

# **Hinton Elementary School**

## **Student Handbook**

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

**Home of the Comets**



**Richard Brownen  
Superintendent**

**Marcy Derryberry  
Principal**

## **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 400 students in Pre-K through 5<sup>th</sup> grade. The school, located on 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 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 opportunity accompany it.

We believe it is the responsibility of parents and the school to provide a diversity of both academically and socially successful experiences in the lives of our students.

## **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.

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.

## **GOALS FOR ALL HINTON STUDENTS**

Students will strive to:

1. Be self-directed learners with the ability to search out information;
2. Be creative, original, and resourceful;
3. Be responsible, reliable, and ethical in their work habits;
4. Accept differences in themselves as well as those in others and demonstrate the ability to co-exist;
5. Use both oral and written communication effectively;
6. Develop and demonstrate higher order thinking skills to solve current and future problems in many areas – academic, social, and personal;
7. Demonstrate an understanding of one's responsibilities in a democratic society, and take pride in improving that society;
8. Be quality producers – competent and success-oriented;
9. Become life-long learners with the ability to adapt to change.

2017-2018  
Hinton Public Schools Calendar

**PER JENNIFER:**

**PUT COPY OF  
SCHOOL CALENDAR HERE.  
CALENDAR FOUND  
IN THE MS/HS HANDBOOK.**

## **ACTIVITY AND ATHLETIC ELIGIBILITY**

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.

- a. 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.
- b. 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.
- c. A student who has lost eligibility under these provisions must be passing all subjects, or in attendance 90% in order to regain eligibility.
- d. 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.
- e. Parents/Students will be notified if student is ineligible or borderline in the following manner:
  - Student will be given an Eligibility Report to be brought home to parent, signed by parent, and returned back to school.
- f. The Eligibility Period will run from Monday thru Sunday.

## **ARRIVALS AND DEPARTURES**

Our school day begins at 8:00 A.M. and ends at 3:15 P.M. Supervision of students begins at 7:35 A.M. Breakfast is served from 7:35 A.M. to 7:50 A.M. each morning. Students will be directed to the multi-purpose if they arrive between 7:50 A.M. and 8:00 A.M.

Each morning the students will meet in the multi-purpose building for Comet Wake-Up beginning at 8:00 A.M.

Students will be dismissed in the following order:

- 3:05 Walkers
- 3:07 South Drive Thru Pick-up Line
- 3:09 Bus Riders

### **ATTENDANCE - ABSENCES**

Good attendance is important to the student's success. Poor attendance often results in poor achievement. Students are expected and required by Oklahoma law to attend school every day that school is in session, except on those occasions when the school has been notified that your child is ill, your family has had an emergency, or that your child's absence has been pre-arranged with school officials. Excessive absences will be reported to DHS and to the Hinton Police Department.

When a child is absent from school the parent/guardian is asked to call the school between 7:30 A.M. and 9:00 A.M. on the morning of the absence.

School attendance is required of all students between the ages of 5 and 18, based on state law. District policy requires students to be in attendance at least ninety percent (90%) each semester to pass. **All excused and unexcused absences count toward the 90%.**

The following are absences that may be excused.

- a. Doctor/Dental appointments
- b. Funerals
- c. Illnesses where student must stay at home
- d. Court appearances

A parent/guardian can excuse verbally or in writing the first 5 absences in a semester. After that you will need to bring a note from the doctor, brochure from a funeral, or some kind of written documentation. A grade of no higher than 70% of the grade earned shall be used for credit purposes on an unexcused

absence. **Family vacations are considered unexcused absences, unless approved by a committee prior to the absences.**

### **ATTENDANCE – MAKE UP WORK**

It is the student's responsibility to make up work that has been missed because of an absence or tardy. The student must obtain the work from the teacher and complete it as soon as possible.

One-day make-up is allowed for each day of absence. 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% for a semester grading period will receive no credit and a grade of "F" will be recorded. The student's parents will be mailed timely absence updates when the student has missed 5 and 8 times. The student's parents may apply for a waiver under the following conditions: A chronic or long-term illness, accident, or hospitalization, substantiated by a doctor's statement.

### **ATTENDANCE – TARDINESS**

We realize that there will be instances when your child is tardy, BUT please avoid this whenever possible, as this interrupts your child's education. Written warnings will be given for the first and second tardy received during a semester. Administration will be informed for each tardy thereafter. **Excessive tardiness will 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.**

### **BICYCLES**

Any pupil who rides a bike must obey all traffic regulations required of a motorist:

1. Ride with the traffic- not against it.
2. Ride straight- do not zigzag.
3. Ride in a single file.

4. Park your bicycle when you arrive at the front of the elementary and leave it parked until dismissed from school.
5. Leave all parked bicycles alone.
6. Do not ride on school sidewalks.
7. Do not ride bikes through the south parking lot or where the buses load and unload.

## **BRINGING ITEMS TO SCHOOL**

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, hoover boards, electronic devices, cell phones, 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, any other weapons, or items that look like weapons to school. Please leave home any items that are distracting to the educational process.

## **BUS SAFETY**

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

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place- well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your school bus driver.
5. Remain in your seat while the bus is in motion.
6. Keep your head and arms inside the bus at all times.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your bus driver and other passengers.
10. Be alert to traffic when leaving the bus.

Parents: Please discuss the tips for safe school bus riding with your child. 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.

## **CHANGE OF ADDRESS AND PHONE NUMBER**

At times during the school year students may move from one address to another. If this happens, notify the office so that it will be changed on the school records, thus allowing us the opportunity to reach a family member in case of an emergency.

## **CONCERNS**

If a student or parent has a concern about a school policy or an employee, 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, to discuss both sides. 2) If the concern still exists, contact the principal. 3) If still unresolved, contact the superintendent.

## **DISCIPLINE**

In order to provide quality education for our students, it is our goal to use a discipline plan that helps students to correct their misconduct, promote self-discipline and make good decisions. Your child is important to us, and the school's discipline plan is a reflection of our interest in their safety and well being. It is for the child's best interest that you, as parents, have an active role in this plan and provide support for it.

Student conduct affects the morale of the entire school climate. 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, 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. Following are the state laws that give the right to discipline a student:

## Right to Discipline According to Oklahoma State Law

1. Assault on School District Employees (70-6-113) Every person who, without justifiable or excusable cause, knowingly commits any assault, battery, or assault and battery upon the person of a school district or threatens and places such employee in immediate fear of bodily harm while such employee is in the performance of his/her duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding six months, or by fine not exceeding five hundred dollars, or by such fine and imprisonment.
2. Control and Discipline of a Child (70-6-114) The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by a teacher.
3. Pupil-Supervision-Appeal (70-24-101) Any pupil found guilty of immorality or violation of the regulations of a public school may be suspended by the principal of the school, which shall not exceed beyond the current semester and the succeeding semester; provided, the pupil shall have the right to appeal the decision of the principal to the appeals committee of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final.
4. Pupil-Dangerous Weapons-Dangerous Substances (70-24-102) Any pupil found guilty to be in possession of dangerous weapons or controlled substances may be suspended by the principal or superintendent for a period not to exceed the current school semester and the succeeding semester.
5. Electronic Devices (24-101.1) A pupil may not possess an electronic device while said pupil is on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school without prior consent of a parent or guardian and the school principal or superintendent upon establishing a medical necessity or other appropriate circumstances. THIS INCLUDES CELL PHONES.  
**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. **See your child's teacher for the class plan, as well as the school wide plan.**

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

The following examples of behavior are not acceptable in society generally, and in a school particularly. The involvement of a student in the following types of behavior will not be accepted and will generally require corrective action. These examples are not to be exhaustive and the exclusion or omission of any particular type of unacceptable behavior is not an endorsement or acceptance of such behavior by the school:

1. Unexcused lateness to class.
2. Cutting class.
3. Leaving school without permission.
4. Possession or use of tobacco.
5. Truancy.
6. Possession, selling, using, or being under the influence of alcoholic beverages or other mood altering chemicals and/or possessing drug paraphernalia.
7. Stealing.
8. Forgery, fraud, embezzlement, and extortion.
9. Gambling.
10. Assault.
11. Fighting.
12. Possession of a dangerous instrument with the intent of injuring another person or a dangerous weapon as defined in the Oklahoma Statutes as the following: "pistol, revolver, dagger, bowie knife, pocket

knife, disk knife, switchblade knife, spring-type knife, sword cane, a knife having a blade which opens automatically by hand pressure applied to a button spring, or other device in the handle of the knife, blackjack, loaded can, billy, hand chain, metal knuckles, or other weapons.”

13. Possession of or distribution of obscene material.
14. Destroying/defacing school property.
15. Cheating and/or assisting in misrepresentation of student work.
16. Abusive language and/or behavior.
17. Display of gang membership, including but not limited to clothing, paraphernalia, and/or gestures.
18. Vulgar, rude, and obscene language and/or gestures, including ethnic or racial slurs or insults.
19. Behavior which is calculated to be disruptive to the educational process.
20. Sexual harassment and/or sexual misconduct toward a student, school employee, volunteer, or any other person if the conduct occurs on school property, in a school vehicle, or at a school activity.
21. Possession of any ammunition, including bullets, shells, explosive caps, explosives, etc.
22. Verbal or physical harassment, or BULLYING of a student, school employee, volunteer, or any other person if the conduct occurs on school property, in a school vehicle, or at a school activity.
23. Failure to complete assignment made by the teacher, and unwillingness to progress toward expected standards of performance.

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 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:

1. Conference with student
2. In-school suspension
3. Detention
4. Referral to counselor
5. Behavior contract
6. Conference with parents
7. Changing student's seat placement or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities
10. Restriction of privileges
11. Involvement of civil authorities
12. Referring students to appropriate social agency
13. Referral to principal
14. Corporal punishment \*\*
15. Suspension
16. Other disciplinary action as required and/or indicated by circumstances.

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

1. Must be administered by an administrator
2. Must be done in the presence of another staff member
3. Will be administered in private and not in front of other students
4. Swats will be limited to two (2) at any one time

5. Parents must have signed the **CONSENT AND RELEASE FOR CORPORAL PUNISHMENT**.
6. The administration will not administer corporal punishment without first contacting the student's parents or legal guardians.

The school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions.

Parents/guardians and the students residing in this school district shall be notified at the beginning of each school year that this policy will be made available to parents/guardians upon request at any time during the school year.

This set of rules for children governs behavior in common areas, halls, assemblies, lunchroom, playground, and all places where children and teachers from many classrooms must live together. Each teacher will have classroom rules that will be given to students and parents.

Upon disciplinary action resulting in a detention, suspension, corporal punishment, or in-school detention, the student may not be allowed to participate in the following activities: field trips, entertainment assemblies, class parties, picnics, 4-H activities, or any other activity not directly connected to the student's education.

### **DISMISSAL DURING THE SCHOOL DAY**

We encourage you to schedule your child's doctor and dental appointments around school hours, but if this is not possible, you must check your child out at the main office. For 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 first securing permission from his/her principal or school designee. It is the responsibility of the parents to sign-out their child at the front office. The sign-out sheet will have time of checkout, reason for checkout, and parent and student's name, as well as parent'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. It is important that you comply with this rule so that we are aware of who is in our building at all times.

## **ANNOUNCEMENTS/NOTES/HANDOUTS**

All announcements, notes, and handouts which will be sent out to students/parents must be approved by the principal. If you have an announcement you would like announced at school please bring the announcement by the school or send a note the day before you need it announced.

## **DRESS CODE**

How a student dresses affects his or her behavior. Appropriate school dress is the responsibility of every student and parent. A school is a place for business as well as a place for fun and enjoyment.

All clothing must be appropriate for school setting, free of vulgarity, cannot promote anything illegal or age-inappropriate. Clothing must be free of holes, rips, tears, or fraying which expose undergarments or skin above the kneecap. Clothing must fit appropriately. General dress or appearance must not disrupt the educational process. Head gear such as hats, caps, or bandanas cannot be worn on school grounds, except for medical reasons, and must be kept in backpack if brought on school grounds. Any body piercings or tattoos that disrupt the educational process are prohibited. Exceptions may be made for Spirit Week or other occasions on a school-wide basis.

- Allowable Dress

- Jeans, slacks, sweats, warm-ups, capris, and overalls which rest at the waist must cover all undergarments or skin above the kneecap and free from lettering on the buttocks.

- Dresses, shorts, and skirts which extend within 2 inches of the kneecap when standing.

- T-shirts, shirts, blouses, sweaters, and pullovers which cover cleavage, shoulders, underarms, and midriff when sitting or standing.

- Shoes designed to be worn outdoors, which do not pose a danger to oneself or others and do not pose possible damage to flooring.

- Leggings, tights or jeggings may be worn; however, the dress, shorts, skirts or shirt must meet dress code requirements as stated above.

If there are multiple violations then a uniform policy may be discussed to be implemented.

## **ENROLLMENT**

New students may be enrolled when they enter the district. Regular enrollment will be completed on a scheduled day in August during school hours. Be sure to bring the following information when you enroll your child:

1. A state certified birth certificate
2. Your child's immunization record
3. Your child's social security card
4. Proof of residency

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

## **FOOD SERVICES - BREAKFAST AND LUNCH MONEY**

To avoid errors in accounting, it is to your advantage to pay for meals by check. All monies, whether check or cash, should be sent in an envelope with your child's name and teacher's name written on it.

All monies owed for meals must be paid in full to receive quarterly report cards.

## **GRADE NOTIFICATION**

Report cards are given out after each nine weeks to notify parents 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 and K use a non-letter grade evaluation based on specific skill attainment. Grades 1<sup>st</sup> -5<sup>th</sup> use the following letter scale:

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

3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades must earn and maintain an average of 60% or higher to remain eligible for extra-curricular activities.

## **HEALTH**

**Any child that is ill including, but not limited to, those that have a temperature of 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 have stopped. Fever must be absent for 24 hours without the use of antipyretic 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 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 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 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 is not required.**

### **Regarding Head Lice:**

**Hinton Public Schools will follow the Oklahoma State Department of Health guidelines and algorithm regarding lice infestation. In accordance with the Oklahoma State Department of Health as well as the American Academy of Pediatrics and many other national organizations, children will not be excluded from school for lice infestations. Parents or**

guardians of classmates of the infected child will be notified. The notice will detail that a case of head lice has been identified in the classroom and recommend parents to screen each child. Children may be excluded in the cases of severe infestation, inability of the family to rid the child of infestation, chronic infestation, repeated infestation (re-infestation of the same child > two times within six months), or possible impetigo (secondary bacterial infection of sores and scratches on the child's head). In the event of the aforementioned, the child will be asked to see his or her healthcare provider or a provider at a local health department.

*Oklahoma State Department of Health. Resources for Schools and Child Care Settings. Retrieved from [https://www.ok.gov/health/Disease, Prevention, Preparedness/Acute Disease Service/Disease Information/School and Child Care Setting Resources/index.html](https://www.ok.gov/health/Disease_Prevention_Preparedness/Acute_Disease_Service/Disease_Information/School_and_Child_Care_Setting_Resources/index.html)*

*Prevention and Control of Head Lice Infestation in Schools and Child Care Settings: A Guide for School and Child Care Setting Administrators: Acute Disease Service. Oklahoma State Department of Health*

*Aronson SS, Shope TR. Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide. 2<sup>nd</sup> ed. Elk Grove Village, IL: American Academy of Pediatrics; 2009*

*Also see VACCINE section.*

## **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.

## **LOST AND FOUND**

A lost and found area is maintained throughout the year. The school is not responsible for the loss of personal items so please use discretion when wearing or bringing items of value to school. Students should be reminded to check the area frequently. Any unclaimed articles will be given to charity at the end of each semester.

## **MAKE UP WORK – (see ATTENDANCE)**

## **NOTIFICATION OF RIGHTS**

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

1. The right to inspect and review the student's educational records.
2. The right to seek to correct the student's educational records in a hearing if necessary.
3. The right to exercise limited control over other people's access to the student's records.

## **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.

## **RESPONSIBILITIES OF PARENTS**

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

1. Support the school in requiring students to observe all school rules and regulations, and accepting responsibility for any willful misbehavior on their part.
2. Send students to school with proper attention having been given to health, personal hygiene, and neatness of dress.
3. 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.

4. Comply with school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for planning its continuous maintenance and improvements.

## **RETENTIONS**

### Section 504. Promotion-Retention of Student. (1<sup>st</sup> – 4<sup>th</sup> grade)

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 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.

## **SCHOOL DAY**

The school day begins at 8:00 A.M. and ends at 3:15 P.M. Each morning the students will meet in the multi-purpose building for Comet Wake-Up. It will begin at 8:00 A.M. Attendance will be taken by each teacher at this time. Any student not seated with their class at that time will be considered tardy.

All walkers completing all responsibilities for the day will be dismissed at 3:05, pick-up/car riders at 3:07, and bus riders will be dismissed at 3:09. Walkers have two exits from the building. One through the west doors near the office and the other out the multipurpose building south doors to the corner of Park and Spencer streets.

Students who require special help to make up work or who have misbehaved, requiring detention, may be requested by a teacher or the principal to arrive early or stay beyond the regular school hours. Parents will be contacted in advance of such assignments.

## **SCHOOL DISMISSAL**

During inclement weather, parents/students should listen to the radio KWEY-97.3, KRPT -103.7 or watch TV for listings on channels 4, 5, and 9. Notification will also be given by our automated phone system – School Messenger and the schools Facebook page.

## **SCHOOL TRIPS**

Whether on any activity trip, field trip, 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.

## **SCHOOL-WIDE AWARDS**

- Student of the Month- Each month teachers select students to recognize their outstanding effort, citizenship and/or improvement. Recipients are recognized during Comet Wake-Up on the last Friday of each month.
- Perfect Attendance- This award is awarded to all students with perfect attendance each semester. It is awarded at the awards assembly at the end of the school year. Students that receive an In-School Suspension or Home Suspension will not be eligible for this award.
- Academic Excellence Awards- This award is awarded at the end of each year to students who have displayed academic excellence in one or more subjects.
- Student of Today- This award is to honor two fourth grade students for their accomplishments in scholarship, leadership, and general personal and academic development. This recognition is sponsored by the Hinton Lodge #313.

## **SCHOOL VISITORS**

We welcome visitors and volunteers to Hinton Elementary at any time. In the interest of the safety and security of all of our children, all visitors must check in at the front office and wear a visitor badge inside the building and on the

playground. These badges let the students and staffs know that you are to be at our school.

Any individual visiting the school for any reason must report to the front desk. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements.

Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. In either case, visitors must first report their presence in the building to the office. School visitation of one's friend is discouraged. It is extremely important that classroom activities be interrupted as seldom as possible.

## TELEPHONE

Please communicate with your child before he/she leaves for school so that you both will know what he/she is 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 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.

- **If your child is to do something different after school, please send a note with your child to the teacher so there will be no mistake on where your child is to go after school. By doing this the class will not have to be disturbed by having a note delivered. We have many children in our school and this will greatly help with the telephone calls each day. Always contact the school with any changes by 2:00 each day to ensure your child gets a 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 smoother.**

## **TESTING**

Criterion referenced tests will be administered to all 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> students.

STAR Math, STAR Reading, Early Literacy will be administered to the appropriate students within the first two weeks of school, and again at the end of each 9-weeks.

Proficiency Based Promotion Tests are offered the first 2 weeks and the last 2 weeks of each school year. Students must register 14 days in advance of the testing period.

## **VACCINES**

The following is the vaccines required to attend school in Oklahoma this 2017-2018 school year.

**PER JENNIFER:**  
**(Oklahoma State Department**  
**of Health Vaccine Requirements**  
**for School goes here.)**

## **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.

## **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 judgement 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 life long 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!**