WELCOME
TO YOUR Choctaw/Nicoma Park Elementary School. This pupil-parent-style handbook has been prepared to provide parents, children and teachers with information concerning the operation of your school. It represents an effort to answer some of the questions that parents ask when their child starts to school for the first time or enters a new system.

The maintenance of a wholesome, stimulating environment for well-rounded growth of children is a major responsibility of the home and school. When parents, teachers and children work together the results are unbeatable.

The staff joins me in expressing our sincere interest in each child. We trust that we can count on you as a cooperative, interested and enthusiastic partner in the education of your children.

You are always welcome in the classroom and in the office of your school. My door is open to you, at any time, should you have questions concerning the operation of the overall school program.

Principal

SITE TELEPHONE NUMBERS

Choctaw Elementary School..........................390-2225
James Griffith Intermediate School..........................390-2153
Indian Meridian Elementary School..........................390-8585
L.W. Westfall Elementary School..........................769-3078
Nicoma Park Elementary School..........................769-2445
Nicoma Park Intermediate School..........................769-4693

It is the policy of the Choctaw/Nicoma Park School to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of this policy may be referred to the Assistant Superintendent for Personnel and Operations, Compliance Coordinator, Choctaw/Nicoma Park Public Schools, 12880 N.E. 10th Street, Choctaw, Oklahoma 73020. Telephone (405) 769-9882.

ELEMENTARY GUIDELINES

I. ATTENDANCE

Regular attendance is of tremendous value to the child as well as to the school. Regular attendance stimulates interest in work and prevents discouragement that comes from being behind in class. A student out of school one day really loses two days of work because he/she comes to school unprepared for the day following the absence.

A. ATTENDANCE POLICY

A student in grades Pre-K-5th must attend school at least 80% of the time each nine weeks in order to receive passing grades. Students arriving at school after 10:00 a.m. or leaving prior to 2:00 p.m. will be counted absent one half day.

If a parent or guardian feels there are extenuating circumstances that warrant special consideration, he/she may request a review. The review shall be heard by a committee of three staff members appointed by the site principal. The parent or guardian must agree to be in attendance at the
conference scheduled by the committee. The decision of the committee shall be submitted to the site principal for final review and decision.

It is the responsibility of the parent to notify the school when their child is absent and to be aware of the number of absences the student has. It is the responsibility of the classroom teacher to make every reasonable effort to notify the parent before a failure caused by excessive absenteeism is enacted.

B. EXCUSED PERMISSION TO LEAVE SCHOOL

Children will not be excused from school during school hours without the parent request or contact. When this circumstance prevails, parents are asked to send a written note to the school requesting the early dismissal and/or signing the child out of the school office. The office grants permission to release the student to the parent. ONLY when the school office has granted permission will a teacher permit a student to leave his/her supervision. Please contact the school if someone other than a parent is to pick up your child or if there is a change in the normal pick-up procedure.

C. TARDIES/EARLY DISMISSALS

Students entering school after 8:35 a.m. must be signed in by parent in the school office before going to class. Students that need to leave early, should be checked out through the office.

II. SCHOOL ARRIVAL AND DISMISSAL

Classes begin at 8:35 a.m. Children should arrive at school no earlier than 8:10 a.m. School ends and dismisses at 3:30 p.m. See school for Pre-K times.

III. BICYCLE TRANSPORTATION

Parents, and not the school, must assume responsibility for instructing their children in safety practices. The school assumes no responsibility for safety or safe-guarding. We suggest as a safety precaution that a lock be used on the bicycle, and it be registered with the local police department.

IV. COLLECTION OF MONEY

Money being sent to school should be enclosed in an envelope with the name, amount, purpose, and teacher’s name written on the outside for each separate item. Money should be in correct change, whenever possible. All money brought to school will be the responsibility of parents and students.

V. CONFERENCES

Teacher-parent conferences are designed to promote maximum understanding and cooperation between home and school for the benefit of the student. Parents are urged to make an appointment with the teacher at any time they feel a conference is needed. Individual conferences with the teacher should be scheduled before and after school hours or by an appointment with the teacher through the school office. Two school days are set aside each school year for conferences. Students are excused from school on these designated days.

VI. CLASS PARTIES

Parties are predetermined and sponsored by the principal, teachers, and parent groups. The Pre-K-5th grades have three parties each year and are designated at the beginning of each school year. Birthday parties are not permitted due to frequent interruption of class time. Invitations to home parties should not be passed out at school. Food items sent to school must be commercially prepared.

VII. DISCIPLINE AND BEHAVIOR

The proper control and discipline in our schools depend upon the responsibility taken by the student, his/her parents, the teacher, the principal and the combined school personnel. While under the supervision of the school, the teacher has much the same authority as the parent in restraining, correcting and controlling the child (State Law sections 125 and 670). Such discipline is administered by the principal, principal and teacher or teacher and certified employee designated by the principal. Usually, parents are aware of the necessity of such action before it becomes a reality. In all cases of disruptive behavior the penalties in each disciplinary action should always be commensurate with the problem.

Minor behavior problems may be disciplined by the following categories:

1) Make-up time other than class time.
2) Extra work that cannot be associated with regular class work.
3) Consequence is agreed upon by teacher and principal.
4) Corporal punishment.

Self-discipline is important. When an individual can be responsible, he or she can get on with the business at hand. She or he can enjoy life. The goal of our schools is to develop student self-discipline in a positive manner. This means giving the student a chance to make choices, giving him or her a time to discuss his/her actions with others, and guiding the student in solving his/her problems. Parent communication and support is an important part of good discipline. A written copy of the district's board-approved misconduct code is available in the principal's office.

**VIII. ENROLLMENT OF NEW STUDENTS**

The following five items are requirements for proper enrollment:

A. Under Oklahoma State Law, documentation for verification of birth.

B. Under Oklahoma State Law, an up-to-date Immunization record is required for enrollment. Lost health records are to be reconstructed by a private physician or the health department. There is no longer a waiting period for shots. Children who are not in compliance with Immunization laws will not be allowed to enroll.

C. Proof of residence (required annually).

D. Previous school name and address for record release form.

E. Completion of all enrollment and emergency card information. Any changes which would alter the Information on these cards, i.e., new phone numbers, etc., must be promptly reported to the school office within 24 hours.

**IX. FIELD TRIPS**

Classrooms may take field trips properly planned for their relationship to the curriculum and their excellence as an instructional means. Trips made within the immediate community not requiring bus transportation will be approved by the school principal. Trips requiring bus transportation require approval by both the principal and the transportation director. A signed parental permission slip from each student is required. Parents will be well informed of the trip and adequate supervision will be provided. Parents of students going on field trips are often called upon to aid in the supervision of the student. Due to insurance considerations, no children other than the students directly involved in the field trip may attend any such trips.

**X. HEALTH**

Emergencies, illnesses and any accident occurring on the way to, from or at school should be reported to the office as soon as possible. If an accident does occur, minimal first aid will be administered. If further treatment is needed, parents are notified. The office maintains an emergency card file which the parent completes at enrollment time for these accidents or illnesses. Any changes which would alter the Information on these cards (new phone number, emergency numbers, change of employment, address, etc.) must be promptly reported to the school office. In the event of a serious accident and parents or guardians cannot be located, the principal or designee will follow an appropriate course of action.

**XI. HOMEWORK**

Homework is used primarily as reinforcement, catch-up or unfinished classroom assignments.

**XII. CLASSWORK DUE TO SCHOOL ABSENCE**

Parents must call the school office by 10:00 a.m. in order to allow the teacher time for preparation of homework. Work may be picked up after 3:30 p.m. in the school office. It is recommended that work not be requested until your child has been absent two consecutive days. Students have two days to make up work for each day of an excused absence.

**XIII. ITEMS PROHIBITED AT SCHOOL**

A. Electronic and communication devices.

B. Weapons of any kind.

C. Tobacco, matches or lighters.
D. Alcohol, drugs and related paraphernalia.
E. Any item deemed hazardous.

XIV. TEXTBOOKS, LIBRARY BOOKS, AND SUPPLIES

There are no charges for textbooks. Fees will be assessed for lost texts and/or library books and for damage through negligence or vandalism to books or other school property. If fees have been paid for books that are later found during the current school year, the money is returned to the student. Each school requests the students bring a limited number of general supply items to school. A list of supply items recommended by grade level for the school year is made available at enrollment, on the school web site or in the school office.

XV. LOST AND FOUND

We urge you to place your child's name in his/her clothing, lunch pails, notebooks, etc. Please stress to your child the importance of making sure that he/she takes home all the articles of clothing, lunch pails, and so forth that he/she brought to school. Students and parents may check for lost items at each school's designated area. Periodically throughout the year the accumulation of unidentifiable items in the lost and found department will be disposed of.

XVI. CAFETERIA ACCOUNT

Choctaw/Nicoma Park School District offers a breakfast and a hot lunch program for all children in grades K-5th. Students may choose to bring a sack lunch and purchase milk and/or juice. Payment toward meal accounts should be made before the school day begins. Security and responsibility for money rests with the parent and child - not with the school. Parents are urged to keep track of the meal account. Cash only for extra pizza and ice cream. Meal prices are subject to change without notice.

XVII. REPORTS TO PARENTS

Report cards will be issued at the end of each nine-week period. Status reports are sent home at the end of each 5th week or whenever conclusive evidence of a student's possible failure is present. Parents are urged to make an appointment with the teacher at any time they feel a conference is needed. Parents may access grades through ParentPortal.

XVIII. VISITATION

Parents are always welcomed and encouraged to visit and get a better understanding of our school program. Oklahoma State Law requires that all parents and/or visitors check with the office before going to any classroom during the school day. Patrons wishing to make classroom visitations are requested to contact the office at least 24 hours prior to the scheduled visit. No students from other schools, brothers, sisters, or other relatives are permitted to visit school unless accompanied by an adult and prior arrangement is made through the school's office. This procedure is used to properly protect each and every child during the school day. We know that parents will feel more confident knowing that the school is taking every means to protect children from unauthorized removal, interruptions, etc. We trust and expect all parents will cooperate with this request.

XIX. DRESS CODE FOR CHOCTAW/NICOMA PARK SCHOOLS

The students' dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general good taste. Students should dress properly taking into account weather conditions. Any attire which disrupts the educational process is prohibited.

A. Shorts may be worn in grades Pre-K-5th. Proper length and style should be considered.

B. Students are not permitted to wear halter tops, bare midriffs, tube tops, muscle shirts, mesh shirts (or fishnet unless with a T-shirt underneath), backless garments, any gang-related clothing or clothing with holes or frayed areas. Skirts must be of proper length.

C. No offensive writing or suggestive slogans or logos on any article of clothing, belt buckles, or jewelry will be allowed. Logos pertaining to beer, liquor, drugs or tobacco are expressly prohibited.

D. Students must wear shoes. No cleats, roller shoes, or any shoe that limits physical activity or safety are permitted.
E. All headgear is inappropriate and is prohibited inside school buildings. The principal's discretion will judge all questionable attire worn by students.

XX. STUDENT WITHDRAWALS

Parents moving or transferring from school should notify the school office 24 hours prior to the withdrawal. Transfer information such as grades, records and immunization records will be required for entry into the new or receiving school. Textbooks, library books, and lunch tickets must be cleared through the office on the withdrawal date.

XXI. TORNADO/FIRE/INTRUDER DRILLS

The Choctaw/Nicoma Park School District has established procedures for keeping students safe. Practices are held by the classroom teacher at the beginning and throughout the school year to acquaint the students with drill rules and procedures. Parents are encouraged not to come to the school to pick up children in the event of a tornado warning during school hours. If a parent must pick up his/her children during a tornado watch or warning, the parent must come into the school office for the children. If you are transporting children other than your own, a note must be brought to the office signed by the parent. No child will be sent out of the school without the direct supervision of a parent or designated adult. Suggestion: If you intend to give a neighbor, baby-sitter, etc., blanket permission to transport your child in case of an emergency, give a note to a designated person to be held for emergency use.

XXII. BAD WEATHER INFORMATION

We hope we will not have to miss any school days because of ice or snow. On the other hand, it is wise for us to plan ahead in case we do experience a snow or ice storm. In the event school is closed due to inclement weather, radio stations KTOK, KOMA, WKY, KOFM, news channels 4, 5, 9 and 25, and the school web site will be updated.

XXIII. RESPONSIBILITIES OF BUS DRIVERS, PRINCIPALS AND PARENTS

1. School bus transportation is a privilege extended to the students of Choctaw/NP by the Board of Education. It is the parent's responsibility to supervise the child until such times as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus, he/she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

2. The school bus is considered an extension of the classroom; the children are expected to conduct themselves on the bus, in a manner consistent with established standards for classroom behavior.

3. The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the Transportation Supervisor. The Transportation Supervisor will forward the report to the building Principal's office for disciplinary action. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action deemed necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus. Privileges shall be withdrawn for five days. For a third and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.

4. It is the responsibility of the bus driver to issue a copy of The Code of Conduct to each student and to be sure each student and his/her parent(s) sign and return it to the driver.

5. It is the parent's responsibility to discuss The Code of Conduct with the child and to support the school administration.

6. The parent must assume responsibility for the behavior of the child while riding the bus. If permission to ride the bus is revoked, the parent must provide transportation to and from school for their child until such time reinstatement may be made.
D. MEDICATION

PARENT(S) MUST BRING MEDICATION IN THE ORIGINAL CONTAINER TO THE SCHOOL OFFICE. A school medication form stating information about prescribed dosage, proper storage, and correct administration of the medication must be completed and on file in the school office. All medication must be doctor prescribed and is to be kept in each school's designated area, not with the student. Note: School personnel cannot administer medication in dosages other than recommended on container without a doctor's note.

E. CHILDREN WITH HANDICAPS

The Choctaw/Nicoma Park School district would like to ensure that all handicapped children within its jurisdiction are identified, located, and evaluated. If you know of a child (3-21 years) that is possibly handicapped and has not been identified by this school district, please contact the special services office at 769-8389. The Choctaw/Nicoma Park Schools provide equal opportunities without regard to race, color, national origin, sex, age or qualified handicapped in its educational program and activities.

F. PROCEDURAL SAFEGUARDS SECTION 504

PARENT AND GUARDIAN RIGHTS

1. Right to file a grievance with the school district over an alleged violation of Section 504 regulations.
2. Right to have an evaluation that draws on information from a variety of sources.
3. Right to be informed of any proposed actions related to eligibility and plan for services.
4. Right to examine all relevant records.
5. Right to receive all information in the parent/guardian's native language and primary mode of communication.
6. Right to an impartial hearing if there is disagreement with the school district's proposed action.
7. Right to be represented by counsel in the impartial hearing process.
8. Right to appeal the impartial hearing officer's decision.

It is the policy of Choctaw/Nicoma Park Public Schools to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate education services.

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 and other federal laws and regulations, the Choctaw/Nicoma Park Public School District does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

G. NOTIFICATION OF RIGHTS UNDER FERPA

FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Choctaw/Nicoma Park Schools will keep records necessary to provide programs to meet a student's educational needs and interests. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to disclosures of personally Identifiable Information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational Interests, a school official is a person employed by the district as an administrator, a supervisor, Instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to consent to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, D.C. 20202-4605

(5) Obtain a copy of the policy adopted under the Act;

(6) A copy of the adopted Policy and Procedures for the Family Educational Rights Privacy Act (FERPA) is available at the Choctaw/Nicoma Park Board of Education and in the administration office at each school site. The school district will notify parents of students who have a primary or home language other than English on FERPA rights.
This policy is developed pursuant to the School Bullying Prevention Act, Senate Bill 992. **Threatening Behavior** is defined as any activity, which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in a reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a **way as to create a climate of hostility** and/or disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a **gesture or written, verbal or physical act**. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. Upon receipt of a report, the site administrator will investigate the incident and take appropriate action as provided in the District Student Discipline Policy.

In determining appropriate action, the site administrator will consider the following:

a. Severity of the threat or action
b. Frequency of the behavior
c. Overall discipline record
d. Age of the student
e. Reliability of the information
f. Circumstances of the threat of action

3. The site administrator will notify the parents of any student disciplined under this policy.
4. The site administrator will document the incident.
5. If the incident results in In-School-Intervention or Out-of-School Suspension, the site principal will file a report and send a copy to the superintendent or the superintendent's designee.