

# 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

Marcy Derryberry  
Superintendent

Karla Sharry  
Principal

|   |           |
|---|-----------|
| <b>WELCOME</b>  | <b>2</b>  |
| <b>GENERAL INFORMATION</b>                            | <b>6</b>  |
| <b>ADMISSION AND ENROLLMENT</b>                       | <b>7</b>  |
| <b>ARRIVALS, DEPARTURES, AND TRANSPORTATION</b>       | <b>9</b>  |
| <b>BUS TRANSPORTATION &amp; SAFETY</b>                | <b>10</b> |
| <b>ATTENDANCE , ABSENCES, AND TARDINESS</b>           | <b>11</b> |
| <b>BEHAVIOR &amp; DISCIPLINE</b>                      | <b>13</b> |
| <b>COMMUNICATION/TELEPHONE/MESSAGES</b>               | <b>17</b> |
| <b>FOOD SERVICES/CHILD NUTRITION</b>                  | <b>18</b> |
| <b>DRESS CODE</b>                                     | <b>18</b> |
| <b>ELIGIBILITY (ACTIVITY AND ATHLETIC)</b>            | <b>19</b> |
| <b>GRADE NOTIFICATION</b>                             | <b>19</b> |
| <b>GRADING SCALE</b>                                  | <b>19</b> |
| <b>RETENTIONS</b>                                     | <b>20</b> |
| <b>HEALTH</b>   | <b>20</b> |
| <b>INCLEMENT WEATHER/SCHOOL CLOSINGS</b>              | <b>21</b> |
| <b>INTERNET &amp; TECHNOLOGY STANDARDS OF CONDUCT</b> | <b>21</b> |
| <b>LIBRARY</b>  | <b>23</b> |
| <b>NOTIFICATION OF RIGHTS</b>                         | <b>23</b> |
| <b>POLICY OF NONDISCRIMINATION</b>                    | <b>23</b> |
| <b>PROHIBITED ITEMS</b>                               | <b>23</b> |
| <b>RESPONSIBILITIES OF PARENTS</b>                    | <b>24</b> |
| <b>TESTING</b>  | <b>24</b> |
| <b>WITHDRAWAL FROM SCHOOL</b>                         | <b>25</b> |

**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 350 students in Pre-K through 4<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.

### **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 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 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. 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.

# Hinton Public School Calendar

## Hinton Public Schools 2018-2019

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
| 1    | 2  | 3  | 4  | 5  | 6  | 7  |
| 8    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29   | 30 | 31 |    |    |    |    |
| 30   |    |    |    |    |    |    |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    |    | 1  | 2  | 3  | 4  |
| 5      | 6* | 7* | 8* | 9  | 10 | 11 |
| 12     | 13 | 14 | 15 | 16 | 17 | 18 |
| 19     | 20 | 21 | 22 | 23 | 24 | 25 |
| 26     | 27 | 28 | 29 | 30 | 31 |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      |    |    |    |    |    |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

Regular School Day 8:00-3:15

**AUGUST**  
AUG. 6-7-8 : IN-SERVICE/PROF DEV  
ALL EMPLOYEES  
AUG. 9 : 1st Day of School

**SEPTEMBER**  
SEPT. 3 : LABOR DAY  
SEPT. 18 & 20 : P/T Conf. 3:30-6:30  
SEPT. 21 : NO SCHOOL

**OCTOBER**  
OCT. 17 : E.O. 1ST 9WKS  
OCT. 18 - 19 : FALL BREAK

**NOVEMBER**  
NOV. 21-22-23 : THANKSGIVING BREAK

**DECEMBER**  
DEC. 18 : E.O. 2ND 9WKS  
DEC. 19 thru JAN. 2 : CHRISTMAS BREAK

**JANUARY**  
JAN. 3 : Classes Resume  
JAN. 21 - Teacher Pro Dev - No School

**FEBRUARY**  
FEB. 12 & 14 : P/T Conf. 3:30-6:30  
FEB. 15 : No School  
FEB. 18 : - Teacher Pro Dev - No School

**MARCH**  
MARCH 15 : E.O. 3RD 9WKS  
MARCH 18 thru 22 : SPRING BREAK

**APRIL**  
APRIL 13 : HS Prom  
APRIL 19 & 22 : No School/Snow Day

**MAY**  
MAY 5 : HS Baccalaureate - 7pm  
MAY 6 : 8th Grade Graduation - 7pm  
MAY 10 : HS Graduation - 7pm  
MAY 16 : Last Day of School  
May 17 : Teacher Check Out

**MAY : E.O. 4TH 9WKS**  
175 - DAYS TAUGHT  
5\* - DAYS PROFESSIONAL DEVELOPMENT  
180 X 6 hrs = 1080 hrs

| JANUARY |     |    |    |    |    |    |
|---------|-----|----|----|----|----|----|
| S       | M   | T  | W  | T  | F  | S  |
|         |     | 1  | 2  | 3  | 4  | 5  |
| 6       | 7   | 8  | 9  | 10 | 11 | 12 |
| 13      | 14  | 15 | 16 | 17 | 18 | 19 |
| 20      | 21* | 22 | 23 | 24 | 25 | 26 |
| 27      | 28  | 29 | 30 | 31 |    |    |

| FEBRUARY |     |    |    |    |    |    |
|----------|-----|----|----|----|----|----|
| S        | M   | T  | W  | T  | F  | S  |
|          |     |    |    |    | 1  | 2  |
| 3        | 4   | 5  | 6  | 7  | 8  | 9  |
| 10       | 11  | 12 | 13 | 14 | 15 | 16 |
| 17       | 18* | 19 | 20 | 21 | 22 | 23 |
| 24       | 25  | 26 | 27 | 28 |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    |    |    | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    | 31 |    |    |    |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    | 1  | 2  | 3  | 4  | 5  |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 | 31 |    |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    |    |    |    | 1  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |
| 30  | 31 |    |    |    |    |    |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    |    | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   |    |    |    |    |    |    |

NO SCHOOL

## **GENERAL INFORMATION**

**Visitors:** Parents are welcome to visit the school. All visitors must report to the office, sign in and receive a visitor badge.

**Visiting Classrooms:** Parents 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 brings to school, we will either deliver the item to the student or call the student to meet the parent in the office to receive the item. If a parent 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 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.

**Contact Information:** It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. It is necessary to keep enrollment information, contact numbers, and check-out lists updated in the event of an illness, injury, or need to share school information through the automated call system.

**Lost and Found:** A lost and found area is maintained throughout the year. Please mark all lunch containers, backpacks and clothing with the name of the owner. The school is not responsible for loss of personal items so please use discretion when wearing or bringing items of value to school. Any unclaimed items collected in Lost and Found will be given to a local charitable organization at the end of each semester.

**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.

**Deliveries:** Flowers and/or balloons, candy, and other gifts will not be delivered to students and cannot go home on buses. These deliveries should be made to student's home.

**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 search.

**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. Any changes in plans need to be made by 1:30 pm.

**Property Damage:** Textbooks, technology, and other school property are available for student use. However, if lost or 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 called to come to the school to change soiled clothing.

**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 a class or group field trip. Information and permission slips will be sent to parents and/or 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 and leave with a parent from the field trip. 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.

## **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 purpose 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, provide 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 make 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**

New students may be enrolled when they enter the district. Regular enrollment will be completed on a scheduled day in August during school hours.

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

Be sure to bring the following information when you enroll your child:

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

## **Immunization Guide**

The following is the vaccines required to attend school in Oklahoma this 2018-2019 school year.



**For Parents - Vaccines Required to Attend School in Oklahoma  
2018-19 School Year**

This table shows the total number of doses a child must receive and have on their record to attend school for the grades indicated. The doses do not have to be repeated every year. These are the requirements for school. Requirements for child care attendance are different. Refer to this web page for the requirements for child care: [http://www.ok.gov/health/Disease\\_Prevention\\_Preparedness/immunizations/Vaccines\\_for\\_Childcare/index.html](http://www.ok.gov/health/Disease_Prevention_Preparedness/immunizations/Vaccines_for_Childcare/index.html).

|  | PRE-SCHOOL/<br>PRE-K | KG – 6th               | 7 <sup>th</sup> – 12 <sup>th</sup>        |
|--|----------------------|------------------------|---|
| <b>VACCINES</b>  |                      | Total doses            |   |
| DTaP/ (diphtheria, tetanus, pertussis)   | 4 DTaP               | 5 DTaP <sup>5</sup>    | 5 DTaP <sup>5</sup> & 1 Tdap <sup>®</sup> |
| IPV/OPV (inactivated polio/oral polio)   | 3 IPV/OPV            | 4 IPV/OPV <sup>4</sup> |   |
| MMR (measles, mumps, rubella)  | 1 MMR                | 2 MMR                  |   |
| HepB (hepatitis B)   |                      | 3 HepB <sup>®</sup>    |   |
| HepA (hepatitis A)   |                      | 2 HepA                 |   |
| Varicella (chickenpox)   |                      | 1 Varicella            |   |
| <p>★ If the 4th dose of DTaP is given on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.</p> <p>◆ Tdap (tetanus, diphtheria, and pertussis) booster (Only 1 dose of Tdap is required.)</p> <p>◀ If the 3rd dose of IPV/OPV is given on or after the child's 4th birthday and at least 6 months from the previous dose, then the 4th dose of IPV/OPV is not required.</p> <p>■ If a child reaches age 11 and has not yet started the HepB vaccine series, he or she may receive a 2-dose series of Merck® Adult Hepatitis B vaccine instead of the 3-dose series of Pediatric HepB vaccine. The 2-dose series must be completed before the 16th birthday or the child must receive a total of 3 doses of HepB vaccine. If you have any questions about the 2-dose series of HepB vaccine, talk to your healthcare provider. All other children (younger or older) must have 3 doses of hepatitis B vaccine.</p> |                      |                        |   |

**Vaccines Recommended for All Children but Not Required by Oklahoma School Law**

A 2nd dose of varicella (chickenpox) vaccine is recommended at 4-6 years of age and at any age after that if it is missed at 4-6 years.  
One dose of MCV4 (meningococcal vaccine) is recommended at age 11-12 years and a booster dose at 16 years of age.

If an adolescent misses MCV4 at 11-12 years, they should still receive it. This vaccine is routinely recommended up to 18 years and through age 21 years for first year college students living in dormitories or on-campus student housing because of their risk of catching the disease.

If an adolescent receives the first dose of MCV4 late at 13 through 15 years, they still need a booster dose at age 16 through 18 years.  
Oklahoma law requires a dose of MCV4 for all students who are first-time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus student housing. It is recommended they receive a dose on or after the 16<sup>th</sup> birthday.

Two doses of HPV (human papillomavirus) vaccine are recommended for all pre-teens starting at 11-12 years of age.  
If the series is started on or after the 15<sup>th</sup> birthday, 3 doses are recommended.

Keep a copy of your child's vaccination record, you may need it later.

**ARRIVALS, DEPARTURES, AND TRANSPORTATION**

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.

Students not eating breakfast are to be brought to the multipurpose each morning. There is a "drop-off lane" on the south side of the multipurpose where students are to be brought no earlier than 7:35.

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

### **Dismissal Schedule**

Students will be dismissed in the following order:

- **3:05 Walkers**
  - Students will be dismissed to walk out the front (southwest doors) and through the multipurpose.
- **3:07 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.
- **3:09 Bus Riders**
  - Bus riders will be dismissed at 3:09. The east parking lot bus lane is for bus students only. (Please do not drive in this area to pick up a student.)

### **BICYCLES**

Any student who rides 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.

## **BUS TRANSPORTATION & SAFETY**

### **Bus Transportation**

The School Law of the State of Oklahoma stipulate 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.
- Be courteous to your bus driver and other passengers.
- Be alert to traffic when leaving the bus.

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

## **ATTENDANCE , ABSENCES, AND TARDINESS**

**Regular attendance is a must!** No single factor will do more to help a child to succeed than regular school attendance. Students are required by Oklahoma law to attend school every day that school is in session. It is a parent'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.

Parents should call the school (405-542-3235) between 7:30-9:00 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 will receive a call from school anytime their child is absent/tardy from school unless the parent has already notified the school about the absence.

Parents 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 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 work 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 one day per missed day of to make up all work.

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.

### **EARLY CHECK OUT**

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.

## **BEHAVIOR & DISCIPLINE**

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, 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
2. Arson
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class, sleeping, or refusing to work in class
5. Cyber-bullying
6. Disruption of the educational process or operation of the school
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 and bullying
13. Hazing in connection with any school activity
14. Hitting/pushing/tripping (horseplay)
15. Inappropriate language, gesture, picture/videos or behavior
16. Indecent exposure
17. Misuse of an electronic device

18. Physical altercation causing injury (aggravated assault)
19. Possession of a caustic substance
20. Possession of obscene material
21. Possession of gun related instrumentalities (bullets, shells, gun powder, pellets)
22. Possession, threat or use of a dangerous weapon including, but not limited to, firearms, knives, facsimile of a gun or other dangerous devices as outlined in the Dangerous Weapon Policy #4415
23. 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
24. Sexual or other harassment of individuals including, but not limited to, students, school employees and volunteers
25. Theft
26. Threatening behavior (whether involving written, verbal or physical actions)
27. Truancy
28. Unacceptable attire (dress code violations)
29. Use or possession of tobacco in any form including vapes, vapor devices and e-cigs
30. 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
31. Using racial, ethnic or sexual epithets
32. Vandalism
33. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
34. 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 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.

- 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
- Parents 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.

### **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 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 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 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 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. 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 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 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 smooth.
- 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**

### **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.
- Free and reduced meal program applications are available in the office.

#### **Breakfast and Lunch Prices:**

Elementary Student Breakfast = \$1.25

Elementary Student Lunch= \$2.50

**For more information or questions:** Call the Child Nutrition Office at (405)542- 3235

## **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.

## **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/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.
- The Eligibility Period will run from Monday thru Sunday.

## **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 mastery evaluation system based on specific skill attainment.
- T1 and first grade use a mastery checklist as well as a letter grade scale.
- Grades 2<sup>st</sup> -4<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> and 4<sup>th</sup> grades must earn and maintain an average of 60% or higher to remain eligible for extra-curricular activities.

## **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.

## **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.

### **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

## **MEDICATION**

- **Dispensing Medication**

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

## **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:

School 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 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 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 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, hover 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.

## **RESPONSIBILITIES OF PARENTS**

The ultimate responsibility for student behavior rests with the parents. 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.
- Cooperate with the school in attending conferences set up for planning its continuous maintenance and improvements.

## **TESTING**

- Oklahoma State Testing Program will be administered to all 3<sup>rd</sup> and 4<sup>th</sup> students.
- STAR Math, STAR Reading, Early Literacy will be administered to students within the first two weeks of school, and again at the end of each 9-weeks.
- All students grades K-4 will participate in the NWEA Testing twice a year.

## **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.