

HARTSHORNE ELEMENTARY SCHOOL STUDENT / PARENT HANDBOOK



2020-2021

(Board Approved Revision July 6, 2020)

www.hartshorne.k12.ok.us

Name _____

Home Room _____

2020-2021 COVID-19 Policy Updates

Hartshorne Public School has developed the following plan to return to classes in August 2020. While we have monitored CDC and OSDH recommendations, it is not possible to guarantee that all students will be able to social distance at all times. There is inherent risk that must be understood when returning to group settings. We will social distance as much as possible, we will have a significant focus on the cleanliness and disinfecting program for our facilities and buses, and we will provide information to the public in a way that does not infringe on the privacy of our students and staff. For those of you who are not comfortable with returning to a large group setting we have developed the following alternatives. Any item not covered in this section will continue to be governed by the handbook.

ON-CAMPUS COVID-19 POLICIES

1. All students will have temperatures checked before coming onto campus. Those riding the bus to school will have temperatures checked before being allowed on the bus. We encourage parents to bring students and pick them up since social distancing is not possible on a school bus.
2. For the purposes of daily screening, it will be considered a FEVER if the student registers a 100.0 or higher on the school thermometer. **ANY STUDENT WHO IS DETERMINED TO HAVE A FEVER BY SCHOOL PERSONNEL, WILL NOT BE ALLOWED TO RETURN FOR 48 HOURS.** We encourage parents to keep students at home anytime a fever is detected until the student has been fever free for 24 hours, without medication.
3. Students who begin running a fever once they are on campus will be isolated and must be picked up by the parents **IMMEDIATELY.**
4. Students will not be allowed to participate in extracurricular activities if they are denied access to the building that day,

prevented from boarding the school bus, or sent home from school due to a fever.

5. Any student who tests positive for COVID-19 must be symptom free for 3 days and receive two negative tests at least 24 hours apart before returning to school.
6. In the event any student or staff member tests positive for COVID-19, we will post a notification to the school app, text system, automated call system, social media, and/or the school website. **CONFIDENTIALITY LAWS PREVENT THE RELEASE OF STUDENT OR STAFF MEDICAL RECORDS OR NAMES OF THOSE DIAGNOSED WITH ANY DISEASE.**
7. If any student or staff member is diagnosed with COVID-19, our cleaning/disinfecting protocol will be followed before allowing anyone back into the exposed area(s) of campus. Buses will be disinfected daily, but may be taken out of service as needed for more in depth cleaning.
8. Social Distancing will be observed as much as possible. Some activities may require students to be in close proximity to other students or staff members. Parents who are uncomfortable with their students being in these activities should address those concerns with their student as well as staff members during enrollment.
9. PPE (masks, gloves, protective clothing) will be optional. Students will be responsible for providing these items if they choose to wear them. CDC and OSDH guidance will direct our procedures and those may change at any time.
10. We will provide more details as we receive information from federal and state agencies concerning procedures for schools during the 2020-2021 school year.

EDUCATIONAL OPTIONS

Virtual School Model

Students in grades Pre-K through 12 will now have the opportunity to enroll in Virtual School through Hartshorne Public Schools. Coursework for grades Pre-K through 2 will be created by Hartshorne Public Schools and delivered through Google Classroom. Coursework for grades 3 through 12 will be online through Edgenuity. The benefit of attending Virtual School through Hartshorne Public Schools is having access to teachers on campus, the ability to stay involved in the home district where students live, and graduating from Hartshorne Public Schools. Parents will need to complete the Virtual School Application in addition to the normal Hartshorne Public School enrollment packet before a student may begin. Students who choose the Virtual School Model will be required to finish the semester before they can request being brought back into the traditional setting.

Students must maintain adequate progress in each class each week to remain in the Virtual School Option. Progress requirements will be determined by the teacher and District administration based on the individual student and classes. Decisions about continued participation in the Virtual School Model will be made at the end of each semester. Once a student has started a semester on their chosen Academic Model, they will remain in that Model for the entire semester.

Blended Learning Model

Students who wish to participate in activities at Hartshorne Public Schools, but would like to also have the flexibility of virtual school can choose the Blended Learning Model through Hartshorne Public Schools. Students who want to participate in Ag, Athletics, Choir, Band, Technology Education, Family and Consumer Sciences, Cheerleading, Student Council, ACT Prep, etc., will come onto campus for those classes, but will be able to get their academic classes through Virtual School (Edgenuity) or Distance Learning with Hartshorne teachers.

Traditional School Model

This is the most beneficial way for students to experience academic success. Being responsible to be somewhere each day, having face to face interaction with other students and staff members, having a schedule to follow that develops a work ethic that students will benefit from the rest of their lives are traits that can only be reinforced through daily interaction. Having a sense of community and being a part of something bigger than yourself instills the rural values that are inherent in the small school setting. We also know that person to person contact is the most productive educational environment.

ATTENDANCE

Students in the Virtual School Model must maintain adequate progress each week to be considered in compliance with attendance requirements.

Students in the Blended Learning Model must meet the standard attendance requirements of Hartshorne Public Schools for the on-campus classes they are enrolled in. They must maintain adequate progress each week for the Virtual School classes they are enrolled in.

Students in the Traditional School Model must meet the standard attendance requirements located in the student handbook.

COVID-19 poses a unique set of circumstances as it relates to attendance. It will be necessary to deal with these absences on a case-by-case basis.

CELL PHONE POLICY

School policy prohibits cell phones on campus, but we have made exceptions to this rule by allowing students who drive to leave them in their vehicles, students turning them into the MS or HS office upon arriving on campus, or students turning them into their homeroom teachers at the ES. This poses a new and significant issue concerning the spread of germs. To allow students to have their devices before and after school, we will be allowing them to keep their cell phones in their lockers and turned off at the MS and HS. Students at the ES will continue to turn their phones into their homeroom teachers where they will wipe them down with disinfectant wipes, daily. Students who are not following these procedures or who leave cell phones turned on during school hours will be determined to be in violation of the cell phone policy and the device will be taken up. Students in violation of the cell phone policy will also be subject to the punishments set forth by the District.

LIBRARY / LIBRARY CARDS

Under the health circumstances of sending books home and collecting them from many different students, we will be partnering with the Southeastern Oklahoma Library System to provide our students with access to more EBooks. EBooks do not require students to return hard copies that may have to be disinfected before checking that book out to another student. We will work with the Southeastern Oklahoma Library System to provide each student with their own Library Card. This also gives our students access to many more titles than we can offer through our on-campus library. Some books will still be available for hard copy checkout, but these books will require more time between check-outs to prevent the spread of disease.

TECHNOLOGY

Hartshorne Public Schools has enough devices for each student to have access in every classroom. Students who choose the Virtual School Model or the Blended Learning Model will be assigned a device for them to access their coursework unless they would rather use their own. In the event school is shut down for everyone, we will assign devices on an AS NEEDED basis. Internet connections (hotspots) will be made available if students don't have internet access already. Some hotspots will not work in some areas. Some devices may have internet access built in through AT&T and will not need a separate hotspot.

BUS POLICY

Bus routes will still be utilized this year. We are encouraging parents to bring students and pick them up as often as possible to reduce the number of students on our buses each day. We will be checking temperatures as students get on the bus and those who have 100.0 or higher will not be allowed to board or allowed on campus for 48 hours. We want to avoid any inconvenience this may cause by asking parents to check their children's temperatures before sending them each day. Parents need to understand that social distancing on buses will not meet the recommended 6 foot radius.

EXTRA-CURRICULAR ACTIVITIES

The inherent risks of athletics and other extracurricular activities put students within close proximity of others where injuries can occur or germs can be spread. If parents are concerned with their students contracting disease through these activities, we encourage you to hold students out as a way to reduce these risks. As long as the OSSAA allows for athletics to resume or stock shows are still being held, we will compete.

MISSION STATEMENT

Prepare all students for living, learning, and growing in the 21st Century.

WELCOME

Welcome to North Ward Elementary School. We hope the years you spend with us will be educational and rewarding.

This handbook is for you. It will help you to understand the operations of the school and make your adjustment a little easier.

We hope that each student will get involved in the total school program and contribute in some way to make your school a school you and the community can show with pride. It is very important for parents, students, teachers, and the principal to work cooperatively to ensure that each student receives a high-quality education free from disruption.

DAILY RESPONSIBILITIES OF THE STUDENTS INCLUDE THE FOLLOWING:

- **Attend school daily and be on time for all classes.**
 - **Come to school clean and appropriately dressed.**
 - **Protect the rights of others to study and learn.**
 - **Obey school rules and cooperate with school staff in Disciplinary cases.**
 - **Treat all students and teachers with respect.**
 - **Listen to the teacher, following the directions and answering questions as required.**
 - **Complete all in-class and homework assignments and meet deadlines.**
 - **Respect private and public property.**
 - **See that school correspondence to parents reaches home.**
- Fourth and Fifth grade students use only restrooms on their end of the building.**

ATTENDANCE POLICY

All students are expected to be on time for classes and attend school regularly in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve high grades and are much more employable after leaving high school.

Hartshorne Elementary school day is from 7:45 am until 3:10 pm. Beginning the 17-18 school year, Hartshorne Public School district will continue Breakfast in the classroom.

There are attendants in the school unloading zone to assist your child in arriving safely to school. Please do not park in or block the loading/unloading zones. Upon arriving at the school, all students are to enter the building using the two East entrances at the front of the school. If a student arrives late to school, the student must report to the office for a late pass.

At the end of the day, bus students are to report to the holding areas and other students are to leave the building by 3:15 pm. Night janitorial staff does not have the authority to unlock doors.

All transportation changes for your child must be made by 2:00 p.m. daily.

If a student becomes ill, the student can be granted permission to leave the building. If a student is to leave the school with someone other than a parent/guardian, then the student must have written or phone permission to do so. Any person picking up a child from the school

during the school day must follow the school's Check-Out procedure. The person must come into the office and sign the child out.

Following an absence from school, a student has a minimum of two days for each day missed to make up work. It is the responsibility of the student, not the teacher, to make arrangements for make-up work.

If a student is late for school (3) times within a nine week period, the principal will have a conference with the student. If a student has 3 unexcused tardies, the student will be counted as having (1) day absent. Should tardies continue to be a problem, the principal may schedule a conference with the parent/guardian.

If a child is absent without a valid excuse (4) more days within a 4-week period or is absent without a valid excuse for (10) or more days within a semester, the principal shall notify the parent/guardian and immediately report such absences (in writing) to the County District Attorney for juvenile proceeding pursuant to Title 10 of the Oklahoma Statutes. The principal may also call the parent/guardian for a conference regarding the excessive absences.

All students are expected to be on time for classes and attend school regularly. In order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve high grades and are much more employable after leaving high school. Beginning this school year, when a student has reached his/her 5th absence for the semester, the office will contact the parent by phone or email to inform them of the importance of regular attendance. After 7 absences during the semester, the office will contact the parent by phone or email and a letter will be mailed to inform them of the importance of regular attendance. After 8 absences during the semester, the office will contact the parent by phone or email and a registered letter to inform them that the student has reached the maximum number of absences. Upon the 9th absence, the student's case will be referred to the attendance committee (made up of teachers from each building) and a fine of \$250.00 will be assessed to the parent. The committee will review each case to determine whether the fine can be delayed due to extenuating circumstances or assessed as scheduled. Each subsequent absence will result in the student's case being referred to the attendance committee and a fine of \$250.00 may be assessed to the parent, each time. Upon reaching the 10th absence from any one class during the semester, the student will receive an "F" as their grade pending a direct appeal by their parents to the BOE at a Special Meeting after the completion of that semester.

ARRIVAL/DEPARTURE PROCEDURES

Hartshorne Elementary school day is from 7:45 am until 310 pm. Breakfast will be served in the classroom upon arrival to school until 8:00am.

There will be attendants stationed in the school unloading zone to assist your child in arriving safely to school. Please do not park in or block the loading/unloading zones. Upon arriving at school all students are to enter the building in the east entrance located in the front of the building. If a student is late/tardy, the student must report to the office to be admitted to class.

At the end of the day, bus students are to report to the holding area and other students must leave the building by 3:15 pm. Night janitorial staff do not have the authority to open/unlock doors.

ALL TRANSPORTATION CHANGES FOR YOUR CHILD MUST BE MADE BY 2:00 PM DAILY!

CLOSED CAMPUS

We operate a closed campus policy. Students must stay on school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are

picked up by the bus. Any student leaving the school grounds must check out through the office.

Parents / Visitors must check in at office.

Parents are allowed to check out only their child for lunch on special occasions. Bicycles are not to be ridden on the playground. They are to be parked north of the office. The school is not responsible for stolen or damaged property.

HONOR'S BREAKFAST

Teacher will turn in each semester a list of students who are on the Principal's Honor Roll, the Teacher's Honor, and/or have perfect attendance.

Principal's Honor Roll - Straight A's (90% and above)

Teacher's Honor Roll - A's and B's (80% and above)

Perfect Attendance - No days absent.

The following awards will be presented at the end of each semester.

Principal's Honor Roll - A's EACH SEMESTERS

Teacher's Honor Roll - A's and B's EACH SEMESTERS

Perfect Attendance – EACH SEMESTER

Letter H Awards - *Determined by Teachers*

Spelling/Multiplication Bee's - *TOP 3 PLACES ONLY*

AWARDS ASSEMBLY

Teacher will turn in each semester a list of students who are on the Principal's Honor Roll, the Teacher's Honor Roll and /or have perfect attendance.

Principal's Honor Roll- straight As (90% or above)

Teacher's Honor Roll- As and Bs (80% or above)

Perfect Attendance- No Days absent

The following awards will be presented at the end of the school year.

Principal's Honor Roll- As both semesters

Teacher's Honor Roll- As and Bs both semesters

Perfect Attendance- All Year

Letter H Awards- Determined by teacher

Spelling/Multiplication Bees – TOP THREE PLACES ONLY

AR Reading Awards

Superintendent Honor Students: Top two (2) fifth grade students based on Grade Point Average (GPA) for third grade, fourth grade, and fifth grade year (1st Semester only). A = 4 pts.; B = 3 pts.; C = 2 pts.; D = 1 pt.; F = 0 pts. For a student to be eligible, they must have attended Hartshorne Elementary School during the fourth grade and fifth grade consecutively. In the event of a tie, the administration of Hartshorne Elementary will use the following tie breakers in order:

- 1) Average of the math and reading grades for the 1st semester of the fifth grade year. If still tied;
- 2) Average of the science and social studies grades for the 1st semester of the fifth grade year. If still tied;
- 3) Average of the math and reading grades for the 2nd semester of the fourth grade year.

HEA Citizenship Award – All teachers that work with 5th grade students will nominate 1 boy and 1 girl for this award. Two of the nominated students will be voted on by the certified staff at Hartshorne elementary school in order to receive this award. Winners would have received the most votes. In the event of a tie, only 4th and 5th grade teachers will vote to break the tie. A minimum of two staff members will count the votes.

ACCIDENT OR ILLNESS

The school will administer only minimum first aid in case of injury. In case of apparent internal injury or broken bones parents and/or paramedics will be notified immediately. If a student develops an illness after reaching school, an attempt will be made to notify the parent.

It is extremely important that the school be given the telephone number of a person to call in an emergency if a parent cannot be reached. If a Parent's or Guardian's contact information (phone numbers, address, etc.) changes during the school year, the new info must be reported to the school.

HEAD LICE POLICY

Head lice is an ongoing problem that all schools must contend with, however, with cooperative effort it can be controlled. If a student is identified as having head lice, the parent will be contacted concerning removal of the student from school and proper treatment of the hair.

The school board has adopted this nit-free policy.

A student sent home with head lice will be required to have a note from a health care facility stating they are lice /nit free before returning to school.

ARTICLES PROHIBITED AT SCHOOL

1. Dangerous Weapons or Distracting Items.

No one may have any kind of weapon on school grounds or at any school sponsored function. This includes any guns, knives or other lethal instruments, or items which might be used as a lethal instrument. No one may use any article as a weapon to threaten or injure another person. Any knife found in a student's possession will be confiscated. The student could be suspended, depending on the circumstances involved in the incident.

2. Distracting Item.

Pupils are not to bring articles to school, such as cell phones, iPod's, toys, etc., however harmless, that might distract them or others from their school work. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession. No toys at school. If a toy is brought, it will be confiscated and sent to the office. It will need to be picked up by parent. Heely's Shoes are not allowed.

3. Hartshorne Elementary School is a Tobacco Free Campus. No tobacco products of any kind are allowed.

HARASSMENT / BULLYING

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district and its students or staff members.

Cyber Bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

1. Sending mean or threatening messages via email, IM (Instant Messaging), or text messages.
2. Spreading rumors about others through email, IM, or text messages
3. Creating a web site or Facebook (or other social-networking) account that targets another student or other person(s).
4. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the web.
5. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Hartshorne Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer

privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents or guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

BEHAVIOR AND DISCIPLINE

Students are allowed by the school as much freedom as possible without hindering the freedom of other individuals. One of the most important lessons for students to learn is that to enjoy freedom, individuals must be willing to accept responsibility for their own actions. Students whose disruptive actions hinder another student's right to a good education in a safe environment must be penalized for their misbehavior. This understanding is essential in order for students to learn to function as responsible citizens.

According to state law, the teacher or school administrator shall have the same right as a parent to control or discipline a student during the time such student is in attendance or in transit to or from school or attending any school-sponsored function.

One or more of these actions may be taken; disciplinary notices may be sent, temporary isolation within the classroom, conference with parents, kept in during recess and noon hour, write a report, and Corporal Punishment when needed.

The principal shall have authority to suspend (1) if student's behavior is intolerable; (2) if a student refuses to accept the prescribed punishment; (3) if he is guilty of continuous disruptions; (4) or is dangerous to self or others.

Students who are suspended for short term suspensions will be required to make up work that was missed during their suspension.

Hartshorne Elementary School Teacher / Classroom Discipline Policies and Procedures

- I. All Teachers will establish, display, and execute an in class discipline policy observing the step process outlined below.

When conduct or behavior warrants discipline for any student, it is the responsibility of the teacher to begin this process and try to deter future occurrences. To establish an orderly and fair system for both Teachers and students, the step process below will be followed by every Elementary teacher.

Discipline problems that are more severe can bypass the step process.

Fighting, extreme disrespect, truancy, or any violent or destructive behavior should be referred to the principal with a Discipline notice regardless of what step a student may be on in the classroom step process. The District cell phone policy will not be a part of this discipline plan as well as cheating on A.R as it may relate to the Student Internet Access Conduct Agreement. The Board of Education has a policy and list of punishments to follow concerning cell phone possession at school and this issue will be dealt with separately.

Step 1: Student will have a face-to-face meeting with the teacher to identify the behavioral problem and to call attention to the need for improvement. Teacher will document with a Discipline notice to keep for her/his own records.

Step 2: Student will have a second face-to face meeting with the teacher and a punishment will be handed down at the teacher's discretion. Examples of punishment would include extra writing, reading assignments, recess taken away or other forms of discipline at the teacher's discretion that would follow your classroom discipline that's appropriate to your grade level. Teacher will document on Discipline notice and **will also communicate with Parent via phone call concerning behavior.** All communication concerning child's behavior should be documented.

Step 3: Student will be sent to the Principal's office with all past and present **Discipline notice(s)** and this will begin the first step of the principal's discipline process. All future occurrences will be directed to the principal.

- II. The principal will begin a separate step process that will deal directly with the student regardless of the class where the problems occur. Simply stated, students referred to the principal in Math begin a step process that will continue even if the student is sent to the office from Science or P.E.

The principal may also bypass steps in this process to handle more severe discipline issues.

Principal Step 1: Student may be assigned to ISD. During this time the student will be required to have work with them or a writing assignment will be given over the student handbook. Information about the **discipline plan** will be sent to the student's parents outlining the step process being followed and informing them of the current step being taken as well as the possible punishments for future steps that may need to be taken if student conduct doesn't improve.

Principal Step 2: Can include corporal punishment or ISD for two (2) days. ***A separate Discipline contract may be included specific to the student(s) discipline.***

Principal Step 3: Student may be placed in ISD for three (3) days.

Principal Step 4: Student may be placed in ISD for four (4) days.

Principal Step 5: Student may be placed on Off-Campus Suspension for (1-3) days. Formal letter will be sent to parents.

Principal Step 6: Student may be placed on Off-Campus Suspension for (up to 10) days. Formal letter will be sent to parents.

Principal Step 7: Student may be suspended from school for one (1) semester. Formal letter will be sent to parents.

Principal Step 8: Student may be suspended from school for one (1) year. Formal letter will be sent to parents.

- III. In-School Detention can be from a number of minutes or up to the full school day where the student will perform school-work separated from the student population. Classwork will be assigned by the student's teacher(s) and completed in ISD before returning to the regular classroom. Students will be given a lunch period before the regular scheduled lunches and will not be permitted to leave the ISD classroom during the school day except at predetermined break schedules. Problems in ISD will be referred to the principal for the next step in the discipline process.
- IV. Off-Campus Suspension will remove the student from the campus while continuing the assigned classwork for his/her classes.
- V. Semester and yearly suspension will be imposed observing the state laws governing due process and school requirements for such punishment.
- VI. Discipline for special education students will be consistent with state and federal laws and regulations and with all stated policies unless otherwise noted on his/her IEP.
- VII. A student is subject to the procedures of discipline while in attendance at school, at or going to any school-sponsored activity, or when present on any property which belongs to or is under the control of the Hartshorne School District.

Each Teacher will display approved standards of disciplinary action for their classroom. Failure to comply with classroom behavior standards will result in disciplinary action taken in accordance with these approved standards.

Teachers use many methods of classroom control in their classes. Most disciplinary measures will fall within the realm of "prevention". When prevention has not worked, it becomes a discipline problem. After all methods have failed or a serious infraction has occurred, the teacher may refer the student to the principal. A Disciplinary notice must accompany all referrals to the principal.

IN SCHOOL SUSPENSION

The Principal or acting Principal shall have the authority to place students in IN SCHOOL SUSPENSION (I.S.S.) for only a few minutes or for a number of days if the student's behavior is not permissible.

PLAYGROUND RULES

1. Use restroom and drinking fountains before coming to the playground.
2. No tackling or tripping of any kind.
3. No playing chicken on the equipment.
4. Children using swings and slides must not stand, bail out, or reverse positions from other than that which the equipment was intended.
5. Keep the playground free of litter.
6. Dogs and bicycles are not permitted.
7. Keep children away from the streets, ditches, and buildings.
8. Students must go to the playground at recess period unless student is sick and the school has been informed from home or unless required to stay in by the teacher or principal.

CAFETERIA

The Hartshorne Schools serve nutritious meals every school day. Hartshorne Public School students will continue to receive free breakfast and lunch through the (CEP) Community Eligibility Program.

Some students may prefer to bring a sack lunch. If a Parent is bringing their child's sack lunch, it will need to be dropped off at the front office.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Empty all paper trays into the trash containers. Return trays, dishes and silverware to the receiving window.
2. Keep tables and floors clean.
3. Talk only in a quiet voice, which will be determined by the duty teacher.
4. Keep the cafeteria lines orderly.
5. Never run or push.
6. All food must be eaten at the table.
7. Pick up and/or clean up any food you drop or spill.
8. Respect cafeteria duty teachers' authority.
9. Gum chewing is not permitted.
10. No glass containers are allowed in school.

CLASS PARTIES

Two class parties are usually held each year — Christmas and Valentines. These are to be scheduled the last hour of the school day. Parties are the responsibility of the Homeroom Parents. Everyone is invited to participate in this organization. A meeting will be called in August at which Chairman and Co-Chairman for each room will be elected. These will be responsible for three class parties each year and will enlist other parents/guardians to assist as needed.

Christmas - PK-5th; refreshments and games, no gift exchanging.

Valentines - PK-5th; exchange valentines, refreshments and games.

HOMEROOM PARENTS ASSOCIATION

This organization is compiled of caring individuals who are willing to give a little time each month to enhance the elementary school system.

They have several money making activities throughout the school year to purchase items needed at the school.

They encourage anyone to come to the meetings and appreciate their involvement.

DRESS

School clothing should be appropriate as to time, place and weather. Acceptable classroom wear for girls includes dresses, skirts, sweaters, jeans, and shorts with at least a three inch leg. Classroom wear for boys includes jeans, shirts, sweaters and shorts. Jeans or shorts that are "sagging" will not be permitted. Shoes must be worn at all times. Students are not permitted to wear caps or hats in the school building. They are not permitted to wear net shirts, midriff tops, or any other clothing with suggestive or derogatory pictures or phrases or advertising of alcohol, tobacco or drugs. If the dress wear is inappropriate, the parents will be notified.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Students are asked to put their names on all their personal items. The school is not responsible for lost or stolen articles.

REPORT CARDS

Parents are notified on a weekly basis about student progress. A **weekly THURSDAY** folder will be sent home by the teacher and shall be returned on Friday.

Report cards are issued at end of each semester. There may be one time that they are issued at the end of 10 weeks to balance out reports for the year.

Failing notices are sent to parents at mid-quarter when the quality of a students' work is at the failing point or when the work is considerably below the level of expectation.

GRADING SYSTEM

Excellent Achievement	90 - 100	A
Above Average Achievement.....	80 - 89	B
Average Achievement.....	70 - 79	C
Below Average Achievement	60 - 69	D
Failing	Below 60	F
Incomplete.....		I
Excellent.....		E
Above Average.....		S+
Satisfactory		S
Needs Improvement (but acceptable).....		N
Unsatisfactory		U

PHILOSOPHY OF RETENTION

Whether to promote or retain a child is a difficult decision that must be made every spring. The decision to suggest a child repeat a grade for his best interest is our professional responsibility.

Pupils should be promoted on the basis of careful study and analysis of what seems best for each individual. Suggested retention should be based on achievement, age, size, maturity, emotional stability, and social adjustment. It should take place in the lower grades if at all possible, but retention in the upper grades might sometime be suggested. Parents should be informed as early as possible that retention may be suggested for their child. Parents should be made aware of their child's weaknesses, and that a cooperative effort be made by the teacher and parent to take corrective measures to overcome a child's weaknesses. Students enrolled in the third grade will have possibility of retention based on compliance with the Reading Sufficiency Act. More information concerning RSA can be found in the elementary counselor's office.

PROMOTION AND RETENTION

The Hartshorne School District allows for Proficiency Based Promotion. Requirements are located in the Superintendent's office.

LOCKERS

A locker is provided for fourth/fifth grade students and will be assigned. Students are encouraged to keep their lockers in good condition. Do not give out the combination to anyone. Lockers are the property of the school and may be inspected at any time. Do not use other locks on your locker. No picture posters or stickers on lockers.

MEDICATION

All prescription and non-prescription medication is to be checked in at the office. A parent or guardian must sign a written authorization before a school official may administer any medication.

PARENT — TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled at specific times during the school year. During this scheduled time for conferences parents are urged to come to the school and confer with their child's teachers. **A conference will be scheduled at any other time during the year that a student or parent would like to visit with a teacher on a one-to-one basis during that teacher's planning period.**

EVACUATION DRILLS

Safety drills will be held periodically. Each teacher is responsible for their students knowing what to do.

The signal for a TORNADO ALARM is TWO LONG BELLS.

The signal for a FIRE ALARM is THREE SHORT BELLS IN QUICK SEQUENCE.

During a FIRE DRILL the student nearest the door is the leader. The exits to be used are indicated on the building diagram. Students in the restrooms go to the nearest exit and then find their group. Teachers should count their students after 50 feet from the building.

No one is to re-enter the building until after the all-clear bell has sounded.

The signal for ALL CLEAR is ONE LONG BELL.

LOCKDOWN DRILL POLICY

Lockdown drills will be conducted at least two times per year (one each semester).

SCHOOL BUS POLICIES

The school can legally furnish transportation for those students who live more than one and one-half (1½) miles from school. Individual bus routes and time schedules will be released as soon as they are finalized. Bus routes are established to give the best possible service to all individuals in accordance with state laws and regulations.

The school bus driver is the sole authority of the passengers on the bus. All students in our school system who ride a bus to school are subject to regulations. Any misbehavior which distracts the driver is a VERY SERIOUS VIOLATION and jeopardizes the safety of everyone. Students will be cited for the following activities:

Failure to remain seated

Refusing to obey driver

Fighting, Spitting

Throwing objects

Hanging out window

Possession or use of dangerous substances (alcohol or drugs)

Standing in the line of traffic.

Use of tobacco

Profanity

Lighting matches

Vandalism

Bothering others

If your child is reported for any of the above violations, the principal will usually take the following action:

A conference with the student and a report to the parents.

Conference with the parents.

Automatic suspension of riding privileges - length of time to depend on the seriousness of the infraction and a report to the parents.

We hope that you will see this system as a reflection of our interest in the safety and well-being of your children.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced on radio station KMCO. School closings will also be reported on KJRH Ch. 2, KOTV Ch. 6, KTUL CH. 8 and KTEN Ch. 10 as well as the official School website and/or the official Hartshorne School

Facebook page. Reports in the morning will be between 6:30 and 7:30 a.m. If no report is heard, it can be assumed that school will be in session.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important person whose impression of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teacher.

TELEPHONES

The office telephone is for school business and it may be used by students only in cases of emergency with the permission of the secretary or principal.

Deliveries from home should be left in the office. Students will be called out of class only in an emergency. We will not handle a message service for students. If you are not going to be home, make alternative plans before school and inform your child. This has been a problem in the past. ***Any changes must be made by 2:00 p.m.***

TEXTBOOKS/LIBRARY BOOKS

Textbooks are furnished by the state and are issued at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for a replacement textbook/library book

VISITORS / PARENTS

Parents/Visitors must report to office. Students not enrolled in Hartshorne School cannot visit classes during school hours. Parents are not permitted in hallways, cafeteria, etc....without a VISITORS PASS. Visitor's passes are available in the elementary office.

WITHDRAWAL

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made in person by the parent or guardian.
2. Obtain appropriate forms from the principal's office.
3. Have the forms filled out by teachers; return all textbooks and library books.
4. Take completed forms to the principal's office for final clearance.
5. The student's new school will request records from our school.

TITLE IX AND OTHER DISCRIMINATION COMPLAINTS

Title IX of the Education amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. The School District has adopted grievance procedures for filing, processing and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, national origin (Under Title VI of the 1964 Civil Rights Act), sex, age, disability (Under Section 504 of the Rehabilitation Act of 1973), and veteran status. Any student or parent who believes he or she has been discriminated against based upon one of these protected categories is encouraged to file a discrimination complaint. Contact the school principal or superintendent to obtain a copy of the grievance procedures or for further information concerning the grievance process. All grievances will be promptly investigated by appropriate representatives of the school district in compliance with the school district's grievance procedure. Superintendent Jason Lindley is the Title IX Coordinator for Hartshorne Public Schools. He can be reached by phone at (918) 297-2534, by email at jlindley@hartshorne.k12.ok.us, or by mail at 520 S 5th St., Hartshorne, OK 74547.

SELLING ITEMS AT SCHOOL

The only items that can be sold at school are those items that are sold by a Hartshorne school sponsored organization.

ELECTRONIC EQUIPMENT – ELECTRONICS WIRELESS TELECOMMUNICATION DEVICES

(Adopted by the Board of Education on July 2, 2007 – Revised on June 2, 2008)

The Board of Education promotes an environment for instructional learning which is safe and secure. Therefore the district establishes the following rules for the use of Cellular Phones, CD players, MP3 Player, Portable DVD player, radio, etc.:

**All the above devices will not be allowed on school premises during the school day.
Exceptions can be made by the Principal and Sponsor.**

ELEMENTARY

The penalty for a violation of this policy shall be:

First Offense – The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus the student will lose recesses for two (2) days.

Second Offense – The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus the student will have two (2) days ISS.

Third Offense – The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus, the student will be suspended for a length to be determined by the principal.

SCHOLASTIC ELIGIBILITY POLICY FOR 4TH & 5TH GRADE STUDENTS OF HARTSHORNE ELEMENTARY

Student Eligibility during a Semester

- a. Scholastic Eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of students and all concurrently enrolled students.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

THIS IS IN ACCORDANCE WITH THE O.S.S.A.A. RULES. These are the same rules that Hartshorne Jr. High and High School already follow.

(Adoption Date: December 8, 2008)