

**HARTSHORNE
ELEMENTARY
SCHOOL
2011 - 2012**

MINER'S



**STUDENT/
PARENT
FOLDER**

(REVISED)

Name _____

Home Room _____

Subject _____

WELCOME

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

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

We hope that each student will get involved in the total school program and contribute in some way to make your school a school you and the community can show with pride.

It is very important for parents, students, teachers, and the principal to work cooperatively to ensure that each student receives a high-quality education free from disruption.

DAILY RESPONSIBILITIES OF THE STUDENTS INCLUDE THE FOLLOWING:

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

Fifth and Sixth grade students use only restrooms on their end of the building.

ATTENDANCE POLICY

Students should not arrive before 7:50 a.m. unless eating breakfast which is served from 7:30 until 7:50 a.m.

Students will be dismissed at 2:40.

Students must have written or phone permission to leave with persons other than their parent or guardian.

Students reporting to school in the morning should enter the building through the east door near the office.

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

Students will be given a minimum two days for each day missed to make up work. It is the responsibility of the student, not the teacher, to make arrangements for make-up work.

If a child is absent without a valid excuse four(4) or more days within a four-week period or is absent without a valid excuse for ten (10) or more days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and **immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceeding pursuant to title 10 of the Oklahoma statutes.**

If you arrive late to school report to the office for a late pass. Principal will have conference with student after the student has been tardy three (3) times within a nine week period. 4 days unexcused tardies will equal one day absent.

Permission to leave the building may be granted in case of illness or upon request of the parent or guardian. Procedure is to check in through the office.

Doors are locked at 3:15 p.m. Bus students are to report to the holding areas and other students are to leave the building by 3:15 p.m. Anyone returning to the building must report to the office. Night janitors do not have the authority to unlock doors.

NEWSPAPER RECOGNITION

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

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

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

Perfect Attendance - No days absent.

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

Principal's Honor Roll - A's BOTH SEMESTERS

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

Perfect Attendance - ALL YEAR

Letter H Awards - *Determined by Teachers*

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

AR Reading Awards

Superintendent Honor Students: Top two sixth graders based on grade point average for fourth, fifth, and sixth grade years. A - 4 pts.; B - 3 pts.; C - 2 pts.; D - 1 pt.; F - 0 pts. For a sixth grader to be eligible they must have attended Hartshorne Grade School during the Fifth and Sixth grades consecutively.

HEA Citizenship Award - All teachers that work with 6th grade students will nominate students for this award. Two of these students nominated will be selected to receive the award.

(All percentages based on semester averages only)

ACCIDENT OR ILLNESS

The school will administer only minimum first aid in case of injury. In case of apparent internal injury or broken bones parents and/or paramedics will be notified immediately.

If a student develops an illness after reaching school, an attempt will be made to notify the parent.

It is extremely important that the school be given the telephone number of a person to call in an emergency if a parent cannot be reached.

HEAD LICE POLICY

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

The school board has adopted this nit-free policy.

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

ARTICLES PROHIBITED AT SCHOOL

1. Dangerous Weapons or Distracting Items.

No one may have any kind of weapon on school grounds or at any school sponsored function. This includes any guns, knives or other lethal instruments, or items which might be used as a lethal instrument. No one may use any article as a weapon to threaten or injure another person.

Any knife found in a student's possession will be confiscated. The student could be suspended, depending on the circumstances involved in the incident.

2. Distracting Item.

Pupils are not to bring articles to school, such as cell phones, ipods, toys, etc., however harmless, that might distract them or others from their school work. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

No toys at school. If a toy is brought, it will be confiscated and sent to the office. It will need to be picked up by parent.

Heely's Shoes are not allowed.

3. Hartshorne Elementary School is a Tobacco Free Campus.

No tobacco products of any kind are allowed.

HARASSMENT / BULLYING

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

BEHAVIOR AND DISCIPLINE

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

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

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

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

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

IN SCHOOL SUSPENSION

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

PLAYGROUND RULES

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

CAFETERIA

The Hartshorne School serves nutritious meals every school day. Students may buy lunch and breakfast from our cafeteria. Breakfast is from 7:35 a.m. to 7:55 a.m. each morning.

Children from families whose income makes them eligible for either free meals or reduced meals may obtain applications from the office. Each year a new application must be filled out by the parent. Only one application is necessary per family.

There will be no charging for meals for more than two (2) weeks at a time.

Some students may prefer to bring a sack lunch and supplement it with milk from the cafeteria. Milk may be purchased from the cafeteria for a nominal fee.

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

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

CLASS PARTIES

Four class parties are usually held each year — Halloween, Christmas, Valentines and Easter. These are to be scheduled the last hour of the school day. Parties are the responsibility of the Homeroom Parents. Everyone is invited to participate in this organization. A meeting will be called in August at which Chairman and Co-Chairman for each room will be elected. These will be responsible for four class parties each year and will enlist other mothers and fathers to help as required.

Halloween - K-6th; costumes, refreshments and games (costumes to be worn during party only)

Christmas - K-6th; refreshments and games, no gift exchanging.

Valentines - K-6th; exchange valentines, refreshments and games.

Easter - K-6th; refreshments and games.

HOMEROOM PARENTS ASSOCIATION

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

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

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

CLOSED CAMPUS

We operate a closed campus policy. Students must stay on school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus. Any student leaving the school grounds must check out through the office.

Parents / Visitors must check in at office.

Students who have situations involving extreme hardship during the lunch period will be issued a special pass upon approval of a written application.

Parents are allowed to check out only their child for lunch on special occasions.

Bicycles are not to be ridden on the playground. They are to be parked north of the office. The school is not responsible for stolen or damaged property.

DRESS

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

LOST AND FOUND

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

REPORT CARDS

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

Report cards are issued at the end of each nine weeks session. Parents are asked to sign report cards promptly and return. Cards lost must be reported to the teacher. Report cards are issued every 9 weeks, there may be one time that they are issued at the end of 10 weeks to balance out reports for the year.

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

GRADING SYSTEM

Excellent Achievement	90 - 100	A
Above Average Achievement.....	80 - 89	B
Average Achievement.....	70 - 79	C
Below Average Achievement	60 - 69	D
Failing	Below 60	F
Incomplete.....		I

Excellent.....	E
Above Average.....	S+
Satisfactory	S
Needs Improvement (but acceptable).....	N
Unsatisfactory	U

PHILOSOPHY OF RETENTION

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

Pupils should be promoted on the basis of careful study and analysis of what seems best for each individual. Suggested retention should be based on achievement, age, size, maturity, emotional stability, and social adjustment. It should take place in the lower grades if at all possible, but retention in the upper grades might sometime be suggested.

Parents should be informed as early as possible that retention may be suggested for their child. Parents should be made aware of their child's weaknesses, and that a cooperative effort be made by the teacher and parent to take corrective measures to overcome a child's weaknesses.

PROMOTION AND RETENTION

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

GUM CHEWING — EATING IN CLASS

Careless disposal of gum in drinking fountains, furniture, and floors presents sanitation and cleaning problems, and costly repairs. Therefore, gum chewing at school is not permitted. Eating in classroom is not permitted unless permission is given.

LOCKERS

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

MEDICATION

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

MEDIA CENTER

Hartshorne is fortunate to have a very fine Media Center. It has a nice collection of books, pamphlets and magazines. The Media Center is open from 8:30 a.m. to 3:00 p.m. every school day. Weekly library privileges are scheduled for each class. Overdue notice will be sent monthly.

PARENT — TEACHER CONFERENCES

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

_____ is your teacher's planning period.

EVACUATION DRILLS

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

The signal for a TORNADO ALARM is TWO LONG BELLS.

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

During a FIRE DRILL the student nearest the door is the leader. The exits to be used are indicated on the building diagram. Students in the restrooms go to the nearest exit and then find their group. Teachers should count their students after 50 feet from the building. No one is to re-enter the building until after the all-clear bell has sounded.

The signal for ALL CLEAR is ONE LONG BELL.

LOCKDOWN DRILL POLICY

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

SCHOOL BUS POLICIES

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

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

Failure to remain seated	Use of tobacco
Refusing to obey driver	Profanity
Fighting, Spitting	Lighting matches
Throwing objects	Vandalism
Hanging out window	Bothering others
Possession or use of dangerous substances (alcohol or drugs)	
Standing in the line of traffic.	

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

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

Conference with the parents.

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

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

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced on radio station KMCO. Reports in the morning will be between 6:30 and 7:30 a.m. If no report is heard, it can be assumed that school will be in session.

SUBSTITUTE TEACHERS

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

TELEPHONES

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

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

TEXTBOOKS

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

The books will be prorated in accordance to their original cost and their condition at the time of loss.

VISITORS / PARENTS

Parents/Visitors must report to office. Students not enrolled in Hartshorne School cannot visit classes during school hours.

WITHDRAWAL

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made in person by the parent or guardian.
2. Obtain appropriate forms from the principal's office.
3. Have the forms filled out by teachers, return all textbooks and library books.
4. Take completed forms to the principal's office for final clearance.

TITLE IX

It is the policy of the Hartshorne District to offer the opportunity to students to participate in appropriate programs and activities without regard to color, creed or national origin, (under Title VI of the 1964 Civil Rights Act), sex (under Title IX of the 1972 Educational Amendments) or handicap (under Section 504 of the Rehabilitation Act of 1973).

SELLING ITEMS AT SCHOOL

No items will be sold at school unless profits go to benefit the students of Hartshorne Elementary.

ELECTRONIC EQUIPMENT – ELECTRONICS WIRELESS TELECOMMUNICATION DEVICES

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

The Board of Education promotes an environment for instructional learning which is safe and secure. Therefore the district establishes the following rules for the use of Cellular Phones, Pagers, Personal Digital Assistants, (PDA), CD Player, MP3 Player, Portable DVD Players, Radios, Cassette Players, Tape Players, Walkmans, etc.:

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

ELEMENTARY

The penalty for a violation of this policy shall be:

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

**HARTSHORNE PUBLIC SCHOOLS CALENDAR
2011-2012 SCHOOL YEAR**

August 8	Professional Day
August 9	Professional Day
August 10	Enrollment
August 11	School Begins
September 5	Labor Day (Holiday)
September 16	Parent/Teacher Conference
October 7	End of 1st Nine Weeks
<u>Days Taught: 42 Professional Days: 2 Total Days: 44</u>	
October 10	Second Nine Weeks
October 20	Professional Day
October 21	Holiday
November 18	Parent/Teacher Conference
November 21 - 25	Thanksgiving Vacation
December 16	End of 2nd Nine Weeks
<u>Days Taught: 42 Professional Days: 1 Total Days: 43</u>	
December 19-January 2	Christmas Vacation
January 3	Third Nine Weeks
January 16	Professional Day
February 3	Parent/Teacher Conference
February 13	Professional Day
March 2	End of 3rd Nine Weeks
<u>Days Taught: 42 Professional Days: 2 Total Days: 44</u>	
March 5	Begin 4th Nine Weeks
March 19-23	Spring Break
April 6	Snow Day
May 18	Student's Last Day
May 21	Work Day (Teacher of the Year & Retirement Banquet - 12:00)
May 22	Report Card Day
<u>Days Taught: 49 Professional Days: 0 Total Days: 49</u>	
175 DAYS TAUGHT + 5 PROFESSIONAL DAYS = 180 DAYS	
TOTAL 180 DAYS	

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

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

**SCHOLASTIC ELIGIBILITY POLICY FOR 4TH, 5TH, & 6TH
GRADE STUDENTS OF HARTSHORNE ELEMENTARY**

Student Eligibility during a Semester

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

THIS IS IN ACCORDANCE WITH THE O.S.S.A.A. RULES. These are the same rules that Hartshorne Jr. High and High School already follow.
(Adoption Date: December 8, 2008)

