacher retains the right to not pass out all of the sweets to students. We typically have a fall party in October, a winter party in December, and a party in February.

## **Birthdays**

All students are recognized for their birthday and receive a pencil. Some families like to provide something special for their student's class on birthdays. We ask that you contact the classroom teacher in advance to arrange the details and to ensure the item you are bringing is acceptable. Please remember this is not your child's birthday party and should not take longer than a usual snack time.

If party invitations must be given out at school, you must include an invitation for each child in the classroom.

Any flowers or balloons delivered to the school will be kept in the office until the end of the day to minimize classroom interruptions. Please keep in mind that balloons cannot go on the school bus.

## **Fundraising Activities Involving Food**

To support children's health and school nutrition-education efforts, school fundraising activities should attempt to use foods that meet the nutrition standards for food and beverages sold or served on school grounds. The school will encourage fundraising activities that promote physical activity.

## **Rewards**

The school will attempt to use other items or privileges besides foods or beverages, especially those that do not meet the nutrition standards, as rewards for academic performance or good behavior.

## **School Wellness Policy**

- Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;
- Good health fosters student attendance and education;
- Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are predominant causes of obesity;
- Heart disease, cancer, stroke and diabetes are responsible for two thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood.
- Only 2% of children (2-19 years) eat a healthy diet consistent with the five main recommendations

- Nationally, the items most commonly sold from the school vending machines, school stores, and snack bars include low nutrition foods and beverages, such as soda, imitation fruit juices, chips, candy, cookies, and snack cakes.

McCord School is committed to:

- Engaging students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- Serving or selling only foods and beverages that meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Providing students with healthy and nutritious foods and encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains,
- Providing a clean, safe and pleasant setting, while providing adequate time for students to eat.
- Providing nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- Providing students with the opportunity to engage in daily physical activity.
- As of 2004 McCord School established a Healthy and Fit School Advisory Committee consisting of staff members, students, and parents. In November 2005, the school health index from the CDC was used to assess the schools needs. The Healthy and Fit Advisory Committee will monitor the implementation of the school nutrition and physical activity policies and revise as needed.

#### Nutrition Education Goals

1. All students will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. The curriculum will be consistent with the Oklahoma Department of Education Core Curriculum Standards and will be sequential.
3. Nutrition education shall be offered through the Physical Education Program or class room instructor and may be offered in other classroom settings as needed or requested by the teacher.
4. Students shall receive consistent nutrition messages at school.
5. Staff responsible for providing nutrition education shall have appropriate training and utilize appropriate resources for materials and training.

#### Physical Activity Goals

1. Students will be given the opportunity for physical activity through daily recess periods. (Primary grades have 2 – 15 minute recesses & 1 – 20 minute recess at lunch. Intermediate grades have 1-fifteen minute recess & 1 – 20 minute recess at lunch)
2. All students will participate in physical education classes for a minimum of 60 minutes each week during the student contact day.

3. When possible, physical education classes will have a student/teacher ratio similar to other classes and adequate equipment will be provided for all students for maximum participation.
4. 4<sup>th</sup>-6<sup>th</sup> graders will be given the opportunity to participate in after-school basketball from November through February.
5. McCord School will encourage families and the community to use outside school facilities and provide information to the families to help them incorporate physical activity into their student's life. The school will work with the community to create an environment that is safe and supportive of student's physically active commute to and from school.

#### Nutrition Standards for Foods and Beverages Sold or Served on School Grounds:

- All reimbursable meals shall meet federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All meals will:
  - Be appealing and attractive to children
  - Be served in clean and pleasant setting
- Most foods should be baked not fried. However, when fried, 100% vegetable oil is used, which is cholesterol free.
- All scratch-made ground beef entrees are prepared with 80/20 quality beef. Cooked ground beef is well-drained of fat and rinsed with hot water before using in casseroles and meat fillings. Ground turkey is often substituted for the beef in these recipes.
- Little to no fat will be added to vegetables, and vegetables will be cooked the minimal amount of time required to reduce loss of nutrients.
- Encourage the consumption of fresh fruits, vegetables and whole grains; canned fruits should be in light syrup or natural juice.
- Serve only reduced-fat (2%) milk.
- Low fat or reduced fat cheese will be used as much as possible in recipes.
- Schools shall reduce the purchase of any products containing trans-fats. Federal labeling of trans-fats on all food products is required by January 1, 2006.

#### The following items may not be served:

- Foods of minimal nutritional value (FMNV) as defined by U.S.
- Department of Agriculture regulations (see attached list)
- All food and beverage items listing sugar, in any form, as the first ingredient.
- All forms of candy;

#### School Based Activities Designed to Promote Student Wellness

- Students will be reminded and encouraged to wash their hands before snacks and meals (to prevent the spread of germs and reduce the risk of illness)

- Students will have at least 20 minutes to enjoy eating healthy foods with friends at lunch. (A monitor will decide when each table may dump their trays in order to discourage students from dumping trays too quickly to have more recess time.)
- Staff is encouraged to limit using recess as a time for students to make-up work or as a time to administer discipline
- Students should be allowed to keep bottled water at their desks to encourage water consumption.
- Ongoing professional training for food service staff and teachers in the areas of nutrition and physical education will be provided, as determined yearly by the Staff Development Committee
- Staff will be encouraged yearly to model healthy eating/drinking for the students during school hours.

Exceptions to this policy:

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using FMNV's during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

#### Measurement of Policy through Monitoring

School food service staff will ensure compliance with the nutrition policies within school food service areas and will report on this matter to the principal. The principal will ensure compliance with established nutrition and physical activity wellness policies throughout the school and will report on the school's compliance to the school board yearly

## Instruction

### Curriculum

McCord uses a variety of curriculums to teach the Oklahoma state standards to all students. Teachers will use textbooks, technology, and a variety of other resources in order to teach the grade level standards.

### Grades

McCord teachers aim to record at least one grade in each subject every week. Teachers may not take a grade on all assignments given to students during class. Papers chosen for grades represent a student's general ability in the subject area. Teachers may choose to keep any assignments for his/her records.

## **Report Cards**

Report cards will be sent home at the end of each nine week grading period. Parents can also check their child's grades by logging into the parent portal.

## **Homework**

Homework is a regular part of the curriculum at McCord School. Homework may be given if work is not completed during class time, if a student missed class, or if a student needs additional practice on something. It is the student's responsibility to complete his/her homework to the best of their ability and return it to the teacher by the due date. All students at McCord School are expected to read every evening in addition to any other homework.

## **Make Up Work**

If a student is absent from school they may complete the work they missed. Students will be given one day per day of absence to complete make up work, unless otherwise specified by the teacher.

## **Cheating**

Cheating may result in a zero as well as other disciplinary action. Cheating includes the person giving the answers as well as the person receiving the answers. Cheating is not tolerated at McCord School.

## **Honor Roll**

Students receiving As and Bs throughout the 9 weeks will be considered on the honor roll. In 6th grade the Valedictorian of the class is any student who has made all As from 3rd-6th grade. If there is not a student with all As it will be the student with only one B. The Salutatorian will be the student(s) with the next highest overall GPA.

## **Assessments and State Testing**

All students at McCord School will take assessments throughout the year to help teachers gain knowledge of student's academic levels. McCord School uses the STAR screeners for all grades Kindergarten-6th grade.

3rd-6th grade students will participate in the Oklahoma State Testing Program (OSTP) each spring. These tests are a state requirement and are administered during the school day. 3rd, 4th, and 6th grade students will be tested in reading and math, while 5th grade students will be tested in reading, writing, math, and science.

## **Strong Readers Act**

By state law, each school district is required to have a Reading Plan to ensure all students are reading at or above grade level. Each grade level has specific, state-mandated criteria that must be met for a student to be considered on grade level. Students who fall below grade level will be placed on a reading plan. Teachers will meet with parents to explain the individual plan of instruction. This plan includes on-going assessments to identify problem areas, small group instruction, and potential small group pull out classes.

## **Promotion/Retention**

Promotion will be determined by the successful completion of instruction established.

Our school will form a committee to review and make decisions regarding retention when needed. The committee will include the principal, teacher, and parent. The committee may also include the reading interventionist, counselor, or other teachers who work with the student.

Supportive evidence will be provided to the parent including testing which covers the subject matter presented to the student, assignments directly related to the subject matter being taught, attendance record, and student maturity.

The parent will be made aware of the possibility of a student's retention prior to the end of the school year. The school staff will make every effort to help the student improve his/her academic standing.

## **Special Education**

We believe that all students can learn! Resource and Special Education teachers are available to help with remediation and enrichment. McCord School uses an inclusive philosophy in the child's least restrictive environment. Resource and Special Education teachers work closely with classroom teachers to facilitate the student's progress. Parents and/or teachers may refer students to be evaluated for Special Education services. If you would like to discuss this process, please contact the school to set up an appointment.

## **Child Find (Disability or Developmental Delay)**

If you suspect that your child may have a disability or a development delay, you can call the school. If your child is 0-3 years of age, you will be referred to SoonerStart of Oklahoma. If your child is 3 or older, McCord School is responsible for identifying, locating, and evaluating your child, regardless of the nature or severity of disability. The evaluation will be at no cost to you. If eligibility is determined, services for your child will be offered by our district.

## **Gifted and Talented**

McCord provides classroom enrichment activities and opportunities for those students who need additional challenges, including those identified as gifted. Qualifying students in grade 3-6 receive enrichment.

## **Specials Classes**

In addition to regular classroom instruction, students experience special classes throughout the week including PE and music. Classes also have scheduled time to visit the library for lessons and checking out books. Classes may also participate in art classes throughout the school year.

# **Lunch & Breakfast Programs**

McCord Elementary participates in the National School Lunch and Breakfast programs. All families should fill out the free/reduced lunch application provided during enrollment. Our school receives reimbursement for meals served to all students who participate in the program. Filling out the form not only helps our school receive federal school lunch funds and donated commodities, it also helps fulfill the requirements of the Every Student Succeeds Act (ESSA) by providing demographics for grant applications and opportunities. The goal of our breakfast and lunch program is for all students to have the opportunity to eat healthy meals at school.

## **Payments**

For families who do not qualify for free/reduced lunches, lunch should be paid in advance using the myschoolbucks app or by sending a check or cash with your child to give to Mrs. Rhonda in the office. Charging a meal is a courtesy of the school and is not required. Meals should be paid for in advance. Students will be allowed to charge 3 meals and then they will be asked to bring lunch from home. The USDA Child Nutrition Program does not require that students be served a meal without payment. All unpaid lunch accounts will be carried forward into the next school year.

Student Daily Breakfast = \$1.75 (reduced price: \$0.30)

Student Daily Lunch = \$2.40 (reduced price: \$0.40)

Milk Only = \$0.50



## **Cafeteria Procedures**

Cafeteria procedures are as follows:

- Students will wash or disinfect their hands prior to lunch
- Students are always supervised while in the cafeteria.
- Students are not allowed to share food.
- Students must eat or throw away any food distributed by the cafeteria and may not take any food from the cafeteria.
- Students are to pick up their area prior to dismissal from the cafeteria.
- Only one boy and one girl may use the restroom at a time during lunch.
- Students will sit at assigned tables

## **Bringing Your Own Lunch**

Students are welcome to bring their own lunch to school. We encourage parents to send healthy lunches. Due to our healthy schools requirements, soda is not permitted in the cafeteria. Most classes have a “lunch basket” in which students place their lunch boxes during morning procedures.

## **Parent Eating With Child**

You are welcome to join us during lunch time to eat with your child. We ask that you follow the same procedures outlined above to keep our lunchtime procedures running smoothly. Most parents choose to sit with their child at their lunch table and visit with their child and his/her friends. Adults are welcome to eat the lunch provided by the cafeteria by paying for the meal in the office. For safety and supervision of students, recess is for students only.

Adult Breakfast = \$2.40

Adult Lunch = \$5.00

# **Materials**

## **Textbooks and Classroom Materials**

Students are responsible for textbooks and other materials they use. Every effort must be made to keep textbooks and other materials in great condition. If items are lost or damaged, the parent/guardian may be asked to cover the cost of the new book or piece of equipment that is damaged while in the student's possession.

## **Library Books**

Students may check out library materials throughout the school year. Please establish with your child a specific place for these so they are not lost and receive good care while at home. Please try to help your child assume the responsibility for his/her books and for their return. Parents will be asked to pay for missing or damaged books.

## **Chromebooks**

Each student is provided access to a chromebook while at school. This is loaned to the student for the school year with the purpose of increasing educational opportunities. The student is required to return the chromebook at the conclusion of the school year in the same condition it was issued to the student, minus normal wear and tear. In the event the chromebook is damaged, the student's parent may be asked to pay for damaged chromebooks.

## **Lockers/Desks**

Lockers and desks are the property of McCord Elementary. Lockers and desks should be kept clean and safe. School personnel may search desks or lockers at any time should the need arise.

## **Internet**

As part of the resources available to students and employees, the district provides internet access. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful or inappropriate. Accessing the internet while at school is a privilege and not a right. Access can be revoked at any time. Any person using the school internet has no expectation of privacy; users should keep in mind that any communication which occurs on school equipment is often permanently available to school administration.

Any electronic communication which can be considered inappropriate, harassing, intimidating, threatening, etc to an employee or student of the district is forbidden.

# **Personal Items**

Students should not bring personal items to school such as toys, fidgets, electronic devices, skateboards, etc.

## **Balls**

Students may bring a basketball, soccer ball, or football for recess at their own risk. Names should be written on all equipment. The school is not responsible for any personal items that are lost or damaged.

## **Cell Phone Policy**

In accordance with recent Oklahoma legislation, the use of cell phones is prohibited during school hours.

While we strongly discourage students from bringing cell phones or other electronic devices to school, we recognize that many students carry them for communication before and after school. If a student brings a cell phone to school, it must be turned off and stored out of sight upon entering the building. Students bring phones at their own risk; McCord Elementary is not responsible for lost, damaged, or stolen devices.

Violations of this policy may result in the following consequences: verbal warning, phone confiscation until the end of the school day, parent notification, detention or other appropriate disciplinary action

## **Lost and Found**

Lost and found items will be turned in to the office or placed in the cafeteria in the lost and found area. Items that are not claimed by the end of May will be washed and used for McCord students or donated to a local organization. Writing your child's name in his/her jacket or coat is very helpful for returning items to students. Lunch containers should also be labeled.

# **Special Activities**

All special activities are privileges and may be taken away from a student due to academic or behavior issues.

## **Field Trips**

It is the goal of McCord School to provide each grade level with a unique educational experience. To help facilitate this goal all students will ride the bus to the destination so any instructions or introductions can be given to the whole group. If parents would like

for their child(ren) to ride home with them, they may sign a release stating that they take responsibility for transporting their child home. Students will not be allowed to ride home with a parent other than their own unless prior arrangements are made before the field trip. Parents are not allowed to ride the school bus except on rare occasions. Field trips are a privilege. Students with excessive missing work or with excessive discipline issues may be required to stay at the school while their class is away on a field trip.

## **Extracurricular Activities**

Basketball and other extracurricular activities are a privilege, not a right! Extracurricular activities include school sponsored sports, clubs, organizations, student council, and any other school sponsored activities. Participation in extracurricular activities can be taken away for behavioral or academic reasons.

# **Other Important Information**

## **Inclement Weather**

Weather often dictates changes in our school schedule or the closing of school in order to ensure the safety of our students. Every effort will be made to keep normal schedules when possible, but safety is our primary concern.

In the event of inclement weather, please remember transportation services may be slower than usual and buses may run late when there is snow or rain. Road conditions are one of the determining factors in deciding if school will be in session. Bus routes in the district are typically checked in the early evening and early morning when necessary.

If school is dismissed because of weather, the decision will be made at the earliest possible time and you will be notified via facebook, our school website, Parent Square, teachers when possible, as well as local media outlets.

School will not be dismissed early due to weather conditions unless the severity of the conditions warrant that action.

## **Partner in Education (P.I.E.)**

As an outreach of the Ponca City Chamber of Commerce, area businesses are partnered with schools to help provide resources. We are grateful for the support of our official PIE partners: Kyler Construction Group, KR Automation, Hurst Construction, and Custom Mechanical Equipment! We have several other businesses and individuals who help support our schools needs and we are extremely grateful to have their support!

## **Student Search**

According to board policy a student may be detained and searched while on school premises, at school activities, or in transit by school vehicles. A search may be conducted if there is reasonable suspicion that a student has violated laws or school rules. All student searches will be conducted in a private space by a school employee or school resource officer of the same gender as the person being searched and shall be witnessed by at least one other authorized person of the same gender if possible. The only clothing that may be removed during a student search is cold weather outerwear such as a coat or sweatshirt, shoes, and hand or head coverings. A report will be written including date, time, places, witnesses, purpose, basis, and results of the search. Lockers and desks are school property and may be searched at any time if the school personnel finds it necessary without notice or reason.

## **Hazing**

No student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with an organization sanctioned or authorized by the board of education shall engage or participate in hazing.

Any hazing activity shall be presumed to be a forced activity. Anyone who violates this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

# **Parents**

## **Contact Information**

It is important to ensure McCord has current contact information for all parents/guardians including address, home and cell phone numbers, employment information, and emergency contacts. Please update your information by calling the office or sending a note to the office with your child if your information changes throughout the year. If an emergency should arise, it is important that this information is up-to-date.

## **Emergency Contact Information**

Just like the parent contact information, it is important to keep emergency contact information updated should a change occur. All students must have emergency information on file. This is vital information which will be used in case of illness or injury at school.

## **Beginning of Year Classroom Meetings**

At the beginning of each school year, teachers will send out information for a beginning of the year classroom meeting. During this meeting your child's teacher will inform you of their classroom procedures and expectations, the curriculum your child will use throughout the school year, and other important information for you to know at the start of the year. Your attendance at this meeting is strongly encouraged.

## **Conferences**

Conferences occur twice a year in October and March. Our goal is to meet with 100% of parents throughout the school year. At conferences, teachers celebrate student accomplishments, review academic data, and discuss areas of concern. Parents are a key element of student academic success. Parents or teachers may request conferences at other times during the school year as needed.

## **Communication**

Teachers may use many different methods of communication throughout the year which may include email, text message, paper newsletters, or an app. Teachers will also send information home with students including student work. Each teacher will give more details on their communication style during the beginning of the year classroom meeting.

The school uses Facebook, our school website [www.mccordschool.net](http://www.mccordschool.net), and ParentSquare to communicate.

## **Parent Teacher Organization (PTM)**

The PTM meets monthly to support McCord School. Meetings are typically held on the first Monday of the month. The PTM president for the 2025-2026 school year is Katie Hurst. PTM is a great way for parents to get involved at the school. The PTM sponsors events and activities such as the annual school dance and Teacher Appreciation Week. They also help purchase school equipment, snacks during testing, supplies for teachers, supplies for Field Day, and more. PTM will send out information for events.

## **School Visitors**

Parents are always welcome and encouraged to visit and acquire a better understanding of our school programs. Visitors are encouraged to communicate with the classroom teacher prior to visiting so as to not disrupt the learning environment. All visitors must report to the office to check in immediately upon entering the school grounds and are required to wear a visitor's badge. This procedure is used to protect each and every student during the school day.

## **Child Custody**

If legal custody of a child has been awarded to one parent or another individual, or if there are people with restricted access to a student, it is critical that the school be notified of this situation in writing. A copy of the court order establishing custody and/or contact must be on file in the school office. The only way a legal parent can be restricted access to a child is if the court order is on file in the office.

## **Tobacco Free/Smoke Free Environment**

McCord is a tobacco free and smoke free school. Smoking, distribution, and use of tobacco products in any form, as well as vaping, is prohibited on school property. This is in effect 24 hours a day, 7 days a week, and applies to students, employees, visitors, and anyone providing services to the school. This also includes school vehicles, such as buses.

## **Money**

When it is necessary to send money to school, please put it in an envelope with the child's name on it, the amount enclosed, and how the money is to be used. Please send a check or the correct change when possible.

## **Parent Portal**

Parents should sign up for the Sylogist (formerly known as Wengage) parent portal. A link to the parent portal is available on the school website under the parent's tab. If you need assistance, please call the office.

## **How Parents Can Help**

Every day parents ask, "how can we help?". Here are some ways you can help us make each day successful for your child and the school:

- Assist your child(ren) in developing good habits of behavior
- Speak positively about the school and education in front of your child(ren)
- Assist your child(ren) in coming to school well groomed and appropriately dressed according to the school dress code
- Notify the school if your child(ren) will be absent from school
- If your child(ren) is to be dismissed in a way other than the routine procedures, please call the office before 2:00pm that day or send a written note with your child to school
- Provide necessary school supplies

- Discuss daily work assignments and report cards with your child(ren) in a constructive manner
- Keep in close contact with your child(ren)'s teacher
- Attend parent/teacher conferences and as many school activities as possible
- Follow our school facebook page and visit our school website often

# **Bullying/Harassment/Intimidation**

## **Statement of Legislative Mandate and Purpose**

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires school districts to actively pursue programs for education regarding bullying behaviors.

The McCord Public Schools student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

## **Statement of Board Purpose in Adopting Policy**

The board of education recognizes that intimidation, harassment and bullying of student's causes serious educational and personal problems for both students involved. This conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students to remain in school until graduation, and is just as disruptive to the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying toward student victims simultaneously supports the district's primary



and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities who, as a result, are perceived by bullies as easy targets by bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social emotional well being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may result to carrying weapons to school for self protection. Passive target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

## **Definition of Terms**

Statutory definition of terms:

"Bully" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person

would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

### The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

### Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely

affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

## **Understanding and Preventing Bullying**

### **Student and Staff Education and Training**

A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

## **Safe School Committee**

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that could adversely interfere with the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understand and identify bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists. In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

## **Student Reporting**

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

## **Staff Reporting**

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

## **Report Investigation**

**Investigating Bullying Reports** For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may

have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement.

At the conclusion of the investigation, the investigator will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

## **Parental Notification**

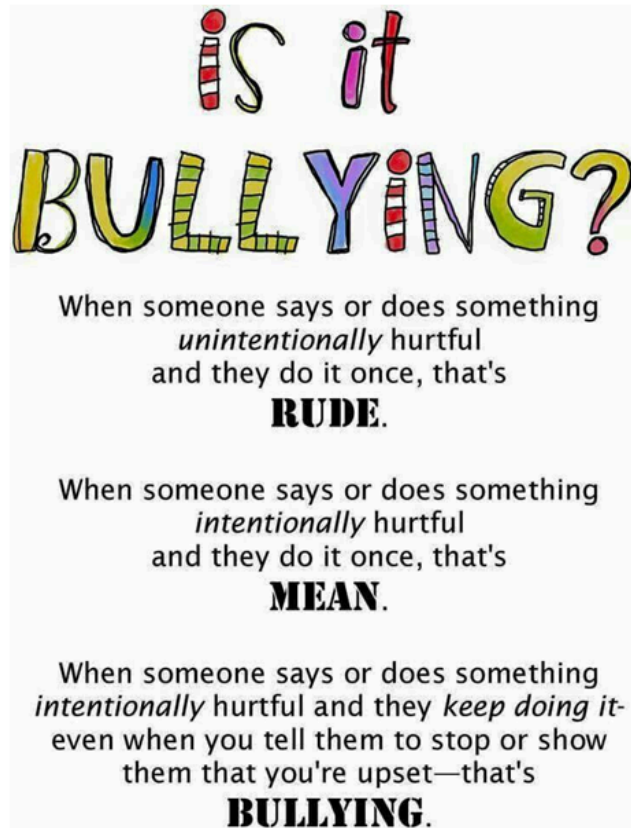
The investigator will notify the parents of a target that a bullying report has been received. At the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

## **Disciplinary Action**

The McCord School discipline plan will be followed for any acts of bullying, intimidation, or harassment.

All of our students have the right to feel safe when they are at school. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. Any student who strikes another person on the school grounds or during a sectioned activity may be subject to suspension up the remainder of the semester or in cases of excessive violence or physical damage the student may be expelled from school.



# HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

## Student(s) Initiating Bullying/Harassment:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_

## Type of Harassment:

Racial: \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_

Other: \_\_\_\_\_

## Check all spaces below that apply.

_____ Name Calling	_____ Stalking	_____ Staring/Leering
_____ Inappropriate Gestures	_____ Writing	_____ Threatening
_____ Taunting/Ridiculing	_____ Spitting	_____ Pushing/Shoving
_____ Inappropriate Touch	_____ Stealing	_____ Hitting/Kicking
_____ Demeaning Comments	_____ Intimidation	_____ Flashing a Weapon
_____ Damage to property	_____ Other	

**Describe the incident:**

**Witness(es) Present:**

**Physical evidence:**

_____ Graffiti	_____ Notes	_____ E-mail
_____ Web Site	_____ Video/Audio	Other _____

**Staff:**

**Signature:**

----- *For Office Use* -----

**Parent(s) contacted: Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Administration response taken:**



# Annual Notices

Each school year, the school district will publish a notice to parents and eligible students of their rights under FERPA and this policy during enrollment. The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records.
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student (2) as directory information or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes a right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of the policy and the locations where copies may be obtained. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

## Statement of Rights

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education records;

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of FERPA to the Department of Education
5. The right to be informed about FERPA rights. All rights and protections given parents under FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school

## **Types of Records-Location-Custodian**

- Cumulative School Records – McCord Office – McCord Administrator
- Cumulative School Records (former students) – McCord Office – McCord Administrator
- Health Records – McCord Office – McCord Administrator
- School Transportation Records – McCord Office – McCord Administrator
- Speech Therapy Records – McCord Office – McCord Administrator
- Psychological Records- McCord Office – McCord Administrator

## **Procedure to Inspect Education Records**

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. Since a student's records may be maintained in several locations, the school principal will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes. The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect. The principal (or other record custodian) will contact the parent of the student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site.) The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access. If for any valid reason, such as working hours, distance between record location sites, or health, a

parent or eligible student cannot personally inspect and review the student's education records, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

## **Fees for Copies of Records**

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. The fee for copies provided under FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.) The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies. The FERPA requires the school district to provide copies of records;
3. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
4. At the request of the parent or eligible student when the school district has provided the records to third parties by the prior consent of the parent or eligible student
5. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

## **Directory Information**

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student name;
2. The student's class designation (i.e. first grade, sixth grade etc);

3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph

A district may designate all, some or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

## **Use of Student Education Records**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who our school officials are:

1. A person duly elected to the student board;
2. A person certified by the state and appointed by the school board to an administrative, supervisory or instructional position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute;
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a school board attorney or auditor, for the period of his or her performance as an employee or contractor. School officials who meet the criteria listed above will have access to a student's records if they have legitimate educational interest in doing so. A "legitimate educational interest" is the persons need to know in order to:

- a. Perform an administrative task required in the school employees position description approved by the school board;
- b. Perform a supervisory or instructional task required related to the student's education;
- c. Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid. The school district will only release information from, or permit access to a student's education record with a parents eligible student's prior written consent, except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:
  - i. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student has a right to obtain copies of records transferred under this provision);
  - ii. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
  - iii. The parties who provide or may provide financial aid to a student to:
    - 1. Establish the student's eligibility for the aid
    - 2. Determine the amount of financial aid
    - 3. Establish the conditions for the receipt of the financial aid
    - 4. Enforce the agreement between the provider and the receiver of financial aid
  - iv. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school districts behalf to develop tests, administer student aid, or improve instruction;
  - v. To accrediting organization to carry out their accrediting functions;
  - vi. To comply with judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the students parent or student before making a disclosure under the provision);
  - vii. In response to an ex parte order of the attorney general of the United States or his/her designee in connection with the investigation and prosecution of terrorism crime. The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:
    - 1. He or she deems it is warranted by the seriousness of the threat to the health and safety of the student or other persons;

2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
4. Time is an important and limiting factor in dealing with school district officials who may release information from a student's education record if the student's parent or the eligible student gives prior written consent must include at least:
  - a. A specification to the records to be released;
  - b. The reasons for the disclosure;
  - c. The person, organization, or the class or organizations to whom the disclosure is to be made;
  - d. The parent's or eligible student's signature;
  - e. The date of the consent and, if appropriate, the date to be determined. The student's parent or the eligible student may obtain a copy of any records disclosed under this provision. The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be disclosed without the parent's or eligible student's prior written consent.

## **Records of Requests for Access and Disclosure Made From Education Records**

The school district will maintain an accurate record of all requests for it to disclose information from to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported education programs. The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made. The district will maintain this record as long as it maintains the student's education record. The record will not include:

- a. Requests for access or access granted to the parent of the student or to an eligible student;
- b. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
- c. Requests for, or disclosures of, information contained in the student's record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
- d. Requests for, or disclosure of records designated for that student;
- e. Requests for, or disclosure of information contained in the student's records if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

## **Procedures to Seek to Correct Education Records**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change a grade a teacher assigns for a course.) For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of a student's rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record. To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

### *First Level Decision*

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student's rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester. If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change and;

### 3. Follow the procedure for a second level decision

#### *Second Level Decision*

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and or
3. Violates student rights and why

The request will be dated and signed by the requester within two weeks after the record custodian receives a written request, he or she will; study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision. If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will accept the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory. If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

#### *Third Level Decision*

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made. If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level. If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that is recorded is correct and the basis for the decision;



2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requestor to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing(the district will not be bound to the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

#### *Fourth Level Decision*

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requestor when and where the district will hold the hearing and who it has designated as the training officer. At the hearing, the hearing officer will provide the requester a full reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requesters written for a change in the record (second level). Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged. The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - a. The school district's decision that the record is correct and will not be changed;
  - b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - c. Advice to the requestor that he or she may place in the student's education record an explanatory statement which gives the reasons he or

she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

## **Protection of Pupil Rights Amendment (Hatch Amendment)**

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, Included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United State Department of Education and seeks to protect the rights of parents to inspect survey or instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis, or evaluation that reveals information such as
  - political affiliations
  - mental and psychological problems potentially embarrassing to his/her family
  - sexual behavior or attitudes
  - illegal or self-incriminating behavior (such as use of tobacco, alcohol, or other drugs)
  - critical appraisals of other individuals with whom respondents have close family relationships
  - legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers
  - income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

## **Parent Bill of Rights**

This district is in compliance with the Parents' Bill of Rights. To summarize the Parent Bill of Rights, you have the right to: review classroom materials like textbooks, opt out of certain lessons that conflict with your personal or religious beliefs, access your child's school records, be involved at the school such as through the parent group, and receive information on your child's progress like report cards. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the

Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. (25 O.S. Section 2001).

## **Asbestos Statement**

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at your child's school during normal working hour.

## **FERPA: Compliance with the Family Education Rights and Privacy Act of 1974 (Regulation)**

In accordance with the policy of the board of education, the following regulation shall govern the release of students and members of the student's family, legal custodian, or legal guardian.

### **Definitions**

For the purpose of this regulation, the school district has used the following definitions of terms:

- Student – Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.
- Eligible Student – A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.
- Parents – Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order, an adopted parent, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- Education Records – Any item of information or record (in handwriting print, computer media, video or audio tape, film, microfilm, microfiche, or other

medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - a. It was made as a personal aid;
  - b. It is in the sole possession of the individual who make it; or
  - c. Information contained in it has never been revealed or made available to any other person except the makers temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); pr
3. Alumni records that relate to the students after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**Personal Identifier** – Any data or information that makes the subject of record known, this includes the students name, the student parents or other family members name, the students address, the students social security number, a student's number, a list of personal characteristics, or any other information that would make the student's identity known.