

Sallie Gillentine Elementary



Student/Parent Handbook

2026-2027 School Year

Hollis Public Schools

**Adopted by Hollis Public Schools Board of Education District I-066
Hollis, Oklahoma**

Be the Brand

Sallie Gillentine Elementary Handbook

Enrollment

Sallie Gillentine Elementary conducts early enrollment in the spring, additional new enrollments through the first week of August and transfer enrollments during the school year.

Required enrollment updates in August and throughout the year include:

- 1.
2. Contact information updates
2. New medical information

Request Entry and Placement Policy EIAR2 and EIAR3 for more information on initial placement guidelines.

In order to be eligible to enroll in Pre-Kindergarten, a student must be four on or before September 1. Providing Pre-K services is not mandatory and the district can elect to deny services when doing so disrupts the learning climate in a negative manner.

In order to enroll in Kindergarten, a student must be five years of age on or before September 1.

Basic Requirements for Enrollment:

Copy of Birth Certificate	Copy of Social Security Card if available	Current Immunization Record
Documentation of Guardianship	Establishment of Residence	Sallie Gillentine Enrollment Packet
Copy of Parent ID	Medical Disclosures	Academic Records-Transfer Information

School Supplies

School supply notices post in the summer months and throughout the year for special projects. As partners in education, parents/guardians are expected to provide requested supplies.

Loading and Unloading Zones

At building entrances, there are designated school handicap pads and/or bus zones. These areas are reserved for school use.

Parking and Cross

Parking in front of Sallie Gillentine Elementary should be parallel and facing north. Please note public handicap parking slots are located at each end of campus adjacent to sidewalk access. Student crosswalks are located on the north and south ends of the campus. These are the designated street crossing areas for all students. Please assist in making sure your child follows this procedure.

Bus Conduct/Transportation

Eligible bus students (1.5 or more miles from campus) are permitted to ride the bus to and from school. Bus transportation request forms are updated annually for rural routes.

In all bus riding situations, route or school events it is critical that students follow instructions and maintain an orderly presence on the bus. Failure to behave on the school bus is considered a disciplinary matter subject to loss of bus privileges and other applicable consequences at the discretion of school administration. Bus routes are subject to cancellation during inclement weather and/or in response to other safety advisories.

Daily Schedule:

7:40 – 8:00 Breakfast is served in the cafeteria/Campus is not open prior to this and supervision is not provided.
7:40 – 8:00 Staggered school arrivals are permissible to designated zones/doors in accordance with established school procedures.
7:55 First Bell
8:00 Class begins
Students arriving after this point MUST check in at the office
3:10 1 st Bell Pre-Kindergarten/Kindergarten dismiss in designated zones
3:15 2 nd Bell 1 st – 5 th grades dismiss through 3:20 (Pre-K dismisses at cafeteria, Kindergarten/1 st dismiss north breezeway, 2 nd -3 rd dismiss north end of main building, 4 th -5 th dismiss south end of main building)
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*Notice of early dismissals/school closings will be posted on the school web page and elementary Facebook page.

Grading Scale

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 59 and below

Visitors

To best protect students and staff the campus is a locked facility/closed campus. Closed campus safety precautions apply to all aspects of the day and public access is prohibited unless an administrative directive warrants entry, with precautions pre-established. In person visits during the school day will be curbside or outside the main entrance. Arrangements for said visitations can be made by contacting the office via phone, email or front door intercom.

Phone Messages

Messages that are phoned in for students can be relayed when received by the office before 2:15. Best practices are to handle such arrangements in advance at home as often as possible sending a confirmation note with the student.

Directory Information

Directory information for Hollis Public Schools includes the following: name, participation in activities and sports, awards, photos, and descriptive captions. If the parent or guardian does not want such information released for publication, notification must be given to the principal's office upon enrollment.

School Meals

Hollis Public Schools serves meals through the Community Eligibility Provision (CEP) allowing the school district to serve breakfast and lunch at no cost to all enrolled students.

Students bringing meals need to bring food stored in a bag or plastic container. School is not responsible for cold/hot temperature needs or meal preps. Meals should include a healthy entrée, meal may not be shared with others and drink may not exceed 20 ounces.

Attendance Policy

Attendance in regularly scheduled classes is key in student achievement. Excused absences will be granted for personal or family illnesses, medical appointments, legal matters, extenuating circumstances deemed necessary in conferencing with school principal and observance of holidays required by student's religious affiliation. For all absences notification to the school is required either prior to or on morning of by calling the office between 8:00 and 9:00 A.M. (580-706-6400 Ext. 100). If notification is not received the school will seek proper verification. Medical documentation to support excused absences as outlined above is expected.

Truancy is defined as an absence from learning by the student without the knowledge of either the school or the parent or if the parent does not compel the student to attend school and is subject to review and/or disciplinary action. Chronic Absenteeism is defined as being absent 10 percent or more of the school days in the school year exclusive of a significant medical condition (FDC-R1) In addition, a student is considered tardy when not present at the beginning of the instructional period with excessive tardiness subject to review (Policy FDC-R1).

For full review of the above attendance summaries and more information on attendance definitions, absences for school activities and special circumstances Hollis Public Schools Attendance Board Policy FDC-R can be accessed on the school website.

Parents Bill of Rights

Parent participation is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. Parents will be provided contact information for teachers and administration to address concerns related to homework, attendance and discipline. Parents may request additional information about courses of study, learning materials, sex education curricula/opt out-consent procedures, school clubs/activities within curriculums and school approved extracurricular clubs/activities. Parents may also request information for specific parent rights and responsibilities as

outlined in Oklahoma Statutes of Title 70 sections 10, 11 and 12. Board Policy EHBDDBA.

Medication/Medical

Hollis Public Schools does not provide medication to students. Should the need arise for over the **counter** or prescription medications these must be supplied by the parent in the original container, with labels/directives included. Proper documentation shall include a Medication Consent Form for each medication filled out by a Physician/Nurse Practitioner/Physician's Assistant and Parent/Guardian. Said verification is applicable to inhaled medication for treatment of asthma. (Medication Consent Forms are only valid for the current school year and must be updated yearly) Policy FFACA-E2

No over the counter medications can be taken on campus prior to 10:00 AM or after 2:00 PM. If medication is needed during these times, the parent/guardian must come to the campus to administer. Also, if prescription medications are needed during these times the verifications listed above must be provided from certified medical providers.

Hollis Public Schools Health/Nurse is responsible for the design, implementation, safety and monitoring procedures for administering and storing all medications. Communications between medical providers, parent/guardian, student, school personnel and related state agencies concerning medications are included in the realm of this responsibility.

Seizure plans/diabetes management plans or any other prescribed medical management plans should be presented to the school office by the parent prior to the first day of class and updated throughout the year so specific care, services and accommodations are made for the school setting to meet the individual needs of the student.

Basic first aid to include ice packs, simple bandages and washing will be administered at school as needed. Further treatment and detailed emergency procedures will include parent, designee and administrative notification.

Head Lice

Sallie Gillentine Elementary will actively promote and teach preventative measures for the control of head lice in the classroom. In addition, screenings will be performed on symptomatic students by the school nurse as needed. Parents of students discovered to have lice will be notified and provided with information on the treatment of head lice by the school nurse.

Health Screening Protocol

In effort to prevent the spread of communicable disease the district expects students and school employees to daily self-screen, stay home when not fever free and be mindful of health and safety medical recommendations. (Policy ECA)

Social/Emotional Help

The National Suicide Prevention Lifeline is a United States-based suicide prevention network of over 160 crisis centers that provides 24/7 service via a toll-free hotline with the number 1-800-273-8255. It is available to anyone in suicidal crisis or emotional distress.

Food Allergies

It is the parent's responsibility to notify the school office of a student's serious food allergy. The school requires a "Food Allergy Action Plan" from the student's doctor written on his/her letterhead or other identifiable medical correspondence. (Statements should include whether or not the child requires a medical alert bracelet.) The parent is responsible for supplying a list of foods that are forbidden. Parent must fill out a "consent to administer medication" obtained from the office, if medication is required. Upon receipt of all documentation a plan will be established with all school personnel associated with the student.

Child Abuse

Visible evidence and/or reports of suspected child abuse will be reported to the Oklahoma State Department of Human Services in accordance with Board Policy and Oklahoma Law.

Child Find

All children deserve a chance to reach their full potential. Project Child Find, a service to assist families of children who may have special needs, is here in Oklahoma to see that every child has that chance. The Oklahoma Parents Center has Project Child Find Hotline, **1-888-9-OKFIND** or 1-888-965-3463.

Library

On campus, independent reading is limited to books/articles from school libraries.

Animals at School

For safety reasons, animals on school premises are limited to prior administrative authorization to include an established safety plan or federally acceptable service animals with proper documentation.

Conferences

Each semester formal parent-teacher conference dates are set district wide. These dates are published with the school calendar. In addition, conferences can be scheduled throughout the year as needed. Please call the office for appointments.

Educational Field Trips

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent is required.

Make-Up Work

Make-up work for absences which meet the attendance criteria and established due dates will be eligible for full credit. The number of school days allowed to make up missed assignments is equal to the number of school days absent excluding weekends and holidays.

Upon returning to school, it is the student's responsibility to ask for and to make up work missed during an absence.

1. Parents/Guardians requesting assignments for the student should make contact with the office by 9:00 AM the morning of the first absence. Any request after that time may result in work not being available for pick up that same day. For example, if you miss school on Monday and pick work up on Tuesday, the work for Monday will be due Wednesday morning.
2. If a student/parent requests to get assignments prior to the absence, work will be allowed at the discretion of the teacher. All work picked up prior to the absence is due on the first day of return to school.
3. Administration will make the final decision concerning extenuating circumstances.

Progress Reports

Progress reports will be issued mid-way through each nine weeks and at the close of each nine-week grading period. Report Cards will be issued at the end of each semester. Teachers will provide conference schedules and other information for more frequent progress updates as needed.

Promotion/Retention

Students in third grade will be promoted or retained pursuant to school law in regards to the Strong Readers Act. Other grade level promotions/retentions will be made with proper notification, review of data/academic progress and consideration of factors that directly impact learning.

Academic Standards/OSTP Parent Portal

The Oklahoma Academic Standards, Curriculum Objectives, OSTP Parent Portal, required state assessments and other school information can be found on The Oklahoma State Department of Education website. www.sde.state.ok.us

Dress Code

Hollis Public Schools is responsible for establishing appropriate standards of dress and grooming for students in all school settings. Administration has the right to appraise any current fashion or fad and evaluate whether or not it is appropriate for school. The following guidelines outline basic Sallie Gillentine Elementary standards of dress and grooming, other standards may be added as needs arise.

Clothing worn is appropriate for the weather conditions and daytime wear. *Pajamas can only be worn on established spirit days.	Pants, trousers, jeans and shorts are to be worn at the waistline. Excessive “sagging” will require a “zip-tie” or belt.	Clothing, accessories and general appearance shall not interfere with learning or safety.	Clothing and general appearance shall not constitute a health or safety hazard.
Shorts or skirts must be conservative in length, at least mid-thigh.	Undergarments must be worn but not revealed. *Due to daily recess/floor activities shorts or tights worn under dresses or skirts are advised to best meet the above dress code guideline.	Hair must be clean, groomed and worn in a style that does not obstruct view of the face, nor can hair distract from learning.	Shoes must be worn on campus unless special permission has been granted to do otherwise for a special activity.
Spaghetti strap tops or dresses and sleeveless shirts with large arm openings must be worn with a t-shirt underneath.	Bare midriffs, , backless clothing, see through clothing, jeans with frayed bare patches above mid thigh are not acceptable.	Tennis shoes are required for Physical Education Classes.	Caps, mittens, sunglasses and other outdoor accessories should not to be worn indoors unless warranted for a special activity.

Visitors to campus and school events are to wear clothing that aligns with the school dress code, to include being fully dressed for campus visitation.

*Violation of the dress code shall be determined by the administration. Any student/guest/staff deemed in violation of the dress code will be required to correct the situation.

Strong Readers Act (SRA)

The purpose of the Strong Readers Act is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading, that policies facilitate reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian are informed of the student's reading progress.

Academic Eligibility

Students will be ineligible to participate in school sponsored extracurricular activities, clubs and sports when eligibility is lost due to poor performance in coursework. Advance notification of said status will be provided and intervention plans formulated to regain passing averages.

Care of Books/Digital Tools

Students are responsible for all textbooks, library books and digital tools issued to them during the school year. Lost or damaged property are subject to replacement fines/fees and a Parent and Student Digital Device User Agreement must be signed prior to distribution of school device.

Pledge and Moment of Silence

A state mandate requires public schools to recite the pledge of allegiance to the United States and Oklahoma flags during each school day and observe a moment of silence to pray, meditate, or engage in any silent activity that is not disruptive.

Discipline/Expectations

It is necessary that children learn to develop self-discipline in order to further their learning. Students are expected to follow campus and classrooms rules. Actions that injure, harass, bully, damage property, or obstruct the learning process and operations of the school will not be tolerated and are subject to consequences. Students are entitled to a safe and courteous climate, which is endorsed daily through Great Expectations Life Principles, School Creed and Codes of Conduct. Within the first week of school classroom/school discipline plans will be presented to students and parents. Refer to Board Policies FO and FOD-R to further review student discipline and the student suspension process.

After School, Before School, Lunch, In School and Recess Detention

A student in this district may be detained for disciplinary or academic recovery reasons if, in the findings of a school administrator or teacher, such measures are warranted. Parents shall be notified of the detention.

Suspensions

After investigation and review of incident reports, if deemed necessary by administration a student may be suspended from class or from school to be sent home with an education plan. Suspension includes not being able to participate or attend any school activities occurring during the date/dates of suspension. Parents have the right to appeal and due process hearing instructions will be made available.

After Hours School Events

Students are expected to follow the code of conduct when attending functions on school grounds or activities where Hollis Public Schools is participating. Orderly conduct, respect for others, observance of student seating guidelines, and sportsmanship is expected. Violators will be subject to discipline and possibly suspended from attending future events when warranted.

Safe School

No later than October 1st of every year a Safe School Committee of teachers, parents, students and other key individuals meet to assess conditions/strategies and make recommendations to maintain a safe campus. Crisis management plans have been established and intervention procedures in response to said situations are a part of school safety. Safety drills are practiced periodically throughout the school year to comply with local and state requirements.

Drug Free School

Hollis Public Schools strives to be a drug free school. Students are hereby notified that the use, possession, or distribution of illicit drugs or alcohol by students on school premises or at school activities is prohibited. In addition, tobacco in any form is prohibited on school grounds.

Playground

- Students must stay within the fenced areas of the playground and in the designated play zones. (Play behind portable/between breezeways is prohibited)
- Sports/Games - Tackling, rock throwing, bullying and fighting are prohibited.
- Free play must be safe, fair and take place within the set perimeters as designated by school staff.

Playground Equipment Use: Staff will establish expectations for safe equipment use to include, but not limited to eliminating fall risks like standing on top of equipment, jumping off of equipment, regulating the number of students/age of students to use equipment, designating sliding/swinging procedures like feet first, one at a time, no running under/climbing up or jumping from and designated times/types of use. Portable Playground Equipment Use: balls, jump ropes, and etc. are subject to rules for health safety, designated areas/times for use and proper codes of conduct.

***Administration has the authority to adjust playground rules and create new ones.**

Pep Assemblies/School Programs/Productions

Special assemblies and programs will be announced with as much notice as possible. Programs and formats are subject to change as circumstances change. An appropriate code of conduct is expected for attendees and participants of said school events.

Bullying

Bullying of students by other students, personnel or the public will not be tolerated. Students are expected to be civil, polite and fully engaged in the learning process. This policy is in effect on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities or at school-sanctioned events, on school electronic communications and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Patterns of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student, group of students or staff determined as intended to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education or safety of any student or staff is prohibited and subject to disciplinary action.

Behavior shown toward another person without consent and is personally offensive or threatening to another student is prohibited. All students who believe they are being picked on or know of someone being picked on need to report the situation to a school official. Policy FNCD/70 School Laws of Oklahoma 98-100. 2

Confiscation

In order to maintain an appropriate learning climate, equipment, toys, electronics, cell phones, smart watches and other items brought to school by students can be confiscated to be returned to a parent/guardian. Such confiscation will be done with notification to the parent/guardian and a timeline for retrieval will be established.

*Request Hollis Public Schools Board Student Policy FGN for more information on wireless communications device confiscation.

Telephone/Communication Devices

Students may not use the school telephone without proper authorization and such calls will be limited to emergency situations. Parents are expected to contact staff on school lines. Students are not to use their cell phones, pagers, trackers, smart watches or other personal communication devices while school is in session (turned off bell to bell) and staff should be made aware of such items by students.

Staff to Student Electronic or Digital Communication

Staff and student communication via electronic or digital means can only be on the school-approved platforms, which are Group Me, Google Classroom and school assigned email. Refer to Board Policy DHAC for clarification.

Weapons

It is the policy of the Hollis Board of Education that possession of dangerous instruments or weapons on school property, at school sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden.

Network Safety/Monitoring

District networks include wired and wireless devices to be used to support educational objectives. Use of said devices is in accordance with district policies, procedures, codes of conduct and proper digital citizenship. Users have no expectation of privacy in anything created, stored, sent, deleted, received, displayed or accessed when using a school network, device, internet, email system or other technological resource owned or issued by the school, whether the resources are used at school or elsewhere. Misconduct is subject to disciplinary action. In using school networks, internet access, email systems, devices or other technological resources on or off campus, individuals consent to having said use monitored.

Withdrawal from School

When a student must withdraw from school during the school year, parents/guardians should report to the principal's office in a timely fashion, as the withdrawal checklist must be processed. Authorization to leave the campus with a friend or relative must be established through the parent/guardian prior to releasing to a third party.

Student Surveys

Surveying students digitally or with hard-copy instruments to retrieve student feedback, will include prior survey previews for parents/guardians of students with opt out or consent to participate directives made available.

Invitations/Birthdays

Invitations for personal events like birthday parties **may not be distributed at school**. To bring a treat (single item, ex-cupcake) on birthdays prior arrangements must be made with the school.

PTO

The Parent Teacher Organization is a vital part of our school program. Parents are encouraged to become active members. P.T.O. hosts quarterly events/fundraisers and is officer team led. Opportunities for involvement will be sent home with students and posted on the P.T.O. Facebook page.

Bicycles/Skate boards

Students arriving by alternate forms of transportation such as a bike are required to walk said transportation across the school grounds to and from the bike rack or locker. As the grounds are pedestrian only zones. Parents are responsible for safeguarding riders and the school assumes no responsibility for these modes of travel.

Student Information Updates

The school office must be notified immediately of a change in address, home or office telephone numbers and emergency information/approved contacts during the academic school year. If an emergency were to arise, the school needs current information to reach parents/guardians quickly.

Compliance Statement

Inspections of district for asbestos have been conducted and Management Plans developed in accordance with state and federal regulations. These are available for review in school offices. Oklahoma Statutes of Title 70 sections 10, 11 and 12. Board Policy EHBDBA.

Residency/Transfers

It is the policy of the Hollis Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in [70 O.S. §1-113 \(C\)](#). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Other questions/special circumstances concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with [70 O.S. §1-113](#). Applications for transfer of non-resident students are available upon request under the Education Open Transfer Act to be presented for review by the Board of Education.

Money/Valuables

Money sent to school needs to be in a labeled envelope with the student's name/grade and purpose for the money. Send exact money amounts, as the school has no way of making change. Transactions by check are for direct deposit only to Hollis Public Schools for fees owed.

Search and Seizure

It shall be the policy of the Hollis School Board of Education that the superintendent, principal, teacher, or security personnel of this school, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when the pupil is on the school premises, while in transit under the authority of the school, or while attending any function authorized or sponsored by the school, for dangerous weapons, or controlled substances, missing, or stolen property if said property be reasonably suspected to have been taken from a pupil, school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person. The extent of any search conducted shall be reasonably related to the objective of the search and not excessively intrusive in light of age and sex of the student and nature of the infraction. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any school search. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary nor is there any expectation of privacy in searching school property. See Board Policy FNF-R

FERPA

The Hollis Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) The Family Educational Rights and Privacy Act (20 USC 1232 g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. FERPA gives parents rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." • Parents of eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. • Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. • Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions. (34CFR 99.31): 1. School officials with legitimate educational interest; 2. Other schools to which a student is transferring; 3. Specified officials for audit or evaluation purposes; 4. Appropriate parties in connection with financial aid to a student; 5. Organizations conducting certain studies for or on behalf of the school; 6. Accrediting organizations; 7. To comply with a judicial order or lawfully issued subpoena; 8. Appropriate officials in cases of health and safety emergencies; and 9. State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

School Contact Information

Elementary Office: 580-706-6400 Ext. 100
Middle School/High School/ Lunch Clerk: 580-706-6400 Ext. 200
Superintendent's Office: 580-706-6400 Ext. 300
Elementary Fax Line: 580-706-6016
Elementary Facebook Page-Sallie Gillentine Elementary
Web Site: www.hollis.k12.ok.us

Handbooks are subject to change as new mandates evolve/needs change. Updates in the course of the year will be published upon Board approval. Detailed information of policies are also available on the school website or upon request as outlined in the Board Policy Manual.

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