

**Hominy  
Elementary  
Student Handbook  
2021-2022**



**BUCK PRIDE**

Proactive

Respectful

Integrity

Dependable

Encouraging



Grades 1-5:

First Bell: 7:55

### Time Schedule

Tardy Bell: 8:00

Dismiss 3:40

**Breakfast will be served daily from 7:30 a.m. to 7:55 a.m.** All students who are not eating breakfast will report to their classroom through the main entrance. Only students eating breakfast will go to the cafeteria.

### DISCIPLINARY PROBLEMS

**Teachers' Classroom Discipline:** Each teacher will have procedures and expectations for his/her classroom that follow our Buck PRIDE Matrix. A copy of this matrix will be sent home at the beginning of the school year.

#### Teacher Referral for Office Discipline

Teachers will handle minor discipline problems that occur in and around the school and parents will be notified by the teacher. In the classroom, the teacher will progress through the steps that have been established for his/her room followed with an Office Discipline Form (ODR). When the steps have been exhausted, a student will be referred by the teacher to the office. The teacher will send an Office Discipline Form (ODR) explaining the student's actions and any consequences that may have been taken. The ODR is a tool to help track behavior that will allow us to find solutions to correct any further problems that may arise.

#### Major Discipline Problems

Major discipline problems will be dealt with more direct consequences. Major discipline problems may be some form of detention in-school suspension or out-of-school suspension depending on the severity and number of times.

If a student has had repeated trips to the office and then commits a major discipline act, he or she will be suspended for an extended period of time. This will be determined by the administrator. **Severe Clause:** Any behavior that threatens the education or rights of another person, or of the offender, is considered unacceptable and will be dealt with severely. Extreme or life threatening acts will be handled at the discretion of the administrator. **Fighting:** Fighting at school is unacceptable and will not be tolerated. The punishment for fighting is in-school suspension or out of school suspension and will be determined by the principal. **Language:** Inappropriate language will not be tolerated, such as using the word 'frickin' for example.

### ATTENDANCE

Prompt and regular attendance is extremely important for all students. (8:00 bell represents the tardy bell) Students will be counted absent for the morning if arrive after 8:55 a.m. Students leaving before 2:35 in the afternoon will have a p.m. absence. One of the most important factors of success in school is regular attendance. Students are allowed no more than 10 absences per semester or a total of 20 for the year. PLEASE DO NOT CHECK YOUR CHILD OUT EARLY UNLESS IT IS VITAL (such as a doctor's appointment). Checking your child out early will cause them to miss valuable instruction as we teach until 3:40 daily. Students who do not come to school on any given day are NOT to attend any school function that day, such as football games, assemblies, performances, or other events. IF students are absent 10 consecutive days without contacting the attendance office, they will be dropped and considered withdrawn from school.

#### Truancy Policy

Parents will receive a letter notifying them of attendance issues. If attendance does not improve, parents will be required to meet with the truancy board. If this does not eliminate the problem the board will recommend a referral to the District Attorney's office.

#### Tardy Policy

Students are considered tardy if they arrive at school after 8:00 a.m. Students are to report to the office. Excessive tardies may result in requesting parent attendance to the truancy board. Tardies are considered excessive after five (5) per nine weeks.

#### Head Lice Policy

Students with lice/nits are not allowed to attend school. When your child returns to school after being sent home with head lice/nits, a thorough head check will be done to ensure that all lice/nits are gone. **Parents need to accompany the student returning to school and provide proof of treatment used.**

Please remember, if a child is not back to school within five days of being sent home for lice, DHS may be contacted.

### GENERAL POLICIES

#### Arranging Conferences

1. All teachers are available for conferences with parents during their planning period, before, or after school. Appointments need to be made in advance by telephone or written so the teacher won't have conflicting commitments and to ensure having that the student's records and school work are available for discussion.
2. Please do not attempt to confer with teachers during the school teaching day since the teacher has the responsibility of students and school schedules during that time.
3. Parent-teacher days are scheduled during each school year when parents are asked to come in at a scheduled time to discuss their child's education programs. During the 2019-2020 year, we will hold two in the fall and two in the spring.
4. Meet the Teacher/Parent PRIDE Night is a social time when parents meet the school personnel and become better acquainted with the programs and curriculum provided by the school. If you need to discuss your child's progress, please set up a conference for another time.

#### Visiting the School

Due to Covid 19 we will limit visitors to only those that are important to the academics and well-being of our students.

### Messages to Students

1. Only emergency messages will be relayed to students by messenger to the classroom.
2. Intercom messages will not be made during class time. All announcements will be made at the end of the school day. Arrangements for where your child should go after school should be made at home in the mornings.
3. Parents please plan ahead with your children for the unusual weather conditions that would alter the method by which they will return home.

### Change of Address and Telephone Number

Parents **PLEASE** keep the school office informed of any change of address or telephone, either by note or by a phone call. It is *important* that we maintain up-to-date records on each student. Alternate emergency phone numbers, such as a baby-sitter's, also need to be kept up to date.

### Textbooks and Library Books

1. Students have full responsibility for textbooks issued to them. Textbooks that are lost must be paid for, and the assessed fine for damaged textbooks must be paid before any school records and reports can be released to students, parents, or other schools.
2. At the beginning of the school year a student will sign a library user agreement form. If a student takes home a library book it is his/her responsibility to return the book. If the book is lost or damaged it is the student's/parent's responsibility to pay for or replace the book.

### Lost and Found Articles

1. Every year unclaimed articles accumulate at school. To alleviate this problem, please put your child's name in all articles of clothing and in lunch boxes. This will facilitate getting articles back to the owner.
2. One of the goals of our school is to develop a sense of responsibility in each student. Students should be encouraged to keep up with their belongings, and to return home with them each day. Parents should be aware of the amount of money brought to school. Only money for lunches, milk, or fees should be sent to school with a child. The child must assume the responsibility for knowing the purpose for the money and get it to the proper person. Money must be kept on the person at all times. The school cannot assume the responsibility for money that is left in desks, tote trays, or purses left unattended. Please send a note with small children, stating how much money you are sending and its purpose.
3. All unmarked, unclaimed articles will be donated to charity.

### Student Dress

1. Students should come to school neat and clean.
2. Extreme styles should be avoided since they have a tendency to disrupt from a student's ability to learn.
3. Proper fitting shorts (loose fitting & no more than 6 inches above the knee) are permitted from the beginning of school through Fall Break and from the Monday after Spring Break through the end of the school year.
4. Skirts and dresses must follow same guidelines as shorts. Girls are encouraged to wear shorts under dresses/skirts.
5. Neatly fitting tank-tops (as long as undergarments are covered) and T-shirts are permitted. No inappropriate language or pictures may appear on clothing or other items brought to school.
6. No halter tops, crop-tops or short shirts (No tops that expose midriff).
7. If a student is dressed inappropriately, parents may be called for a change of clothes or student may be sent home.
8. Shoes must be worn at all times.

### School Parties (Due to Covid 19 parties will be postponed for this school year)

1. Scheduled parties include Christmas and Valentine's Day. Parties are limited to one hour. (*No Birthday Parties*)
2. Flower deliveries are allowed to be sent to the office. Students will be called from class at the end of the day to pick up their deliveries. This is so that class time will not be interrupted.

### Weather Emergencies and Fire

1. In case of severe weather and there is no school, it will be announced on channels 2, 6, 8, and 23. We will also implement School Messenger to alert parents of changes from the usual school day. Please keep contact information updated.
2. We conduct severe storm drills that take less than two minutes. The local police will notify us if there is a storm in the area.
3. Fire drills are also held regularly. Buildings are cleared in less than a minute. In case of an actual fire, the First Baptist Church graciously consented to allow us in their building. If a fire should occur, you may pick up your children there.

### School Telephone

1. The telephone is for school business only. Students and teachers will not be called from class to the telephone except in cases of extreme emergency.
2. Students and parents should make all necessary arrangements before leaving home in the morning about games, visits to friends, what to do on rainy days, etc., so that it will not be necessary for them to use the busy school telephone. *They can use the phone for emergencies only.*
3. Long distance calls are not permitted unless authorized.

### Medical Treatment

1. We do not have a school nurse. State Law forbids medical treatment by school personnel other than basic first aid in case of injury. The administration of medication is addressed under district policies.
2. In case of serious illness or injury to pupils while at school, we first attempt to contact parents. If we are unable to locate the parents, we immediately refer the child to the family physician listed on the enrollment form, and/or take them to the emergency room at the hospital. The hospital must have permission from parents or guardians to treat minors.
3. Students need to be fever free for 24 hours before returning to school.

## Homework

Homework is assigned when children need to spend additional time in order to complete an assignment. We do not assign homework simply for the purpose of keeping students busy. Parents are encouraged to assist children with homework only when their assistance is absolutely necessary. If you are in doubt as to just how you may help your child with his/her homework, please consult the teacher.

## Restrictions and Playground Supervision

1. No baseballs or skateboards at school. Because of danger to students on school playgrounds, we prohibit the use of baseballs, baseball bats, or skateboards at school. *Please do not allow your children to bring them.*
2. No toys may be brought to school from home unless requested by the teacher for a special project/assignment.
3. At least one teacher is on duty on the playground at all times during recess to ensure proper supervision of students.
4. Sidewalk Rules
  - (a) Walk on school campus. No Running
  - (b) Walk bicycles before and after school when within one block of school.
  - (c) Class groups walk in single file.
  - (d) Be quiet and polite
  - (e) Keep hands and feet to yourself.
  - (f) Refrain from spitting.
  - (g) Cross streets only at crosswalks.
5. Classroom rules  
Each teacher follows the Buck PRIDE Matrix for his/her classroom. A copy of the matrix along with any other classroom procedures will be given to you at the beginning of the school year.

## **CAFETERIA AND BUS SERVICE**

### Closed Campus

1. After arriving at school in the morning a student will stay on the school grounds until the end of the school day. Parents may pick their child up for lunch as long as the student arrives back at school in time to start class with the other students. Parents have the right to pick up their child anytime for any purpose by signing them out in the office.  
We believe a closed campus:
  - (a) reduces the possibility of injury from traffic.
  - (b) increases control over who is to pick up students.
  - (c) curbs the temptation of skipping school.
  - (d) controls behavior of students.
  - (e) discourages junk food eating.
2. Students may bring a sack lunch and eat in the cafeteria where milk may be purchased.
3. If a student requires a special diet, a note from the doctor will allow for accommodations for lunch.

### Cafeteria Procedure

1. State and federal requirements for a balanced meal mandates that items from the food groups listed be available at every meal served in a public school. These groups are: Milk/Dairy, meat/protein, fruits, vegetables, and bread/grains. Under the Offer-versus-Serve program, the student may at his/her discretion decline to take any two of the 5 groups of foods offered. The student must take at least three (3). If you decide as a parent to let your child decline the milk, they will now be allowed to bring an alternate drink. Drinks other than milk are the responsibility of the student.
2. Lunches are paid in the office. They may be purchased in advance. *No more than ten charges may be accumulated.*
3. Free and reduced lunches are available for those who qualify.
4. Parents are welcome to eat with their student at any time. Please inform the cafeteria or office if you plan to eat in the cafeteria.
5. A staff member is always on duty in the lunchroom to maintain proper order. The cafeteria offers a valuable teaching opportunity in courtesy, manners, and proper eating habits.

### Bus Riding Provision and Rules

1. The Hominy Public School System has chosen to provide transportation for all students who live 1 ½ miles or more from the school they are attending within the district. The Board of Education has deemed that the cost of transportation is a valid expenditure and wishes to improve the system of transporting students as rapidly as finances permit. State laws of Oklahoma do not require a school board to provide transportation; thus it is a privilege for the children to ride buses to the Hominy Public Schools. A bus riding agreement form will be distributed to each student by the bus driver on the first day of school. The form must be returned to the bus driver or to the school.  
No student will be permitted to ride the bus after August unless there is a copy of this agreement signed by the parent or guardian on file in the office. Your cooperation, understanding and patience are appreciated.
2. Bus Riding Rules to Follow:
  - (a) The bus driver is responsible for the safety and well-being of the child.
  - (b) The building principal will be the authority in the determination of whether a child may continue to ride the bus in the event that there are insoluble problems. Exclusion from bus privileges shall be as follows:
    - (1) A warning for the first offense
    - (2) A three-day exclusion for the second offense.
    - (3) Exclusion for the remainder of the semester for the third offense.
  - (c) For each offense, the parents will be notified by phone and by letter if at all possible.
  - (d) Before a student is excluded from riding the bus, the parent will be notified by phone and letter that they must find other means of transportation for the student to and from school.
  - (e) Students will not eat, drink beverages, or use tobacco on the bus. There will be no loud talking and students who become involved in fighting will be automatically excluded. Students will remain seated at all times when the bus is in motion

## **MISCELLANEOUS**

## Safety

1. The safety of children coming to school, while at school, and on the way home, is always of great concern to us. We have safety units taught at school through which we stress all types of safety. We work closely with the Hominy Police Department in promoting safe travel to and from school for students.
2. PARENTS SHOULD WARN THEIR CHILDREN ABOUT ACCEPTING RIDES WITH STRANGERS AND SHOULD INSTRUCT CHILDREN TO IMMEDIATELY REPORT INCIDENTS OF THIS TYPE.
3. It may be helpful if, at the first of school, you walk with your child over his route to school, pointing out danger spots and where to cross streets, as well as how to walk out on the street facing approaching traffic.
4. Traffic around the elementary is always extremely heavy. It is easy to become impatient and a bit careless if you are picking up a child. Please remember that children are also in a hurry and could run from behind parked cars in spite of their training. Please slow down and help by doing the following:
  - (a) Obey one-way and stop signs around schools.
  - (b) Always pick your child up and let him out through the car door next to the curb.
  - (c) When dropping off or picking up a child, never park and exit your vehicle in the one-way driveway. If you accompany your child into the school, you must park in the parking lot. We also ask that you do not park in the row of parking spaces closest to the school since these are reserved for teachers.
  - (d) State law mandates that all vehicles must stop while a school bus is loading or unloading passengers.
  - (e) ALWAYS BE ALERT

## Athletic Games

1. WE EXPECT OUR STUDENTS TO STAY OFF THE PLAYING FIELD OR COURT WHILE ATTENDING GAMES AND SIT IN THE STANDS.
2. Please come to the games and cheer our teams on to victory, and remember adults should set examples for children. Please do not be rude, and do not allow your child to be rude. We do reserve the right to remove or cancel athletic tickets of individuals for misbehavior at games.
3. All ECC and Elementary students must be accompanied by an adult at all home sporting events.

## **DISTRICT POLICIES**

### **Suspension of Students from School:**

The following listed violations and immoralities of school regulations by students of the Hominy Schools are offenses for which punishment is required, suspension from school may be necessary.

1. Use of, threat to use or possession of a dangerous weapon as defined in paragraph B, Article 22, Section 252 of the Oklahoma School Law.
2. Fights, assaults or other bodily harm to another person;
3. Use of or possession of any narcotic drug stimulant or barbiturate as defined in paragraph b, Article 22, Section 252 of the Oklahoma School Law;
  - (a minimum not to exceed 45 school day suspension of the first offense will result.)
5. Use, or possession of any alcoholic beverage or beverage to which intoxicating ingredients have been added; (a minimum not to exceed 45 school day suspension on the first offense will result)
6. Theft of or misappropriation of property belonging to or in the custody of students or other persons;
7. The use of foul or abusive language and behavior in the presence of other students or persons;
8. Insubordination, disrespect or refusal to obey the authority vested with the teachers, bus drivers, aides or other supervisory school personnel appointed by the school administration for the instruction, control and management of student groups.
9. Vandalism or malicious destruction of school property of students or other persons when in the care or custody of the school or located on school property.
10. Truancy from classes or other location assignments.
  - a. Driving or use of a vehicle in a manner not reasonable and proper or endangers the safety and welfare of students or other persons.
11. Breaking and entering school property or trespassing on locked or restricted areas.
12. Refusal to comply with established and expressed requirements for dress, grooming, and other factors relating to personal appearance as outlined in the schools' conduct and dress code.
13. Disruption of classes by protest demonstrations, displays, distractions, or other means not approved by the school's administration
14. Acts of unacceptable conduct other than the afore listed for which the student and/or the parent refuse to have other forms of punishment administered, or repeated violation of school rules and regulations.
15. Excessive unexcused tardies.

### **Administering Medication to Students**

If a child is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer medication or if circumstances exist that indicate that it is in the best interest of the school that a non-prescribed medication be dispensed to that student, only the school nurse, an administrator or administrator's designee may administer the medication in compliance with the regulations that follow:

1. Prescription medication must be in a container that indicates the following:
  - (a) Student's name
  - (b) Name and strength of medication
  - (c) Dosage and directions for administration
  - (d) Name of physician or dentist
  - (e) Date and name of pharmacy
2. If possible, such medication should be accompanied by a signed school authorization form from the parent, guardian, physician, or dentist that indicates the following:

- (a) purpose of medication
- (b) time to be administered
- (c) termination date for administering the medication
- (d) quantity of pills and date brought to school

3. Nonprescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities are inappropriate or ineffective. The parent or guardian may give a blanket permission or conditional permission for the student to receive nonprescription medication during the school day and may give permission for prescription medication to be given. A permission form will be sent to parents at the beginning of the school year.

4. The school nurse, administrator or administrator's designee should:

- (a) Inform appropriate school personnel of medication being administered.
- (b) Keep an accurate record of the administration of the medication.
- (c) Keep all medication in a locked cabinet.
- (d) Return unused prescription to the parent or guardian only

The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication.

The school district retains the discretion to reject requests for administration of medicine.

## **OKLAHOMA OPEN RECORDS ACT AND PRIVACY ACT**

### **OPEN RECORDS ACT**

The Hominy School District, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The Hominy School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this School District desires to exemplify to its students. In order to achieve these goals, the Hominy Board of Education hereby states that all records of the Hominy School District except those records designated as confidential in this Policy Statement shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the School District shall be accorded prompt access to those records.

As permitted by the Act, the Hominy School District hereby designates the following records as confidential and not open for public inspection.

1. Records which can be kept confidential under federal or state law as designated in Section 5 of the Act.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired.
4. If disclosure would give unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award date of the contract.
5. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma of United States Constitution. Any response to such person communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the Hominy School District as directory information and (ii) parents have been notified of and have not exercised their non-release rights.
7. Teacher lesson plans, tests, and other teaching materials.
8. Personal communications concerning individual records.
9. Prior to taking action, including making a recommendation or issuing a report, personal notes and personally created materials of Hominy School District Personnel, excluding departmental budget requests, prepared as an aid to memory or research leading to the adoption of a Hominy School District Policy or Hominy School District Project.

The Hominy Board of Education hereby designates its SUPERINTENDENT or if such person is not available during regular business hours. Then its BUILDING PRINCIPAL of each location as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction. The Hominy School District shall charge reasonable fees to recover the direct cost of document copies. Reasonable document search fees shall be charged as permitted by the ACT. If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the HOMINY BOARD OF EDUCATION.

### **FAMILY EDUCATION RIGHTS**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record; in a hearing, if necessary.
4. The right to report violations to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights and policy.

### **DRUG FREE SCHOOLS POLICY**

In compliance with the Drug Free Schools Act (34 CFR, Part 86), the Hominy Board of Education makes the following statement and mandatory policy for

Hominy students. Students are Hominy Public Schools most valuable resource and for that reason, their health and safety is of paramount concern. The use of illegal drugs and abuse of alcohol and controlled substances is inconsistent with law-abiding behavior expected of all students. Students who use illegal drugs or abuse alcohol or controlled substances, are less productive, less reliable, and prone to greater absenteeism resulting in the risk of not fulfilling their potential. Students have the right to be educated in a drug free environment. In addition, drug and alcohol abuse inflicts a terrible toll on the nation's productive resources and the health and well being of American citizens. Hominy Public Schools is therefore committed to maintaining a safe school environment, free from the influence of alcohol and drugs.

**Hominy Public Schools drug free policy prohibits the following:**

- A. Use, possession, distribution, dispensation or sale of illegal drugs, alcohol, anabolic steroids, or any counterfeit form of any of the aforementioned; on district premises, on school activities, in district owned vehicles, or during school hours.
- B. Unauthorized use, possession, distribution, dispensation or sale of controlled substances, over the counter (OTC) drugs, or sniffing products on school premises, at school activities, in district owned vehicles, or during school hours.
- C. Storing in a locker, desk, vehicle, or other repository on district premises, any illegal drug, alcohol, anabolic steroid, or any counterfeit form or imitation of any of the aforementioned.
- D. Storing in a locker, desk, vehicle, or other repository on district premises, any controlled substance, OTC drug, or sniffing product whose use is unauthorized; or any counterfeit or imitation of any of the aforementioned.
- E. Being under the influence of a controlled substance, or illegal drug, or alcohol on district premises, at school activities, in district owned vehicles, or during school hours.

**THE POLICY FURTHER STATES:**

- A. If a student is addicted to a controlled substance, illegal drug, or alcohol and treatment or rehabilitation is needed, the expense will be the responsibility of the student's family.
- B. Parents and students will be given a copy of this policy each year.

**DANGEROUS WEAPONS IN SCHOOL – PROHIBITING**

- A. In order to provide a safe environment for the students and staff of the Hominy School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.
- B. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas of facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.
- C. For the foregoing reasons and except as specifically provided in paragraph 13 below, possession by any student or employee of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
- D. For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; (5) at any place on school property, a school bus or vehicle, or at a school activity with such person's knowledge of the weapon's location.
- E. A dangerous weapon includes, but is not limited to a pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade of greater than three inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocket knife where the blade is carried in a partially opened position, any pocketknife with a blade shorter than three inches that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimiles thereof.
- F. Any student in possession of a dangerous weapon, or replica or facsimile of dangerous weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.
- G. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to other disciplinary action as deemed appropriate by the superintendent of schools or board of education. In addition, School District employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any Board policy which is applicable to the employee.
- H. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation. If a teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools or his designee of the situation, or a replica or facsimile of a dangerous weapon in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools or his designee.
- I. If a teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools or his designee.
- J. If the principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof,

The principal or designee shall observe the following procedure.

- (1) Immediately investigate the matter and contact the police, if appropriate
- (2) If not already confiscated by an employee of the School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile thereof.
- (3) Notify the superintendent of schools or his designee.



(4) In the case of a student, notify the parents or guardian.

(5) Cooperate fully with the police.

(6) Transfer confiscated weapon to the police department

K. Except as may be required by law for disabled and handicapped students, any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another School District school site in lieu of suspension.

L. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Hominy School District.

M. An exception to this policy may be granted for students or employee participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written approval by the principal, in consultation with superintendent of schools, is required.

N. Notwithstanding any of the foregoing provisions, rights of due process for all students, employees and rights of handicapped and disabled students must be observed in accordance with applicable law and school board policies.

*Students who have been suspended or expelled from other school districts, or are currently under suspension or expulsion from any school in the USA can be denied enrollment into Hominy Public Schools. Building Principals and Superintendent of Schools will make final decisions in regard to accepting student transfers who are in this status.*

### **GUNS AT SCHOOL**

In accordance with federal regulations, any student found in possession of a gun on any school property will be subject to a suspension of one year from the date of the offense. Suspension time will be automatic unless changed by the Chief Administration Officer of the School. For purposes of the policy, a gun shall be described as one that shoots a projectile or starter pistol.

### **SEXUAL HARASSMENT**

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Hominy School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

1. "Student" means any person who is enrolled in any school or program of the School District.
2. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.
3. All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
4. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.
5. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the student, employee or applicant involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

### **DISTRICTWIDE PARENTS RIGHT TO KNOW POLICY**

Each school year, the Hominy School District will notify the parents they have the right to request the information about the professional qualifications of their children's teachers. Parents will be informed of this right in the student handbook. Hominy School District will notify parents if their child's teacher has been taught by a teacher, for four or more consecutive weeks, who does not meet the "highly qualified" standards set by the state.

## **Horace Mann Elementary TITLE I PROGRAM PARENT INFORMATION**

It is the policy of Hominy Public Schools to provide families, students, and school staff opportunities to work in partnership to help each student reach his/her potential.

1. The Elementary will provide assistance to parents in understanding topics, such as:
  - (a) State's academic content and achievement standards
  - (b) State and Local academic assessments
  - (c) Title I, Part A Requirements
  - (d) Monitoring their child's progress
  - (e) Working with teachers to improve academic achievement
2. Hominy Public Schools and the Elementary will provide materials and training to help parents work with their child to improve their child's achievement. The following will be provided to parents:
  - (a) Weekly classroom newsletters, listing the topics of study, spelling words, and what areas need extra practice.
  - (b) Parents will have test results explained to them by the teachers and other involved school personnel, with suggestions and resource information to assist the parents.
  - (c) Teachers will provide information in the use of technology to improve student achievement.
3. Hominy Public Schools and the Elementary will educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in how to reach out to, communicate, work with parents as equal partners to implement and coordinate parent programs and build ties between parents and the school.
  - (a) Staff Training
  - (b) Regular Teacher-Parent Conferences
  - (c) News Articles/Pictures
4. Hominy Public Schools and the Elementary will ensure that information related to school and parent programs, meetings, reading awards assemblies, and other activities are sent or made available through mail, newsletters, the Hominy News Progress, or a phone blast to parents in a practical format that parents can understand.
5. Parents may request and Hominy Public Schools and the Elementary must provide other reasonable support for parental involvement.

Parents are invited to attend the annual Meet the Teacher/Parent PRIDE Night. Parents will be given information advising them of the requirements for Hominy Public Schools' Parental Involvement District Policy.

Parents are notified and encouraged to attend and participate in the annual Title I District Meeting.

Parents are encouraged to participate in the planning, review, and improvement of the parental involvement policy and other policies and plans under Title I.

### **24/7 TOBACCO FREE POLICY**

Effective July 8, 2013, smoking, chewing, or any other use of tobacco by staff, students, and members of the public are prohibited on, in, or upon any school property at any time: 24 hours a day, seven days a week. Tobacco industry advertising, marketing, and sponsorship are prohibited on school property, at school functions, and in publications and prohibits school acceptance of gifts or funds from tobacco industry. This policy may be found in the Hominy Public Schools Policy Book in Section 2000, number 2106.

### **Reading Sufficiency Act**

Revised 4/6/2021

The purpose of the Oklahoma Reading Sufficiency Act is to ensure that each child attains the necessary reading skills by completion of the third grade, which will enable that student to continue developing reading skills and to help them succeed throughout school and life. The development of reading skills is the key for foundational reading and being ready for fourth grade. Third grade is a critical year for independent reading. In Oklahoma, third grade is the first year a student is required to participate in the Oklahoma School Testing Program (OSTP). Third grade students must score at or near standard on the reading comprehension and vocabulary section of the third grade criterion-referenced test. Students may be promoted to fourth grade if they qualify for one of the good cause exemptions [Section 1210.508C].

1. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.

2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below standard on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.

3. a. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade the student may qualify for automatic promotion to the fourth grade upon scoring at/near standard or above on the reading comprehension and vocabulary portion of the statewide third-grade criterion-referenced test.

b. Prior to promotion, however, the district shall provide notice to the student's parent(s) and/or guardian(s) that the child is not yet reading at grade level and provide the parent(s) and/or guardian(s) of the child the option for retention should they so desire. The notice shall contain, at a minimum, the most recently identifiable grade level on which the student is actually proficient, the opportunities for summer reading programs, or other tutoring that may be available

c. A student so promoted shall be entitled to intensive remediation in reading until the student is able to demonstrate proficiency in reading at the grade level in which the student is enrolled.

4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

5. A student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:

- (1) the parent(s) and/or guardian(s) of the student.
- (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
- (3) a teacher in reading who teaches in the subsequent grade level,
- (4) a certified reading specialist (if applicable)

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled.

6. Students who score below standard on the reading comprehension and vocabulary portion of the statewide third-grade criterion-referenced test and who are not subject to a good cause exemption as provided in subsection 7 of this section shall be retained in the third grade and provided intensive instructional services and supports.

7. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

(1) English learners who have had less than two years of instruction in English and are identified as Limited English Proficient/English learner on an approved screening tool.

(2) Students with disabilities whose Individualized Education Plan (IEP) indicates they are to be assessed with the Oklahoma Alternate Assessment Program (OAAP)

(3) Students who demonstrate an acceptable level of performance on an alternative standardized reading test approved by the Oklahoma State Board of Education.

(4) Students who demonstrate through a teacher-developed portfolio that they can read on grade level.

(5) Students with disabilities who participate in the Oklahoma School Testing Program (OSTP) and who have an individualized education plan that reflects that the student has received intensive remediation for reading and have made adequate progress toward IEP goals.

(6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained for academic reasons.

(7) Students facing exceptional emergency circumstances that prevent them from being assessed during the testing window.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district's superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

### **Midyear Promotion-Fourth Grade**

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a midyear promotion to fourth grade. The midyear promotion of a retained student will be considered if the student can demonstrate that the student is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade. Tools that may be utilized to reevaluate any retained student may include subsequent **assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education**. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score at or near standard on the third-grade statewide criterion-referenced test and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school district.

A midyear promotion shall be made only upon the agreement of the parent or guardian of the student and the school principal.

### **ACCEPTABLE USE OF INTERNET AND ELECTRONIC DIGITAL COMMUNICATION**

All students and employees at Horace Mann Elementary are required to follow district policies regarding Internet use and electronic and digital communications. This includes completing an agreement by students and parents acknowledging receipt of a copy of the *Acceptable Use of Internet and Electronic and Digital Communications*.

### **Wireless Telecommunications Devices**

It is the District's policy that students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iphones, smart phones, internet phones or similar devices. **Students may only use cellular phones during designated times**. Students will keep cellular telephones turned off and out of sight during class time and **any other time designated by school officials**. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices.

Telecommunication devices shall be turned off and out-of-sight in locations deemed "private areas." "Private areas" include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witness a cell phone or other telecommunication device out in a "private area" shall immediately report this behavior to a teacher or administrator.

Students found to be using an electronic communication device in violation of this policy, or for any illegal purpose, in a manner to violative 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, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone's features such as text or picture messaging, internet uploading and downloading, camera, and/or audio/video recording features. Acts such as "upskirting" or "downblousing" are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may be subject to additional discipline.

**WARNING:** The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

Adopted: December 7, 2009