

Hinton Elementary School



Student Handbook

2023-2024

**513 North Marion
Hinton, Oklahoma
Office Hours: 7:30-4:00
School 405-542-3235 X3
Fax 405-542-3949**

Home of the Comets

**Marcy Derryberry
Superintendent**

**Karla Sharry
Principal**

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WELCOME

As we enter a new year as a community of learners, the staff of Hinton Elementary looks forward to welcoming returning and first time students to our school. Built in 1975, Hinton Elementary serves approximately 325 students in Pre-K through 4th grade. The school, located at 513 North Marion Street on the southwest corner of the district complex, offers excellent learning opportunities and programs to its students. We hold high expectations for success and achievements for all our students. On behalf of the staff and district, we want to welcome you to our educational family.

Our school mission statement and ultimate educational goals embody the belief that we as educators hold about children.

We will work to ensure these beliefs are lived each day at Hinton Elementary. We hope you will visit us often and be an active member of our school community throughout the year.

HINTON PUBLIC SCHOOL MISSION STATEMENT

The Hinton Public School System is committed to providing curriculum and experiences that will enable students to develop skills necessary to make positive contributions in the complex world they will inherit. This commitment will empower our students to reach their maximum potential and afford them a measure of success in all endeavors.

HINTON PUBLIC SCHOOL PHILOSOPHY

- We believe that all students have the potential and desire to be successful learners and will succeed in relation to the expectations, opportunities, support, and recognition we provide.
- We believe it is the responsibility of parents/guardians and the school to provide learning environments that offer security, understanding, acceptance, respect, and direction from caring adults.
- We believe that students will take responsibility for successful learning when they know the purpose of what they are learning and its relation to the larger context of life.
- We believe that students will respond successfully to the stimulation and challenge of high-level learning when strong instructional support and the opportunity accompany it.
- We believe it is the responsibility of parents/guardians and the school to provide a diversity of both academically and socially successful experiences in the lives of our students.

SCHOOL SPIRIT AND PRIDE

School Colors: Red and White

School Mascot: Comets

HINTON ELEMENTARY SCHOOL CREED

I am a capable and dependable Hinton Comet full of possibilities and potential. I believe I must start today to prepare for my future by seizing every opportunity to learn.

I do not have the right to interfere with the learning or well being of others. I will choose to think before I act, using good judgment and will accept the responsibility for my behavior and its results. I will use each day to the fullest by setting a good example for my peers.

My education will be a lifelong endeavor. I will not hesitate to stand up for my convictions. Courageously, I shall make the choice to accept the challenges before me rather than forever let others make my decisions.

I am a proud Hinton Comet!

SCHOOL SONG

Dear Hinton High School,
You are my school!
We'll fight and strive to
win your lasting glory and fame!
Brave foes may meet you,
none will defeat you,
your sons and daughters
will live to glorify your name.

HINTON ELEMENTARY STUDENT HANDBOOK

Student regulations are based on policies approved by the **Hinton Board of Education**, which have been condensed for the student handbook, but the procedures can be found in the ***Hinton Public Schools Policies and Procedures*** handbook located on the Hinton Schools website at hintonschools.org. All students are held responsible for knowing and abiding by the regulations in the Student Handbook, which have been approved by the **Hinton Board of Education**. All items in this handbook are subject to change based on school board decisions or policy changes that may take place.

GENERAL INFORMATION

Visitors

Parents/Guardians are welcome to visit school. All visitors are required to report to the office, sign in, and receive a visitor badge.

Visiting Classrooms

Parents/Guardians wishing to visit the classroom need to schedule their visit or make prior arrangements with the teacher at least 24 hours in advance. If a child has forgotten an item which the parent/guardian brings to school, we will deliver the item to the student or call the student to meet the parent/guardian in the office to receive the item. If a parent/guardian wishes to meet with their child's classroom teacher, please contact the office secretary to make arrangements.

Concerns

If a student or parent has a concern, the following procedures should be followed to resolve the concern as quickly as possible:

1. Contact the person about whom you have a concern or complaint via email, text, or phone call.
2. If the concern still exists, contact the principal via phone call or email.
3. If still unresolved, contact the superintendent via phone call or email. Appointments may be scheduled as needed.

Contact Information

It is important that all Parents/Guardians have the Hinton Schools APP. Important notifications concerning school will be provided through this system. Elementary Teachers will also request you have the school app which will provide you with immediate information concerning your child in that classroom.

It is also important for parents/guardians to notify the office any time there is a change of address or a new phone number for home or work. It is necessary to keep enrollment information, contact numbers, and check-out lists updated in the event of an emergency.

Lost Items

Please mark all lunch containers, backpacks and coats & jackets with the child's full name. The school is not responsible for loss of personal items so please use discretion when wearing or bringing items of value to school.

Announcements/Notes/Handouts

These will be limited and the Hinton School APP will be used to communicate as much information as possible. Any announcements, notes, and handouts which will be sent out to students/parents/guardians must be approved by the principal. If you have an announcement

you would like announced at school, please bring the announcement to the school by appointment or send a note the day before you need it announced.

Privacy

State Law (Section 489) provides that school personnel shall have access to school cubbies, desks, and other areas of school facilities and may be opened and examined by school officials at any time and no reason shall be necessary for such a search.

After School Plans

It is imperative that you make sure your child knows how they are getting home each day. If you have a change, please send a signed and dated note with your child or call the school before 1:30 in order to allow time for delivery of messages to students and teachers. We do not like to interrupt valuable classroom teaching time, but we understand that last minute changes do occur.

Property Damage

There will be a \$5.00 technology insurance fee for each students' use of an I-Pad or ChromeBook to cover minor repairs. Textbooks and other school property are available for student use. However, if lost or severely damaged, the cost of repair or replacement will be assessed to the student/student's parent or guardian.

Soiled Clothing

Teachers cannot be expected to, nor do they have the resources to change soiled clothing. PK and K students are encouraged to provide an extra set of clothing for wetting accidents and will be allowed to change themselves. A parent or guardian will be notified to pick up the child if additional cleaning is needed.

Indoor Recess

Indoor recess will be in place when the wind chill is 32 degrees or below. Remember to send the appropriate outerwear for each season.

Field Trips

During the school year students may have the opportunity to participate in class or group field trips. Information and permission slips will be sent to parents/guardians by the classroom teacher. It is important to note that all students must ride the bus or school vehicle to the field trip with the class or group. However, it may be possible that a student can be checked out by a parent/guardian and leave with a parent/guardian from the field trip. Whether on any activity trip, fieldtrip, or while on ANY school trip, students should always bear in mind that all school policies are in effect. In addition, every student should remember that he/she is a representative of the school and should conduct themselves as a good citizen.

Fees

All school fees are **NON-REFUNDABLE** to parents or guardians and students.

ADMISSION AND ENROLLMENT

RESIDENCY

Hinton Public Schools is established for the purpose of serving the educational interests of resident students. State Law provides that a child's residence for school purposes is the school district in which the (1) parent, (2) legal guardian, or (3) person having legal custody of the child holds legal residence. "Legal residence" is defined as the student's place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency.

For the purpose of enrollment, a person having "legal custody" is legally responsible for the care of the child pursuant to a COURT ORDER or agency responsible for making custody determinations and/or placements.

- If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes a "substantial degree" to the child's support while they have custody, the residence in which the child resides on a regular basis determines the legal residence of the child for school attendance.

The School District provides educational services to the extent required by Public Law 100-77, Title VII, Sub Section B

ENROLLMENT

The minimum chronological age for children starting Pre-K is four years of age on or before September 1st of the current year.

Enrollment is to be completed on the school site, however there will be additional paperwork to fill out on Back to School Night.

New students are required to provide copies of the following documents by paper document. Enrollment is not complete until all documentation is received.

The following information must be provided to complete enrollment.

1. One Proof of Residency:
 - a. A current utility bill for gas, electric, or water
 - b. A current lease agreement, contract on home, warranty deed or mortgage statement
2. Social Security Card
3. Legal Birth Certificate
 - a. Must be issued by the state or country where the child was born.
4. Child's Current Immunization Record
5. Parent/Guardian Photo ID

Immunization Guide

The following are the vaccines required to attend school in Oklahoma this 2023-2024 school year. **Certificate of Exemption forms must be completed and submitted to the Elementary for the Oklahoma Health Department**

Guide to Immunization Requirements in Oklahoma: 2023-24 School Year



All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. Please read the bullets below for essential information.

Age/Grade	Required Immunizations with Cumulative Doses required		Recommended Immunizations
Child Care Up to date for age	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) □ 1-4 Hib (<i>Haemophilus influenza</i> type B) □ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
Kindergarten-6 th	5 DTaP (diphtheria, tetanus, pertussis) □ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
7 th -12 th	1 Tdap (tetanus, diphtheria, pertussis) ■ 5 DTaP (diphtheria, tetanus, pertussis) □ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

The current childhood immunization schedule may be found at <https://www.cdc.gov/vaccines/schedules/index.html>.

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28-day minimum interval between doses of live vaccines not administered on the same day.
- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series that are administered after the due date do not affect final immunity.
- Children may be allowed to attend child care and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
- If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.
- The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.
- ◀ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4th dose of IPV is not required.
- Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement.

For more information call the Immunization Service at (405) 426-8580 or visit our website at: <https://oklahoma.gov/health/immunizations>.

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ARRIVALS, DEPARTURES, AND TRANSPORTATION

Arrival

Elementary School Doors Open at 7:40 A.M.. Please do not drop students off before 7:40.

Our class school day begins at 8:00 A.M. and ends at 3:15 P.M. Breakfast is served from 7:40 A.M. to 8:00 A.M. each morning. Students that arrive 7:55-8:00 will be directed to their Multipurpose Building upon arrival. Breakfast will be served in the cafeteria for those who choose to eat.

Students not eating breakfast are to be dropped off at the Multipurpose Building Drive-Thru Lane no earlier than 7:40 A.M.. Please use the drop off lane to ensure the safety of all students.

Each morning the students will meet in the Multipurpose Building for Comet Wake-Up beginning at 8:00 A.M. Students that arrive after 8:00 A.M. will be considered tardy.

Departure /Dismissal Schedule

Students will be dismissed in the following order:

- **3:00 Bike Riders & Walkers**
 - Students will be dismissed to walk out the front doors or escorted through the multipurpose.
- **3:05 Mandatory Pick-up Lane System (South Drive Thru Area)**
 - Students being picked up in a vehicle will be dismissed to the drive thru waiting area. Any students being picked up at this time must use the pick-up line system for the safety of all students.
- **3:10 Bus Riders**
 - Bus riders will be dismissed at 3:10. The northeast parking lot behind the Comet Coliseum and east cafeteria driveway is a bus lane for buses only.
(Please do not drive in this area to pick up a student.)

BICYCLES

A Bike Rack is provided on the north side of the elementary main/front entrance on N. Marion Street. Students are encouraged to wear bike helmets for safety. Student who ride a bike must obey all traffic regulations required of a motorist:

- Ride with the traffic- not against it.
- Ride straight- do not zigzag.
- Ride in a single file.
- Park your bicycle when you arrive at the front of the elementary and leave it parked until dismissed from school.
- Leave all parked bicycles alone.
- Do not ride on school sidewalks.
- Do not ride bikes through the south parking lot or where the buses load and unload.

Pick-up Lane

Families of students will be seated together as they are waiting to be picked up in the car lane.

Bus Transportation

The School Law of the State of Oklahoma stipulates that transportation by bus may be furnished by the school district, but the school district is not required to do so. **Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation.**

Riding the bus is part of the school day, and rules must be observed to ensure the safety of the riders. The bus driver has the responsibility to make sure all passengers are following all school policies while riding on the bus. **It is a privilege to ride a school bus.** Failure to follow posted rules and bus drivers instruction could result in the student from being allowed to ride the bus, either temporarily or permanently.

For a safe and enjoyable ride to and from school, as well as field trips, students must follow these rules:

- Leave home early enough to arrive at your bus stop on time.
- Wait for your bus in a safe place- well off the roadway.
- Enter your bus in an orderly manner and take your seat.
- Follow the instructions of your school bus driver.
- Remain in your seat while the bus is in motion.
- Keep your head and arms inside the bus at all times.
- Keep aisles clear at all times.
- Place trash in the proper place.
- Remain quiet and orderly, no loud or disruptive behavior. This includes inappropriate or vulgar language.
- Be courteous to your bus driver and other passengers.
- Be alert to traffic when leaving the bus.

Parents/Guardians: Please discuss the rules for safe school bus riding with your child.

ATTENDANCE, ABSENCES, AND TARDINESS

Attendance is one of the most important factors contributing to success in the school. Prompt and **regular attendance is a must** if a student expects to succeed in the work assigned.

Students are required by Oklahoma law to attend school every day that school is in session. It is a parent's/guardian's responsibility to have their child at school. District policy requires students to be in attendance at least ninety percent (90%) each semester to pass.

Absences

Parents/Guardians should call the school (405-542-3235 x3) between 7:30-9:00 A.M. when a student is absent. Notes are accepted on the day that a student returns to school. Teachers take attendance daily. All tardies and early check outs are recorded. Parents/Guardians will receive

a call from school anytime their child is absent/tardy from school unless the parent/guardian has already notified the school about the absence.

Excessive Absence

Parents/Guardians will be notified in the case of excessive absences. A student may have a total of 10 absences per semester (ex. illness, doctor/dental appointments, funerals, court appearances, etc.). Excessive absences will be reported to DHS and to the Hinton Police Department.

Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Caddo County District Attorney per 70 O.S. 10-1-5.

Absences for school-sponsored activities do not count toward this 10-day rule. Students are allowed 10 activity absences per year and per board approval on an individual basis, can receive 5 additional activity absences. All activity absences will be turned in, prior to the activity by the sponsor/coach, and recorded online by the attendance secretary at school.

ATTENDANCE - MAKE UP WORK

It is the student's responsibility to make-up classwork that has been missed because of an absence or tardy. The student must obtain the work from the teacher. All work, which is missed as a result of absences, regardless of reason, must be made up. The teacher will allow adequate time to make up all the work. Good communication with the teacher is imperative.

To request classroom assignments, please call the office before 9:00 to allow the teacher time to gather the assignments. The assignments will be ready by 3:00 on the day requested.

ATTENDANCE - 90% POLICY

A student who has missed more than 10% (11 or more absences) for a semester grading period will receive no credit and a failing grade will be recorded. The student's parents/guardians will be notified, in a timely manner, of absence updates when the student has missed 5 and 8 times. The student's parents/guardians may apply for a waiver under the following conditions: A chronic or long-term illness, accident, or hospitalization, substantiated by a doctor's statement or by 504/IEP.

If a student has 11 absences then the student's parent/guardian may request a hearing/meeting with the principal, counselor and the student's teacher. At this time, the parent/guardian may explain why the student has more than 10 absences. All documentation (doctor's notes) turned into the office throughout the semester will be presented to the principal and teacher during the hearing. The principal, counselor and teacher will discuss the matter and render their decision to the parent/guardian. This hearing must be held within 10 school days of the end of the semester for which credit was lost. If no such request is made, then the student will be given a failing grade for having more than 10 absences. An appeal may be made to the Hinton Board of Education.

Any parent/guardian who neglects or refuses to compel their child to attend school will be referred to the Caddo County District Attorney per 70 O.S. 10-1-5.

TARDINESS

The tardy bell rings at 8:00 A.M. Students will be considered tardy if they are not inside the multipurpose for the beginning of "Comet Wake-up/Morning Assembly " when the tardy bell finishes ringing. If students come to school late or leave early and miss more than 1.5 hours, they will be counted absent for one-half ($\frac{1}{2}$) school day. Excessive tardiness or early checkouts may result in penalties similar to those for truancy. Arrival after 9:50 A.M. is $\frac{1}{2}$ day absence. Checkout before 1:30 P.M. is $\frac{1}{2}$ day absence. Absence of 1.5 hours in the middle of the day is $\frac{1}{2}$ day absence.

We realize that there will be instances when your child is tardy or must leave early, BUT please avoid this whenever possible, as this interrupts your child's education. Tardies may be excused for illness or personal injury, medical or dental appointments, court appearances, religious holidays, and family emergencies. Documentation must be submitted for school days of which the tardy was recorded. Parent notification will be given after the third tardy received during a semester. Administration will be informed for each tardy thereafter. Excessive tardiness will require a conference with student and parent/guardian and may be reported to the DHS as well as the Hinton Police Department. The accumulation of three tardies equals one absence which counts as an absence toward the 90% policy.

*Any student suspended will not be considered for perfect attendance.

EARLY CHECKOUT

When checking a student out, you must check your child out at the elementary office. For your child's safety, the teacher WILL NOT release a child to anyone who has not been cleared through the office. All parents/guardians and visitors are required to check in at the main office upon entering the building. Students will not be able to leave the school grounds during the school day without being checked out through the front office of the elementary. It is the responsibility of the parents to sign-out their child at the elementary office. The sign-out sheet will have time of checkout, reason for checkout, and student's name, as well as parent's/guardian's signature. Your child will be called to the office to be checked out. Your child must also check in at the elementary office when returning to school. If a student leaves school and does not sign out, his/her absence is unexcused and parent/guardian will be notified. It is important that you comply with this rule for each child's safety and so that we are aware of who is in our building at all times.

BEHAVIOR & DISCIPLINE

Hinton Public Schools is committed to creating a safe and healthy learning environment for all students, one that enhances personal safety and encourages respect, dignity and equality among students. Hinton Public Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment. You received our complete Bullying Policy in the Pre-Enrollment packet.

Student behavior affects learning in school. It is not so much a set of rules or regulations as it is a consideration of the rights of other persons. Therefore, control and discipline in our school depends upon the responsibility taken by the student, parents/guardians, teacher, principal, and combined personnel. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Hinton Schools. 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. Following are the codes that give the right to discipline a student:

Discipline Code

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 suspensions.

1. Academic Dishonesty, Cheating
2. Arson
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class, sleeping, or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion, Blackmail
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. False reports or false calls
9. Fighting
10. Forgery
11. Gambling
12. Harassment, Intimidation, Bullying or Gang Activity
13. Hazing in connection with any school activity
14. Hitting/pushing/tripping (horseplay)
15. Inappropriate language, gestures, pictures/videos or behavior
16. Indecent exposure
17. Misuse of an electronic device (cyberbullying, pornography)
18. Physical altercation causing injury (aggravated assault)

19. Plagiarism
20. Possession of a caustic substance
21. Possession of obscene material
22. Possession of gun related instrumentalities (bullets, shells, gunpowder, pellets)
23. Possession, threat or use of a dangerous weapon including, but not limited to, firearms, knives, facsimile of a gun or other dangerous devices
24. 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, including synthetic or designer drugs
25. Profanity/Vulgar Language
26. Sexual or other harassment of individuals including, but not limited to, students, school employees and volunteers
27. Theft
28. Threatening behavior (whether involving written, verbal or physical actions)
29. Truancy
30. Unacceptable attire (dress code violations)
31. Use or possession of tobacco or nicotine devices in any form including vapes, vapor devices, and e-cigs.
32. 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
33. Using racial, ethnic or sexual labels
34. Vandalism/Willful damage to school property
35. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
36. 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 the disciplinary action, which may include in-school placement options or out-of-school suspension.**
 - **If an electronic device is taken from a student, a parent or guardian will have to pick up the device from the principal during school hours.**
 - **Disruptive acts that interfere with student learning; the safety of others, damaging of property, bullying or intimidation of others WILL NOT BE TOLERATED. We believe that the discipline plan will help students have a better feeling about their school and will promote a safe and secure learning environment.**

All students shall be treated in a fair and equitable manner. Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The student's attitude
- The seriousness of the offense
- The effect of the offense on other students
- Whether the offense is a physical or mental injury to others
- Whether the incident is isolated or habitual behavior

- Any circumstances which may be appropriately considered

One of the goals of our district is to educate and develop student self-discipline in a positive manner. This means giving the student a chance to make choices, giving him/her a time to discuss his/her actions with others, and guiding the student in solving his/her problems. We believe parental communication and support are essential parts of good discipline. High expectations and effective instruction by teachers promote self-control and responsible behavior in students.

ADMINISTERING DISCIPLINE

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, teachers, and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents/guardians to determine the most effective disciplinary measure. In all cases of disruptive behavior, the penalties in each disciplinary action should always commensurate with the problem.

In considering alternatives of disciplinary actions, the faculty/administration of the school will consider the following:

- Conference with student
- In-school suspension
- Detention
- Referral to counselor
- Behavior contract
- Conference with parents
- Changing student's seat placement or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities
- Restriction of privileges
- Involvement of civil authorities
- Referring students to appropriate social agency
- Referral to principal
- Corporal punishment **
- Suspension
- Other disciplinary action as required and/or indicated by circumstances.

****CORPORAL PUNISHMENT (PADDLING OR SWATS)**

When corporal punishment, that is, paddling or swats, is used by an administrator, the following procedures and guidelines will be followed.

- Parents/guardians must have signed the **CONSENT AND RELEASE FOR CORPORAL PUNISHMENT**.
- The administration will not administer corporal punishment without first contacting the student's parents or legal guardians.
- Must be administered by an administrator
- Must be done in the presence of another staff member as witness

- Will be administered in private and not in front of other students
- Swats will be limited to two (2) at any one time

OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

OUT-OF-SCHOOL SUSPENSION IN EXCESS OF 10 SCHOOL DAYS

Right of Appeal

A parent/guardian or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

- An appeal can be presented by letter to the Superintendent of Schools.
- If no appeal is received within five (5) calendar days after the principal's decision is received by the parent/guardian or student, the principal's out-of school suspension decision will be final.

OUT-OF-SCHOOL SUSPENSION OF 10 OR FEWER SCHOOL DAYS

The Board of Education recognizes that a student's out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of school suspensions") involves less stigma and requires less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as long-term out-of-school suspensions). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers.

Right of Appeal

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given short-term out-of-school suspension and that student's parent/guardian have the right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent/guardian shall be informed by the principal of this right and the method of submitting an appeal.

- **Method of Appeal to a Committee:**
 - An appeal to a committee can be requested by a letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent/guardian. The

out-of-school decision will become final and unappealable if a request is not submitted timely.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation and attendance at extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in or attending all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" includes, but is not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band and all other school sponsored activities and organizations. Students may not come on school property or attend any school sponsored event on or off campus while under suspension.

COMMUNICATION/TELEPHONE/MESSAGES

Please communicate with your child before he/she leaves for school so that you both will know what they are to do when school is out for the day. When the child feels it is necessary to use the phone, his/her teacher will decide if the reason for making the call is necessary and will give permission. Teachers will not be called out of class to the phone. Calls will be taken at any time and referred to the teacher.

- If you have an announcement you would like to be announced at school, please bring the announcement by the school or send a note the day before you need it announced. We are trying not to disturb classes by making announcements during school time. All announcements will be made during Comet Wake-Up at 8:00. We appreciate your help.

After School Plans

- Please make sure your child knows how he/she is getting home each day. We do not like to interrupt valuable classroom teaching time, but we understand that last minute changes do occur. Always contact the school with any changes by 1:30 each day to ensure your child gets the message. It is difficult in the last hour of the day to get messages to classrooms. We appreciate all that you do to help our school run smoothly.
- If your child is to do something different after school, please send a note with your child to the teacher. Students without a note or phone call will follow their regular dismissal plan.

FOOD SERVICES/CHILD NUTRITION

The cafeteria is our school dining room. Courteous manners, quiet conversations, and appropriate behavior are expected.

Breakfast and Lunch charging policy

1. Meals should be paid for in advance.
2. Parents/Guardians are responsible for payment of all meals eaten by their children.
3. Parents/Guardians may notify Christy White, lunch custodian, to set up a schedule for financial arrangements should the need arise.
4. Parents/Guardians that qualify should sign up for free and reduced lunches.

You may pay for meals by check, cash or through the online app. Money, whether check or cash, should be sent in an envelope with your child's name and teacher's name written on it.

- Free and reduced meal program applications are available in the office and must be turned in upon enrollment in the first 30 days.

For more information or questions: Contact the Child Nutrition Department at christy.white@hintonschools.org.

DRESS CODE

How a student dresses affects his or her behavior. Appropriate school dress is the responsibility of every student and parent. All clothing must be appropriate for the school setting, free of vulgarity, cannot promote anything illegal or other inappropriate imprints. General dress or appearance must not disrupt the educational process. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. Clothing should promote cleanliness and modesty. This policy is intended to provide guidance for students, staff, and parents. This dress code policy applies to all extracurricular activities.

Clothing standards for all students are:

- Jeans, slacks, sweats, warm-ups, capris, and overalls which rest at the waist must cover all undergarments and free from lettering on the buttocks.
- Pants must be able to stay up on their own when walking.
- Dresses, shorts, and skirts may be no shorter than the student's finger when hanging naturally at the student's side.
- Crop tops, tube tops, halter tops, mesh clothing, tank tops, spandex pants, sunglasses (worn inside), pajamas (of any kind-unless spirit day), and spaghetti straps are unacceptable. Sleeveless garments must have a strap at least the width of two fingers. Strapless dresses without jackets are also prohibited. Cleavage is never appropriate at school.

- Shoes designed to be worn outdoors, which do not pose a danger to oneself or others and do not pose possible damage to flooring. No shoes with wheels permitted (wheelies).
- Head gear such as hats, caps, or bandanas cannot be worn in the school building except for medical reasons. (Exceptions may be made during Spirit Days)
- Dress Code applies at all school events on or off campus. **Violators of the dress code at school events will be made to leave.**

ELECTRONIC DEVICES

Cell phones and electronic messaging devices must be turned off and may not be used during the school day time unless a teacher grants specific permission or an emergency occurs. Student cell phones are discouraged at school. Student cell phones will remain in the student's backpack during school hours.

ELIGIBILITY (ACTIVITY AND ATHLETIC)

To maintain activity and athletic eligibility, a student must be in attendance 90% of the time and must be passing all subjects with a 60% or higher on a weekly basis. A student whose conduct of character at school is under disciplinary action shall be ineligible until reinstated by the principal. To compete, a student must be in attendance at least half the day of the contest. The purpose of this procedure is to maintain the academic status of the students.

- Scholastic eligibility for students will be checked at the end of the second week of each nine weeks of a semester and each succeeding week thereafter.
- A student must be passing with a minimum of 60% in all subjects he/she is enrolled in during a semester. Any student not meeting the 60% benchmark in all subjects at the end of a week will be placed on probation for the next week. A student remaining below the 60% benchmark in one or more classes at the end of the one-week probationary period will be ineligible to participate during the next one-week period. A student must be in attendance at least 90% to be eligible.
- A student who has lost eligibility under these provisions must be passing all subjects, or in attendance 90% in order to regain eligibility.
- The eligibility rules apply to all athletic competitions or other extracurricular activities such as: 4-H, band or vocal competitions, etc. They do not apply to field trips or activities planned in conjunction with educational curriculum.
- Parents/Guardians and Students will be notified if student is ineligible or borderline in the following manner:
- Students will be given an Eligibility Report to be brought home to parent/guardian, signed by parent/guardian, and returned back to school.
- The Eligibility Period will run from Monday thru Sunday.

GRADE NOTIFICATION

Report cards are given out after each nine weeks to notify parents/guardians of progress. The report cards will be distributed in class and are to be signed by parents/guardians and returned to the school.

Progress reports are sent home during the third and sixth week of each nine weeks. The reports are to be signed by parents/guardians and returned to school.

GRADING SCALE

- Grades Pre-K, K, T1 and first grade use a mastery checklist based on specific skill attainment aligned with current state standards.
- Grades 2st -4th use the following letter scale:

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

3rd and 4th grades must earn and maintain an average of 60% or higher to remain eligible for school affiliated extra-curricular activities.

RETENTIONS

Section 504. Promotion-Retention of Students.

- Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent/guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board. (70-24-114.1)

The appeal process would be to the teacher, principal, superintendent, Board of Education in that order.

HEALTH

Any child that is ill including, but not limited to, those that have a temperature at or above 100 degrees Fahrenheit or greater, three or more loose stools in a 24 hour period, or vomiting should be excluded from school for at least 24 hours after symptoms are free without medication. Fever must be absent for 24 hours without the use of fever reducing medication such as NSAIDs or acetaminophen prior to the child returning to school. Children may be asked to see a healthcare provider prior to returning to school.

Guidelines in the previous paragraph regarding fever will be followed and used as primary indication for exclusion regarding children with conjunctivitis also known as "Pink Eye". Conjunctivitis itself is not an exclusion criterion from school. Additional exclusion from school criteria would be if a child is unable to participate, and staff determines they cannot care for the child without compromising their ability to care for the health and safety of the other children in the group. Notify a child's parent/guardian to consult with the child's health

professional about diagnosis and treatment by telephone or office visit. Documentation from the child's health professional may be required.

Head Lice

Hinton Public Schools has adopted a NO-NIT POLICY. Head lice checks will be done regularly at Hinton Schools. When nits or live lice are present, parents/guardians will be contacted immediately and required to pick up their child from school. Parents/Guardians will need to treat the child's hair at home. Information packets will be provided to parents/guardians explaining the process of treating and preventing head lice. Students will be readmitted when all nits and live lice have been removed. When returning to school the following school day, the student's hair will be rechecked.

Educating your child(ren) about how lice are spread from one child to another may prevent infestation. Home head lice checks should be a part of routine personal hygiene and are recommended for early identification and treatment of lice.

If your child has nits or live lice, the following steps will be taken:

- Parent/Guardian(s) will be contacted immediately.
- Parent/Guardians(s) will be required to pick up their child(ren) to immediately begin treatment.
- If live lice are present, the child may be removed from the classroom to await parent/guardian pickup. (As with any other contagious disease)
- To help parents/guardian be aware of the presence of lice in their child's classroom, a letter of notice will be provided to them.
- The child's hair should be clear of all nits and live lice BEFORE they return to school the following school day.
- When your child returns to school the next day, a parent/guardian must come inside with your child while his/her hair is checked by a designated staff member.
- If your child's hair is clear of all nits and live lice, he/she will remain at school. If nits or live lice are still visible, he/she must return home for further treatment.

MEDICATION

- **Dispensing Medication**

Prescription medication that has been prescribed for a student by a physician can be administered at school. Medication must be in the original prescription container with the pharmacy label attached and with physician's directions for administration clearly stated. Non-prescription medication may be administered at school with parent/guardian permission. This includes pain relievers (Tylenol), antacids (Tums), cough drops, antibiotic ointment, anti-itch cream, etc. A form is provided at enrollment for parents to sign for permission.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Bad weather occasionally requires the school to make decisions regarding closing or delaying of starting time. We act in the best interest of our students. The following will be used to announce any school closings/delays:

Hinton School APP/Website
Hinton School's Facebook Page
KFOR Channel 4
KOCO Channel 5
KWTW Channel 9
OKC FOX Channel 25

INTERNET & TECHNOLOGY STANDARDS OF CONDUCT

Use of the Hinton Public Schools wide area network, technology equipment and related services such as e-mail and Internet access, are provided for instructional purposes. The Standards of Conduct will highlight:

- Responsibilities and Expectations
- Prohibited activities
- Consequences and Penalties for violations

The Standards of Conduct are to be followed. Any attempt to violate the regulations may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, and /or suspension.

Responsibilities and Expectations

- Sharing any User ID or password is strictly and absolutely prohibited.
- Users are responsible for all activity and actions taken under their User ID.
- Users should have no privacy expectation in the content of their files, information and communication on the District Network.
- Users are expected to act responsibly and lawfully in their use of district technology resources.
- Users should understand that access to the network is a privilege, which can be revoked.
- All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- If a User inadvertently accesses inappropriate material, or has knowledge of others accessing inappropriate material, the user should immediately inform the administrator.
- Cell phones and other electronic devices must be turned off and kept in the student's backpack, unless otherwise directed by their teacher.
- Students who choose to bring personal wireless devices to school do so at their own risk. Hinton Public School is not responsible for the theft or loss of personal wireless devices.

Prohibited Activities

Each violation will be evaluated independently, taking into consideration the circumstances, past history, and access level of the User.

Violations may include, but are not limited to:

- Sharing User accounts or passwords
- Allowing others to use your computer while it is logged in with your user ID in your absence
- Viewing unauthorized materials, images, or websites
- Attempting to gain unauthorized access or compromise network services or data, in any way and by any means
- Group defamation or discrimination toward other people
- Using social networking or messaging sites in a manner that distracts from or disrupts district operations or any part of the educational process
- Cyber bullying
- Inappropriate language
- Participating in any unlawful activity
- Attaching personal hardware to the network
- Conducting personal business, solicitation, or advertising of any kind
- Installing or downloading unauthorized software on any computer
- Any other actions that disrupt school/district operations

Consequences

Consequences will be determined based upon the type of violation, past history, and level of the user. Certain violations may lead to additional, more severe penalties and legal action, as applicable.

Penalties for violations may include, but are not limited to:

- Loss of internet access and/or Network access, for a determined amount of time according to the offense as determined by the administration.
- In addition to these penalties, student offenses will include notifying the student's parent/guardian of the incident.
- The district believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children regarding Internet usage. The District encourages parents/guardians to discuss with their children what material is and is not acceptable to access.

LIBRARY

All students are allowed and encouraged to use the school library. Using the library is an integral and important part of the learning process. Students will be responsible for all materials checked out. The checkout period is two weeks. Books may be renewed as many times as necessary to finish reading them, but they must be renewed before they become overdue. Students will be fined 5¢ a day for overdue books (maximum\$0.50). If an item is lost or

damaged, the child will be required to pay the replacement price for the item. Overdue/Fine notices will be sent home every two weeks.

NOTIFICATION OF RIGHTS

Parents/Guardians and eligible students have the following rights under the Family Education Rights and Privacy Act.

- The right to inspect and review the student's educational records.
- The right to seek to correct the student's educational records in a hearing if necessary.
- The right to exercise limited control over other people's access to the student's records.
- The School Laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district but that the district is not required to do so. Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation. Bus drivers will have the authority over students while they are riding on buses as teachers have while the students are in school. Students should be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter. Bus conduct referrals could result in suspension of bus riding privileges and parents will need to find an alternative transportation for the student to get to and from school.

POLICY OF NONDISCRIMINATION

The Hinton Board of Education does not discriminate on the basis of race, color, nationality, sex, age, qualified handicap, or veteran status.

PROHIBITED ITEMS

Students may bring their own basketballs, soccer balls, softballs, baseballs, and footballs to school. Students are prohibited from bringing skateboards, roller-skates, wheelies, flex-boards, hoverboards, playing cards, trading cards, or dice. When prohibited items are brought to school, they will be confiscated and brought to the principal's office. Items will be kept in the office until picked up by a parent. Students are not allowed to bring guns, knives, and any other weapons or items that look like weapons to school. Please leave home any items that are distracting to the educational process.

RESPONSIBILITIES OF PARENTS

The ultimate responsibility for student behavior rests with the parents/guardians. The following are among their specific responsibilities:

- Support the school in requiring students to observe all school rules and regulations, and accepting responsibility for any willful misbehavior on their part.
- Send students to school with proper attention having been given to health, personal hygiene, and neatness of dress.
- Maintain an active interest in the student's work, making it possible for them to complete assigned homework, particularly by providing a quiet place and conditions for study.

- Comply with school's requests. This includes reading carefully all communications and signing and returning them as requested, as well as downloading the Hinton schools app.
- Cooperate with the school in attending conferences set up for planning its continuous maintenance and improvements.

STUDENT DIRECTORY OF INFORMATION

This school district maintains and releases "directory information" without the parents/guardians prior written consent, unless the parent/guardian informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as "directory information", but not limited to:

- Student's name, address, telephone number, and date and place of birth
- Parent/Guardian name, address, and telephone number
- Dates of attendance, dates of enrollment, withdrawal, reentry
- Most recent previous educational agency or institution attended by the student

Each year, the school district gives public notice of the categories of information which it considers directory information regarding students in the district. The school will allow ten days from the date of such public notice for parents to inform the superintendent, in writing, of specific directory information pertaining to such students that should not be released without prior consent of the parent/guardian. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

REFERENCE: 51 O.S. 24A. 16-17

TESTING

- Oklahoma State Testing Program will be administered to all 3rd and 4th students.
- STAR Math, STAR Reading, Early Literacy will be administered to students within the first four weeks of school, and again at the end of each 9-weeks.

WITHDRAWAL FROM SCHOOL

If you are moving, please let the office know as soon as possible. This will facilitate enrollment in the new school and help us process records promptly. Laws require that a child's school records may not be sent to the receiving school without parents/guardians having given written consent.