



**Turkey Ford Elementary
Student Handbook
2023-2024**

From the Desk of: Mrs. Julie Holloway

To the Parents

Welcome to the new school year. Your child's school experience is important to us. Throughout the school year your child will be presented with new skills and activities as he/she develops and learns to his/her highest potential.

The elementary handbook has been prepared to inform you about many of the elementary school policies and procedures so that you may assist your child in his/her learning. Please read it thoroughly to acquaint yourself and your child with those areas that may directly affect your child's learning.

Many of our policies are governed by state law and are mandated by our elected officials in the state legislature. Many are local policy set by the school board at Turkey Ford School District.

The Board of Education and the Administration of Turkey Ford would encourage you to come by or call if you have any questions or concerns not addressed in this handbook. We stress open communication and shared responsibility for student learning. Parents/Guardians ARE ALWAYS WELCOME at Turkey Ford Elementary School.

To the Students

This handbook is provided as a guide for your days at Turkey Ford School. You are a reflection of what our school stands for. All students are expected to be courteous, polite, and treat others with the same respect you would expect from them toward you. Take pride in yourself and your school.

Philosophy

We believe that the Turkey Ford School District should provide quality educational experiences for all students of the school system. These experiences should prepare students for productive and fulfilling lives by providing opportunities for intellectual, social, and personal development. We recognize that education is not the exclusive responsibility of the public school, but is more successful when parents and community work together with the school in a joint effort. Our ultimate goal is to develop responsible citizens capable of reaching their potential in a changing society.

In Keeping With This Philosophy, Our Goals For Each Student Are:

A. To reach full academic potential by:

- 1. Mastering the basic skills**
- 2. Accumulating a general fund of knowledge**
- 3. Learning problem-solving and decision-making skills**
- 4. Developing good study habits and a desire to learn**

B. To reach full social potential by:

- 1. Learning to understand, appreciate, and respect the differences in people and cultural values**
- 2. Developing and understanding of the responsibilities of citizenship in a democratic society**
- 3. Developing an awareness and understanding of our society and its' cultural heritage**
- 4. Developing a sense of moral integrity**

C. To reach full personal potential by:

- 1. Experiencing different forms of creative expression**
- 2. Learning about career opportunities and developing a positive learning attitude toward work**
- 3. Learning about physical well-being and recreational activities**
- 4. Developing willingness to accept responsibility for one's own decisions**
- 5. Developing a positive self-concept**

Board Members

Diane Cook, Clarence Jones and Travis Shobe

Julie Holloway	Superintendent/Principal
Olivia Plant	Supt. Secretary/Child Nutrition Clerk
Crystal Clark	Payroll/Encumbrance/Clerk
Hannah Hart- Brown	Teacher, Pre- Kindergarten
Jennifer Moore	Teacher, Kindergarten
Laura Barnes	Teacher, First Grade
Lacey Hilburn	Teacher, Second Grade
Julia Harmon	Teacher, Third Grade
Becca Brown	Teacher, Fourth Grade/Sped
Brandi Pierce	Teacher, Fifth Grade
Lori Miller	Teacher, Sixth Grade
Mary Hardesty	Tech & Reading Specialist
Robin Householder	Paraprofessional/ Library Aide
Victoria Nielson	Paraprofessional/ P.E. Aide
MaryAnn Troyer	Office Aide
Wendy Jacobsen	Food Service/ Head Cook
David Holloway	Bus Driver
Gary Smith	Custodian/Maintenance
Denise Durbin	Speech Pathologist
Gayle Cannon	Treasurer

Turkey Ford School
2023 & 2024 Calendar

Classes Begin at 8:00 a.m. and Dismiss at 3:15 p.m.

Students may not arrive at school prior to 7:30 a.m.

August 9,10 & 15	Professional Development
August 14	Open House
August 16	First Day of School
September 4	No School - Labor Day
September 26 & 28	Parent-Teacher Conf. PM
September 29	No School
October 11	End of 1st Quarter
October 12-16	No School – Fall Break
October 17	No School/ Professional Day
November 20-24	No School - Thanksgiving Break
December 15	End of 2nd Quarter
December 18 - Jan.2	No School - Winter Break
January 3	No School/Multi-District Prof. Day
January 4	Classes Resume/Begin 3 rd Quarter
January 15	No School-MLK Day /Snow
February 19 & 22	Parent- Teacher Con. PM
February 23	No School
March 8	End of 3 rd Quarter
March 18-22	No School - Spring Break
March 29	No School/Good Friday
April 1	No School/ Professional Day
April 19	No School/ Snow
May 16	Last Day of Classes
May 16	Graduation PK @ 10:00/ K @ 11:00am
May 16	Awards Assembly 1 st – 6 th @ 1:00pm
May 17	Professional Development

Attendance Policy

In accordance with the policy of the Board of Education, this regulation shall govern attendance and absenteeism in grades Kindergarten through Sixth grades.

If a child is absent without valid excuse for four or more days or parts of days within a four week period or is absent without valid excuse for ten or more days or parts of days within a semester, the attendance officer 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 pursuant to Title 10 of the Oklahoma Statutes. See Oklahoma Statute 70:10-106 printed inside the back cover.

Students who are absent from class shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class.

When a student is absent, the parent or guardian should call the school office (not the teacher) before noon the day of the absence, if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence.

Three tardies during a nine-week period will be considered ONE Absence.

Three early pickups during a nine-week period will be considered ONE Absence.

Excused Absences: Personal Illness, Injury, Medical/Dental Appointments

Unexcused Absences: Absences that could have been avoided (i.e., errands, overslept)

Make-up Assignments: Excused absence requires students to ask their teachers for make-up assignments within a 2 day period after returning to school. Students will be given at least 1 day to make-up work for each absence after their return. Unexcused absences will not allow make-up work to be recorded in the grade book.

During adverse weather conditions, please tune in to your local radio or TV station for school closings.

School Colors

Blue and Yellow

School Mascot

Little Chiefs

Citizenship

This great country of ours "of the people, by the people, and for the people" can be great only as long as its citizens are responsible enough to be productive and maintain the ideals that made this country great. It is our sincere commitment that Turkey Ford Elementary School will provide experiences that will encourage our students to become good citizens.

Sportsmanship

The real winners in life are those who have learned to set worthwhile goals and experience the wonderful feeling of success in accomplishing them while not becoming frustrated by temporary setbacks.

Physical Education

The parent must present a doctor's note if a student is not to participate in physical education classes. The note should state the reason for excusing the student and the length of time to be excused. Students who do not bring a doctor's note are expected to participate.

Competitive Sports

Any student participating in competitive sports at Turkey Ford Elementary must be enrolled and attending school at Turkey Ford Elementary. All student athletes must ride on the bus with the coach to events. Parents/Guardians may sign a release to take their student home from events.

Extracurricular Activities

Participation in Extracurricular activities requires:

The student must maintain a C average in all subjects in which enrolled.

The student must meet the school's attendance policy.

The student must be in good standing within the rules of the activity.

Dress Code

All wearing apparel should be neat, clean and proper. The appearance of students should be based on good taste and in accordance with the standards of our school and community. Students should dress in a respectful manner that supports positive attitudes and does not disrupt the education climate. The school administration shall have the right to determine apparel that disrupts or detracts from the educational program. Parents should monitor student clothing appropriate to weather.

The dress code will include the following:

1. Shirts and blouses appropriately buttoned in accordance with the design. Transparent, see-through clothing, bare midriff, strapless, low-cut, crop tops, or tops, clothing or outfits which provide minimum coverage will not be allowed. Tank tops straps or spaghetti straps must be 2" wide.
2. Skirts and shorts must be no shorter than fingertip length or longer and may not reveal underclothing (especially when sitting).
3. Clothing containing slogans or advertising controversial or obscene material such as profanity, alcohol, drugs, gang related or unacceptable pictures prohibited.
4. No pierced object may be worn in any visible body part other than the ear.
5. Caps or hats are prohibited at school unless approved for an activity.

Any student wearing inappropriate clothing will be required to contact a parent/guardian to provide a change of clothes.

In order to set a good example for our students, we ask that parents and staff follow the student dress code when on the school campus.

The administration shall retain the authority to grant exceptions for special occasions and/or special conditions.

Field Trips

Occasionally students will be going on field trips. Notification will be sent home for each trip. Students will not be allowed to go on a field trip without parents' permission. Often parent volunteers are asked to assist on the trips. However, due to liability issues, only students, teachers, teaching assistants are allowed to ride on school district buses.

For safety reasons, it is extremely important for students to be on their best behavior while riding the bus during field trips. Students are required to follow all district rules while on field trips.

Conferences

Parents/guardians are encouraged to schedule teacher conferences when needed. Required parent/teacher conferences will be held once in the fall and spring.

Fire and Disaster Drills

Fire and disaster drills are important to each individual student. The drills are to insure that in case of fire and disaster, each student will be alert to the proper procedure to insure his/her safety. Drills will be held in the fall and in the spring.

Bus Transportation

Bus transportation is provided to students who reside within the Board approved boundaries. All buses operated by Turkey Ford Elementary School meet the requirements of the State Board of Education and operate in compliance with their regulations.

Students will be picked up and discharged only at their regular assigned stop. Any request to change the student's pick up, discharge point, or mode of transportation must be made in writing or by phone (by 2:00 pm) from the parent to the school office/ superintendent before permission will be granted.

Students riding on a school bus are under the supervision of the driver and are expected to cooperate fully in maintaining discipline to prevent serious accidents. Bus transportation is a privilege not a right and may be revoked due to behavior and non-observance of rules and regulations. Bus drivers may recommend to the superintendent that a student be disciplined if he/she persists in disobeying appropriate bus conduct and safety regulations. Students must be on time. The bus driver can't wait on students. Students must stay off the road while waiting for the bus. Parents are responsible for their children until the bus arrives and students safely load the bus. Students must walk and not run to load the bus. The school is not responsible for any personal items damaged, lost or stolen during transportation.

Bus Rules:

1. Remain properly seated, face forward until the bus comes to your stop
2. Nothing may protrude out windows (hands, head, objects)
3. Aisle must be clear at all times
4. Respect people and property, keeping hands and feet to yourselves at all times
5. No gum, candy, food, drink, markers or sharp objects allowed
6. Do not distract the driver
7. No profanity, no smoking, no dipping
8. Be courteous and quiet

Students failing to follow bus rules will be given verbal warnings, then a written warning, and finally a notification sent home to parents. If behavior does not improve the student may lose their bus riding privileges.

School Lunch

	Regular Price	Reduced Price
Child's Breakfast	\$1.25	\$0.30
Child's Lunch	\$2.95	\$0.40
Adult's Breakfast	\$3.00	
Adult's Lunch	\$4.85	

If a child does not receive free lunches and does not have money to pay for their lunch, School Nutrition Services is not obligated to feed the child. However, Turkey Ford Elementary will provide a peanut butter sandwich and milk for the child for a limited time. Students will be allowed to charge meals no more than one week.

Cafeteria Behavior

Students will wait in an orderly manner in the cafeteria line. The noise level in the cafeteria will be kept to a minimum at all times. Quiet talking with immediate neighbors is permissible. Students may not move food from one tray to another. Students will be responsible for personal eating areas with regard to clean up and disposal of trash. Lunchtime should be a pleasant experience for everyone. All behavior and conversation should reflect an attitude of respect and responsibility.

School Nutrition Services

Eating right and a child's performance in school go hand in hand. Children who eat high quality, nutritious meals do better in school. Meals sent from home must be ready to eat. Turkey Ford has developed and implements a school wellness policy which is available in the district office or on the school website at www.turkeyford.net.

Free/Reduced Meal Applications are available in the school office. All information is confidential. A new form is required each year. We ask all parents to fill out this form in case your family is or becomes eligible for free or reduced meals.

Immunizations

Please consult your physician for the current immunizations required for school. Requirement forms with more detail in the office.

Pre-Kindergarten:

4 DTP/DtaP/Td

3 IPV/OPV

1 MMR

3 Hepatitis B

2 Hepatitis A

1 Varicella (chicken pox) or signed statement by parent/guardian stating the child has had the disease

Kindergarten through 6th grade:

5 DTP/DtaP/Td (Unless the 4th DTP was received after the 4th birthday)

4 Polio (Unless the 3'd dose was received after the 4th birthday)

2 MMR

3 Hepatitis B

2 Hepatitis A

1 Varicella (Chicken Pox)

Students who have begun a medically approved schedule for completion of services may begin school. However, parents are required to present a schedule for completion signed by a licensed physician or public health authority.

Medication

Under Oklahoma law, a school nurse, an administrator, or a designated school employee may administer prescription and nonprescription medications to students. In order for a child to be allowed to take any type of medication, prescription or non-prescription, the following procedure must be followed:

1. Parent/Guardian must sign a Parental Authorization to have medication administered to their child(ren).
2. Parent/Guardian may come to the school and administer medication to their child(ren).
3. A labeled bottle of medication including the child's name, dosage to be given, time medication should be given, and a list any possible side effects and precautions must be left in the office.

Student Illness

For the protection of your child as well as others in the classroom, we request that you keep your child at home if he/she is running a temperature of 100 degrees or more, or has other symptoms of a communicable disease, severe upset stomach, etc. Students suspected of having a contagious disease must have a doctor's permission slip to re-enter the school.

First Aid

If a student should become injured at school first aid will be administered. If the injury requires more than cleaning and a band-aid, the parents will be notified. In case of emergency, the school will make every attempt to contact the parent or the person listed for emergency. It is critical that emergency numbers are kept current. We will make the student as comfortable as possible until the parent arrives or makes arrangements for the care of the student.

Head Lice Policy

If a child is found to have nits or live head lice by appropriate school authority, the student's parent or guardian will be asked to come to school and take the student home. When the parent arrives, the appearance and location of nits on the student's head will be pointed out to the parent. This serves two purposes. First, it clearly demonstrates that the student is infested, a fact which many parents are reluctant to accept if the student is merely sent home with a note. Second, seeing what a nit or louse looks like will enable the parent to examine other family members for evidence of infestation. If a parent cannot come to the school to take the student home, the student will be isolated from the other students until the end of the day. All students sent home due to head lice infestation are to be treated and returned to school within two days. A parent must accompany the student on their return and be a witness in rechecking the child's head to be sure that it is free of nits and/or lice before they reenter school.

Asbestos Hazard Emergency Response Act of 1986 (AHERA)

The AHERA requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request and/or appointment, you may view the plan which is located at the superintendent's office.

McKinney-Vento Homeless Assistance Act

Under this law, eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
- If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

Use of Computers

Turkey Ford School encourages the use of electronic communication equipment and services, such as the Internet, for instructional, education, research, and administrative purposes. Persons using District computing and electronic facilities and services are expected to demonstrate good taste and sensitivity to others in their communications and follow the rules as stated in the electronic devices and cyber-bullying policy.

Wireless Communication Devices

No student shall use personal wireless telecommunications devices while on school premises. Students may bring cellular phones and PDAs on school grounds, but they must be turned off during school hours or while in transit to and from school on regular bus routes. The use of these devices as a means of taking photographs or recording conversations is prohibited at any time on school grounds.

Student Conduct

General Classroom Rules:

Students are not to disrupt the teacher-learning process in any way. The classroom teachers handle mild disruptions by such methods as rearrangement of seats, informal conferences, assignments of additional work, removal from the group, etc. If disruptions continue, the administration will be notified.

Inappropriate Exchange of Items:

Personal items unrelated to instruction (toys, collections, etc.,) are not allowed on the bus or at school. Should a student arrive with any inappropriate item, it will be confiscated until the end of the school day. Repetitive action will require the item to be picked up by a parent/guardian. Repeat offenses may result in assigned detentions and parent conferences. Student will not be allowed to buy, sell, or give personal items to other students on school property.

In-School Suspension (ISS) or In-School Detention Rules:

1. Report to the office when arriving at school.
2. The student will be isolated in the ISS room where he/she will spend the required time. Lunch may be included in ISS.
3. Students will be responsible for regular classroom assignment during ISS with full credit given. Additional work is possible.
4. The student will be escorted to the restroom and water fountain as needed.
5. The student is not to leave the assigned room or talk without permission.
6. If the student violates any of the requirements of the ISS, they may receive additional suspension time. Repeated violations will result in a parent conference and/or out-of-school suspension.

Student Discipline

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Turkey Ford School. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules. The following behaviors at school, while on school vehicles, or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic computerized or electronic message.
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by distributing or causing or allowing to be broadcast, published or distributed any message or material.
4. Cheating
5. Conduct that threatens or jeopardizes the safety of others
6. Cutting class or sleeping, eating or refusing to work in class
7. Disruption of the educational process or operation of the school
8. Extortion
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
10. Failure to comply with state immunization records
11. False calls or false reports
12. Fighting
13. Forgery
14. Gambling
15. Harassment, intimidation and bullying
16. Hazing (initiations) in connection with any school activity
17. Immorality
18. Inappropriate attire: clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive, or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, drugs, drug-related items or paraphernalia or that unduly exposes the body; clothing, accessories, make-up, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations
19. Inappropriate behavior or gestures
20. Inappropriate public behavior
21. Indecent exposure
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
23. Obscene language

24. Physical or verbal abuse
25. Plagiarism
26. Possession of a caustic substance
27. Possession of obscene materials
28. Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances,
30. Possession of illegal and/or drug related paraphernalia
31. Profanity
32. Sexual or other harassment of individuals including, but not limited to students, school employees, volunteers
33. Theft
34. Threatening behavior (whether involving written, verbal or physical actions)
35. Truancy
36. Use or possession of tobacco in any form
37. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
38. Using racial, religious, ethnic, sexual, gender or disability related epithets
39. Vandalism
40. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
41. Vulgarly
42. Willful damage to school property
43. Willful disobedience of a directive of any school official.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

The School Bullying Prevention Act (70 OKLA. STAT. — 24-100.2)

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

Harm another student

Damage another student's property.

Place another student in reasonable fear of harm of 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 District's education mission of the student or other students.

The Board has also adopted a policy prohibiting harassment, intimidation and bullying which defines and explains this conduct and the School District's response to the legislative mandate.

Sample Disciplinary Options

1. Warn Students
2. Contact Parents
3. Remove from Class or Group
4. Parental Conference
5. Corporal Punishment
6. Detention
7. Alternative In-School Placement
8. Financial Restitution
9. Involve Law Enforcement
10. Refer to Other Social Agencies
11. Probationary Period
12. Student Suspension

Student Suspension

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term out-of-school suspension refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of school suspension and do not require or involve the due process procedures set forth herein.

Behavior or Conduct Which May Result in Suspension

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the School District for:

- a. Violation of a school regulation
- b. Immorality
- c. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, violent offense shall include those offenses listed as the exceptions to the term nonviolent offenses as specified in Section 571 of Title 57 of the Oklahoma Statutes. Violent offense shall include the offense of assault with a dangerous weapon but shall not include the offense of assault.
- d. Possession of an intoxicating beverage, low-point beer, as defined by Section 163,2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school during school activities.

Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

In the event of a suspension in excess of five (5) days for any of the reasons listed above, an Education Plan as discussed in the Individualized Plans of Out-of-School Suspension section of this policy; below, shall be applicable for acts which fall within parts "a" through "d" above. As allowed by law, no Education Plan will be provided for acts which fall within part "e" above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Determination as to whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 1. Political affiliations of beliefs of the student or student's parent;
 2. Mental and psychological problems of the student or student's family;
 3. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine eligibility.
- **Receive notice and an opportunity to opt a student out of-**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except or hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect**, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students⁷ for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify parents and eligible students annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in;

- Collection disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parent/eligible students who believe their rights have been violated may file a complaint with:

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

Notice of Non-discrimination

The Turkey Ford School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:
Julie Holloway/Superintendent
23900 S. 670 Rd., Wyandotte, OK 74370
(918) 786-4902

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Turkey Ford School receives a request for access. Parents or eligible students should submit to the school principal or designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Turkey Ford School to amend a record should write the school principal or designee, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Turkey Ford School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Turkey Ford School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Turkey Ford School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Turkey Ford School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Turkey Ford School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing upon enrollment. Turkey Ford School has designated the following information as directory information

- | | |
|--|---|
| -Student's name | -Dates of attendance |
| -Address | -Grade level |
| -Date and place of birth | -Telephone listing |
| -Electronic mail address | -Honors, and awards received |
| -Photograph | -Student ID number, user ID, or other unique |
| -The most recent educational agency
or institution attended | personal identifier used to communicate in electronic
systems that cannot be used to access education
records without a PIN, password, etc. (A student's SSN, in whole
or in part, cannot be used for this purpose.) |



Julie Holloway, Superintendent
23900 South 670 Road
Wyandotte, OK 74370
Phone (918) 786-4902
Fax (918) 787-5015

August 15, 2023

Dear Parents and Guardians,

In accordance with Parents Right-to-Know requirement under the *Every Student Succeeds Act - ESSA, Section 1112 (e)(1)(A)* this is a notification from Turkey Ford Public Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications
- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- c) upon request, parents of an English learner may:
 - have the child immediately removed from an English Learner (EL) program;
 - decline the child's enrollment in an EL program, or choose another program or method of instruction, if available;
 - receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.
- d) notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you have questions or concerns, please feel free to contact the school superintendent at 918-786-4902.

Sincerely,

Julie Holloway
School Superintendent