HARTSHORNE
ELEMENTARY SCHOOL
STUDENT/PARENT
HANDBOOK



2026-2027

www.hartshorne.k12.ok.us

MISSION STATEMENT

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

WELCOME

Welcome to North Ward Elementary School! We hope the years you spend with us WILL BE PURPOSEFUL AND PRODUCTIVE! We believe educational excellence is fueled by great teachers who develop a child's curiosity to learn new things and solve problems with confidence!

This handbook is for you. It will help you to understand the operations of the school and make your educational experience a success.

We hope that each student will get involved in the total school program! It is our goal that each student will contribute in some way to making our school an example of EXCELLENCE IN EDUCATION! 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.**

ATTENDANCE POLICY

Hartshorne Elementary school day is from 7:50 am to 3:10 pm. There are justifiable reasons to miss an entire school day or a portion of the day. There may also be a justifiable need for a student to leave early or arrive late. Attendance will be monitored daily for absences and tardies. Students must leave school with parents or an individual that has parent permission. If a student is to leave the school with someone other than a parent/guardian, then the student must have written or phone permission to do so. Any person picking up a child from the school during the school day must follow the school's Check-Out procedure. The person must come into the office and sign the child out.

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

Students that arrive after 7:50 am will be counted tardy. If a student has 6 unexcused tardies, the student will be counted as having (1) day absent. Should tardies continue to be a problem, the principal may schedule a conference with the parent/guardian.Students will be counted

tardy if they arrive after 7:50 am. **Students will be considered absent for the first half of the school day if they arrive after 8:30 am**. **If a student leaves school 40 or more minutes early, the student will be counted absent for the second half of the school day**. **ATTENDANCE WILL BE MONITORED! EXCESSIVE ABSENCES WILL BE REPORTED TO DISTRICT ATTORNEY. PLEASE READ THE FOLLOWING ATTENDANCE POLICY. PLEASE SEE THE FOLLOWING POLICY.**

STUDENT ATTENDANCE AND ABSENTEEISM

The policy of Hartshorne Public Schools is that attendance at school is the responsibility of students and their parents. 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 higher grades and are much more employable after leaving high school.

Attendance Expectations

Students are expected to maintain regular attendance. Students who accumulate eight (8) or more unverified absences during a semester are subject to the academic and extracurricular consequences outlined in this policy. Every day a student is absent is a missed opportunity for learning and development. Chronic Absenteeism has been a growing concern, and this policy adjustment brings us in line with State and Federal guidelines. Chronic absenteeism means missing at least 10% of the school year, which in our district is 16 days. Students who miss this much school are at a higher risk of not reading at grade level by third grade, failing courses by middle school, and potentially dropping out by ninth grade.

Excused and Unexcused Absences

The terms “excused” and “unexcused” will be used to determine if a student is allowed to make up work after an absence. The terms “excused” and “unexcused” will not be used to alter the total number of days a student is absent each semester. Both “excused” and “unexcused” absences count toward the total days absent. The only difference is students with an “excused” absence will be allowed to make up work missed during that absence and students with an “unexcused” absence will not.

The principal will consider several factors such as, reason for absence, pattern of absenteeism, parental knowledge, etc., in determining whether an absence is recorded as “excused” or “unexcused”. Parents must call to inform the office their child is absent or send a signed note with the student upon their return to class otherwise it will be recorded as “unexcused”. However, a phone call or note may not necessarily result in an excused absence.

Attendance Procedures

Hartshorne Public Schools, in conjunction with the Pittsburg County District Attorney, have established the following attendance procedures:

- Students who are absent four (4) or more days, or parts of days within any four-week period will be referred to the Hartshorne Attendance Committee for review.
- Students who are absent ten (10) or more days, or parts of days during the semester will be referred to the Pittsburg County District Attorney.
- Students who are absent eleven (11) or more days, or parts of days for the school year will be referred to the Pittsburg County District Attorney.

Attendance Notifications

To encourage regular attendance and ensure parents remain informed of attendance concerns, the district will communicate as absences accumulate. The general notification schedule is as follows:

- Fifth absence – Letter sent to parent/guardian.
- Seventh absence – Letter sent to parent/guardian.
- Ninth absence – Parent conference with school administration or law enforcement.
- Eleventh absence – Report filed with the Pittsburg County District Attorney.

Students who are suspended due to refusal to comply with school rules and regulations will follow these same procedures.

Attendance Committee Review and Appeals

The Hartshorne Attendance Committee reviews student attendance records and any supporting documentation to determine whether absences can be verified for purposes of awarding course credit and determining extracurricular eligibility.

When the Hartshorne Attendance Committee determines that a student has accumulated eight (8) or more absences that cannot be verified through appropriate documentation during a semester, the building principal will notify the parent or guardian of the committee's determination, the student's attendance probation status, and the right to appeal the decision to the Hartshorne Board of Education.

A parent or guardian who wishes to appeal this determination must contact the Superintendent's Office and request to be placed on the agenda for the next regularly scheduled meeting of the Hartshorne Board of Education prior to the published agenda deadline.

Parents or guardians **must** attend the scheduled appeal hearing.

If the Board grants the appeal, the student's attendance probation shall be removed.

If the Board denies the appeal, if no appeal is requested, or if the parent or guardian fails to appear for the scheduled appeal hearing, the attendance determination shall become final. The student shall receive an "F" and no credit for the affected course(s) and shall become ineligible for extracurricular activities effective the next school day.

Supporting Documentation

Parents or guardians should submit documentation supporting a student's absence (such as physician statements, court documentation, funeral notices, counseling appointment verification, military documentation, hospital discharge papers, or other appropriate verification), whenever possible, immediately upon the student's return to school.

Failure to provide supporting documentation before the Hartshorne Attendance Committee reviews the student's attendance record may limit the committee's ability to verify an absence and may limit the information available during the appeal process.

Make-Up Work

Students will be given one (1) day 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.

Attendance and Extracurricular Participation

Absences resulting from participation in approved school-sponsored activities are exempt from the attendance limits described in this policy.

Students placed on attendance probation remain eligible to participate in extracurricular activities while awaiting the outcome of a timely requested appeal before the Hartshorne Board of Education.

If the Board denies the appeal, if no appeal is requested, or if the parent or guardian fails to appear for the scheduled appeal hearing, the student shall become ineligible for extracurricular activities effective the next school day.

Ineligible students may also be prohibited from participating in non-competitive school activities and events (see below).

ELECTRONIC/DIGITAL COMMUNICATION WITH STUDENTS

The board of education shall designate school-approved platforms for electronic or digital communication between students and staff. “Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication. 74 O.S. § 840-8.1, 70 O.S. § 6-401.

The board of education has approved the following platforms for communication between students and staff: School email (Gmail), Google Classroom, SylogistEd, and the texting applications Remind, GroupMe, or TeamReach

The complete policy regarding electronic communications between students and staff is available in the Superintendent’s Office.

ARRIVAL/DEPARTURE PROCEDURES

Hartshorne Elementary school day is from 7:50 am to 3:10 pm. All students are expected to be on time for classes and attend school regularly in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and below level performance. Breakfast will be served in the classroom upon arrival to school until 8:00 am.

There will be attendants stationed in the school unloading zone/car line to assist your child in arriving safely to school. The car line will remain in the 2025-2026 school year. Parents bringing students to school will **remain in the car line** until an attendant helps the student from the car. **DO NOT PARK IN THE PARKING LOT AND LET STUDENTS OUT OF THE CAR.** Upon arriving at school all students are to **REMAIN IN THE CAR** until 7:30. All car riders will be dropped off in the carline on the east side of the school (front entrance). **Attendants will start assisting students out of cars at 7:30**. Students will enter the building in the east entrance located in the front of the building. If a student is late/tardy (arriving after 7:50 am), the student must report to the office to be admitted to class.

At the end of the day, bus students are to report to the activity center (gym). All students not attending after school activities must leave the building by 3:15 pm. Night janitorial staff do not have the authority to open/unlock doors.

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

CLOSED CAMPUS

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

AWARDS ASSEMBLY

Teachers will email the elementary counselor, each semester, a list of students who are on either the Principal's Honor Roll or the Teacher's Honor Roll.

Principal's Honor Roll- straight As (90% or above
Teacher's Honor Roll- As and Bs (80% or above)

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

- **Principal's Honor Roll-Grade of A both semesters**
- **Teacher's Honor Roll-Grade of A and B both semesters**
- **Letter H Awards- Determined by teacher/presented in class**
- **AR Reading Awards**
- **Student Council Member**

- **Science Fair Awards**
- **HEA Citizenship Award**
- **Miner/Miners of the Year (Could be more than one student)**
- **Superintendent Honor Students**

Superintendent Honor Students: Hartshorne Elementary School will recognize the top **two (2)** fifth grade students.

To be eligible to be recognized, a student must have earned straight A's in third grade, fourth grade, and the first semester of fifth grade. Students must also have attended Hartshorne Elementary School continuously during both the fourth and fifth grades.

If more than two students meet these eligibility requirements, the following tie-breakers will be used in order:

1. Highest average of all fifth grade first semester Math and Reading grades.
2. Highest average of all fifth grade first semester Science and Social Studies grades.
3. Highest average of all fourth grade second semester Math and Reading grades.

If a tie still exists after applying these criteria, the Hartshorne Elementary administration will determine the final selection.

MINER of the Year Award: The MINER of the Year Award recognizes **one or more fifth grade students** who consistently demonstrate the qualities of a Hartshorne MINER and serve as positive role models for others.

Students should exhibit characteristics such as:

- Respect
- Responsibility
- Dependability
- Kindness
- Honesty and integrity
- Leadership
- Positive attitude
- Pride in Hartshorne Elementary

Each fifth grade student will write an essay titled **"What It Means to Be a MINER."** The essays will be reviewed and scored by staff members who work with fifth grade students.

The MINER of the Year recipient(s) will be selected based on:

- Consistent demonstration of MINER characteristics through daily behavior and interactions.
- Observations and documentation by the fifth grade teachers, PE teacher, principal, and other staff members who work regularly with fifth grade students.
- The student's essay and essay score.

The MINER of the Year Award reflects the values of the **Miner Creed** and recognizes students who exemplify those expectations every day.

HEA Citizenship Award: The HEA Citizenship Award recognizes one (1) fifth grade boy and one (1) fifth grade girl who consistently demonstrate outstanding citizenship, character, and leadership.

Students should exhibit qualities such as:

- Respect for others and school property
- Responsibility and dependability
- Kindness, honesty, and integrity
- Positive attitude and cooperation
- Good sportsmanship
- A willingness to help others and serve as a positive role model

Each fifth grade classroom teacher will nominate **three (3) boys and three (3) girls** who best exemplify these qualities.

The recipients will be selected by a vote of **all certified staff**. The boy and girl receiving the highest number of votes will be recognized as the HEA Citizenship Award recipients.

In the event of a tie, all certified staff will vote again to break the tie.

All ballots will be counted by the **HEA Representative** and the **School Counselor**.

ACCIDENT OR ILLNESS

The school nurse will administer 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 nurse and the office be given the correct telephone number of a person to call in an emergency if a parent cannot be reached. If a Parent's or Guardian's contact information (phone numbers, address, etc.) changes during the school year, the new info must be reported to the school.

HEAD LICE POLICY

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

The school board has adopted this nit-free policy. **A student sent home with head lice will be examined by the school nurse to determine if the student is nit-free. If the school nurse is not available for any reason the student will need a note from a healthcare facility stating the student is nit-free before returning to school.**

ARTICLES PROHIBITED AT SCHOOL

1. Dangerous Weapons

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 Items

Students are not to bring articles to school, 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 parents.

3. Hartshorne Elementary School is a Tobacco Free Campus.

No tobacco products of any kind are allowed. **HARTSHORNE PUBLIC SCHOOLS HAS A VAPE POLICY. THIS POLICY CAN BE FOUND FURTHER IN THIS HANDBOOK.**

BULLYING POLICY

It is the policy of this school district that 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. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent 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 of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

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 action, 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 considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse.
2. Repeated remarks of a demeaning nature.
3. Implied or explicit threats concerning one’s grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student.
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment.
2. The expeditious correction of the conditions causing such harassment.

3. Establishment of adequate measures to provide confidentiality in the complaint process.
4. Initiation of appropriate corrective actions.
5. Identification and enactment of methods to prevent reoccurrence of the harassment.
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.
The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

A copy of this policy will be furnished to each student and teacher in this school district.

CYBER-BULLYING

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

1. Sending mean or threatening messages via email, IM (Instant Messaging), social media, or text messages.
2. Spreading rumors about others through email, IM, social media, or text messages.
3. Creating a web site, Facebook or Twitter (or other social-networking) account that targets another student or other person(s).
4. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the web.
5. Stealing another person's login and password to send mean or embarrassing messages from his or her account.
6. Any use of technology to audio/video record other students or staff members will result in disciplinary action. Sharing or the intent to share these audio/video files with others will be considered a violation of this policy and will result in disciplinary action.

The most common places where cyberbullying occurs:
- Social Media such as Facebook, Instagram, Snapchat, and Tik Tok
- Text Messaging and messaging apps on mobile phones or tablet devices

It shall be the policy of Hartshorne Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents or guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

BATHROOM POLICIES/EXPECTATIONS

The safety and health of our students is of the utmost importance to Hartshorne Elementary School. Students will have designated bathroom break times per grade level. Students may also be excused from the classroom to go to the restroom for an emergency situation. The expectation of using the restroom is to go and come back to class in an appropriate amount of time. Any behaviors that are not appropriate and could cause harm to a student while in the restroom will not be tolerated. Destruction of school property in the restroom will not be tolerated. A violation of either of the above expectations could result in disciplinary action. Excessive use or excessive request to use the restroom will be documented and reported to parent/guardian if needed. Students in the 4th and 5th grade will use the restrooms at the west end of the building.

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 an effective educational opportunity in a safe environment must be penalized for their disruptive behavior. 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, write a report and Corporal Punishment when needed. (Corporal punishment is not currently in use at HPS. Should corporal punishment be determined to be an appropriate form of discipline in the future, all applicable state and federal laws will be observed)

The principal shall have authority to suspend (1) if a 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 himself/herself or others.

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

Hartshorne Elementary School Teacher/Classroom Discipline Policies and Procedures

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

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

Discipline problems that are more severe can bypass the step process. Fighting, extreme disrespect, truancy, or any violent, destructive or disruptive behavior should be referred to the principal with a discipline notice regardless of what step a student may be on in the classroom step process.

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

Step 2: Students will have a second face-to face meeting with the teacher and a punishment will be handed down at the teacher's discretion. Examples of punishment would include extra writing, reading assignments, walking recess or other forms of discipline at the teacher's discretion that would follow your classroom discipline and that's appropriate to your grade level. The teacher will document the second meeting for their own records and ***will also communicate with the Parent via phone call concerning behavior.*** **All communication with parents or the principal concerning a child's behavior should be documented by the classroom teacher.**

Step 3: Students will be sent to the Principal's office with a record of all past and present disruptions and this will begin the first step of the principal's discipline process. All future occurrences will be directed to the principal.

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

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

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

Principal Step 2: This step will begin with ISS for two (2) days. ***A separate Discipline contract may be included specific to the student(s) discipline.***

Principal Step 3: Students may be placed in ISS for three (3) days.

Principal Step 4: Students may be placed in ISS for four (4) days.

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

Principal Step 6: Students may be placed on Off-Campus Suspension for (up to10) days. A formal letter will be sent to parents.

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

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

III. **In-School Detention can be from a number of minutes or up to the full school day where the student will perform school-work separated from the student population.** Classwork will be assigned by the student's teacher'(s) and completed in ISS before returning to the regular classroom. Students will be given a lunch period before the regular scheduled lunches and will not be permitted to leave the ISD classroom during the school day except at predetermined break schedules. **Problems in ISS will be referred to the principal for the next step in the discipline process.**

IV. Off-Campus Suspension will remove the student from the campus while continuing the assigned classwork for his/her classes.

V. Semester and yearly suspension will be imposed observing the state laws governing due process and school requirements for such punishment.

VI. Discipline for special education students will be consistent with state and federal laws and regulations and with all stated policies unless otherwise noted on his/her IEP.

VII. A student is subject to the procedures of discipline while in attendance at school, at or going to any school-sponsored activity, or when present on any property which belongs to or is under the control of the Hartshorne School District.

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

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

IN SCHOOL SUSPENSION

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

VAPE POLICY

This vape policy includes all e-cigarettes, e-cigars, e-hookahs, vapor (vape) pens, and other products.

Hartshorne Public Schools are 24/7 tobacco, alcohol and drug free campuses. The administration and board of education have determined that vaping products pose a significant risk to the safety of students, staff and guests. Hartshorne Public Schools utilize detectors, CCTV cameras and other methods to restrict the use of these items at school facilities. Failure to follow school policies can result in individuals or groups being prohibited from attending, participating, or using school facilities. Some violations may require involvement of law enforcement.

The following step process will be utilized for all incidents involving vaping products.

1st Offense: Up to 3 days ISS, required conversation with parent/guardian, required student meeting with the BHA and/or School Nurse, and completion of other programs as deemed necessary by the school principal.

2nd Offense: Up to 5 days ISS, required conversation with parent/guardian, required participation in the Breathe Easy Vape Prevention Program though the Youth Emergency Shelter (4 week in person program).

3rd Offense: Up to 10 days OSS, required conversation with parent/guardian, required participation in the IN-STEP Program though the Youth Emergency Shelter (12 hour program completed through 6 in person sessions).

Additional Offenses: Minimum of 15 Days OSS up to Remainder of School Year.

[1] Direct observation of vaping is not required. Reasonable suspicion by a staff member may justify investigation and disciplinary action by principal (suspicious behaviors, alerts from vape detectors, and/or eyewitness accounts).

[2] Incidents where vapes test positive for drugs will fall under the handbook policy for possession and/or use of drugs. Refusal to produce the vape/device for testing may be considered as possessing illegal drugs on campus.

[3] Incidents involving distribution of vapes (sharing and/or selling of vapes with other students) may have additional disciplinary actions.

[4] Any student caught vaping in any school vehicle may be suspended from all school transportation for a period determined by the school principal.

[5] Failure to comply with any assigned programs listed above will result in additional disciplinary action.

PLAYGROUND RULES

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

CAFETERIA

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

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

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

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

CLASS PARTIES

Three class parties are held each year — Christmas, Valentines and Easter. These are scheduled for the last hour of the school day.

Christmas - PK-5th; refreshments and games, no gift exchanging.
Valentines - PK-5th; exchange valentines, refreshments **Easter-** PK-5th; refreshments and games

Please do not send homemade foods to school parties. **Parents or other family members will not attend parties at this time.** We thank you for your support in our efforts to provide a secure and safe school environment.

HOMEROOM PARENTS ASSOCIATION

This organization is composed of caring individuals who are willing to give a little time each month to enhance the elementary school system. They have several fund raising activities throughout the school year to purchase items needed at the school. They encourage anyone to come to the meetings and appreciate their involvement.

DRESS

School clothing should be appropriate as to time, place and weather. Acceptable classroom wear for girls includes dresses, skirts, sweaters, jeans, and shorts with at least a 4 inch inseam leg. Classroom wear for boys includes jeans, shirts, sweaters and shorts. Shorts for boys must also have a 4 inch inseam leg. The student's fingertips should not reach the hem of the shorts when the student is standing and shorts are at the student's waist.. 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 drugs. If the dress wear is inappropriate, the parents will be notified. Shoes with built in wheels (Heelys) are not allowed. Preventing distraction in the classroom is a high priority. Any article of clothing, perfume, cologne, make-up that interferes or distracts from instruction will not be allowed.Students should not be allowed to share makeup, deodorant or cologne.

REPORT CARDS

Parents are notified on a weekly basis about student progress. **A weekly THURSDAY** folder will be sent home by the teacher and shall be returned on Friday. **The progress reports will go out for the first time on the third week of each semester and on the second Thursday of each month after that.**

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

Parents can stay informed of their student's academic progress by reading/checking the monthly progress report sent home in the Thursday Folders which will be sent home beginning on the third week of each semester. Parents and guardians may also track student's grades in the Sylogist ED system. The superintendent's office can assign parents a log-in to use the Sylogist ED system.

GRADING SYSTEM 2-5th Grades

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

GRADING SYSTEM PK-K and 1st

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

Cumulative grades for report cards will be 60% work complete in class/homework and 40% assessment grades/independent completed assignments.

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 sometimes be suggested. Parents should be informed as early as possible that retention may be suggested for their child. Parents should be made aware of their child's weaknesses, and that a cooperative effort be made by the teacher and parent to take corrective measures to overcome a child's weaknesses. Students enrolled in the third grade will have the possibility of retention based on compliance with the Strong Reader's Act. More information concerning SRA can be found in the elementary counselor's office.

PROMOTION AND RETENTION

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

LOCKERS

A locker is provided for fourth/fifth grade students and will be assigned. Students are encouraged to keep their lockers in good condition. 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 will be in the care of the school nurse. A parent or guardian must sign a written authorization before a school nurse may administer any medication.

PARENT/TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled at specific times during the school year. During this scheduled time for conferences parents are urged to come to the school and confer with their child's teachers. **A PT conference may be scheduled at any other time during the year by making an appointment with the teacher during their planning period.**

SAFETY/SECURITY DRILLS

Safety drills will be held periodically. Each teacher is responsible for their students knowing what to do. The safety drills are as follows:

1. Tornado
2. Fire
3. Active Shooter
4. Evacuation
5. Lockdown (Soft Lockdown/Hard Lockdown – see below)
6. Bus

SOFT LOCKDOWN DRILLS

This is for circumstances in which there is no imminent risk of danger but we need students and staff to remain in their rooms with doors locked to limit movement in the school. Situations for a soft lockdown are many, including police activity near the school or a medical emergency in the hallway or a classroom. Unless other instructions are given, teachers can continue to teach as normal, with their lights on, during a soft lockdown.

1. The principal, or other designated personnel, will make an announcement indicating we are in a soft lockdown
2. Teachers will immediately lock classroom doors
3. Designated personnel will check restrooms and open unsecured areas such as gyms, hallways, etc. for students and direct them to the nearest classroom

4. Assigned staff will lock exterior doors
5. Students and teachers will remain in a secured area with doors locked until the “all clear” is given.

HARD LOCKDOWN DRILLS

This is for circumstances in which there is an imminent threat inside the building or on campus.

1. The principal, or other designated personnel, will make an announcement indicating we are in a hard lockdown.
2. Teachers will immediately lock classroom doors, turn off the lights, and move their students away from windows and doors. Blinds/curtains, if applicable, will be closed. Students will be instructed to remain quiet. In a real emergency, it may also be necessary to barricade the door. Further instructions may be given over the intercom, depending on the situation.
3. Designated personnel will check restrooms and open unsecured areas such as gyms, hallways, etc. for students and direct them to the nearest classroom
4. Assigned staff will lock exterior doors
5. Students and teachers will remain in a secured area with doors locked until the “all clear” is given.

Teachers will be instructed in the procedures for each drill during in service opportunities.

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**
- **Standing in the line of traffic.**
- **Possession of dangerous substances**

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

1. **A conference with the student and a report to the parents.**
2. **Conference with the parents.**
3. **Automatic suspension of riding privileges - length of time to depend on the seriousness of the infraction and a report to the parents.**

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

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced on radio station KMCO. School closings will also be reported on KJRH Ch. 2, KOTV Ch. 6, KTUL CH. 8 and KTEN Ch. 10. **School closings or other information related to start time, dismissal time will be sent out via text message and posted on the official School website and/or the official Hartshorne School Facebook page.** Reports in the morning will be between 6:30 and 7:30 a.m. If no report is heard, it can be assumed that school will be in session.

SUBSTITUTE TEACHERS

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

TELEPHONES

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

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

TEXTBOOKS/LIBRARY BOOKS

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

VISITORS/PARENTS

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

WITHDRAWAL

The procedure for withdrawal is as follows:

1. Parents/Guardians may notify the principal's office in person or by phone or email that the student is leaving school.
2. Once the student is enrolled in a new school, that school will contact our school and request records.

TITLE IX AND OTHER DISCRIMINATION COMPLAINTS

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

SELLING ITEMS AT SCHOOL

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

PERSONAL ELECTRONIC DEVICES

The Board of Education promotes an environment for instructional learning that is safe and secure. Senate Bill 139 bans the use of personal electronic devices in Oklahoma public schools from bell to bell. Therefore, Hartshorne Public Schools establishes the following rules for the use of "personal electronic devices," which means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, cellular phones, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

All the above prohibited devices must remain with the classroom teacher from bell to bell. "Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time. Exceptions can only be made by the administration (building principal) unless approved by the Hartshorne Board of Education or superintendent for extenuating circumstances.

The penalty for a violation of this policy shall be:

First Offense – The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus the student will lose recesses for two (2) days.
Second Offense – The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus the student will have two (2) days ISS.
Third Offense – The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus, the student will be suspended for a length to be determined by the principal.

Students found to be using any personal electronic devices for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any use of personal electronic devices or electronic video devices to record audio/video of students or staff members is a violation of this policy and the Cyber-bullying policy of Hartshorne Public Schools and will result in additional disciplinary action.

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

Student Eligibility during a Semester

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

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

SCHOOL SAFETY REPORTING

The safety and security of our students, staff, and visitors is a shared responsibility. Hartshorne Public Schools encourages students, parents/guardians, employees, and community members to report any safety concern, suspicious activity, or potential threat as soon as possible.

If you see something, say something.

Safety concerns may be reported to:

- Any teacher, counselor, administrator, coach, or other trusted school employee
- The school office or building principal
- The School Resource Officer (SRO), when available
- Local law enforcement or 911 in the event of an emergency

Anonymous reports may also be submitted through Oklahoma's statewide school safety reporting system by:

- Texting "OKS Threat" to 226787
- Using the Protect OK mobile app
- Calling 1-855-337-8300 - The Oklahoma School Security Institute (OSSI) monitors a 24/7 tipline where reports can be submitted and disseminated to appropriate parties for additional investigation.

Reports may include, but are not limited to:

- Threats of violence
- Weapons
- Bullying or harassment
- Suspicious activity
- Planned acts of violence
- Concerns about student safety or school security

All reports will be taken seriously and investigated as appropriate. Reporting concerns promptly helps Hartshorne Public Schools maintain a safe and secure learning environment for everyone.

Knowingly making a false report may result in disciplinary action and/or referral to law enforcement, as appropriate.