

McCord Elementary School

Student Handbook

2026-2027



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. 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 Elementary School | 2026-2027 CALENDAR

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School Hours

Before School Care*	7:30-7:45am
Breakfast	7:45am
School Begins	8:00am
Tardy	8:15am
Dismissal	3:15pm
After School Care**	3:15-5:30pm

*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	Tabitha Cook	Assistant
Kelsey Keilman	PreK	Connie Elliot	Assistant
Joyce Moore	PreK	Elaina Howe	Assistant
Judith Brower	Kindergarten	Joy Neal	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	Louri Bruder	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	Laci DuLaney	Cafeteria
Tisha Reynolds	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	Christina Walton	After School Care
Andrea Shepard	Reading Intervention		After School Care
Jacqi Cole	Music		
Cassy Kendrick	PE		

Arrival and Dismissal Procedures

Arrival Procedures

- Students may be 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 immediately upon arrival.
- If your child needs additional help or you need to get out of your vehicle for any reason, you should park in the designated parking area and use the crosswalk at the end of the parking lot to walk your child up to the school. Please do not cross anywhere except the cross walk! It can be difficult to see with the bright morning sun.
- 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 7:55. 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 \$1.00 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 in full.

- 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 3:15pm. Older siblings will be dismissed 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 3:30pm will be sent to After-School Care and must be picked up no later than 5:30pm. There is a \$3.00 fee per child 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 3:15pm.
- 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 3:30pm will be sent to After-School Care and must be picked up no later than 5:30pm. There is a \$3.00 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. It is the responsibility of the parent/guardian to provide this documentation 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 3:15-5:30pm each day. There is a \$3.00 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 \$25.00 will not be allowed to attend before or after school care until the balance is paid in full.

- 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. To ensure staff supervision, a late fee of \$25.00 will be charged for every 10 minutes a parent is late picking up their child after 5:30 pm

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. To ensure adequate seating for our student body, we ask that parents and visitors remain in the back of the cafeteria during the presentation.

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, awards assemblies, 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:

- 4 Absences (1st Semester) / 8 Absences (Full Year): The parent/guardian will be notified via email.

- 6 Absences (1st Semester) / 10 Absences (Full Year): The parent/guardian will be notified in writing via a letter sent home with the child. At this time, the principal may set up a mandatory meeting to discuss and complete a student attendance contract.
- 8 Absences (1st Semester) / 14 Absences (Full Year): The parent/guardian will be notified via a formal letter mailed directly to the home.
- 10 Absences (1st Semester) / 16 Absences (Full Year): The parent/guardian will receive a final written warning. At this point, the child is also legally considered chronically absent by the state. The school administration may choose to retain the student in their current grade level due to lack of attendance.
- Any Additional Absences: A formal truancy report and letter will be submitted directly to the District Attorney's office and/or the Department of Human Services (DHS).
- Ten (10) Consecutive Absences: As per state policy, students will be automatically unenrolled from McCord School after ten (10) consecutive days of unexcused absences. A referral will be made to DHS.

Procedures for Absence

- Parents/Guardians should call the school office at 580-765-8806 when your child is absent or tardy for any reason.
- When possible, official documentation such as doctor, dentist, or court notes should be submitted to the office upon your child's return.
- Students will be allowed one day per day of absence to complete and submit missing work.

Tardy

It is critical to have your child at school on time each day. Students are considered tardy after 8:15am.

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. Excessive tardiness disrupts learning and may result in administrative action being taken.

Leaving Early

We strongly encourage families to allow students to stay at school for the entire instructional day.

If your child needs to leave early, an authorized adult must sign them out in the office. If you know in advance that you will be checking your child out early, it is helpful to send a note with your child to the classroom teacher that morning. 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. In accordance with Oklahoma law, the school district will presume both biological parents have equal rights to pick up a child unless legally binding custody paperwork, a restraining order, or a decree stating otherwise is filed with the main office. It is the responsibility of the parent/guardian to provide this documentation 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% allowable 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 or is absent for more than half of the instructional 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-sponsored activities throughout the weekend.

Exceptions

In accordance with state guidance, the following specific activities will be coded as excused extensions of the school day and will not count against the student's attendance rule:

- 4-H activities and events
- Activities explicitly approved **in advance** by the superintendent
- Recognized religious holidays
- IEP-related services (including occupational therapy, physical therapy, speech therapy, etc.)

The Compulsory Education Act

Under Oklahoma law (70 O.S. § 10-105), 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 accumulated 10% or more days of absence for a specific reporting period (whether 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 \$25.00 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 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. Students in ISS will receive lunch in the office.

- *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. In accordance with Oklahoma state law, corporal punishment shall not be administered to students with an IEP or 504 plan.

Suspension of Students

The authority to suspend a student from school is delegated by the Board of Education to the building principal. Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options (such as reassignment to another classroom or in-school suspension). A student suspended out-of-school shall be ineligible to participate in or attend school-sponsored activities for the duration of the suspension.

Except under circumstances requiring immediate removal for safety reasons, the parent/guardian shall be informed before a student is released from school. A full

suspension shall not extend beyond the present semester and the succeeding semester (except for firearm violations).

- **Suspensions of 5 Days or Less:** The district may provide an education plan.
- **Suspensions of More than 5 Days:** The school administration will provide an education plan covering minimum core units (English, mathematics, science, social studies, and art) designed for eventual reintegration. Parents/guardians are responsible for providing a supervised, structured environment and monitoring their student's educational progress during this time.

Appeal of Suspension

Any student suspended or their parent(s) may appeal the suspension. In accordance with district board policy (FOD-R), the specific appeal procedure varies based on the length of the suspension.

Short-Term Suspensions (10 Days or Less)- Short-term suspensions are appealed directly to a Suspension Appeals Committee appointed by the superintendent.

- **A. Notification:** The student or parent must notify the superintendent in writing within ten (10) days following the suspension (or notice of intent to suspend) of their intent to appeal.
- **B. Hearing Timeline:** The Suspension Appeals Committee will hear the appeal within ten (10) days from the date the notice is filed. The superintendent, at his/her discretion, may permit the student to attend classes pending the outcome.
- **C. Evidence & Counsel:** During the hearing, the student or parent has the right to provide evidence. The student does not have the right to be represented by legal counsel unless the school district is also represented by legal counsel.
- **D. Final Decision:** The committee may uphold, overrule, or modify the suspension and will notify the parents within five (5) days of the decision. **The decision of the Suspension Appeals Committee is final and may not be appealed to the Board of Education.**

Long-Term Suspensions (More than 10 Days)- Long-term suspensions are reviewed first by the administration and may be appealed directly to the Board of Education.

- **A. Notification:** The student or parent must request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student or parent must notify the superintendent within ten (10) days of their intent to appeal to the Board.
- **B. Hearing Timeline:** The Board of Education may conduct the hearing or appoint a hearing officer to do so. The hearing will be held within ten (10) days from the date the notice of intent is filed. The meeting will be held in open or executive session in accordance with the Oklahoma Open Meeting Act and FERPA.
- **C. Evidence & Counsel:** The student or parent has the right to provide evidence as to why the suspension or its duration is inappropriate. The student does not have the right to be represented by legal counsel unless the school district is also represented by legal counsel.
- **D. Final Decision:** The Board of Education or hearing officer may uphold, overrule, or modify the suspension. The student and parent will be notified within five (5) days of the decision. **The decision of the Board of Education or hearing officer is final.**

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 should remain off while indoors. Head coverings worn for medical reasons, documented disabilities, or established religious/cultural practices are always permitted.
- 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, vaping, 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 the school administration.
- 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 specialized building 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 permitted to enter or exit the building when drills are being conducted.

In the event of an actual emergency, parents/guardians will be notified as soon as possible via ParentSquare. 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 up-to-date 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 the 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 must be submitted 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 the revocation of 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 Oklahoma State Department of Education 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 fully 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.

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.

Epinephrine (EpiPen)

McCord School District maintains district-prescribed epinephrine. The school nurse or a school employee who has completed online and in-person training provided by the school nurse to recognize food allergies and anaphylaxis may administer epinephrine to a student whom the school nurse or trained school employee, in good faith, believes is experiencing an anaphylactic reaction. A signed waiver of liability from the parent or guardian must be on file prior to the administration of district-prescribed epinephrine.

If it is believed that a student is experiencing an anaphylactic reaction, a school employee will contact emergency medical services (911) as soon as possible. If epinephrine is administered to a student, a school employee will call 911 as soon as possible. The school district will notify the parent or guardian of any student who experiences a possible allergic reaction as soon as possible.

Emergency Inhaler

McCord School District maintains district-prescribed inhalers. The school nurse or a school employee trained by a health care professional to recognize the symptoms of respiratory distress may administer an inhaler to a student whom the school nurse or trained employee, in good faith, believes is experiencing respiratory distress.

Following the administration of an inhaler, a school employee will notify the student's parent or guardian as soon as possible. Emergency medical services (911) will be contacted when warranted by the student's condition.

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 one full school day without the use of fever-reducing medication 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. 4th-6th 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 low-fat (1%) or fat-free 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. In compliance with federal law, strict tracking of trans-fats on all food products is maintained.

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.

McCord will administer the OSTP on the following date(s), unless unforeseen circumstances prevent adherence to the scheduled dates. Parents and Guardians should make every effort to avoid doctor appointments and other absences on the specified dates. Students testing in small groups will have their testing dates determined at a later time.

Date	Grade	Test
4/27/27	3rd, 4th, 5th, 6th	ELA, Part 1
4/28/27	3rd,4th, 5th, 6th	ELA, Part 2
4/29/27	5th	Writing
5/4/27	3rd, 4th, 5th, 6th	Math, Part 1
5/4/27	3rd, 4th, 5th, 6th	Math, Part 2
5/6/27	5th	Science

Strong Readers Act

By state law under the Oklahoma Strong Readers Act, strengthened by Senate Bill 1778, each school district is required to have a districtwide literacy Plan to ensure all students are reading at or above grade level by the end of third grade utilizing a Multi-Tiered System of Supports (MTSS) grounded in the Science of Reading. 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 on the universal screening (administered at the beginning, middle, and end of the year) will be placed on an individual reading plan, known as a Student Literacy Intervention Plan (SLIP), within thirty (30) days of identification. Teachers will meet with parents to explain the individual plan of instruction. This plan includes on-going assessments to identify problem areas, direct instruction from a teacher or reading specialist, targeted Tier 2 or Tier 3 small-group interventions, and monthly progress updates provided to families. Per state law, the use of three-cueing instructional methods or relying solely on digital technology for interventions is strictly prohibited.

Promotion/Retention

Promotion will be determined by the successful completion of instruction established. For students in Kindergarten through 2nd grade, if a student is not meeting grade-level targets by the end of the school year, they may be retained or promoted with targeted instructional pull-outs and the option to attend a summer reading program.

Beginning in the 2027–2028 school year, third-grade students must demonstrate sufficient reading skills for promotion to fourth grade. A third-grade student must score above the "below basic" level on the statewide OSTP English Language Arts assessment or pass an approved alternative standardized reading assessment. If a student scores "below basic" and does not qualify for one of the three strict, state-approved good-cause exemptions (specific IEP guidelines, recent English Language Learners with less than two years of instruction, or students previously retained who have received intensive literacy track interventions for more than two years), the student shall be retained in the third grade.

Our school will form a committee and Student Reading Proficiency Team 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. If a student is subject to

retention, the school district will provide formal written notification to the parent or legal guardian.

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. Louri Bruder 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 due to student food allergies and federal safety guidelines.
- 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 = \$5.20

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 the

repair or replacement cost. Prior to device issuance, families must review and complete the district's Digital Technology Agreement Form.

Lockers/Desks

Lockers and desks are the property of McCord Elementary. Lockers and desks should be kept clean and safe. In accordance with Oklahoma State Law (70 O.S. § 24-102), students have no reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel may search desks or lockers at any time for any reason.

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. This includes any digital misconduct or cyberbullying that originates off-campus but creates a substantial disruption to the school environment.

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 Oklahoma legislation, the use of cell phones and other personal electronic devices, including smartwatches and wireless earbuds, 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, ParentSquare, 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 school's needs and we are extremely grateful to have their support!

Student Search

According to board policy and Oklahoma State Law (70 O.S. § 24-102), 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. ParentSquare uses contact information directly from our student information system. In order to receive notification, parent information must be 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, Pre-K 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.

Additionally, teachers in grades K–6 will post welcome videos, classroom expectations, and procedure videos on the school website at www.mccordschool.net. Links will also be posted on the McCord School Facebook page and teachers' classroom Facebook pages (if applicable).

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, 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. 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. In compliance with the Oklahoma 24/7 Tobacco-Free Schools Act, this includes all electronic smoking devices, vapor products, and medical marijuana or THC delivery systems. 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 policy is established in accordance with the School Bullying Protection Act (70 O.S. § 24-100.2). McCord Public Schools strictly prohibits the harassment, intimidation, bullying, or threatening behavior of any student. The Board recognizes that bullying creates severe personal, social, and emotional distress, directly impeding student safety, academic achievement, and the successful implementation of Individualized Education Programs (IEPs).

Definition of Terms

“Bullying” 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 and is communicated in such a way as to disrupt the school’s educational mission. *Note: Isolated actions do not meet the legal definition of bullying but will still be disciplined under the general student conduct code.*

- “Threatening behavior” means any pattern of behavior or isolated action that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
- “Electronic communication” means the transmission of written, verbal, pictorial, or video content via electronic devices (phones, computers, etc.). Bullying via electronic communication is prohibited regardless of where it originates if it targets district students or personnel and disrupts the school environment.
- “At school” means on school grounds, in school vehicles, at designated bus stops, or at school-sponsored/sanctioned events. It includes off-campus conduct if the behavior directly impacts the welfare and management of the district.

The “Reasonable Person” Standard

In determining whether conduct constitutes bullying, administration will apply the “reasonable person” standard from the perspective of an immature child

of the same age as the target, accounting for any unique physical, emotional, or mental sensitivities of the victim.

Types of Bullying

Physical: Harm or threatened harm to a body or property (tripping, hitting, kicking, stealing, or destroying property).

Emotional: Direct attacks on self-esteem (insulting remarks, profane gestures, or frightening statements).

Social: Intentional damage to public relationships or status (gossiping, spreading rumors, and engineering social exclusion).

Sexual: Unwelcome comments, gestures, or images of a sexual nature, as well as off-campus dating violence affecting a student's educational opportunities.

Understanding and Preventing Bullying

This policy will be published in all student handbooks, posted throughout school sites, and maintained on the district website.

- **Training:** All certified and non-certified staff receive mandatory annual training on bullying identification and reporting. Students participate in annual programs to identify and report bullying.
- **Oversight:** The site Safe School Committee reviews this policy annually to deliver safety and professional development recommendations to the principal.

Reporting & Investigation Procedures

Reporting: Students may report incidents to any teacher, counselor, or principal. Anonymous reports are thoroughly investigated, though formal discipline cannot rest solely on an anonymous accusation. Staff members must immediately report witnessed or suspected bullying to the assistant principal. The assistant principal must notify the superintendent within twenty-four (24) hours of any report.

Investigation: The assistant principal or designated site investigator will immediately investigate all claims, interview relevant parties, and evaluate the severity and potential for future violence. If a criminal act or explicit threat is suspected, local law enforcement will be contacted immediately.

Resources: The district may recommend state-approved mental health or substance abuse services to affected students and families at no cost to the district.

Parental Notification

The investigator will notify parents of the target immediately upon receiving a report. Within five (5) school days of completing the investigation, written results and available community resources must be provided to the parents of the target. If the allegations are substantiated, the investigator will simultaneously contact the parents of the aggressor within five (5) school days to mandate disciplinary action. Documentation of these timelines must be filed with the superintendent.

Protections Against Retaliation

Retaliation against any student who reports bullying in good faith or participates as an investigative witness is strictly prohibited. Any student or employee engaging in retaliatory behavior (intimidation, exclusion, or threats) will face severe disciplinary action, up to suspension or employment termination. False reports made knowingly will result in immediate discipline, and false accusations will be completely expunged from the accused student's record.

Disciplinary Action

Violations will follow the McCord School discipline plan. Non-physical provocation or verbal abuse is never an excuse for physical violence. Striking another individual will result in an immediate suspension up to the remainder of the semester, or expulsion in cases of severe physical harm. Corrective disciplinary options include, but are not limited to:

1. Student/Parent conferences
2. In-school suspension or detention
3. Behavioral contracts or referral to a counselor
4. Loss of school privileges or seat/classroom reassignments
5. Financial restitution or campus-site service for damaged property
6. Immediate involvement of local law enforcement
7. Removal from extracurricular activities, field trips, class parties, and graduation ceremonies.

is it
BULLYING?

When someone says or does something
unintentionally hurtful
and they do it once, that's
RUDE.

When someone says or does something
intentionally hurtful
and they do it once, that's
MEAN.

When someone says or does something
intentionally hurtful and they *keep doing it*-
even when you tell them to stop or show
them that you're upset—that's
BULLYING.

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room: _____

Student(s) Initiating Bullying/Harassment:

Name: _____ Grade: _____ Class: _____

Name: _____ Grade: _____ Class: _____

Student(s) Affected:

Name: _____ Grade: _____ Class: _____

Name: _____ Grade: _____ Class: _____

Type of Harassment:

Racial: _____ Sexual _____ Religious _____

Other: _____

Check all spaces below that apply.

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Name Calling | <input type="checkbox"/> Stalking | <input type="checkbox"/> Staring/Leering |
| <input type="checkbox"/> Inappropriate Gestures | <input type="checkbox"/> Writing | <input type="checkbox"/> Threatening |
| <input type="checkbox"/> Taunting/Ridiculing | <input type="checkbox"/> Spitting | <input type="checkbox"/> Pushing/Shoving |
| <input type="checkbox"/> Inappropriate Touch | <input type="checkbox"/> Stealing | <input type="checkbox"/> Hitting/Kicking |
| <input type="checkbox"/> Demeaning Comments | <input type="checkbox"/> Intimidation | <input type="checkbox"/> Flashing a Weapon |
| <input type="checkbox"/> Damage to property | <input type="checkbox"/> 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 the Family Educational Rights and Privacy Act (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 Educational 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":

- The student name;
- The student's class designation (i.e. first grade, sixth grade etc);
- The student's extracurricular participation;
- The student's achievement awards of honors;
- The student's weight and height if a member of an athletic team;
- The student's photograph.

A district may designate all, some or none of this information as directory information. For students enrolling after this notice is published on *July 1st*, 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 via this handbook, he or she will have until *September 1st* 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. For students enrolling during the school year, parents or eligible students will have two (2) weeks from the date of enrollment to submit this written refusal.

Following the *September 1st* deadline, 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. No directory information will be released by the school district for the current school year prior to this date. 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 a 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 employee's position description approved by the school board;

- b. Perform a supervisory or instructional task 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 parent's or 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, but they retain 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. To 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 district's behalf to develop tests, administer student aid, or improve instruction;
 - v. To accrediting organizations 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 student's parent or student before making a disclosure under this 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 crimes. 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 of 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, or 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 the record 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 requester 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 requester 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 requester 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 prior to use.
2. Obtain written parental consent prior to administration if students are required to participate in a survey, analysis, or evaluation that reveals information concerning:
 - political affiliations
 - mental and psychological problems potentially embarrassing to the student or 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
 - Religious practices, affiliations, or beliefs of the student or student's parents
 - 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, parents 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). In compliance with state statutory guidelines, the district will provide a written response to any parent request within ten (10) days of receipt.

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 hours.

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 records 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, at which point all rights accorded to, and consent required of, parents under this policy transfer exclusively to the student.
- Parents – Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order, an adoptive parent, a foster 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 made it; or
 - c. Information contained in it has never been revealed or made available to any other person except the maker's 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 student 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 the record known, this includes the student's name, the student's parents or other family members name, the student's address, the student's social security number, a student's number, a list of personal characteristics, or any other information that would make the student's identity easily known.