

Choctaw-Nicoma Park Public Schools
Elementary Handbook
2026-2027

WELCOME

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 school for the first time or enters a new system.

The maintenance of a wholesome, stimulating environment for the 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 and I join in expressing our sincere interest in each child. We trust that we can count on you as a cooperative, interested, and enthusiastic partner in your child's education. We hope you will visit your child's school and attend events. My door is open to you at any time, should you have questions concerning the operation of the overall school program.

CNP Elementary Principal

SITE TELEPHONE NUMBERS

Choctaw Elementary School	405-390-2225
CNP Heartland Elementary School	405-390-6391
Griffith Meridian Elementary School.....	405-390-8585
L.W. Westfall Elementary School	405-390-6990
Nicoma Park Elementary School.....	405-390-6380

It is the policy of the Choctaw-Nicoma Park Public Schools 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 Title IX Compliance Coordinator, Choctaw-Nicoma Park Public Schools, 12880 N.E. 10th Street, Choctaw, Oklahoma 73020. Telephone (405) 390-5555.

ELEMENTARY GUIDELINES

I. ATTENDANCE

Research shows when students are chronically absent (missing 10% or more of the school year), they are less likely to read proficiently by third grade, achieve in middle school, and graduate from high school. Everyday counts. Together, we are setting the stage for your child's future.

A. ATTENDANCE POLICY

Students must attend school at least 90% of the time to avoid being documented as chronically absent. If a student misses more than 8 days during the first or second semester or four absences within any 9-week period, they will be considered chronically absent. The type of absence (documented, verified, or unexcused) does not matter—absences are the total number of days missed, no matter the circumstance.

Parents must provide documentation for their student's absence for the student to be considered a documented absence. Documentation must be turned in on the day the student returns to school. Students should arrive at school no earlier than 8:05 a.m. unless specified by

the school. Classes begin at 8:30 a.m. School dismissal begins at 3:35 p.m. Elementary students must report by 9:35 a.m. for morning attendance or 1:02 p.m. for afternoon attendance. If a student is checked out before 2:36 pm in elementary schools, they will be counted absent for the afternoon period.

Students entering school after 8:30 a.m. must be signed in by a parent or guardian in the school office before going to class. Students who need to leave early must be checked out through the office.

If a parent or guardian has documentation of extenuating circumstances warranting 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 attend the conference scheduled by the committee. The committee's decision shall be submitted to the site principal for final review and decision.

It is the parents' responsibility to notify the school when their child is absent and to be aware of the number of absences the student has already incurred. It is the responsibility of the principal or principal's designee to make every reasonable effort to notify the parent before a failure caused by excessive absenteeism is enacted.

B. EXCUSED PERMISSION TO LEAVE SCHOOL.

Students may only leave school early with a parent's request. To arrange an early dismissal, please contact the office to sign your child out. Teachers are only authorized to release students once the office has granted official permission. If someone not listed on your approved pick-up list will be collecting your child, you must notify the school in advance to authorize the change.

C. CLASSWORK DUE TO SCHOOL ABSENCE

Parents must call the school office by 10:00 a.m. to allow the teacher time to prepare 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 for two consecutive days. Students have two days to make up work for each day of an excused absence.

II. 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.

A. CAFETERIA ACCOUNT

Choctaw-Nicoma Park Public School District offers a breakfast and a hot lunch program for all children in grades PreK-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 rest with the parent and child, not with the school. Parents are urged to keep track of the meal account. If à la carte items are offered, they will be purchased with cash only. Meal prices are subject to change without notice.

III. CONFERENCES

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

IV. CLASS PARTIES

Official school parties are pre-scheduled and sponsored by the principal, teachers, and parent organizations. PreK–5th grade classes hold three designated parties per year. To minimize classroom interruptions, individual birthday parties are not permitted, and private party invitations should not be distributed on campus. Additionally, all food items brought to school must be commercially prepared.

V. DISCIPLINE AND BEHAVIOR

Our goal is to use discipline as a teaching tool to help students make better choices while maintaining a safe and respectful learning environment for all. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher and/or administrator of a child attending a public school has the same rights as a parent or guardian to control and discipline that child while the child is in attendance, on school grounds, or in transit to or from the school or while participating in any school function authorized by the school district. Such discipline is administered by the principal, teacher, or certified employee designated by the principal. Our notification process is designed to keep you informed of your child's behavior and any necessary consequences.

VI. 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 that disrupts the educational process is prohibited.

A. Shorts, skirts, and dresses should be of a length that allows the student to sit, bend, and play confidently while remaining covered.

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, rollershoes, or any shoe that limits physical activity or safety is permitted.

E. All headgear is inappropriate and is prohibited inside school buildings.

The principal's discretion will be used to judge all questionable attire worn by students.

VII. ENROLLMENT OF NEW STUDENTS

The following five items are requirements for proper enrollment:

A. Documentation for verification of birth.

- B. Up-to-date immunization record. Lost health records are to be reconstructed by a private physician or the health department. Children who are not in compliance with immunization laws will not be allowed to enroll.
- C. Proof of residence (required annually) - Current Gas or Electric Bill
- D. Previous school name and address for the record release form.
- E. Custody Paperwork - if applicable
- F. Completion of all enrollment and emergency information. Any changes which would alter emergency information, i.e., new phone numbers, etc., must be reported promptly to the school office within 24 hours.
- G. Transfer requests are made online via the Oklahoma State Department of Education transfer portal. Per state statute, transfers may be denied if the district has exceeded its enrollment capacity, the student has a disciplinary incident, and/or the student has a history of absences.

VIII. FIELD TRIPS

Classes 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. Chaperones must check in through the school office. Due to insurance considerations, no children other than the students directly involved in the field trip may attend any such trips.

IX. 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 a digital record of emergency information on file that must be updated. It is imperative that the school be able to reach a parent or guardian. Parents must inform the school of any changes that would alter the information, i.e., new phone number, emergency number, change of employment, address, etc., which must be reported promptly 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.

A. MEDICATION

PARENT(S) MUST BRING MEDICATION IN THE ORIGINAL CONTAINER TO THE SCHOOL OFFICE. The CNP Medication Request and Release Form, stating information about the prescribed dosage, proper storage, and correct administration of the medication, including over-the-counter medication, must be completed and on file in the school office. The CNP Medication Request and Release Form is available on the district website. 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 the container without a doctor's note.

X. HOMEWORK

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

XI. ITEMS PROHIBITED AT SCHOOL

- A. Electronic and communication devices.
- B. Weapons of any kind- *concealed or unconcealed*
- C. Tobacco, vapes, lighters, or matches.
- D. Alcohol, drugs, and related paraphernalia.
- E. Any item deemed hazardous.

XII. LOST AND FOUND

WE URGE YOU TO PLACE YOUR CHILD'S NAME IN HIS/HER CLOTHING, LUNCH BOXES, WATER BOTTLE, NOTEBOOKS, ETC. Please stress to your child the importance of making sure that he/she takes home all the articles of clothing, lunch boxes, 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.

XIII. REPORTS TO PARENTS

Parents may access grades and report cards through the online parent portal. Status reports are sent home whenever conclusive evidence of a student's possible failure is present on or before the 5th week. Parents are urged to make an appointment with the teacher at any time they feel a conference is needed.

XIV. SCHOOL CLOSURE

We hope we will not have to miss any school days. In the event school is closed due to extenuating circumstances, news channels 4, 5, 9, and 25, and the school website will be updated. Parents will also receive an email from the district.

XV. 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, technology equipment, lunch balances, and fees must be cleared through the office on the withdrawal date.

XVI. 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 that 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 website, or in the school office.

XVII. 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,

the parent must contact the office. No child will be sent out of the school without the direct supervision of a parent or designated adult.

XVIII. TRANSPORTATION - RESPONSIBILITIES OF BUS DRIVERS, PRINCIPALS, AND PARENTS

- A. School bus transportation is a privilege extended to Choctaw-Nicoma Park students by the Board of Education. It is the parents' responsibility to supervise the child until the student boards the bus in the morning and after the student gets off 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.
- B. 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.
- C. The bus driver will have the responsibility to maintain the 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.
 - a. 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 the 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.
- D. 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.
- E. It is the parents' responsibility to discuss the Code of Conduct with the child and to support the school administration.
- F. 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 as reinstatement may be made.
- G. Student transportation tracking cards will be issued to regular bus route riders at the beginning of the school year. Cards will be distributed through the student's teacher once processed. Cards will be turned in at the end of the school year. The card will be in a plastic sleeve on a lanyard which will then be tethered to the student's backpack. The purpose of the tracking card is for the school bus driver to verify that a student has been dropped off at their correct stop. This is especially helpful for substitute bus drivers. The first tracking card a student receives is at no charge. If the card is lost, a replacement card will be given to the student and a fee will be assessed.
- H. To ensure the safety of our youngest learners, CNP Schools provides transportation for all K-5th grade students. We encourage families to utilize this service, as the school cannot assume responsibility for students who walk or bike to campus. If your child does ride a bike, please ensure they use a lock, as the school cannot safeguard personal property.

XIX. VISITATION

We welcome and encourage parental involvement in Choctaw-Nicoma Park Public Schools. There will be many opportunities for parents to visit the school and to be a part of your child's academic journey. To ensure the safety of our students and to minimize disruptions to the

learning environment, we ask parents to follow Oklahoma State Law and check in with the school office. Visitors must present a valid photo ID and obtain a visitor's pass. All classroom observations must be requested and approved at least 24 hours in advance through school administration. While in the classroom, parents must remain in the designated observation area and refrain from interacting with students or the teacher during instructional time. To protect student privacy (FERPA), the use of cameras or recording devices is strictly prohibited during classroom visits.

XX. STUDENTS WITH DISABILITIES

The Choctaw-Nicoma Park School District would like to ensure that all students with disabilities within its jurisdiction are identified, located, and evaluated. If you know of a child who is possibly disabled and has not been identified by this school district, please contact the student services office at 405-390-5486. Choctaw-Nicoma Park Schools provide equal opportunities without regard to race, color, national origin, sex, age, or qualified disability in its educational program and activities.

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 student with disabilities within its jurisdiction, regardless of the nature or severity of the disability.

The district intends to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational 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 based on 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.

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 an access request. 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 that 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 of their FERPA rights.

BULLYING/HARASSMENT POLICY CHOCTAW-NICOMA PARK SCHOOL DISTRICT

This policy is developed pursuant to the School Bullying Prevention Act, Senate Bill 992. **Threatening Behavior** is defined as any activity that 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.

