

# McCord Elementary School

## Student Handbook



2022-2023

Mascot: Panther

Colors: Blue and Gold

## School Hours

Before School Care (\$1 per session) .....	7:30am – 7:45am
Breakfast.....	7:45am
First Bell .....	8:10am
Tardy Bell.....	8:15am
Dismissal.....	3:10pm
After School Care .....	3:10-5:30pm

\* Before School Care cost = \$1 per session

\*After School Care cost = \$3 per session

## Lunch & Recess Schedule

Pre-K Lunch.....	10:55am
Kindergarten Lunch.....	11:00am
1 <sup>st</sup> & 2nd Grade Lunch.....	11:20am
3 <sup>rd</sup> & 4 <sup>th</sup> Grade Lunch .....	11:40am
5 <sup>th</sup> & 6 <sup>th</sup> Grade Lunch .....	12:00pm

# WELCOME

The McCord faculty and staff are privileged to serve your children. We are committed to excellence in education knowing that all children can learn, that individuals learn in different ways, and that success in school can add to a child's feeling of self-worth. We want each child to be motivated, challenged, and successful, growing in academic ability, self confidence and respect for others.

Student attendance is crucial for success, as is a willingness and ability to follow the rules set forth in this handbook and administered by the school. The administration will enforce all rules in a reasonable manner, evaluating student progress on a regular basis.

To provide guidance, students and parents/guardians should read the handbook carefully. The handbook is available on the District website: [www.mccordschool.net](http://www.mccordschool.net) . Every effort was made to ensure accuracy, but please note that approved Board of Education policy supersedes information in this handbook.

We look forward to close working relationships and cooperation between educators and parents. If you have any questions or need anything further please contact us at 580-765-8806.

Thank you in advance for your continued support.

Sincerely,

The faculty and Staff of  
McCord Elementary School

## **Honor Code**

Every McCord Student is expected to uphold the highest standards of honor with regards to academics, activities, and other school related pursuits. Cheating, plagiarism, forgery, and other academic dishonesty are considered severe discipline problems and the student will be given a zero for that assignment or test.

## **Enrollment**

### **Enrollment Requirements**

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

1. Student's Birth Certificate
2. A copy of the student's shot records
3. Proof of residence in the school district
4. Name and address of previous school attended

### **Pre-Kindergarten/Kindergarten**

Pre-K students must be 4 years old on or before September 1<sup>st</sup> to enroll. The Pre-K program is full day.

Kindergarten students must be 5 years old on or before September 1<sup>st</sup> to enroll in kindergarten. The kindergarten program is a full day.

### **Transfer Requests**

Parents may request a transfer from their home district to McCord Public School District anytime during the school year. McCord will begin accepting transfer for the next school year starting May 1<sup>st</sup>, but the administration will not approve or deny transfers received the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfer request are for each individual child, not per family.

## **Good Standing**

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

## **Procedures for Withdrawal**

Parents moving or transferring should notify the school office twenty-four (24) hours prior to the withdrawal date of the student when possible. Transfer information such as grades, records, and immunization records will be required for entry into the receiving school. Text books, library books, and cafeteria accounts must be cleared through the office by the withdrawal date.

## **Classroom Placement**

The assignment of students to classrooms is an intricate task requiring careful planning by the school staff. The procedure used to develop elementary class lists accommodates parental input and professional judgment, with the final decision for classroom placement resting with the school.

Using a team approach, the principal meets with grade level teams to address the following criteria when placing students in instructional groups:

- Heterogeneous Groups: a mixture of academic abilities, talents, personalities and gender;
- Students with Special Needs: students who have learning disabilities, are physically handicapped, or have emotional and/or behavioral considerations will be placed with their needs in mind;
- Special Information: identified by the parent/guardian via a written request on the district request form
- Organizational Options: students will be considered for options which may exist in the building such as self-contained and team teaching

Because of the difficulty of maintaining the balance in each classroom, parent requests must be on the specified district request form. Parents may ask that their child's specific needs be addressed (i.e. weak academic area, personality type, etc.). Parents are encouraged to work with their child's teacher in order to provide the best possible learning environment for all children in the classroom. Parents are always free to follow the chain of command to resolve issues.

## Dress Code

The McCord Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have the right to free expression, that right must be balanced with the schools responsibility to provide a safe, secure, and orderly educational environment for all students.

Each parent and student should accept responsibility for the following rules set forth below. We appreciate both the authority and responsibility of the parent/guardian in the enforcement of our dress code.

**General Rules:** The following are enforced by faculty and staff at the school at all times.

1. Permitted garments shall be clean, in good condition, and shall have no holes that reveal undergarments or are above the thighs, in the groin area and/or the midsection of the pants.
2. Shirts must be buttoned and/or zipped appropriately unless worn as layered clothing such that the look complies with the dress policy.
3. Belts must be fastened.
4. Scarves, caps, hats or other similar head coverings shall not be worn to class or worn within school buildings unless prescribed by a physician, previously approved by the schools administrator for religious reasons, or approved for a special activity.
5. Sunglasses shall not be worn to class or within school buildings unless prescribed by a physician for indoor use.
6. Strapless garments are prohibited.
7. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.
8. Pants, shorts, and skirts shall be worn at the waist and should be of appropriate length.
9. Shoes shall be worn at all times.
10. House slippers are not permitted
11. Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death oriented, gang related, sexually, explicit or suggestive messages will not be allowed.
12. Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drug paraphernalia will not be allowed.
13. Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overly antisocial group or gang or anything that identifies a student as a member of an organization that professes violence or hatred toward fellow mankind will not be allowed.

Note: All students participating in approved school activities are expected to comply with required dress and personal appearance regulations. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

## School Lunch & Breakfast Programs

McCord Elementary School participates in the National School Lunch and Breakfast programs.

Parents/guardians of all students are encouraged to complete a Free/Reduced Meal Application so that our school can receive reimbursement for meals served to all students who participate. Not only does this information enable McCord to receive federal school lunch funds and donated commodities, the data will fulfill requirements of the Every Student Succeeds Act (ESSA) and provide demographics for use in future grant applications.

Students have the option of bringing their lunch or purchasing hot lunches from the cafeteria. Students and parents may purchase lunches and/or breakfast in the office before school. Student Lunch/Breakfast prices are as follows:

Student Daily Breakfast - \$1.75 (.30 reduced price, must qualify)

Student Daily Lunch - \$2.40 (.40 reduced price, must qualify)

Milk Only - 50 cents

*Note: If lunch money is lost or forgotten, a charge may only be permitted for 3 days.*

Parents are always welcome to join their children for lunch. The price for an adult lunch ticket is \$4.90.

Adult Breakfast \$2.40

It is the parent's responsibility to ensure that their child's breakfast/lunch account remains in good standing at all times during the school year. (see meal charge policy)

### Meal Charge Policy

The goal of the school breakfast and lunch program is to provide healthy meals for all students each day. By law, the district's participation in the Federal USDA Child Nutrition Program does not, however, require that students be served a meal without payment, nor is it the intent of the program to deny any student a meal. If a student purchases a meal it must be paid for and due to excessive charges, the McCord Public School District finds it necessary to establish a written policy for meal charges allowable for students.

Charging a meal is a courtesy extended to parents and students. Repetitive charges are subject to review and action by administration. Please review the following guidelines for charging meal by students:

1. Meals must be paid by the first week of each month
2. All students may be allowed to charge 3 meals.
3. After the second meal, the school district will place a phone call/or send written notification to the parent/guardian indicating:
  - a. The debt
  - b. Inability for further meals
4. After the student has reached the allowable limit, the student may be given designated menu alternative. *Sample: Cheese Sandwich, veggie sticks, fruit and milk*
5. After the students has received three alternative meals; a phone call and notification will be sent to the parent/guardian informing them of the students status and that the student will no longer be served a school lunch and will be required to bring a meal from home from that point until monies are deposited into the students lunch account again.
6. In May, all charging privileges will be cut off and parents/guardians will be sent a written request for "payment in full".
7. All charges not paid before the end of school year will be carried forward into the next school year.

## **Before and After School Care**

McCord Elementary School offers before and after school programs for those parents who are working and/or may need additional help before or after school with their child(ren). Any child on the school campus before 7:45 am and after 3:30 pm will be placed in Before/After School Care and charged accordingly.

Before a student can attend Before and After School Care they will need to have a positive balance in their account beginning September 1.

### **Before School Care**

**Time:** 7:30am – 7:45am    **Place:** McCord Gym    **Cost:** \$1.00 per child per day

The McCord student will be checked-in at the School Care Program according to the McCord Employees watch/time. Parents are encouraged to walk their child(ren) inside to the gymnasium to verify the time according to the McCord employees time that is in charge of Before and After School Care.

**\*\*Before school care will not charge for the bus students at the time of arrival from the bus that day. Parents should prepay for this each month as they will be billed at the beginning of each month.**

### **After School Care**

**Time:** 3:30pm – 5:30pm    **Place:** Cafeteria    **Cost:** \$3.00 per child per day

The McCord student will be checked in to the after school care program according to the McCord employees watch/time. Parents are required to pick up their children by 5:30pm each day or a late fee of \$25.00 may be charged for each additional (10) minutes the parent is late picking up the student.



## **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.

The McCord School Board is committed to:

1. 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.
2. Serving or selling only foods and beverages that meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
3. Providing students with healthy and nutritious foods and encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains,
4. Providing a clean, safe and pleasant setting, while providing adequate time for students to eat.
5. Providing nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
6. Providing students with the opportunity to engage in daily physical activity.
7. 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 setting as needed or requested by the teacher.
4. Students shall receive consistent nutrition messages at school.
5. Staff responsible for providing nutrition education shall have appropriate training and utilize appropriate resources for materials and training.

## **Physical Activity Goals**

1. Students will be given the opportunity for physical activity through daily recess periods. (Primary grades have 2 – 15 minute recesses & 1 – 20 minute recess at lunch. Intermediate grades have 1-fifteen minute recess & 1 – 20 minute recess at lunch)
2. All students will participate in physical education classes for a minimum of 60 minutes each week during the student contact day.
3. When possible, physical education classes will have a student/teacher ratio similar to other classes and adequate equipment will be provided for all students for maximum participation.
4. 4<sup>th</sup>-6<sup>th</sup> graders will be given the opportunity to participate in after-school basketball from November through February.
5. McCord School will encourage families and the community to use outside school facilities and provide information to the families to help them incorporate physical activity into their student's life. The school will work with the community to create an environment that is safe and supportive of student's physically active commute to and from school.

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

1. All reimbursable meals shall meet federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All meals will:
  - a. Be appealing and attractive to children
  - b. Be served in clean and pleasant setting
2. Most foods should be baked not fried. However, when fried, 100% vegetable oil is used, which is cholesterol free.
3. 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.
4. 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.
5. Encourage the consumption of fresh fruits, vegetables and whole grains; canned fruits should be in light syrup or natural juice.
6. Serve only reduced-fat (2%) milk.
7. Low fat or reduced fat cheese will be used as much as possible in recipes. The following items may not be served:
  - a. Foods of minimal nutritional value (FMNV) as defined by U.S.
  - b. Department of Agriculture regulations (see attached list)
  - c. All food and beverage items listing sugar, in any form, as the first ingredient.
  - d. All forms of candy;
8. Schools shall reduce the purchase of any products containing trans-fats. Federal labeling of trans-fats on all food products is required by January 1, 2006.

## **Food During After-School Program**

To encourage consistency in learning as an example to students, all items served as part of the After School Snack Program shall meet the standards as outlined within this policy.

## **Lunches Brought from Home**

To encourage consistency among students, carbonated beverages, such as soda, will not be allowed to be brought into the cafeteria. This includes diet sodas, as well as, regular pop/soda water.

## **Classroom Snacks**

McCord School will encourage the Pre-K and Kindergarten parents to provide healthy snacks when it is their turn to bring the snack for class. This will reinforce the importance of healthy choices. (A list of recommended healthy snacks will be sent home with the snack basket).

## **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 foods and beverages sold or served on school grounds (above). The school will encourage fundraising activities that promote physical activity. The Board will make available a list of ideas for acceptable fundraising activities.

## **Rewards**

It is recommended that the school attempt not to use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold or served on school grounds (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

## **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 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 the students.

## **Birthdays**

Party invitations may only be distributed at school if an invitation is given to every child in the classroom. All students' birthdays are recognized at Rise and Shine each month. Parents may send a special snack for their child's classroom on the student's birthday. Because our focus is on academic learning time, the snack should not take longer to distribute and eat than a normal snack day. Goodie bags and balloons should not be brought to school for birthday celebrations.

Flowers, balloons and other gifts will not be delivered to students' classrooms due to the disruption that occurs. Students may pick them up in the office at the end of the day. Balloons that require more space than can be held down in a child's lap, so as not to obstruct the driver's rear view, are not permitted on buses. If at all possible, flowers and balloons should be sent to the child's home.

## **Field Trips**

It is the goal of McCord Elementary School to provide each grade level with a unique educational experience. To help facilitate that 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 children 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 parents 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 when there is ample room available.

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

1. 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)
2. Students will have at least 20 minutes (from the time the student is seated) 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 tray too quickly to have more recess time.)
3. Staff is encouraged to limit using recess as a time for students to make-up work or as a time to administer discipline
4. Students should be allowed to keep bottled water at their desks to encourage water consumption.
5. 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
6. 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.

## **Health & Well-Being**

### **Immunizations**

Certification of immunization against diphtheria, whooping cough, measles, rubella, and polio is required for all children entering school. Additional Hepatitis B, Hepatitis A, Varicella immunizations are required for Pre-Kindergarten through 6<sup>th</sup> grade. Students transferring in or out of the district or state at any grade level, Kindergarten through 6<sup>th</sup> grade must also provide certification of test and immunizations.

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

- Five (5) doses of DTP
- Four (4) doses of the Polio Vaccine
- Two (2) doses of the measles vaccine (MMR)
- Three (3) doses of Hepatitis B 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 DTP
- 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". Only medication that has been prescribed for a student by physician/dentist will be administered by school personnel. 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. Non-prescription medicines must be in the original container and accompanied by instructions for administration at school. 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.
3. 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. 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.
4. 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

Only the following personnel shall be authorized to administer medicine at the school: school principal or school employees who have been designated in writing by the school as authorized to administer medicine. All prescription/non-prescription medication shall be properly stored and kept in a central location that can be secured. The school shall 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.

### **Students Illness/Fever during School Day**

Teachers will use their judgment on sending students to the office if they have the following symptoms: temperature, headaches, severe pain, or emotional distress. The home room teacher will be notified and the parents or guardian will be contacted. In order to protect all children, parents are requested to not bring a child who appears ill.

### **Health Services**

Designated personnel will provide health services. They shall perform all first aid and emergency care in accordance with the McCord health guidelines. In the event of a serious injury to a student, the family or guardian shall be notified as soon as possible. The parents shall decide what physician shall treat their child, and whether to pick up the child at school or wait until after school hours to treat them. If deemed necessary, the school shall provide personnel to accompany the child if the parent requests an ambulance service and wishes to meet the child at the hospital. If the parent can't be reached and if the accident is serious "911" will be called by school district personnel.

### **Health Screening**

Good vision is essential to your child's learning. All students (PK-6<sup>th</sup>) will be screened annually. If you do not want your student screened, you must notify McCord School in writing.

A hearing screening may be offered to all students in Pre-Kindergarten through 3rd grade and 6th grades by a certified Speech-Language Pathologist.

Dental screening may be offered to students on an annual basis by dental professionals to address dental concerns. If you do not want your student screened, you must notify McCord School in writing.

All health problems detected by screening or testing are referred to the parent for further professional evaluation and treatment, if necessary. A return report to the school is requested.

## 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 reentering school

Hepatitis	Scarlet Fever	Ringworm
Measles	Scarlatina	Pertussis (whooping cough)
Rubella	Conjunctivitis (pink eye)	*Head Lice
Strep Throat	Impetigo	Influenza
Skin Infections	Ringworm	Scabies
Mumps	Mononucleosis	Fever of >100

\*Head lice must be treated. The student shall be checked for a clear head upon returning by the school personnel. Hair shall be free from any lye before the student will be readmitted. The student will also be rechecked periodically for the possibility of re-infestation. Parent/Guardian must submit the used treatment container to the school after treatment.

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 in a confidential file and will be on a need to know basis with school faculty and staff. Notification of any serious medical condition must be updated annually by the student's parent/guardian.

## Technology

### Cell Phones

Students may possess a cell phone while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent / guardian, and the superintendent or the superintendent's designee.

Use of cell phones must fall within these guidelines:

1. Student cell phones must be turned off and put away upon entering the school building, or upon the direction of school personnel or security.
2. Use of student phones will not be allowed during cafeteria or recess times.
3. Considerable leniency for cell phone use will be allowed in emergency situations, however, cell phone use should not interfere with the student's ability to follow directions or adhere to safety advisement from school personnel.
4. Teachers have the authority to allow phone usage in their respective classrooms for educational purposes only.
5. School electrical outlets will not be used as charging stations for students cell phones
6. Cell phone cameras and audio recorders may only be used for specific educational benefit and only with prior permission of the teacher or administrator.
7. Students who choose to bring cell phones to school do so at their own risk. The school **DOES NOT** assume liability for lost or stolen phones.

Student use of cell phones is a privilege not a right. Failure to adhere to established guidelines may result in the following consequences:

First Offense:

- Verbal warning – Student turn off phone in presence of teacher and allowed to put away

Second Offense:

- Phone is taken away and sent to office
- Parent will be notified
- Phone may be picked up at the end of the day

Third Offense:

- Phone is taken away and sent to office
- Parent will be notified
- Phone may be picked up at the end of the day
- Student may be placed in ISS

Four or more Offenses:

- Phone is taken away and sent to the office
- Student may no longer bring any device to school
- Parent will be notified and a conference will be held
- Student may be placed in ISS for a minimum of 3 days
- Student may be suspended.

## **Internet Policy**

McCord Elementary School offers its students and employees access to network resources that include, but not limited to:

- Network storage for files and communication;
- Email accounts for communication between district employees, patrons, and when applicable, students;
- Internet access for research and presentation;
- Software programs for instructional purposes
- Availability of hardware to access network resources

While these resources provide the district with a means to communicate and inform in an efficient manner, the opportunity exists for abuse. All individuals, student or other, who seek access to the Districts network technology resources must read and agree to comply with the internet usage policy and should have no expectation of privacy.



## **Student Information**

### **Change of address and/or telephone**

Any change of residential address, home, work, and cell phone numbers must be reported immediately to the school office by the parent/guardian.

### **Emergency Information**

All students must have current emergency information on file. This is vital information which will be used in case of illness or injury at school.

### **School Property, Textbooks, and Library Books**

Students are responsible for books and supplies that belong to McCord Elementary School. Every effort must be made not to damage books and materials. If books are lost or damaged, the parent/guardian is responsible for the cost of the new book or piece of equipment that is damaged while in the student's possession.

### **Lost and Found**

Lost and found items will be turned in to the office and placed in a designated area. Articles not claimed will be washed, placed in the community bin, and used by other students as needed. Please label all items of clothing and lunch containers brought to school to help identify articles that may be found on school grounds. This will allow us to promptly return items to their rightful owner.

## **Expectations of Parents**

### **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 children in developing good habits of behavior;
- Speak positively about the school and education in front of your children;
- Assist your children in coming to school well groomed and appropriately dressed according to the school dress code;
- Notify the school promptly if your children are absent or tardy;
- If a child is to be dismissed in a way other than the routine procedure, please call the office before 3:00pm that day or send a written note with your child to school;
- Provide necessary school supplies for your child(ren) to be able to perform their class work;
- Discuss daily work assignments and report cards with your children in a constructive manner;
- Keep in close contact with the school to ensure good communication throughout the school year;
- Attend parent conferences and as many school activities as possible; this shows support for your children and McCord Elementary School.

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

Parents are encouraged to be actively involved in their child's education and supporting the PTM both financially and with volunteered time is a great way to be involved. PTM sponsors events and activities such as Red Ribbon Week, Teacher Appreciation Week, playground equipment, snacks during testing week, classroom supplies, Field Day and more. PTM meetings and family events are held throughout the year. Watch the school newsletter and marquee for events and dates.

## **School Visitors**

Parents are always welcome and encouraged to visit and acquire a better understanding of our school programs. All visitors must report to the office to check in **immediately** upon entering the school ground, and are required to wear the "Visitor Badge". The procedure is used to protect each and every student during the school day.

## **24/7 Tobacco Free/Smoke Free Environment**

Smoking, distribution, and use of tobacco products in any form, as well as the use of simulated tobacco products and/or "vaping", are prohibited on school property. This includes school premises and school owned vehicles. It is specifically directed that this ban on the use of tobacco products be in effect 24 hours a day, seven days a week, and will apply to students, employees, visitors, and anyone providing service to the school.

## **Legal Custody**

A parent or guardian who has legal custody of a child and does not wish the other parent (or parents) or other persons to have access to the child should present the proper legal documents to the principal to establish custody rights. State laws will apply. All parents, custodial and non custodial, have a right to view student records unless the proper legal documents have been presented to the principal prohibiting such action.

## **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 if possible.

## **Transportation**

### **Parent Drop-Off/Pick-Up**

In general, parents should use the south side or circle drive between the hours 7:30am to 8:00am in the morning and 3:10pm – 3:30pm each afternoon. To ensure safety, parents or the designated person will need to remain in the vehicle. Do not leave your car if you are in the circle pick up.

Walk-up parents may pick up students on the west end of the north building. Do not enter the building. Walkers should use the crosswalks and avoid running between cars. PreK and Kdg are picked up in the Northwest parking circle near the cafeteria.

### **Bus Transportation**

Although it is the parent's responsibility to get their children to school, McCord does provide bus transportation for eligible students to and from school during regular school days from designated bus stop areas.

Students eligible for bus transportation are those living 1.5 miles from the school. Those students living closer will be added as room is available. Any student riding home with another student **must** have a note from his or her parent before they will be allowed to enter the bus.

In the event that there is severe weather in the area, buses will not run until the weather is permissible for the safety of our students.

### **Bus Conduct**

Students are prohibited from behavior including the following, but not limited to:

1. Spitting
2. Making excessive noise
3. Horseplay/mischief
4. Eating/drinking/littering the bus
5. Leaving seat/standing without permission from the driver
6. Profanity, verbal abuse, harassment, obscene gestures
7. False identification
8. Riding unassigned bus
9. Hanging out of the windows
10. Throwing or shooting of any object;
11. Vandalism to the bus
12. Unauthorized entering or leaving the bus through the emergency door
13. Disobedience to the driver

### **Bicycles**

Students may ride their bicycles to and from school. Upon arriving on the school grounds, the bicycles are to be walked to the bike rack. After school, the bicycles are to be walked off school grounds before the students get on them for their own safety and the safety of others after school.

## **Attendance**

Oklahoma State law requires school officials to keep attendance records and report excessive absences to the District Attorney's office. Students must be in attendance a minimum of ninety percent (90%) of the time during any grading period. Family vacations are not exempted and such absences will count toward the maximum absences allowed within the semester. Each student will be allowed up to 10% of the total school days for absences per semester. For example, if there are 80 days in a semester, a student may miss 8 days. An absence is an absence – excused does not remove the day from the number allowed. Excessive absences, early departures, or late arrivals may result in a conference with the administration or referral to DHS or the Osage County Truancy Board.

Students will be dropped from enrollment after ten consecutive days of unexcused absence.

### **Neglect or Refusal to Compel Child to Attend School: the Compulsory Education Act**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is 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.

The Osage County Truancy Court meets monthly in Pawhuska. If a child has 10% or more days of absence for a specific period (excused or unexcused), the school administration and/or school resource officer, or sheriff's department may decide to refer the parent/guardian to the Truancy court or to the McCord Attendance Panel. If attendance is not improved, further steps could be another referral or the court may file charges against a parent if there is a history or pattern of the parent not getting the child to school. There may be a history over semesters, years, or even multiple children. The first offence for violation of the Compulsory Education Act is a misdemeanor with a fine of up to \$25 and up to five days in jail. The Department of Human Services may be notified if there are excessive absences.

### **Unexcused Absences**

An absence is considered unexcused when the office is not contacted in advance or on the day the students will be absent, or the absence does not meet the criteria set by the board.

### **Excused Absences**

Absences must be confirmed by a parent contacting the appropriate attendance office on the day of the absence. Unconfirmed absences will be considered a truancy and will be handled with discipline by the principal and/or Osage County Truancy Board, if necessary. Criteria for excused absences:

- Any medical treatment that is substantiated by a physician's written statements. (The physician's statement must be submitted to the school the next day upon the students return and is subject to verification by a school official)

- Forty eight hours to treat and clear head lice with appropriate documentation upon return to school if necessary
- Any event that is approved as a school activity
- A court subpoena
- Religious holidays or activities
- Bereavement (documentation my need to be presented)

## **Tardiness**

Students must be in the classroom when the tardy bell has stopped ringing or he/she will be counted tardy. All tardies are counted unless the student has a pass from a teacher or school administrator. Records of tardies will be kept by each teacher. The tardy bell rings at 8:15am.

## **Early/Late Arrivals and Early Dismissals**

Children entering after the beginning of school must report to the office before going to class. Parents are asked to send a note explaining why their student is late. Excessive tardies or early releases may result in disciplinary action being taken.

It is recommended that parents leave their child at school all day; however, if you must check your child out early, he/she should bring a written note to their teacher stating the time and reason for leaving. Parents must sign out their child in the office. The school is permitted to release a student only to a legal parent or guardian or person designated by the legal parent or guardian. Office staff has the right to ask for ID's. Excessive early departures or late arrivals may result in a conference with the administration or referral to DHS or the Osage County Truancy Board.

Please understand that **students are expected to be at school on time and at school from beginning to end of the school day. Early checkout should be avoided except in extenuating circumstances.**

Students arriving early but who are found in the hall will be walked to the gym and checked-in at Before School Care. Parents will be expected to pay for the days when their child(ren) is repeatedly found in the hall or outside the school and sent to Before School Care. This is also for your child's safety. Any student that comes to the gym before 8:00am will be checked into Before and After School Care even if their parent is in the building.

## **Truancy**

A student is truant if he/she leaves the school without checking out or if he/she fails to report to school or class. Disciplinary action will be taken in the event of student truancy.

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

Vacations scheduled during the school year are not exempt from the attendance policy, so vacation absences do count under the 10% absence guideline. Parents/guardians should notify the school in advance so arrangements can be made regarding make up work.

## **Extracurricular Participant: Attendance**

The Oklahoma Secondary Schools Activity Association (OSSAA) is the governing body for secondary sports, and McCord Elementary follows their guidelines for our elementary eligibility. OSSAA Rule 2 states that a student who has not attended classes 90% of the time for the semester in a school district becomes ineligible.

## **Grading**

### **Report Cards**

All elementary grades shall be averaged at the close of each nine week period and justified on the basis of performance of each student. Report cards will be issued following the end of each quarter.

### **Grades**

At least one grade per week in each subject should be recorded. All assigned work will be evaluated and considered in the total assessment of the students work for his/her grade. Papers chosen from work representative of the student's general ability may be kept to justify grades recorded.

### **Grading Scale**

<b>90-100</b>	<b>A</b>
<b>80-89</b>	<b>B</b>
<b>70-79</b>	<b>C</b>
<b>60-69</b>	<b>D</b>
<b>0-59</b>	<b>F</b>

## **Homework**

Homework is a regular part of the curriculum in all grades. Homework may result from work not completed within the allotted time in class, incomplete work, work missed as the result of an absence or as reinforcement for concepts introduced in class. It is the student's responsibility to complete their homework to the best of their ability and return it to the classroom teacher by the due date. All students are required to do nightly reading in addition to their regular homework.

## **Extra Credit Work**

Extra credit work is for enrichment purposes, and not in lieu of regularly assigned class work. Work done for credit must be directly related to the curriculum.

## **Make-up Work**

Make up work for absences which meet the attendance criteria will be considered for full credit. The number of days allowed to make up missed assignments shall equal at least the number of days absent.

## **Cheating and Plagiarism**

Cheating/Plagiarism will be considered the act or intent of gaining or giving knowledge or information for an assignment or test answer by fraudulent means. The penalty will be zero for the assignment or test.

## **Principal Honor Roll**

In order for a student to qualify for the principal's honor roll as student's report card must have all A's for the nine weeks. It is our hope that this will encourage good grades from all students.

## **Extracurricular Participant: Grades**

The Oklahoma Secondary Schools Activity Association (OSSAA) is the governing body for secondary sports, and McCord Elementary follows their guidelines for grades. Rule 3 Section 2b states that a student must be passing in all subjects he/she is enrolled in during a semester.

## **Referrals for Special Education Services**

Parents and/or teachers may refer students to be evaluated for Special Education Services. If you would like to discuss this process please contact your child's teacher and/or school counselor to set up an appointment.

## **Behavior Expectations**

### **Classroom Expectations**

The following are standards of behavior for McCord Elementary School which were set by the Board, Faculty, and Staff. We believe that appropriate behavior is essential for a satisfactory learning environment; therefore, students will be expected to do the following but not limited to:

1. Attend class daily;
2. Be on time for class;
3. Accept the teachers right to teach and the students right to learn;
4. Bring required materials to class each day;
5. Be attentive and participate in the learning process daily;

6. Complete all assignments as required by the teacher;
7. Accept responsibility for their actions;
8. Be courteous and considerate towards others;
9. Do his/her own work on tests, homework, and class work;
10. Have class work completed on time;
11. Maintain self control, in class, in the cafeteria, on the bus, and/or at school sponsored or authorized activities;
12. Respect school property and the property of others;
13. Dress appropriately;
14. Refrain from using inappropriate or offensive language;
15. Be honest
16. Refrain from committing any form of harassment which includes sexual harassment, hazing or bullying
- 17. Absolutely no fighting**
18. Possessing or chewing gum is not allowed;
19. No food or drink is permitted outside the classroom unless teacher's approval is given
20. Follow **ALL** rules and/or procedures established by the district, school, and teachers.

## Playground Behavior

1. Good behavior is expected at all times on the playground.
2. Students need to stay on the playground unless they have permission to be out of bounds. Stay off the rock driveway.
3. Use appropriate language at school.
- 4. Absolutely no fighting-this includes "play" fighting and wrestling. (KEEP HANDS AND FEET TO YOURSELF)**
5. Students need to keep off the fence, soccer nets, and basketball hoops.
6. Do not walk or stand on benches and picnic tables-use the benches to sit on.
7. Any games including: baseballs, bats, radios, stereos, CD players, cell phone, and electronic games belong at home.
8. All students need to be outside at recess or in the library with a teacher if you have permission.
9. If a child has a problem or is hurt, they are to notify the teacher on duty. If a student is hurt they will be sent to the office.
10. Patrol should help the teacher keep students safe. Not to discipline.
- 11. DO NOT THROW** sand, rocks sticks, acorns, wood chips, or any item that could harm another student.
12. Students need to keep bodies below the top monkey bar. Use your feet swinging, NOT chicken fighting. Do not swing over mud or water.
13. Use the slides properly, ONE person at the top and going down. Lines form on the ground.
14. Use giant slide with care-No pushing, Hold on tight, and DON'T let go while swinging.
15. BIG TOY-No tag! Do not run up the slide or jump off.



16. Swing straight, sitting, NOT sideways or crooked. No running between, or in and out of swings and NO pushing. DO NOT swing over mud or water.
17. Do not hang on soccer goals. They tip over. Soccer ball are not to be kicked over softball backstop.
18. FOOTBALL-No tackling, catch only.
19. VOLLEYBALL-Balls should go over the net, do not hang on the net.
20. TETHERBALL-First person in line referees." If in doubt, they go out."If they have roped or have, they go to the end of the line.
21. When recess bell rings, stop playing and line up to come into the building.
22. Walking paths are for students to WALK. Walkers have the right away. Running will get your or others hurt. Go only one way. If the weather has been messy students must stay on path.
23. Students must mind patrols or will be sent to the teacher on duty.

## **Cafeteria Behavior**

Students should follow behavior including the following but not limited to:

1. Sit at assigned tables
2. Listen without talking while in line
3. Quietly talking at tables is allowed
4. Eat your food only. No sharing or trading
5. Demonstrate table manners

## **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.

## **Items Prohibited at School**

Some items are considered dangerous and strictly prohibited from school. Possession, sale, transmission and/or use of these items will result in disciplinary actions. These items include but are not limited to:

1. Firecrackers
2. Matches, lighters
3. Knives, brass knuckles, nun chucks, Chinese stars or other sharp objects
4. Firearms, including targets, look alike replicas, stun guns, BB guns, etc.
5. Explosive devices
6. Mace, tear gas, pepper spray etc.
7. Electronic games
8. Radio, CD, or MP3 players
9. Toy guns or weapons
10. Water guns
11. Roller skates, roller blades, skate shoes
12. Candy or gum
13. Dice, playing cards, or other gambling paraphernalia

Note: The principal may prohibit any additional items which are disruptive or hazardous to the students or staff learning environment.

## **Student Searches**

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property. The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, or for missing or stolen property if said property can be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witness by at least one other authorized person, said person to be of the same sex is practicable. 70 O.S. Section 24-102 (First paragraph of the statute).

## **Discipline Policy**

The Board of Education believes that the school's primary goal is education, not discipline. However, when the behavior of an individual interferes with the rights of others, correction action may be necessary. A student suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Behaviors not included in the following schedule may warrant appropriate disciplinary measures. FO-R1.

Infractions:

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Bus/playground misconduct
5. Negligence in completing classwork
6. Leaving school without permission
7. Truancy
8. Tobacco/vaping products on school grounds
9. Drugs or alcohol possession
10. Gambling
11. Theft
12. Assault-physical or verbal
13. Fighting
14. Destruction of property / vandalism
15. Threats/harassment
16. Extortion
17. Refusal to obey school officials
18. Possession of weapons or other items with the potential to cause harm.

## Forms of Discipline

1. **Parent Conference** – a short meeting or conference between the parents and teachers of students to discuss children's progress at school and find solutions to academic or behavioral problems.
2. **Removal from the classroom** – The student will be asked to leave the classroom and do their work in the school office and/or other designated areas.
3. **Corporal Punishment (Paddling)** – a form of physical punishment for the purpose of disciplining or reforming a wrongdoer, or to deter attitudes or behavior deemed unacceptable.
4. **In-School Detention (ISD)** – requires the student to go to a designated area of the school during a specified time during the school day (typically during recess and/or lunch)
5. **After-School Detention** - requires the student to report to the principal's office after dismissal for the day. The parent/guardian is required to arrange for pick-up at the pre-determined time.
6. **In-School Suspension (ISS)** – requires the students to report to school as usual but reports to the principal's office all day.
7. **Suspension from school** – temporary exclusion from attending school
8. **Expulsion from school** – the most serious form of disciplinary action that can be taken in which the student is asked to leave school for the remainder of the semester and/or school year.
9. **Other** forms as may be considered appropriate by the administration.

## **Suspension of Students**

A student may be suspended for

- violation of policy or regulation,
- possession of alcohol,
- possession of missing or stolen property,
- possession of a dangerous weapon or controlled dangerous substance,
- any act disrupting the academic atmosphere of the school
- act which endangers or threatens fellow students, teacher, or officials
- act which damages property
- students who have assaulted or attempted to cause injury

Before a student is suspended out-of-school, the superintendent or designee shall consider alternatives, such as reassignment to another classroom or in-school detention. A student suspended out-of-school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

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

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

## **Appeal of Suspension**

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

## **Bullying/Harassment/Fighting**

It is the policy of this district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process.

This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Threatening behavior, harassment, intimidation, or bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at a student or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; The creation by which of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manners as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an

individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the person’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with schools educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited. In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-School suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student’s seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Clean or straighten items or facilities damaged by the student’s behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well removal from school dances, graduation ceremonies and/or class trips. Harassment set forth above may include, but is not limited to the following:
  - a. Verbal, physical, or written harassment or abuse;
  - b. Repeated remarks of a demeaning nature;
  - c. Implied or explicit threats concerning one’s grades, achievements, etc;
  - d. Demeaning jokes, stories, or activities directed at the student;
  - e. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective action;
5. Identification and enactment of methods to prevent reoccurrence of the harassment;

6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. 850.0 70 O.S. 24-100.2**

## **PROHIBITING HARRASSMENT, INTIMIDATION AND BULLYING (REGULATION)**

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

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

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

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

The board of education recognizes that intimidation, harassment and bullying of student’s causes serious educational and personal problems, both for the student –victim and the initiator of the intimidation, harassment, and bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district’s mission to instruct students to remain in school until graduation, and is just as disruptive of the district’s efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying toward student victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities who, as a result, are perceived by bullies as easy targets by bullying actions.
5. Substantially interferes with the districts mission to advance the social skills and social emotional well being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment or bullying; are often small for

- their age and feel vulnerable to bullying acts; and/or may result to carrying weapons to school for self protection. Passive target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
  7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

## **Definition of Terms**

### **Statutory definition of harassment, intimidation, and bullying:**

70 O.S of the School Bullying Protection Act defines the terms “harass, intimidate, or bully,” as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- a. Harm another student
- b. Damage another student’s property
- c. Place another student in reasonable fear of harm to the students person or damage to the students property; or
- d. Insult or demean any student or group of students in such a way as to disrupt or interfere with the schools educational mission or the education of any student.

The “Reasonable Person” standard in determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

### **General Display of Bullying Acts**

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics.

Bullying acts by students have been described in several different categories.

1. Physical bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would be for seen as a serious expression of harm property damage through verbal or written speech or gestures directed at the student victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts including tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
2. Emotional bullying includes the intentional infliction of harm to another's self esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
3. Social bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim student through the spreading of untrue gossip or rumors designed to humiliate or embarrass a student; the use of gossip, rumors, or humiliating acts designed to deprive the student awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposed the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
4. Sexual bullying includes doing harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling of private parts of the victims body; participation in the gossiping or spreading of false rumors about the students sexual life; written or verbal, statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victims school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully, or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment-also prohibited by McCord Public School.

## **Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students**

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

All staff will be provided with a copy of the district's prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy



is available upon request. McCord Public school is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the districts prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward peers.

## **McCord Public Schools Safe School Committee**

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that could adversely interfere with the maintenance of safe schools. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understand and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists. In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

## **Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or witness to acts of harassment, intimidation, or bullying.

## **Staff Reporting**

An important duty of the staff is to report that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendant to receive them. Staff members who hear of incidents that may constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendant or his/her designee.

**CROSS REFERENCE: Policy BDFC, Safe School Committee Prohibiting Harassment, Intimidation and Bullying Procedures (Investigation Procedures)**

The following procedures will be used by any person for the filing, processing and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

## Definitions

- **“Harassment, intimidation, and bullying”** means any gesture, written or verbal expression, electronic, communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear or harm to the students person or damage to the students property or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the educational mission or the education of the student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.
- **“Electronic communication”** means the communication of any written, verbal, or pictorial information by means including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.
- **“Threatening behavior”** means any patterns of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

## Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the principal. As much detailed information as possible should be provided to the principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the principal shall begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed, the principal/superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the principal shall follow districts policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may have community mental health care options to be provided to the student, if appropriate. This may include information about the types of support services available to the students bully, victim and any other students affected by the prohibited behavior. If such a recommendation is made the administration is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the

disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

## Zero Tolerance for harassment/Bullying/Fighting

Fighting will not be tolerated at McCord Elementary School. All of our students have the right to feel safe when they are at school. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. Any student who strikes another person on the school grounds or during a sectioned activity may be subject to suspension up the remainder of the semester or in cases of excessive violence or physical damage the student may be expelled from school.

## Consequences for Harassment/Bullying/Fighting

First offense: A conference will be held with the student and the parent. At that time the student may be assigned to in-school detention based on the severity of the offense.

Second offense: A conference will be held with the student and the parent. The student may be assigned out-of-school suspension based upon the severity of the offense.

Three or more offenses: Long term suspension – The student may be suspended for the remainder of the semester or expelled from school for the remainder of the year based on the severity of the offense



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 \_\_\_\_\_

Type of Harassment:

Alleged Racial: \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other: \_\_\_\_\_

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Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

\_\_\_\_ Name Calling

\_\_\_\_ Spitting

\_\_\_\_ Stalking

\_\_\_\_ Demeaning Comments

\_\_\_\_ Inappropriate Gesturing

\_\_\_\_ Stealing

\_\_\_\_ Staring/Leering

\_\_\_\_ Damaging Property

\_\_\_\_ Writing/Graffiti

\_\_\_\_ Shoving/Pushing

\_\_\_\_ Threatening

\_\_\_\_ Hitting/Kicking

\_\_\_\_ Taunting/Ridiculing

\_\_\_\_ Flashing a Weapon

\_\_\_\_ Inappropriate Touching

\_\_\_\_ Intimidation/Extortion

\_\_\_\_ Other \_\_\_\_\_

Describe the incident:

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Witness Present:

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Physical evidence: Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ E-mail \_\_\_\_\_ Web Sites \_\_\_\_\_ Video/Audio Tape \_\_\_\_\_

Staff: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Administration response taken: \_\_\_\_\_

## 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 the McCord Elementary School or during school sponsored activities, functions or events, or at designated school bus stops shall result in the immediate suspension of all students involved for a period of time which shall not be less than one (1) year:

Any student who aids, knowingly accompanies, assists, or participates with other students who use, display or possess a gun, weapon, destructive device capable of discharging or throwing projectiles in violation of this, shall all be subject to suspension for not less than one (1) year.

The term "gun, weapon or device capable of discharge or throwing projectiles" shall include but is not limited to:

1. Rifles
2. Pistols
3. Starter guns of any caliber
4. BB guns
5. Air pistols
6. Dart guns
7. Blow guns
8. Any device for the purpose of which is to discharge or fire bullets, shells or objects

## Illegal and Illicit Drugs and Alcohol

McCord Elementary School prohibits the possession of any type of drug paraphernalia As well as the possession, use, transmission, sale or being under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, counterfeit drugs, non-intoxicating beverage, controlled dangerous substance, uncontrolled dangerous substance, illegal steroids, any chemical or natural substance capable of producing a significant reaction in the body, including all supplements which have been banned by the FDA, or any other material specified in, but not limited to, the laws of the State of Oklahoma by any parent or student on school grounds during, immediately after school hours, on school grounds during extracurricular activities, or when the school is being used by any school group, or off of the school grounds any school sanctioned activity, function, or during transportation in school vehicles or by school personnel for any of the above activities or events.

## Gangs/Cults

It is the policy of this school that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited. **McCord Elementary School has zero tolerance for gangs/cults and their activities.** The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear or present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or displaying signals or gestures which symbolize gang membership, and causing or participating in activities intimidate or effect the attendance of another student will be subject to disciplinary actions including long term suspension.

## **Vandalism and Theft of School Property**

Every student, faculty and staff member is encouraged to cooperate in reporting to the principal any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible.

Each employee shall report to the principal every incident of theft known to him/her and if known, the names of those responsible.

The principal is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism and theft on school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charged in the event of their absence.

## **Appeals Process**

Procedures to be followed toward resolution of issues are explained below. Persons wishing to file an appeal or formal complaint for a Student Suspension will be given a copy of this policy by the principal or designee.

### **Step One:**

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

### **Step Two:**

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

### **Step Three:**

In the event the matter is not resolved in Step Two, the complainant may file a written appeal of the Board of Education. This appeal, directed to the Clerk of the Board, must be in writing and must be accompanied by any and all supporting documentation. The board will consider the matter at the next regularly scheduled meeting, provided the appeal is received by the Clerk of the Board in time to place it on the agenda. This meeting will be held in either open session or executive session in accordance with the provisions contained in the Open Meeting Act of the State of Oklahoma and the Family Education Rights and Privacy Act (FERPA). Within five (5) working days after the Board Meeting, the superintendent will communicate the Board's decision in writing, with supporting information, to all parties involved. The Board shall not act on complaints that have not been explored at the appropriate administrative level and completed the appeals procedure appropriately.

## **School Safety Management and Procedures**

McCord Elementary school has emergency procedure guidelines that are approved by the Board of Education and posted in each classroom. These procedures are outlined and to be followed during emergency situations which include but are not limited to:

### **Drills**

#### **Fire**

1. Each building has its own fire alarm and procedure;
2. Students will know and use the proper exit from the building;
3. Students will evacuate the building immediately;
4. Students will not take time to take any articles, books, coats, etc with them;
5. Students will move away from the building and remain outside until they receive other instructions;
6. Teachers will see that students leave the rooms as quickly as possible in an orderly manner with no running or shoving;
7. Teachers will take their class roster with them and call roll when clear of danger;
8. Students must follow procedures without talking so instruction can be heard;

#### **Tornado/Disaster**

1. Each building has a signal and procedure;
2. Students will take cover in designated area;
3. Students should kneel or crouch on their knees and elbows with their head between knees and their hands clasped over the back of their head;
4. Students must follow procedures without talking so instructions can be heard

For safety reasons, parents are encouraged **NOT** to come to school to pick up children in the event of a tornado warning during school hours.

## **Lockdown**

Each building has their own lockdown procedures. Lockdown procedures will be tested at least two times per school year.

## **Inclement Weather**

Weather often dictates changes in our school schedule or the closing of school in order to ensure the safety of our students. Inconvenience to parents, teachers, and students may be the price but it is necessary to sacrifice for the safety of operation of our school. Every effort is made to keep normal schedules, and any change would only occur because of unusual circumstances.

There may be times when school will be dismissed because of weather conditions. This decision will be made at the earliest possible time, and you will be notified accordingly.

## **School Cancellations & Delays**

There is always a possibility that inclement weather may hinder transportation services. Parents should remind students that buses may run late on days when there is rain, snow, or ice. School will not be dismissed early due to weather conditions that arise during the school day unless the severity of conditions warrant that action.

Road Conditions on bus routes are the determining factor used to decide if school will be in session. Bus routes throughout the school district are checked in the early evening and early morning when necessary.

Other conditions may result in school cancellation, such as loss of services or a plumbing leak.

Additional information regarding notifications of school cancellation will be distributed through local radio and television stations.

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

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

### **Definitions**

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



- Student – Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.
- Eligible Student – A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependant of the parent for federal tax purposes.
- Parents – Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order, an adopted parent, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- Education Records – Any item of information or record (in handwriting print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:
  1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
    - a. It was made as a personal aid;
    - b. It is in the sole possession of the individual who make it; or
    - c. Information contained in it has never been revealed or made available to any other person except the makers temporary substitute;
  2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
  3. Alumni records that relate to the students after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.
- **Personal Identifier** – Any data or information that makes the subject of a record known, this includes the students name, the student parents or other family members name, the students address, the students social security number, a student's number, a list of personal characteristics, or any other information that would make the student's identity known.

## Annual Notification

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year. 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 the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of the policy and the locations where copies may be obtained. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

## **Statement of Rights**

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

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

## **Education Records**

### **Types-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. See the schedule of fees for copies below. 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 or the eligible 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. 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. 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.

## **Directory Information**

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

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

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

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

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

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

## **Use of Student Education Records**

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

1. A person duly elected to the student board;
2. A person certified by the state and appointed by the school board to an administrative, supervisory or instructional position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute;
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a school board attorney or auditor, for the period of his or her performance as an employee or contractor. School officials who meet the criteria listed above will have access to a student's records if they have legitimate educational interest in doing so. A "legitimate educational interest" is the persons need to know in order to:
  - a. Perform an administrative task required in the school employees position description approved by the school board;
  - b. Perform a supervisory or instructional task required related to the student's education;
  - c. Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid. The school district will only release information from, or permit access to a student's education record with a parents eligible student's prior written consent, except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:
    1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student has a right to obtain copies of records transferred under this provision);
    2. 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;
    3. The parties who provide or may provide financial aid to a student to:
      - a. Establish the student's eligibility for the aid
      - b. Determine the amount of financial aid

- c. Establish the conditions for the receipt of the financial aid
  - d. Enforce the agreement between the provider and the receiver of financial aid
- 4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school districts behalf to develop tests, administer student aid, or improve instruction;
- 5. To accrediting organization to carry out their accrediting functions;
- 6. To comply with judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the students parent or student before making a disclosure under the provision);
- 7. In response to an ex parte order of the attorney general of the United States or his/her designee in connection with the investigation prosecution of terrorism crime. The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:
  - a. He or she deems it is warranted by the seriousness of the threat to the health and safety of the student or other persons;
  - b. The information is necessary and needed to meet the emergency;
  - c. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
  - d. 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 students parent or the eligible student gives prior written consent must include at least:
    - i. A specification to the records to be released;
    - ii. The reasons for the disclosure;
    - iii. The person, organization, or the class or organizations to whom the disclosure is to be made;
    - iv. The parent's or eligible student's signature;
    - v. 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 to any third parties except its own officials, unless those parties agree that the information will not be disclosed without the parent's or eligible student's prior written consent.

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

The school district will maintain an accurate record of all requests for it to disclose information from to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent

of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported education programs. The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made. The district will maintain this record as long as it maintains the student's education record. The record will not include:
  - a. Requests for access or access granted to the parent of the student or to an eligible student;
  - b. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
  - c. Requests for, or disclosures of, information contained in the student's record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
  - d. Requests for, or disclosure of records designated for that student;
  - e. Requests for, or disclosure of information contained in the student's records if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

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

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

### **First Level Decision**

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

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change and;
3. Follow the procedure for a second level decision

## Second Level Decision

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

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

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

## Third Level Decision

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

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

## Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requestor when and where the district will hold the hearing and who it has designated as the training officer. At the

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

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

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

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

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

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



## **Parent Bill of Rights**

This district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. (25 O.S. Section 2001).

## **Asbestos Statement**

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at your child's school during normal working hour

