

MANGUM PUBLIC SCHOOL
DISTRICT EARLY CHILDHOOD CENTER



PARENTS AND STUDENTS' HANDBOOK
2022-2023

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CONTACT INFORMATION

Early Childhood Center:
401 N. Oklahoma Ave.
Mangum, Oklahoma 73554
Phone: (580) 782-5912
Fax: (580) 782-5914

Superintendent's Office:
400 N. Pennsylvania
Mangum, Oklahoma 73554
Phone: (580) 782-3371

High School: (580) 782-3343
Middle School: (580) 782-2704
Edison: (580) 782-2703

School Website: www.mangum.k12.ok.us

SCHOOL TIME SCHEDULE

7:30-8:00	Student drop-off and breakfast in classrooms
8:00	Tardy bell rings; instruction begins
2:00	Pre-K day ends
3:10	Class work ends; students dismissed
3:10	Carline, Day Care
3:15	Buses
3:20	Walkers, Bike riders
3:30	Teachers off duty

ARRIVAL/DISMISSAL/HOURS OF SUPERVISION: Students who do not ride the school bus should arrive at school after 7:30. Students who ride the bus will be dropped off at the bus drop off zone while all other students should be dropped off in the front carline. All Pre-Kindergarten ("Pre-K") and Kindergarten ("K") students will have breakfast in their respective classrooms. Students who are dropped off after 8:00 a.m. may need to call the office if there is not a school employee still on morning carline duty. Parents can walk their child to the front door, but may not enter the building. Dismissal of students is at 2:00 for Pre-K carline, 3:10 for K carline, 3:15 for students who ride the bus.

DEPARTURE OF STUDENTS:

Car Line

Car riders in Pre-Kindergarten will be picked up in the front carline at 2:00.
Car riders in Kindergarten will be picked up in the front carline at 3:10.

Daycare

Pre-Kindergarten Daycare students will load on the North side of the building at 2:00.
Kindergarten Daycare students will load on the North side of the building at 3:10.

Bus

Students will go to the gym to get ready for loading buses. Teachers will lead students and help them board buses on the west side of the school.

Bike Riders and Walkers

Bike riders and walkers will be dismissed from the front entrance and must be accompanied by a parent or an approved older sibling.

PICK-UP FROM OFFICE: Parents are allowed to come into the main entrance to pick up their child, but are not allowed to go throughout the school. Please call the office before 2:45 and someone will bring your children out to your car. If it is after 2:45, then you will have to pick up your children through the carline. Do not ask your child to exit the building from another exit, due to safety concerns.

All students must be picked up by **3:25**. Any student not picked up will be brought inside the school at the main entrance. Teachers will try to contact the parents or the emergency contacts listed on the enrollment form. Teachers will also document attempted parent contact in the grade level binders that are located in the Secretary's office in order to keep up with habitual late pickup. Failure to pick up students in a reasonable time could result in further action being taken, such as the Department of Human Services and/or Mangum Police Department being contacted.

LUNCH AND RECESS TIMES:

Kindergarten

Lunch Period 11:00 – 11:25

Recess 11:25-11:45 and 2:00-2:15

Pre-Kindergarten

Lunch Period 11:20-11:45

Recess 1:05-1:45

Parents may drop off lunch at the front office or send lunch in a lunch box with their child.

ACTIVITIES: Notes will be sent home to inform parents of the various activities and to invite parents to visit during these activities.

NON-DISCRIMINATION POLICY: District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BI - Civil Rights. The following people have been designated to handle inquiries regarding the non-discrimination policies: The Superintendent should be contacted for all student and non-student and/or employment related issues at 580-782-3371 or at 400 North Pennsylvania Avenue, Mangum, OK 73554. The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 580-782-3371 or at 400 North Pennsylvania Avenue, Mangum, OK 73554. Inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Fax: (816) 268-0599
Email: OCR.KansasCity@ed.gov

ADMISSION OF STUDENTS: Mangum Schools will enroll any student whose parents and/or legal guardians are legal residents of the District, who meet the requirements provided for under the McKinney-Vento Act, who obtain a legal transfer as provided for by law, or who meet any other guidelines for enrollment found in statute or District Policy EB. A certified birth certificate, record of health immunizations, and a copy of the social security card are required for pre-kindergarten, kindergarten and new students to enroll. Two separate documents showing proof of residence (ie. water/ electric bill, driver's license) may also be required. The minimum chronological age for children enrolling in pre-

kindergarten is four (4) years of age on or before September 1 of that year. The minimum chronological age for children enrolling in kindergarten is five (5) years of age on or before September 1 of that year.

ATTENDANCE/ABSENCES/MAKEUP WORK:

Attendance

If your child is ill or must be absent from school for any reason, please notify the office at 782-5912. The office is open at 7:30 a.m. It is the responsibility of the parent/guardian to call the school before 8:30 A.M. the morning of their child's absence. Please call as early as possible. The school may contact those students' parents who do not call. If for some reason a parent/guardian contact has not been made regarding a student's absence by the end of that school day, the student will be considered truant. Absences other than illness should be avoided, to the extent possible, as absences tend to lower grades and possibly result in retention. The educational experience consists of more than merely taking tests. Daily classroom participation, interaction with the teacher and other learners, and receipt of instruction is necessary to acquire desired knowledge and skills.

Pursuant to Oklahoma law at 70 O.S. § 10-105, a parent, guardian, or other persons having custody of a student who is over the age of five (5) years old and under the age of eighteen (18) years old, must cause or compel such child to attend and comply with rules of some public, private or other schools unless other means of education are provided in accordance with the law. Any parent, guardian, custodian, child or other persons violation of the aforementioned, shall be subject to legal consequences. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the administration shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings. In order for further absences to be considered excused, a doctor's verification may be required.

Absences

If a student comes to school after 9:15 a.m., the student will be considered absent half a day in the morning. If a student leaves school before 1:45 p.m., the student will be considered absent half a day in the afternoon.

Provided that communication is made to the school on the day of the absence, absences will be considered excused for the following reasons: illness, bereavement, family emergencies, recognized religious holidays, medical appointments, and legal matters. All other absences will be considered unexcused unless otherwise determined by the administration.

Make-up Work

Students will be permitted to make up classwork missed because of an excused absence. Each student will be given the number of days absent plus one day to finish any make-up work. Any work that is not turned in on time will have a zero recorded for that assignment.

Make-up work will not be permitted for unexcused absences or students who are considered truant.

TARDIES: Students arriving at school after 8:00 and before 9:15 a.m. must receive a tardy slip from the office.

TRUANCY: An absence without parent/guardian or school consent and appropriate notification made to the principal.

THE DISTRICT ATTORNEY AND DEPARTMENT OF HUMAN SERVICES WILL BE NOTIFIED IN A TIMELY MANNER REGARDING ALL TRUANCY PROBLEMS. PLEASE HAVE YOUR CHILD IN SCHOOL EACH DAY. THEY MUST BE HERE TO LEARN.

BICYCLE SAFETY: Riding bicycles to and from school can be dangerous. Strict safety practice by the students is required. No unsafe practices will be tolerated. Bicycles are to be walked on school property during the school day and are to be stored in the racks provided on the north side of the building. All bikes should be locked to the racks. NO SKATEBOARDS OR SCOOTERS ARE ALLOWED.

BREAKFAST AND LUNCH PROGRAM: The cafeteria offers well-balanced diets. Children enjoy breakfast and lunches that comply with the regulations set forth through the Child Nutrition Programs of the State Department of Education. Breakfast and Lunch are free to all students and school employees. Students may bring their lunches. No canned or bottled carbonated beverages should be brought with their lunches. Students should drink milk unless they are allergic to milk or have a medical excuse. Students that bring their lunches and those that do not drink milk may bring bottles of water into the lunchroom. All other students should take milk on their tray. If for any reason a student is not to have milk, the parent/guardian should contact the principal.

Students may whisper while eating, however, excessive or loud talking will not be permitted. Students should keep their hands, feet, and other objects to themselves. There will be staff in the cafeteria to monitor student behavior. Once student trays are empty, students will sit and remain quiet until dismissed to class or recess.

BULLYING/HARASSMENT: Bullying/harassment of students or staff by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the District. Additional information on the District's bullying policy can be found in Policy EI, corresponding District Regulation EI-R, and District Form EI-F.

Bullying includes, but is not limited to, a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student, staff member or a group of students or staff that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- Harm another person;
- Damage another person's property;
- Place another person in reasonable fear of harm to their person or damage to their property; or
- Insult or demean any student, staff member or group of students or staff in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment may include, but is not limited to, the following:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student;
- Unwelcome physical contact.

BUS TRANSPORTATION: District shall furnish transportation to all students in accordance with the law and for students who live more than one and one-half (1½) miles from the school where the student is assigned to attend. Transportation of students by method of school bus should be considered a privilege provided, not a right; therefore, students should be aware that privileges may be lost if they are abused. It is important that every student be entitled to a safe trip to and from home. Unsafe bus behavior is not tolerated. Only regularly scheduled bus students are to ride the buses. If the behavior of a student becomes such that it jeopardizes the safety of other students, or is not in accordance with policies set forth by the District, the student may be denied bus riding privileges.

The bus driver is in full charge of the bus and students, and students must obey the driver. Violations of bus rules will be reported by the bus driver for corrective action. The action taken could include temporary or permanent withdrawal of riding privileges.

I. PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)

1. Be on time at the designated school bus stop. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Bus riders are not to move toward the bus at the school loading zone until the bus has been brought to a

complete stop.

II. WHILE ON THE BUS

1. Stay seated at all times.
2. Keep hands and head inside the bus at all times after entering and until leaving the bus.
3. Refrain from the use of any form of tobacco.
4. Assist in keeping the bus clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Damage to seats, etc., must be paid for by the offender.
7. Bus riders should never tamper with the bus or any of its equipment.
8. Do not leave books, lunches, or other articles on the bus.
9. Keep books, packages, coats, and all other objects out of the aisles.
10. Help look after the safety and comfort of small children.
11. Do not throw anything out of the bus window.
12. Bus riders are not permitted to leave their seats while the bus is in motion.
13. Disruptive behavior is not permitted around or on the bus.
14. Bus riders are expected to be courteous to fellow students, the bus driver, and the patrol officers or driver's assistants.
15. When approaching a railroad crossing it is important to keep quiet.
16. In case of road emergency, children are to remain in the bus unless the driver instructs otherwise.

III. AFTER LEAVING THE BUS

1. When crossing the road, go at least ten feet in front of the bus, check traffic, watch for the bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

IV. EXTRACURRICULAR TRIPS

1. The bus rider rules and regulations will apply to any trip under school sponsorship.
2. Students shall respect the wishes of a chaperone appointed by school officials.

The same rules of conduct expected at school and in the classroom shall apply for the student on the school bus.

CHANGE OF ADDRESS AND PHONE NUMBER: Students move from one address to another sometimes during the school year. This information must be reported to the office to enable the school to get in touch with you in case of an emergency. It is important for the school to have a working telephone number for each student enrolled in school.

CHILD FIND: Oklahoma law requires Mangum Public Schools to locate all children, ages 3-21, who are suspected of having a disability and may require special education and/or related services. Persons knowing of a child, ages 3-21, whom they believe may qualify for preschool or school-age classes for children with disabilities, may receive further information by contacting the Director of Special Education at 580-782-2702

CLOSED CAMPUS: Mangum Early Childhood is a closed campus. During the lunch period, students will be restricted to the school campus. However, a parent/guardian may pick up their child during the lunch period. A parent will be allowed to take his/her child only. Be sure to sign your child out and back in at the office. Students who are late in returning to class from lunch will be given an unexcused tardy.

COMPUTERS: Computer education has become an important part of our curriculum and a part of the Oklahoma State Competencies. There is also internet access in each classroom with iPads, chromebooks, Kindles, and computers

available for students.

Students using the school internet must have permission from their parent/guardian on file. This may be found on the enrollment form. Violation of District Policies and Procedures may result in cancellation of computer use privileges and/or disciplinary action. Computer vandalism will result in cancellation of District Computing Resource privileges and/or other disciplinary action.

CONDUCT OF STUDENTS: In addition to the Student Code of Conduct provided for in Policy EI, students will be expected to adhere to the following rules:

1. Always respect the rights and property of others, including school property. Students need to keep their hands and feet off the walls in the halls. No running is allowed in the halls.
2. All students must obey and follow instructions of any staff member of the Mangum Schools, and any rules that a teacher has for the classroom.
3. Fighting or scuffling is not permitted at school. Students are prohibited from hitting, striking, kicking, or in any way harming another student or teacher. Students are not allowed to throw things such as rocks, etc.
4. Using profane language is prohibited.
5. Chewing gum, eating candy, or drinking soft drinks are permitted at school when authorized by the homeroom teacher or principal.
6. Bikes should be parked as soon as they arrive at school and should not be moved until time to go home.
7. Guns and knives, or weapons of any kind, are prohibited.
8. Students should not bring radios, toys (such as small cars, bats, batons, knives, dolls, sunglasses, etc.) to school. The lower grades will have "Show and Tell" days which will be designated for bringing toys, etc. for show and tell purposes only.
9. Birthday Invitations: Students are not allowed to distribute birthday party invitations at school unless each classmate receives an invitation.

COUNSELOR: The District's counselor provides counseling services throughout the year and coordinates many programs and activities. Parents, teachers, or students may request services from the counselor for individual counseling, behavior modification techniques, classroom activities, and other needs.

DISCIPLINE: The philosophy of discipline for MECC is as follows: early childhood teachers and administrators will make every effort to use positive reinforcement, provide a pleasant environment, and maintain parental contact to ensure appropriate behavior of each child. These actions tend to minimize students' discipline problems.

All students enrolled in the Mangum Public Schools will be expected to abide by the rules and regulations set forth by the Board of Education, the administration, and the teachers while in attendance at school, school sponsored activities, or being transported to or from school in district owned transportation equipment. Any student who is disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity of the violation and/or the number of times the student has broken the rules. For more information on the District's discipline policy, please see District Policy EK.

DISMISSAL OF SCHOOL DUE TO SEVERE WEATHER OR OTHER CAUSE: On occasion weather or other unforeseen causes merits dismissal of school or requires a late start time. When questions arise, look at the Mangum Public School website at www.mangum.k12.ok.us. Please contact the office with any updated phone numbers as they become available.

DRESS CODE: All persons at Mangum Public Schools are expected to dress appropriately for the school setting. Appropriate dress as determined by the staff and administration of MECC is required at all times. Students are encouraged to come to school in comfortable and clean clothes. Please make sure that shirts and tops with "sayings" printed on them are in good taste. Any clothing, accessories, or hair styles that are disruptive to the educational environment or creates a risk of health or safety to any person is not permitted at school or any school sponsored activity. Parents will be notified if clothes are inappropriate and/or distracting to other students. A good rule to follow is if you are not sure, don't wear it. Athletic shoes are encouraged for recess and physical education classes for student personal safety.

The Principal on a case-by-case basis will make exceptions to the policy for special activities. “Disruption to the educational environment” and “risk of health and safety issues” are discretionary decisions to be made by the administration. Dress Rules and examples of dress that are disruptive to the educational environment and are not appropriate in the school setting include, but are not limited to the following:

1. Clothing that reveals the midriff and/or inappropriately exposes other areas of the body and/or undergarments.
2. Pierced body parts other than traditional pierced earrings.
3. Clothing, accessories or hair styles that espouse (directly or inferentially) alcohol, chemical abuse, criminal behavior, gang colors or symbols (including “sagging” or “baggy” pants); immoral conduct, nudity (partial or whole), obscenity, profanity, weapons or any form of violence.
4. Shorts shorter than mid-thigh in length.
5. Cut-offs of any kind or length are not permitted.
6. Tank-tops (defined as the width of shoulder that measures anything less than the length from the base of the neck to the end of the shoulder).
7. House Shoes, pajama pants, or yoga pants (worn with a top or shorts that cover to mid-thigh).
8. Sagging Pants: pants that are worn so that they are hanging below the hips; at or below the buttocks.
9. Leggings: leggings are not acceptable dress unless worn with a top or shorts that cover to mid-thigh.

THE PRINCIPAL’S DECISION IS FINAL REGARDING CLOTHING DEEMED NOT ACCEPTABLE!

EARLY CHECKOUT OF STUDENTS: Our time with your child is valuable. We are all concerned about quality education for each of our students. Please try to schedule appointments and trips at a time that will not conflict with learning. **Any visitors picking up a child must present identification and sign the student out from the office.**

At MECC the well-being and safety of your child is most important to all of the faculty and staff. Because of this we are asking for your cooperation with the following policy:

Parents who need to pick up children during school hours need to sign the students out through the office. School personnel will send for student to be dismissed while they are being signed out. Please do not call ahead to have your child dismissed from class early only to sit at the front and wait on you; they would miss much valuable learning time from the classroom.

Picking a child up early from school counts as a tardy or half day absence as defined herein.

EXCLUSION POLICY: Parents who do not want their child's picture and/or other information released to newspapers or other publications should mark NO where we ask for permission to post their picture in the media on the student’s information sheet.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“FERPA”): This policy affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education record within 45 days of the day the District receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to consent to disclosures of personally identifiable information (“PII”) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with United States Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

Student's parents or eligible students have the right to seek to correct parts of the students' education records believed to be inaccurate, misleading, or in violation of student's rights. This right includes the right to a hearing to present evidence that a record should be changed if the District does not alter it according to a parent or eligible student's request. For additional information, please see Policy EG and corresponding regulation EG-R. Any question in regard to this notice may be directed to the Superintendent or the Director of Federal Programs at the Mangum Board of Education Office, 580-782-3371.

FIELD TRIPS: Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance and will be asked to sign field trip permission forms. Bus transportation will be provided by Mangum Public Schools. School rules and regulations are expected to be followed at all times.

FLOWERS: Flowers and/or balloons will not be delivered to students while at school.

GRADES: Grading and reporting grades are in many instances the only way we have of informing parents of their children's progress. Every effort will be made to inform parents of student progress through phone calls, progress notes, notes to parents, conferences, etc. Progress Reports will be sent home once a month.

Teachers in the Mangum Public Schools shall determine grades using the following percent spread:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Our Pre-Kindergarten students' progress is monitored through Educational Software for Guiding Instruction ("ESGI") and it is skills based. Progress reports will be generated through ESGI periodically and shared with parents/guardians.

HALLWAYS: Students should walk quietly in a single file line and keep their hands to themselves. No running is allowed.

HANDBOOK: Each family will sign the Verification of Receipt for a Student Handbook (one copy per family) and has internet access to the handbook on the school website.

HOMEWORK: Homework is a valuable educational tool and is important to a student's academic development. Parents should be aware of and involved with assignments. They should offer encouragement whenever possible. We ask the parents not to do the work for the child. You may assist the student whenever it is deemed necessary. Excessive homework is to be avoided. Homework is considered work that was not completed in the classroom and is to be returned the following day after it is assigned. Students who do not turn in completed homework may have to stay in at recess or may receive a zero for the assignment.

Failure to complete and turn in assigned work will be reflected on the progress reports/report cards sent to parents throughout the year.

If your child is absent from school and you want to pick up their assignments, please call and make that request. **All textbooks and homework assignments may be picked up at the front office after 3:00 p.m.**

ILL CHILDREN: If your child becomes ill at school, we will contact you. If we cannot reach you, we will use the emergency contact information you have provided. Please remember that we cannot keep ill children at school. If your child has had fever they must be fever free for 24 hours without medicine before returning to school.

IMMUNIZATION: No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public

Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or

- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

IPADS/ CHROMEBOOKS: Mangum Early Childhood Center offers our students individual iPads/chromebooks in every classroom. Students will be led and monitored by teachers to instructional sites for daily practice. Students that misuse their iPads/chromebooks may lose privileges.

Care of iPads/chromebooks in the classroom are a responsibility of both students and teachers. The teacher's responsibility is to share correct guidelines and procedures and to monitor students as they use and transport iPads/chromebooks in the learning environment. Guidelines and access should be age appropriate for each grade level of student. iPads/chromebooks are one learning tool that we use, and just like other materials in the classroom, we understand usual wear and tear on devices. MECC asks that you adhere to the following iPad/chromebook use and guidelines.

- Take good care of iPads/chromebooks and accessories in order to prevent damages to the devices;
- Keep the iPads/chromebooks in the protective case at all times (if available);
- iPads/chromebooks will be retrieved and returned to the charging cart according to the teacher's directions;
- Food and beverages should be kept away from iPads/chromebooks;
- Disassembly of any part of the iPads/chromebooks is not allowable;
- iPads/chromebooks will not be used in ways that are not educationally appropriate by following the Acceptable Use Policy procedures and the teacher's instructions;
- Markers, crayons, stickers, or tape will not be used on iPads/chromebooks;
- Serial numbers must not be tampered with on the iPads/chromebooks;
- iPads/chromebooks are the property of Mangum Public Schools and intentional damage and defacing is considered damage to school property;
- Contact the teacher immediately if there is a problem or damage to an iPad/chromebook;
- Failure to follow the above guidelines could result in limited use and access to iPad/chromebook devices in the classroom.

LAW ON PRIVACY RIGHTS: Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time.

LEARNING LAB: Special education classes are available for students to receive individualized special assistance. Various state and federal guidelines must be met.

LIBRARY: MECC Library is the home of hundreds of books. Our circulation system is automated, and we share a librarian with Edison Elementary School. The library is open each day. Students are encouraged to check out books as often as needed.

Teachers may use unscheduled times for class and small-group research projects in the library. Our classroom teachers will check books in and out when our librarian is unavailable. All students are encouraged to take advantage of the many materials we have available and read as much as possible.

LOST AND FOUND: The lost and found box is located on the stage in the gym. Articles found are to be turned in to

the office. Articles not claimed by one week after the end of the school year will be disposed of or donated to charity.

MEDICINE POLICY: Medication may be administered to students as prescribed by law and set forth in Policy BD. A student who has a legitimate need for medication shall deliver the medication to the principal or principal's designee in its original container with written authorization by the parent or guardian for administration of the medication. Medicine will be dispensed only if all of the requirements set forth in law and policy are met. Prescribed inhaled asthma medications, prescribed anaphylaxis medications, and/or replacement pancreatic enzymes for treatment of cystic fibrosis may be dispensed in accordance with state law and policy BD.

MOMENT OF SILENCE: At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

PARENT PORTAL: Through District's Student Information System, parents will have access to their child's grades, attendance, and other information on a real time basis. If you do not have access to the parent portal you need to call the school at 580-782-5912.

PARENT/TEACHER CONFERENCES: Parents are welcome to come to school and talk with teachers. Appointments should be made to coincide with the teacher's planning schedule. This can be done through the office by calling 580-782-5912. In addition, parent conferences will be held on the following dates for the 2022-2023 year:

September 16 from 3:30-9:30

February 17 from 3:30-9:30

Our teachers will be sending out sign-up sheets for scheduled conferences. All conferences will be scheduled in fifteen-minute blocks of time and will be held in person or via zoom/telephone conference.

PARTIES: Parties will be up to teacher discretion. Snacks for parties must be prepackaged and meet any other health requirements specified. No birthday parties will be held and no visitors will be permitted without prior authorization by the administration.

PERFECT ATTENDANCE: In order for your child to receive a perfect attendance certificate they cannot have any absences and no more than two tardies during that time period.

PHYSICAL EDUCATION: All students will participate in physical education ("P.E."). It will be taught by a qualified instructor and should be of benefit to every student. A note should be sent from home when your child cannot participate in P.E. because of illness. A doctor's statement may be required for continued illness. Athletic shoes are recommended to wear in physical education classes.

The students begin their physical education classes using circuit training activities. These activities are used to strengthen their body's main systems such as respiratory, circulatory, and muscular. Some examples of these exercises/activities are ladder stretches, push-ups, sit-ups, squats as well as jumping jacks. Activities are used to demonstrate that exercise can be fun as well as beneficial to our health. These activities are age appropriate to encourage students to participate. These activities also teach character education skills. They improve health by releasing stress and building character through sportsmanship as well as improving leadership. Student progress is determined by successful participation in class activities and assignments as documented by report card grade.

PLAYGROUND RULES: Use good sense when playing on playground equipment. There are teachers and teacher's aides on playground duty and if students have a need, they should see a playground teacher or aide.

Swing

No standing in the swings.

One student per swing.

No twisting on the swings.

Swing correctly.

Slide

One at a time, feet first.

Round-a-bouts

One student at a time.

Picnic Table

Do not climb on picnic tables. Do not use tables inappropriately.

Other Equipment

Tag on any equipment is not allowed.

Other Rules

1. Do not pick up or throw rocks, dirt, clods, etc.
2. Baseballs, softballs, and bats are not allowed.
3. Footballs are allowed, but no rough play or footballs will be prohibited at recess.
4. No toys brought from home.
5. Students should not ride piggyback on other student's shoulders.
6. Treat others as you want to be treated.
7. Keep sand box toys and sand in sandbox.
8. Do not crash into each other on tricycles.

RECESS: The playground teachers will blow their whistles when recess is over. At this time, students should walk and take their places in line. Students should be courteous and should obey all safety rules while playing at recess.

DRUG AND ALCOHOL POLICY: Mangum Schools through approval of the Mangum Board of Education has acquired the services of a drug dog which makes unscheduled periodic visits to our school buildings and its grounds. The extra-biosensory ("EBS") handler and the dog have access to all buildings, vehicles, and lockers located on school property.

PROFICIENCY BASED PROMOTION: Students will be provided the opportunity, upon request, to demonstrate proficiency in one or more of the core curriculum areas of social studies, language, language arts, mathematics and science. The student who can demonstrate proficiency in the absence of instruction may be able to advance a grade level in grade one through eight or earn high school credit for courses in grades nine through twelve.

A student will be given the opportunity to demonstrate proficiency in content by scoring 90% on the appropriate District examinations. The parent of any student enrolled in the Mangum School System may request proficiency-based promotion by completing the appropriate application and submitting the request to the School Counselor and/or Building Principal. The opportunity for proficiency assessment will be provided twice each school year. The test weeks will be the first week in June and the first week in August. Application to take Proficiency Test shall be made on or before May 30th or July 31st.

Application forms will be available at each school site within the Mangum School District. The forms are to be returned to the Superintendent of Schools, 400 N. Pennsylvania, Mangum, OK 73554, or directly to the School Counselor or Building Principal to schedule testing. Test results will be mailed within two weeks of the test date. Any questions concerning Proficiency Based Promotion or Assessment or testing procedures may be directed to the Superintendent of Mangum Public Schools, 580-782-3371.

READING SUFFICIENCY ACT: Each student enrolled in kindergarten in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. Children at risk for reading difficulties at the beginning of the year will be monitored to measure mid-year and year-end reading progress. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills. For additional information, please see District

Policy ED.

REFOCUS: Refocus is the supervision of a student who needs time to reflect on his/her behavior. Students can be placed in “refocus” by the principal or his/her designee. Students in “refocus” will be given the opportunity to complete daily assignments in a designated area in the building and possibly returned to the classroom after appropriate behavior has been displayed.

REPORT CARDS: Report cards will be issued to students at the end of each semester. Report cards will contain academic grades and attendance. Report cards will be computer generated and must be signed by the parent/guardian and returned to the classroom teacher. Any debt owed to the school must be paid before report cards will be released.

Progress Reports will be sent home every month. Progress Reports will be available at Parent/Teacher Conferences. Parents can check grades on the Student Information Network.

RETENTION AND PROMOTION: In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once.

Each school shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of a classroom teacher, a counselor when available, the building principal, and any additional personnel assigned by the principal. Criteria to be considered by the committee shall include attendance, testing, assignments, and the student’s level of maturity. Retention may be considered when:

1. The student is achieving significantly below ability and grade level;
2. Retention would not cause an undue social and emotional adjustment; and
3. Retention would have a reasonable chance of benefitting the student’s development.
4. In addition, retention of certain students may be mandated by state law if the student achieves below the requisite score on statewide criterion-referenced tests.

Whenever the committee recommends that a student be retained at the present grade level or recommends that a high school student not be passed in a course, the student’s parent or guardian shall be notified of such recommendation. If the student’s parent or guardian is dissatisfied with the recommendation for retention on the basis of items 1-3 set forth above, the parent or guardian may appeal the decision to the Board by submitting a written request for an appeal to the Superintendent. The decision of the Board shall be final. There shall be no appeal procedure for mandatory retention on the basis of item 4 set forth above.

SAFETY: The safety of our students is important. Parents can help by pointing out the danger spots and the best place to cross streets. Our loading and unloading zone has been strategically placed off the road to keep our students out of the street. Proper driving will ensure safety for students.

SAFETY PLAN: MECC Safety Plan will include four (4) security drills and a minimum of six (6) safety drills as required by law and provided in Policy BC.

FIRE DRILL A fire evacuation plan is posted in each room. Fire drills will be conducted on a regular basis.

EVACUATION PLAN An evacuation plan is in place should the need arise. Children will be evacuated to the High School Gymnasium and may be picked up there.

SEVERE WEATHER PLAN: Designated shelter areas are set aside for each classroom should severe weather occur. Drills will be conducted on a regular basis.

SCHOOL PROPERTY: All buildings, equipment, supplies, and books are the property of the District. Students that

willfully destroy or damage any of these must pay for the damage or replacement of the property.

SCHOOL SUPPLIES: Required school supply lists are available on the school website, at the school site, Wal-Mart, and etc.

SEVERE WEATHER: When severe weather occurs, Dr. Shane Boothe, Superintendent, will monitor the situation and work with the highway patrol. Children will not be released to leave school unless an authorized adult arrives to pick them up. Buses will not run and students will not be released to leave the building until an all clear is sounded by Dr. Boothe.

SPECIAL EDUCATION: It shall be the policy of the Mangum Public Schools to follow state and federal laws and regulations with respect to eligibility and placement in special education.

Parents Rights in Special Education

As the parent/guardian/surrogate parent of a child who is receiving a formal evaluation and/or special education services, you have certain rights according to state and federal regulations. If you have questions about special education services for your child or about these rights or would like a copy of these rights in abbreviated form, please contact the State Department of Education, Special Education Section, (405) 521-3351, or your local school, (580) 782-3371.

STAYING INDOORS: Students will be informed by their teacher on days when weather conditions prohibit going outside for recess. At other times, students must have a dated and signed note by parents to stay inside during recess. The note should state the reason-illness or doctor's request.

In the wintertime students will go outside for recess if the windchill is above 32 degrees Fahrenheit.

TELEPHONE: The telephone is available for emergency use only. Students must have a note from their teacher to use the telephone. Students will not be allowed to use the phone to call for books or assignments left at home, money for pictures or activities, permission slips, etc. Messages for students will be delivered to their teacher.

Parents should discuss with their children what they are to do at the end of the school day, (ex. ride the bus home, walk home, go to daycare, etc.) so that the child will not have to call someone to find out what to do.

TEXTBOOKS AND LIBRARY BOOKS: Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

TOYS/PERSONAL ITEMS: Trading cards, fidget spinners, electronics, CD's, etc. are not to be brought to school – unless it is at the request of the teacher. If the students bring such items they will be taken from them and will be given back on the last day of school or when parents come and pick them up.

Cell phones and communication watches are allowed in the student's backpack with permission from parents and teacher. Phones/watches should be turned off, on silent, or on "school mode". If cell phone/watches become a distraction the teacher may confiscate the phone/watch and turn it into principal. Parents will then need to pick up cell phone/watch from the principal.

TRANSPORTATION: Arrangements for after-school transportation should be made before the student comes to school. Please do not call the school office to notify your student of transportation arrangements except in case of emergency.

VISION SCREENING: Vision screening shall be conducted as provided for by law. Parents or guardians with children enrolled in kindergarten, first, and third grades at a public school must provide proof that their child passed a vision screening within the past twelve (12) months. The screening must have been conducted by personnel listed on the Department of Health's statewide registry. The certification must be provided within thirty (30) days of the beginning of the school year, though screenings for kindergarten students may be completed anytime during the school year. Students who fail a screening will be referred for a

comprehensive eye examination by an ophthalmologist or optometrist.

VISITORS: No visitors will be allowed to enter the building, although parents may come in the front entrance to sign their child out. This process is for the safety of the staff and students. School visitation of one's friends from another school district is discouraged.

The Superintendent or principal of any secondary, middle, or elementary school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business or school classes.

VOLUNTEER PROGRAM: Volunteers play an important and valuable role in education. Voluntary assistance in the education of students offers a way for you to become actively involved in your child's school. Volunteers are needed to help in the classroom or to work with individual students. Volunteers are also needed for other jobs such as: making copies, bulletin boards, and making classroom materials. If you are interested in becoming a volunteer, you can contact your child's teacher. Volunteers will be required to have passed a law enforcement background check and must complete the Volunteer Agreement found in DA-R2-F. Volunteers should wear their volunteer badges at all times while at school. Parents wishing to help in the classroom must have permission from the classroom teacher and principal and must sign a Confidentiality Agreement before helping in the classroom.

WIRELESS TELECOMMUNICATION DEVICES: The use of cell phones during instructional time is prohibited. Devices are to be turned off and out of sight during instructional time. A student may use a phone for instructional purposes only and with the prior consent of the school principal, sponsor, or teacher. Students may **NOT post, reply, or comment on ANY SOCIAL MEDIA** at any time during the instructional day. Please see Policy BJ for more information.

WITHDRAWAL OF STUDENTS: If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. All district-owned textbooks and library books must be returned. Your cooperation in this matter would be greatly appreciated. Parents are reminded that transcripts and other records will be forwarded to the new school. A picture ID will be required for withdrawals.

DISCIPLINE POLICY: Disciplinary measures will be considered on a case-by-case basis and may include, but are not limited to: revocation of privileges, conferences with parents, detention, and suspension. Local authorities will be notified where appropriate and, in some cases, where required by law. The Building Principal has the authority to use his/her discretion to reduce, extend, change or add to any consequences/punishment based upon the severity of an infraction.

SEARCH OF STUDENTS: As allowed by law, the Superintendent, any principal, teacher, or security personnel who has reasonable belief shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by District personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, back packs, or other personnel items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

IEP MEETINGS: IEP meetings will be held on site unless the parent chooses to have the meeting through Zoom or Telephone Conference.