Peckham School

Student Handbook



2026-2027

Please check out our updated website at *www.peckham.k12.ok.us* and follow the Peckham School Facebook page to keep up with all Peckham School events!

PECKHAM DAILY SCHEDULE

7:30 a.m.	Earliest students may arrive (west entrance)
7:45 – 8:00	Breakfast Served
8:00 a.m.	School Begins
11:00-12:30	Lunches
3:15 p.m.	Students dismissed*

*See Dismissal Procedures

PECKHAM MISSION STATEMENT

Peckham Schools seeks to help students reach their potential mentally, physically, socially, academically, and emotionally; thereby preparing them to function productively in society.

PECKHAM PHILOSOPHY

The educational growth of the child begins at home with the school continuing the complete education of the child. This educational growth should be presented as a pursuit, not only to be found in books or structured classroom activities, but as a continuous quest, involving all the experiences of life. Education involves teaching and learning: the school, home, and child equally contribute to this process. Education, more specifically, should be a process that helps develop:

1) A positive self-concept
2) Thinking and problem-solving skills
3) Self-expression
4) Communication skills: To be able to speak and write with a high degree of competence
5) Basic skills for living in society

School Address/Phone Number

Peckham School
7175 West School Street
Newkirk, OK 74647
(580) 362-2633

School Colors: Blue & White
School Mascot: Eagle
School Sports: Archery, Basketball, Cross Country & Track

PECKHAM PROCEDURES

1. Students should not arrive at school before 7:30 a.m. and if they're eating breakfast, they should arrive no later than 7:50.

2. Upon arrival students should enter through the main entrance on the west side of the building.

3. Students are not allowed to leave the building unless checked out by an adult or guardian or another adult with proof of parental consent.

IMPORTANT: FOR PARENTS WHO DO NOT HAVE COURT-ORDERED SOLE CUSTODY, IF A PARENT SHOWS GOVERNMENT ISSUED IDENTIFICATION THAT MATCHES THE NAME ON THE STUDENT'S BIRTH CERTIFICATE, WE CANNOT REFUSE TO RELEASE THAT CHILD TO THEM WITHOUT COURT DOCUMENTS STATING THEY HAVE NO CUSTODY RIGHTS OF THAT CHILD. IF CUSTODY PAPERS SPECIFY A SPECIFIC TIME FOR THE PARENT TO HAVE VISITATION THAT IS NOT DURING SCHOOL HOURS (ex. 5PM Friday through 5PM Sunday), THAT PARENT WILL NOT BE ALLOWED TO PICK UP THE CHILD WITHOUT PRIOR CONSENT FROM THE PARENT WHO HOLDS THE MAJORITY OF CUSTODY. IF A PARENT HAS ONLY SUPERVISED VISITATION RIGHTS, HE/SHE WILL NOT BE ALLOWED TO SEE THE CHILD DURING THE SCHOOL DAY. IT IS NOT THE SCHOOL'S ROLE TO PROVIDE A SUPERVISED ENVIRONMENT FOR PARENTAL VISITS.

4. Classroom teachers establish individual classroom rules for the safe and effective operation of their classrooms.

5. All students should be promptly picked up at the designated place and time. (See dismissal procedures.)

6. Students do not have the right to interfere with the learning or well-being of others. Therefore, students are expected to follow school policies, procedures, and guidelines in order that all students will be free to pursue a quality education.

*Further explanation for violating school rules is stated in the discipline section of this handbook.

ARRIVAL AND DISMISSAL PROCEDURES

The safety of every student is of the greatest importance to Peckham School.
The following procedures will help ensure that every measure is being taken to ensure the safe arrival and dismissal of all students.

IMPORTANT: Due to the difficulty of getting notes to individual students in a short period of time, no student departure changes via phone will be accepted after 2:45 p.m. Please make dismissal plans before your child gets to school. Only adults that the parent has specified on the enrollment form will be allowed to pick up the student.

ARRIVAL PROCEDURES

BUSES

- Will unload at the main entrance on the west side of the building.
- Students should exit the bus and proceed directly to the gym.
- Students will be dismissed by grade to eat breakfast.

CAR DROP OFF

- Parents will drop students off at the main entrance on the west side of the building.
- Please pull up against the sidewalk to allow your child to exit the car from the passenger side.

DISMISSAL PROCEDURES

Students will assemble in the gymnasium or cafeteria and be placed in designated lines according to end of day transportation.

BUSES

- Students will load buses on the north side of the building at 3:15.

CAR PICK UP

- Students being picked up by car will be picked up at the main entrance on the west side
- Students will be seated in the lobby and will wait for the teacher on duty to dismiss him/her to the parent/guardian.

AFTER SCHOOL PROGRAM

- Students staying for after school will be dismissed from the gym to the after school program and will follow procedures.
- **All students must be picked up by 5:30 pm**

TARDY OR LEAVING/RETURNING TO SCHOOL

- Students must be checked in by an adult when arriving tardy or returning after being checked out.
- No student will be allowed to leave the school grounds or building without being checked out by a parent/guardian or a parent-approved individual (ex. older sibling, babysitter, family member, etc.) at the office.

ATTENDANCE

The Peckham Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities and **must be fever free for 24 hours before returning to school.**

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by a student's religious affiliation.
6. Documented participation in no more than ten 4-H activities each school year.
7. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP).

It is the responsibility of the parent to notify the school if a child is to be absent. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Enumerated items 6-7 are statutorily excused absences which will require notification to the school district prior to the absence and documentation from the 4-H educator or service provider after the absence to identify the absence as excused.

Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H so long as the district was notified prior to the absence and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.

Students will not be provided an excused 4-H absence for any student who participates in an activity or program sponsored by 4-H if the 4-H activity occurs during the scheduled statewide student assessment window set by the State Board of Education or if the student has been disciplined or suspended by the school. district and a condition of the punishment would preclude the student from participation in any school field trips or extracurricular activities.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district.

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

Unexcused Absence
This is any absence that does not fall within one of the above categories. Work may be made up.

Truancy
A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 30 minutes late is counted absent for the period.
3. Three tardies will constitute an unexcused absence from that class.

Parent Responsibilities
Oklahoma school law requires students to attend school when it is in session unless they are ill or have another valid reason. It is the parents' responsibility to ensure their children are in attendance and to **NOTIFY THE SCHOOL at 580-362-2633 IF THEY ARE GOING TO BE ABSENT.** If the parent does not call the office, the school will attempt to contact the parent to verify the reason for the student's absence.

School Responsibilities
Following all absences, students will be given an opportunity to make-up class work missed during the absence. The classroom teacher will determine the amount of time allowed to make-up the missed work.

Students are considered chronically absent if they are not present at least 90% of each semester. If a student attends Peckham Schools for the entire year, they should miss no more than 8 days per semester (16 days for the year); this includes all types of absences (both excused and unexcused). Exceptions to this requirement will be considered by the Board on an individual, case by case basis.

Student attendance is strongly correlated to academic achievement, graduation rates, and postsecondary success. Should your child's attendance become a concern, the school will keep you informed through phone calls, letters in the mail, and meetings with the principal as necessary.

When a student has accumulated a ninth absence, (or four days within a four-week period), the school is required by law to inform the Department of Human Services and the District Attorney's office. Those agencies may take further action including possible misdemeanor charges for truancy filed against the parents.

The school will furnish parents with a quarterly record of attendance and will notify parents about their child's excessive absences as defined per Section 232 of Oklahoma Statutes. Excessive absences are specifically defined as four (4) or more days or parts of days within a four (4) week period or ten (10) or more days or parts of days within a semester.

PRE-KINDERGARTEN ATTENDANCE POLICY

Although attendance in Pre-K is not mandatory and does not fall under the school attendance law as stated above, it is still considered of utmost importance that Pre-K students are in attendance when school is in session unless the student is ill or another valid reason. Because there is often a waiting list, should a Pre-K student miss ten (10) or more days in a semester, without good cause, as determined by the principal, that child will be dropped from the school roster. Parents will be notified by mail. The student will be required to re-enroll and/or be placed at the bottom of the list of students who are waiting for an opening in the Pre-K program.

AWARDS AND REWARDS

Students are given awards at the end of the year for academics and citizenship. Students are also recognized for meeting quarterly academic goals set in the classroom as well as periodic rewards for behavior, effort, and academics.

BEHAVIOR/BULLYING

The goal should be to model and encourage the expected behaviors of the individual. These expectations and the procedures on the following pages guide the behaviors we strive to instill in our students. Rewards and praise will be used for those following the expected behaviors. Redirection, instruction, and practice will be used when inappropriate behaviors are observed.

In order to provide a quality education for all of its students, Peckham school will not tolerate disruptive acts that interfere with the learning environment of the school, the safety of its students or the damaging of property. Students, while enrolled in Peckham School, have the right to feel safe at school. Students will be under the supervision of school personnel. The school will communicate with parents regarding their child's academics and behavior.

"**Harassment, Intimidation and Bullying**" as defined by Oklahoma Statutes at 70 O.S. 24-100.2, 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 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 disrupt or interfere with the school's educational mission of the education of any student.

"**Harassment, intimidation and bullying**" include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.

*"**At school**" means on school grounds, in school vehicles, at designated school bus stops, at school sponsored activities, or at school sanctioned events. Harassment, intimidation, and bullying are specifically prohibited by the Peckham School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

**Cyber bullying that impacts classroom instruction will not be tolerated. Bullying using electronic communication is prohibited whether the communication originated at school, outside of school, with school equipment, or on a personal device. Any communication specifically directed at students or school personnel and concerns bullying at school will not be tolerated.

Verbal intimidation will not be tolerated. This is a range of words or behaviors used to manipulate and intimidate someone into doing something they are not comfortable with.

Fighting, cursing, bullying, defiance, or disrespectful conduct will not be tolerated and will warrant a referral to the office. Students are to immediately report any and all of these behaviors to school personnel. If bullying is reported to parents, parents need to contact the principal as soon as possible so the situation can be addressed. **If the situation is not reported, it cannot be addressed.** In cases of disruptive, disorderly, or dangerous conduct not covered in the policy above, the principal may undertake corrective measures which she believes to be in the best interest of the students. Corrective measures include parent contact, conferencing with the student, an altered day, loss of privileges, time-out, isolation from peers, recovery time, community service, In School Suspension, and Out of School Suspension.

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 M & M. 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.

Peckham School Personal Electronic Device Policy

"Bell to Bell"

It is the policy of the Peckham Board of Education that a student may possess a personal electronic device 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 consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:

    a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or

    b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or

2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or

3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. This exception must be written in the plan.

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

"Personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or

constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy.

1) **First offense** – Discipline report is filled out - Student claims device from office at end of day. Parent will be notified.
2) **Second offense** – Discipline report is filled out - Student's parent(s) must come to office and claim device.
3) **Third offense** – Discipline report is filled out – Student is no longer allowed to bring device into the school building – Parent must come get device.

CURRICULUM PROHIBITIONS (HB 1775)

The Board of Education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

1) One race or sex is inherently superior to another race or sex.
2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously.
3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex.
5) An individual's moral character is necessarily determined by his or her race or sex.
6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex.
8) Meritocracy or traits such as hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

The district has designated the superintendent as the employee responsible for receiving complaints. Complaints may be provided via telephone 580-362-2633 and via email ***bjones@peckham.k12.ok.us.*** This information will also be accessible on the school district's website.

DRESS CODE FOR STUDENTS/STAFF

General Rules: The following decorations and/or designs (including tattoos and/or brands either temporary or permanent) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, logos, words, or acronyms that convey crude, vulgar, profane, violent, death oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, logos, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Permitted garments shall be in good repair and shall have no holes that reveal undergarments or are above the thighs, in the groin area and/or the midsection of the pants. **Administration reserves the right to determine the appropriateness of a student's attire at any time if the clothing is questionable as to compliance with this dress code.**

Permitted clothing shall be worn as designed/manufactured to include the following:

- Suspender straps must be attached as designed and worn on shoulders.
- Shirts/ blouses must be buttoned and/or zipped appropriately unless worn as layered clothing such that the layered look complies with the dress policy.

NOTE: All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. 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.

Head Coverings/Sunglasses:

- Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.
- Caps, hats, hood on hoodies, or other similar head coverings shall not be worn to class or within school buildings unless approved by the school's administration for a special school activity.
- Sunglasses (unless prescribed by a physician for indoor use) shall not be worn to class or within school buildings unless approved by the school's administration for a special school activity.

Upper Garments:

- The cut of sleeveless garments must not expose undergarments.
- Immodest is defined as attire that is low cut to expose cleavage, undergarments, midriff, or the lower back of a student, or transparent (see-through).
- Strapless garments are prohibited.
- Shoulder straps of permitted garments must be a **minimum of the width of three fingers** of the person wearing the garment.
- Garments must be of appropriate length, cut and/or fit to meet these requirements while standing, bending over, or walking.

- Students in violation of the dress code will be given a shirt to wear temporarily in order to reduce the amount of instructional time lost due to this infraction.
- **Lower-Garments:**
- Undergarments shall not be visible.
- Pants and shorts shall be worn at the waist and should be of appropriate length.
- Shorts must be visible when a hoodie is worn.
- Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear, cut off jean shorts, etc. are not permitted.
- Certain items, such as pajama pants, may be approved by administration for a special school activity.
- Shorts and skirts must be of modest length and beyond the fingertips of the student.
- NOTE: The length is determined by a student fully extending their arms to their side. With shoulders completely relaxed and arms down to the side, the garment shall be below their fingertips.

Footwear:

- Shoes shall be worn at all times.
- House slippers are not permitted (unless on designated dress up days).

Accessories:

- Jewelry and other accessories shall not convey prohibited messages as defined above.
- Dog collars, wallet chains, large hair picks, chains that connect one part of the body to another, chains of any kind or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

Religious and Health Accommodations:

- Where a legitimate religious belief or health need of a student conflicts with the school dress code, reasonable accommodations shall be provided.
- Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.
- Approved covering worn as part of a student's legitimate religious practices or beliefs shall not be prohibited under this policy.

Clothing Assistance:

- No student will be denied an education due to a genuine financial inability to obtain clothing that complies with the school dress code.
- Any student for whom compliance with the school dress code poses a genuine financial burden may submit a written request for clothing needed, together with a statement of financial need.
- School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code.

**Any student clothing deemed inappropriate by administration may be asked to change clothes.

DRILLS

Law requires the school to have two fire drills per year, two tornado drills per year (one in September and one in March) and four security drills per school and one of these drills must be performed within the first fifteen days of each school semester. All staff are informed of appropriate procedures for each.

- **Drop-Cover-Hold – Earthquake drill** – announcement will be made over intercom
- **Fire** – Loud repetitive buzzer sound throughout the building
- **Intruder Lockdown**–announcement will be made over the intercom system stating there is an intruder
- **Shelter-in-place** – announcement over the intercom stating all students and staff remain in classrooms until all clear is sounded
- **Tornado** – an announcement will be made over the intercom system stating there is severe weather
- **Lockdown** - an announcement will be made if there is a perceived threat outside of the school for all doors to remain locked and to keep hallways clear. Classrooms will continue with their normal procedures inside the classroom.
- All Clear–an "all clear" announcement will be made over the intercom system.

ENROLLMENT

1. Age - Children age (4) four on or before September 1st, have the right to be enrolled in Pre-Kindergarten (based on availability). A copy of a state certified birth certificate must be presented for proof of age.

2. All new students are required to provide a birth certificate, immunizations record, and proof of residence (a current utility bill).

3. Immunization Information:
   All students must present at enrollment proof of immunizations as follows:
   PreK: 4 DTaP, 3 IVP/OPV, 1 MMR, 3 Hep B, 2 Hep A, 1 Varicella
   K-6: 5 DTP/DTaP, 4 IVP/OPV, 2 MMR, 3 Hep B, 2 Hep A, 1 Varicella
   7-8:** 5 DTP/DTaP plus 1 Tdap booster, 4 IVP/OPV, 2 MMR, 3 Hep B, 2 Hep A, 1 Varicella

*The Oklahoma State Board of Health requires that new students, PreK-12th grade, must present a physician or health department verified immunization record before being admitted to school.

*Health Conditions – It is the parent's duty and responsibility to inform the school of existing health problems as well as health problems that arise during the school year. In the event a student has a known health issue of major consequence, the student's parents should inform the school authorities as soon as possible.

PRE-KINDERGARTEN ENROLLMENT/TRANSFER POLICY

Pre-Kindergarten is not a state-mandated program and is not governed by the same policies as other programs offered at Peckham School.
The first priority of the PreK program is to help students become "ready to read" by teaching students the pre- reading skills needed in order to become emergent readers during kindergarten and first grade.

Students will gain admittance into the PreK program based on the following criteria in the order listed:

1) Students who live within the Peckham School District as identified by a proof of residence.
2) Students who have a parent that works for Peckham School and lives outside the Peckham School district.
3) Students who live outside of Peckham School District and have older siblings who currently attend and have existing approved transfers to attend Peckham School District.
4) Students who are transferring from other districts will be admitted after regular enrollment has been completed in August in the order of the date of application for transfer. No guarantee of placement in the Pre-Kindergarten program can be made before regular enrollment is complete and confirmed.
5) Open transfers for all students living outside of the Peckham School district must fill out a transfer application that can be found on our website: www.peckham.k12.ok.us. Open transfers are available to fill out June 1st of the upcoming school year.

IMPORTANT: A student is not considered enrolled until his/her enrollment is complete. Enrollment is considered complete when an immunization record, birth certificate, proof of residence, and a completed enrollment form is on file.

EXTRACURRICULAR ACTIVITIES

Physicals are required to participate in all extracurricular activities. Participation is a privilege.

Archery - Provide the opportunity for physical activity and social development through learning the fundamentals of archery. Students will be required to take a hunter safety course to participate.

Basketball - Provide the opportunity for physical activity and social development through learning the fundamentals of the game. Home and away games, and tournaments will be scheduled.

Track - Provide the opportunity for physical activity and social development through experiencing the different events offered. Typically 4 -5 meets will be scheduled. Students will participate in Regional meet and State meet if qualified.

Cross Country- Provide the opportunity for physical activity and social development through experiencing the different events offered. Typically 2-3 meets will be scheduled. Students will participate in Regional meet and State meet if qualified.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's educational records. This right transfers to the student when he or she reaches the age of 18 or attends a postsecondary school at any age.

FERPA RIGHTS

- The right to inspect and review the students' education records maintained by the school.
- The right to request that a school amend the student's education records.
- The right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under certain permitted situations.

FIELD TRIPS

It is the goal to provide each grade level with a unique educational experience. All students will ride the bus to the destination so instructions can be given to the whole group. If parents would like their children to ride home with them, they must 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.

FLOWERS & BALLOONS

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.

FOOD SERVICES

- Breakfast is served from 7:45 – 8:00 a.m. daily.
- Lunch/recess periods are from 11:15-11:40 Pre-K thru 3rd, and 12:15-12:40 4th-8th
- Check with the classroom teacher for the specific time for lunch.
- Students may bring their lunch or eat lunch at school.
- Free breakfast and lunch are provided to all students.
- **Per USDA Guidelines, "power drinks", caffeinated beverages, candy and pop will only be allowed in the cafeteria on special occasions approved by the principal. These items MAY NOT be brought to school or included in lunches brought from home.**

- If a student plans to eat at another location, the parent must make arrangements with the office and pick up the child. If someone other than the primary guardian will pick up the student, written permission must be given to the office.

GRADES AND ASSESSMENTS

Pre-Kindergarten through First Grade have skills-based report cards.
Second grade has a combination skills-based and grade-based report card using the grading scale below. Third through Eighth grades will use the following grade scale:

A	=	90	-	100
B	=	80	-	89
C	=	70	-	79
D	=	60	-	69
F	=	0	-	59

HATCH AMENDMENT

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1231h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect surveys or instructional material 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) Offer "Opt Out" option

Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student and his/her family
- Sexual behavior or attitudes
- Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

HOMELESS LIAISON

Homeless children and youth experience many challenges in enrolling and attending school and achieving educational success. The McKinney-Vento Homeless Assistance Act (reauthorized under Title X, Part C of the No Child Left Behind Act of 2001, ensures rights and services for homeless children and youth that remove barriers to their education. School districts are responsible for identifying homeless children and youth and linking them with educational and other services. The building principal (Mark Littell) serves as the homeless liaison. If you, or someone you know is homeless contact the Homeless Liaison.

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.

IN-SCHOOL SUSPENSION

Occasionally, students may receive a consequence which results in In-School-Suspension (ISS). Students do not participate in classroom activities, PE/Music, eat lunch with their classmates nor attend recess on such days. Students also may not participate in extracurricular activities.

LIBRARY MEDIA CENTER

Independent reading is a vital part of the progression towards students becoming good readers. Through regularly scheduled check-out times and open library times, students are encouraged to explore the many books, research materials, audio-visual materials, and computers/software that our library media center has to offer.

If materials are lost or damaged beyond repair, patrons will be expected to pay the replacement cost of the materials. The average cost of a library book is $12.

LOST AND FOUND

A lost and found is maintained within the school. Articles which are found should be placed in the lost and found. Students are encouraged to look through items when they have discovered they are missing an item. For ease in identification, apparel, books, lunch boxes and other articles should be clearly marked. Periodically, after students have had ample opportunity to claim their items, the lost and found will be cleaned out and items will be discarded or donated to a non-profit organization.

OFFICE DISCIPLINE REFERRALS

The principal will work cooperatively with parents for logical consequences appropriate for student misconduct. However, the principal is responsible for the orderly operation of the school. In cases of repetitive, disruptive, disorderly, or dangerous conduct, the principal will determine the appropriate consequences and undertake measures which she believes to be in the best interest of the situation and the student. Consequences can include but are not limited to: loss of privileges, time in the office, recovery time, an altered day, in-school-suspension and out-of-school suspension.

Violations - A violation of the policy below could lead to immediate suspension or expulsion of all students involved. It is the obligation of anyone with knowledge of a violation of these rules to report it to an administrator, staff member, or legal authorities immediately.

- The possession, exchange, sale or use of any tobacco or controlled substance by a student is prohibited at school or school-sponsored activities.
- No knives, guns, laser pointers, fireworks, explosive devices, or other potentially dangerous items are allowed on school premises, buses or during school-sponsored activities.
- Aggravated assault on a student or staff member
- Initiating a false fire alarm or bomb threat
- Possession of anything deemed as a weapon

Students have no reasonable expectation of privacy in school desks, lockers, or any other school property. Students and their belongings may be searched when on school premises, in transit under the authority of the school or while attending any function sponsored or authorized by the school, if a reasonable suspicion exists that the student is in the possession of a forbidden item (primarily weapons, tobacco, drugs, and alcohol or an item thought to be stolen).

Appeals – Parents have a right to appeal decisions affecting their children. The proper procedure is as follows:

A. Discuss the matter with the child's teacher if it concerns a decision made by the teacher.
B. If not satisfied after a conference with the teacher, discuss the matter with the principal/superintendent.
C. If needed, a request to be heard by the Board of Education may be made through the office of the superintendent.

OUT-OF-SCHOOL SUSPENSION

Students who have been suspended from school may not participate in any school sponsored activities both in and out of the district and may not be on school property during the time of suspension.

PARENTS RIGHTS

The Parents' Bill of Rights instructs that parents have broad and inalienable rights concerning their minor children and that these rights are reserved to parents without obstruction or interference by governmental entities. 25 O.S. §§ 2001-2005. Parents' rights include the right to direct the education of their minor children, to object to public schools imposing unwanted instruction on questions of sex, morality, or religion; and additional rights applicable to minor children within public schools of this state. This Subchapter (2) seeks to implement and protect the rights of Oklahoma's parents concerning the education of their children and to otherwise exercise the State Board of Education's authority to adopt policies and make rules for public schools. Okla. Const. art. XIII, § 5; 70 O.S. § 3-104(A)(1). 210:10-2-2.

Definitions:

For the purposes of this Subchapter (2):

(a) "Sex or Sexuality education" means any class, program, curriculum, instruction, test, survey, questionnaire, Course, or other instructional material that relates to sexual behavior, sexual attitudes, or sexuality, including but not limited to gender identity or sexual orientation.

(b) "Course" means any program or activity where instruction or activities tied to the instruction are provided by or within a School District

(c) "Information" means any form of information including but not limited to, identity information.

(d) "Identity information" means information including but not limited to,

(1) any names or pronouns used by a student at school

(2) any social transition or other transition to a gender that differs from the student's sex (e) "Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate;

(f) "Parent" means the natural or adoptive parent or legal guardian of a minor child.

(g) "School district" or "School" means any public school district and public charter school district that serves students in prekindergarten through twelfth grades in this state. 210:10-2-3.

REQUIREMENTS

(a) **Parental rights regarding Sex or Sexuality education and their children**

(1) Advance written notice materially similar to the one described in 25 O.S. § 2003 shall be required for any Sex or Sexuality education material as defined in this Subchapter.

(2) The right to inspect classroom materials shall extend to any Sex or Sexuality education material as defined in this Subchapter.

(3) A written objection from a Parent pursuant to 25 O.S. § 2003, or this section may object in whole or in part to Sex or Sexuality education or any other instruction questioning beliefs or practices in Sex, morality, or religion.

(4) Each School district shall ensure that, to the extent reasonably feasible, it honors any partial objections within the meaning of paragraph (a)(3) of this section without excluding students from materials not subject to the partial objection.

(b) **Parental rights regarding information concerning their children**

(1) No School district, and no employee of the district or its schools, shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's Parent(s) or guardian(s).

(2) A School district shall disclose to a child's Parent(s) or guardian(s) any information known to the School district or its employees regarding material changes reasonably expected to be important to parents regarding their child's health, social, or psychological development, including Identity information. Such disclosures shall occur within 30 days of learning the information and may include referrals to appropriate counseling services that the Parent(s) or guardian(s) may use at their discretion.
(3) A School district that is informed or otherwise aware of a violation of 25 O.S. § 2002(C) or of this section within its district and fails to initiate disciplinary action within 30 days of learning of the violation, or fails to administer appropriate disciplinary action, shall be found to be in noncompliance with this section.210:10-2-4.

NONCOMPLIANCE.

(a) If the State Board of Education makes a finding of willful noncompliance with the provisions of 70 O.S. § 11-105.1, 25 O.S. § 2002(C), 25 O.S. § 2003, or OAC 210:10-2-3, the State Board of Education shall alter the accreditation status of the school district at issue.
(b) If the State Board of Education makes a finding of negligent or reckless noncompliance with the provisions of 70 O.S. § 11-105.1, 25 O.S. § 2002(C), 25 O.S. § 2003, or OAC 210:10-2-3, the State Board of Education shall require the school district at issue to comply with this rule under such conditions and within such reasonable timeframes as ordered by the State Board of Education.
(c) Failure to comply with an order of the State Board of Education under paragraph (b) of this section shall constitute willful noncompliance within the meaning of paragraph (a) of this section.

PARENT/TEACHER CONFERENCES

Meeting with parents is an important aspect of an effective educational program. Conferences may be initiated by parent, teacher, counselor, or administrators to discuss any aspect of a student's education (i.e. academics, discipline, social adjustments, etc.). Conferences are scheduled twice each school year in September and February and held on Tuesdays or Thursdays after school to accommodate parents' schedules. To schedule a conference, contact your child's teacher or call the office at 580-362-2633

PERMANENT CUMULATIVE RECORDS

A permanent record is kept for each individual student in the school's official record of schoolwork. It includes the entire academic work while at Peckham School including grades earned, standardized test scores, attendance records, and more. It is referred to by state and government agencies when information is needed for employment purposes or college admissions. The importance of the school record cannot be overstated.

PERSONAL BELONGINGS

Your student's name should be on all personal articles, especially backpacks, lunch boxes, coats, caps, gloves, and other articles which are often brought to school. Electronic devices, toys, make-up, and any other items that distract from the learning environment should not be brought to school.

PETS AND OTHER ANIMALS

Pets and animals are not allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a learning experience. Any other exceptions must receive permission from the principal.

REPORT CARDS

Paper copies will be sent home at the end of each quarter. End-of-year report cards will be held until all fees, lunches and cost of lost books have been paid in full.

RESIDENCY

It is the policy of the Peckham Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or institution having legal custody within the district as defined in 70 O.S. 1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. 1-113 (C).

RETENTION

Retention of a student is a team decision based on as much data and information as possible and is done with the best interest of the child in mind. Teachers, parents, and administration will be included in the decision of retaining students in grade PreK-2nd grade.

NOTE: If a classroom teacher makes a recommendation for retention, a document must be completed and signed by the parent/guardian and placed in the student's cumulative folder detailing the final decision. If a parent refuses to sign the form, documentation of the refusal will be noted on the form and placed in the child's cumulative folder and nonetheless serves as the formal recommendation of retention.

IMPORTANT: The Reading Sufficiency Act (RSA) Law requires any third grade student who scores Below Basic on the end- of-year reading portion of the state test be retained. There are a limited number of exemptions which will be communicated to parents at conferences and throughout the year.

SICK STUDENTS

Peckham School does not have the resources and is not responsible for supervision of sick students. **Students should be temperature-free for 24 hours** before returning to school after an illness. If a student should become ill during the school day, the parent will be notified, and the student should be picked up as soon as possible.

STUDENT HEALTH POLICY AND PROCEDURES

Other Diseases of Special Consideration – Oklahoma State Law (70-0.a. 1981, Section 1210. 1941, concerning Pediculosis (Head Lice) "Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice."
Head Checks – Students will be periodically screened for head lice by school personnel. School personnel sometimes do more frequent screenings due to parent or student requests or obvious symptoms (persistent head scratching or visual identification of bugs).

Nits - Written notification for nits will be sent home with the child.

Live Lice – Notification for live lice will be done by telephone. The child may be picked up for treatment. Students will be screened upon returning to school to assure that effective treatment has taken place. Parents must accompany the child to school and wait for school personnel to screen the child. The student must be free of live lice in order to return to school after parents have been contacted. Students with chronic head lice may be required to return to school nit and lice free.

STUDENT MEDICATION POLICY

If a child is required by a physician to take medication during school hours, and the parent or guardian cannot be at school to administer the medication, or if circumstances exist that indicate that it is in the best interest of the student that a prescribed and/or non-prescriptive medication be dispensed to that student, only the administrator, or administrator's designee may administer the medication in compliance with the regulations that follow.

1. Prescription medication must be delivered to the principal's office in person by a parent. Students should never transport any medication to or from school.

2. Prescription medication must be in a container that indicates the following:
   - Student's name
   - Name and strength of medication
   - Dosage and directions for administering
   - Name of physician or dentist
   - Date and name of pharmacy

3. Prescription medication must be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following:
   - Purpose of medication
   - Time to be administered
   - Termination date for administering the medication

4. Non-prescription medication may be administered only with written permission from a parent or guardian. The parent or guardian may give a blanket permission or conditional permission for the student to receive certain non-prescription medication during the

school day. There is a place for this information on the enrollment form. Non-prescription medication will not be administered consistently. **If ongoing symptoms occur, the parent will need to take necessary measures to supply their student with the medication needed.**

5. The administrator or administrator's designee shall:
   - Inform the classroom teacher (or other appropriate school personnel) of the medication being administered.
   - Keep an accurate record of the administration of medication
   - Keep all medication in a locked cabinet
   - Return unused prescriptions to the parent/guardian ONLY

The parent/guardian is responsible for informing the child's classroom teacher of any change in the student's health and/or the superintendent of changes in medication.

Asthma Medication – Students may self-administer asthma inhalers when a physician or health care provider determines it is necessary for the student's health and verifies that the student has been trained and is responsible for the use of the inhaler. Before any student may carry and use an inhaler, the parent or guardian is responsible for obtaining the physician's or health care provider's signature on the form required by the school. The school is not responsible for the use or the loss of the inhaler.

Eye Exam - Oklahoma law states: "The parent or guardian of each student enrolled in Kindergarten, first and third grades at a public school must provide proof that their student passed a vision screening within the last 12 months."

STUDENT SEARCHES

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 any 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, as defined in the Uniform Controlled Dangerous Substances Act, Intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property is said property 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 witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102 (First paragraph of statute).

SEARCHES OF SCHOOL PROPERTY

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property – without notice or reason.

TECHNOLOGY

Using electronics at school is a privilege. **Students should have no expectation of privacy while using the school district's technology.** Pre-K through 1st grade students will have the use of an iPad in a 1:1 classroom setting. All 2nd – 8th grade students have the use of a Chromebook in a 1:1 classroom setting. Students are expected to use their electronic devices responsibly. Students who use technology in a way other than what has been approved, will lose the privilege of using it for a specified amount of time. Students who continually disregard school policy may permanently lose their technology privileges.

TRANSFER POLICY

All transfer information is posted on our website. *www.peckham.k12.ok.us*

TRANSPORTATION OF STUDENTS

1. By state law, school districts may provide transportation, but are not required to do so. The following students have the privilege to ride the bus:

a. Students residing more than 1 ½ miles from school
b. Students with certain handicaps
c. Students participating in a school sponsored activity

2. Students will ride ONLY on the bus they are assigned to ride.
3. Drivers are in complete charge of students while they are on buses. Students MUST obey the driver promptly.
4. The bus driver will respond to student violations of bus rules (listed below) according to the district "Bus Safety Discipline Plan".

Fighting on a school bus is among the most serious offenses committed by students. Students who fight endanger themselves and everyone riding the bus by causing the bus driver's attention to be diverted. Fighting on a school bus may result in immediate suspension from the bus and/or from school with no prior warning or prior disciplinary action being taken.

Bus Safety Rules – Students riding the bus will:

1) Remain seated, facing forward, at all times
2) Not use loud, shouting voices or obscene language or gestures.
3) Not scuffle, fight, push, or create any type of conflict, disturbance, or disorder
4) No music played out loud. Headphones must be worn to listen to music.
5) Obey driver promptly
6) Keep hands, head, and other objects inside the bus
7) Not throw any object within the bus or from the bus window
8) Not use alcohol or tobacco
9) Not tamper with bus operating equipment, including sitting in driver's seat or opening emergency door
10) Not bring food or drink on the bus without driver's permission
11) Stay seated until the bus comes to a complete stop
12) Be on time. Buses do not wait for tardy students

BUS SAFETY DISCIPLINE PLAN

Step 1 – First Violation – Verbal warning to student – Parent contact – Discipline report
Step 2 – Second Violation – Parent contact – Discipline report - Student will be assigned a seat on the bus for a period of time to be decided by the bus driver.
Step 3 – Third Violation – Parent contact – Discipline report – Student suspended from riding the bus for 3 days.
Step 4 – Fourth Violation – Parent contact – Discipline report – Student suspended from riding the bus for a period of time determined by the principal.

VISITORS AND VOLUNTEERS

Parents and volunteers are always welcome to visit our school. In order to keep your child safe, **all visitors and parents are required to enter through the west entrance, by the main office, and must sign in at the office**, receive a visitor's badge, and sign out as they leave. Staff will deliver items to the classroom so as not to disrupt the learning time in the classroom. Teachers are expected to instruct/supervise their students when school is in session and should not be asked to conference with parents during instructional time. Please schedule a time when students are not present to visit with your child's teacher. Parents and grandparents are also welcome to join their student for lunch. The cost of an adult lunch is payable in advance. Adults may not charge to a student account.

WEATHER PROCEDURES

When conditions exist which may cause the dismissal of school, students and parents should not call teachers or other school-related personnel. Contact the main office @ 580-362-2633. An emergency/information service is available which will text your one pre- designated phone number to inform of school closures. See the school secretary for more information on how to participate. This service is optional.

An attempt will be made to contact the following stations by 6:00 a.m. of the day in question concerning the dismissal or cancellation of school for any reason. KFOR-TV (Ch 4 OKC), KOCO-TV (Ch 5 OKC), KWTV (Ch. 9 OKC), KLOR 99.3 FM (Radio), KIXR 104.7 FM (Radio), WBBZ 1230 AM (Radio), KPNC 100.7 FM (Radio). An all text message will be sent out and a post will be made on the school Facebook page.