

## **PRINCIPAL'S MESSAGE**

Welcome to Hennessey Elementary Schools with a growing population of over 450 students in Pre-Kindergarten through fifth grade. We are excited to see familiar faces this year and meet many new friends.

Hennessey Elementary's curriculum is designed to develop children's knowledge and skills in all developmental areas: physical, social, emotional, and intellectual. Emphasis is placed on helping children learn how to learn and on establishing the foundation and desire for lifelong learning. Different levels of ability, development, and learning styles are expected, accepted, and used to plan the educational program. Students are encouraged to be actively involved in their learning. Students, teachers, and parents create a team to best help each student.

We continue our commitment to reading implementing the most effective instructional techniques to teach your child literacy skills and develop a love of reading. We are asking you to do your part, too. Please set aside twenty minutes each evening to read with your child. Younger students may be read to; older students will enjoy reading with you. Reading is one of the most significant factors in enabling a child to achieve success in middle school, high school, and as an adult. Help your child become a lifelong learner by becoming a lover of reading.

Please take time to review our handbook as a family and become familiar with the guidelines of our school. Your visits, suggestions and questions are welcomed. We look forward to a great year of reading, learning and growth!

Sincerely,  
Stacey Schovanec  
Early Childhood Principal

Sincerely,  
Barry Crosswhite  
Elementary Principal

## **HENNESSEY ELEMENTARY SCHOOL CREED**

I am a Hennessey Elementary School student.  
I have great expectations for myself.  
I accept the challenge to become the best that I can be.

Yesterday's failures are behind me.  
Today's successes are now before me.  
I will make today the very best day of all, For this day begins the rest of my life.

I accept the responsibility for my behavior and its results.  
I do not have the right to interfere with the learning and well being of others.

With my family and teachers,  
I will determine what I will become,  
For the education I receive today will make me a leader of tomorrow.

## **SCHOOL SCHEDULE**

<b><u>Grade</u></b>	<b><u>Lunch Times</u></b>	<b><u>Recess</u></b>	<b><u>Teacher Plan Times</u></b>
Pre-K	12:15-12:35	12:35-1:00	8:20-9:10
Kinder	11:55-12:15	12:15-12:35	9:15-10:05
1 <sup>st</sup>	12:05-12:25	12:25-12:45	11:05-11:55
2 <sup>nd</sup>	11:45-12:05	12:05-12:25	10:10-11:00
3 <sup>rd</sup>	11:35-11:55	11:55-12:15	12:35-1:25
4 <sup>th</sup>	11:25-11:45	11:45-12:05	1:30-2:20
5 <sup>th</sup>	11:15-11:35	11:35-11:55	12:00-12:50

## **SCHOOL DAY**

Monday – Thursday            8:00-3:00  
Fridays                            8:00-2:00

## **PARENT INVOLVEMENT**

Parent involvement is crucial in the success of student learning. If you'd like to volunteer to help read or work with students, please sign up as a volunteer with our school counselor. Another way to become involved is through the elementary parent/teacher organization. Hennessey Elementary has a parent/teacher organization which supports the elementary in a multitude of ways.

## **VISITORS**

All visitors must report to the office upon entering the building where they will be provided a visitor's badge. Parents will then be allowed to go to classrooms or the cafeteria. Students will be called out of class and brought to the office at the parent's request.

## **PHONE CALLS**

Incoming phone calls for students will be taken in the office and messages delivered at the end of the day. Please do not call the office every day to let your child know how to go home. Discuss how they are to go home each morning before school. Students will go home the same way everyday unless a parent sends a note to their child's teacher stating a change on how they will go home.

## **EARLY CHILDHOOD CENTER**

The Early Childhood Center now has its own principal and secretary and is separate from the Elementary School. Parents of Pre-K and Kindergarten students will visit and conduct business at that school site from 7:45-3:15 each day.

The building is a secured building at all times. Doors are kept locked all day for student safety. Parents will be allowed to enter the building by a school staff member when they arrive.

## **SAFETY PROCEDURES FOR DROP-OFF & PICK-UP**

**Student Drop-Off Mornings:** For the safety of all our students, parents are not allowed to enter the school building in the morning to eat breakfast with their child or go to morning recess with them. All students will need to be dropped off by car, bus, or walk/bike. Our school has 15 staff members on duty each morning in specific areas starting at 7:40 to ensure the proper supervision and safety of your child. Please help us maintain a safe school for all students by following our guidelines for morning drop off safety.

Option #1: Students may be dropped off in the north loop between the elementary and early childhood buildings. Please exit Iowa Street and enter the loop going south. When you get to the overhang your child may enter through the new north café doors. Please unload two cars at the same time. After your child is dropped off proceed ahead and exit into the early childhood parking lot and exit on east side. This loop closes at 8:00 and a gate will be closed.

Option#2: Students may be dropped off at our west playground gate. The students can play at morning recess or go through the school doors to eat breakfast.

Option #3: Pre-K and Kindergarten students may be dropped off in the front of the Early Childhood Center after 8:00. 1<sup>st</sup> through 5<sup>th</sup> students may be dropped off in the front of the Elementary School after 8:00. Students **are not allowed to be dropped off in front of the either building from 7:30- 8:00.**

Please do not drop your child off anywhere else than option #1, #2, or #3 and have them walk up to school. This is unsafe and unsupervised.

Parents are allowed in school buildings in the mornings to conduct normal school business such as meetings with principal or teachers.

Breakfast line is closed at 8:05.

Please have students at school by 8:00 each day. The morning recess bell rings at 8:00 and the students will be going to their classrooms and instruction will begin.

Pre-K parents are allowed to walk their child to breakfast, morning playground, and to class the first two days of school. Then after that Pre-K parents are not allowed to enter the school.

**Student Pick-Up Afternoons:** Parents do not walk up to the school and pick your kid up in the hallways, gym, classrooms, between buildings, or outside the building doors. Students are not allowed to walk to parents parked around the school. If any older siblings in the high school or middle school need to get picked up by car they are welcome to come to the elementary lines with their younger siblings and be a part of our car line.

This is a huge safety concern for all of our students. I know it is easier for parents to do something else, but it is not safe for our students. All students will go home by car line, school bus, and school supervised walkers and bike riders. We do not want to be rude or disrespectful, but any parents that show up in these areas will be asked to get in a car line and pick up their child. Getting 450 students home safe each day is no small undertaking. It takes a lot of organization from the school and help from the parents to get our students home safe! Student safety is our #1 concern at all times!!

Siblings: In families that have children attending both the Early Childhood Center and Elementary School you can pick all your children up at the same time in the car line. The school will get the younger siblings to the oldest sibling's classroom and they will be car riders in the same spot.

North Lot – Pre-K and Kindergarten students will be dismissed at 2:45 p.m. Monday through Thursday and 1:45 on Fridays. Parents MUST stay in the north lane on Iowa Street. Please exit off Iowa into the west entrance and pick your child up in front of the building. Please pull up to our first staff person on duty. We will load 4 students at a time. Parent will need to loop around the parking lot and exit the east exit and go east to Mitchell Road. Iowa Street is a one-way street from 2:30-3:30.

West Playground Gate- 1<sup>st</sup> & 2<sup>nd</sup> grade students will be picked-up at 3:00 p.m.

North Loop - 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> will be picked up at 3:00. Parents MUST stay in the south lane on Iowa Street and enter south on the new loop. When you get to the café doors stop and your child may enter the vehicle. We will load 3 students at a time. After your child is picked up proceed ahead and exit to your left.

Walkers/Bike Riders: Students who walk home or ride a bike will meet a school staff member by the library south door at 3:00. When all kids get assembled a staff member will safely walk the students out of the building and across Walnut Street as one big group.

Music Room: If a high school student drives and takes home an Early Childhood or an Elementary student they can walk over and pick them up in our music room at 3:00. Staff children can wait in the music room until parents are off duty.

Office Pick Up: Students may not be checked out of school early to avoid car lines. All students will go home by car, bus, or walker/bike. Students will only be checked out of school from 2:00-3:00 for an excused reason such as doctor's appointments or family emergencies.

Bus Pick Up: Buses will be in front of the building starting at 3:00. Please do not park in front of the school at this time. Buses will leave at 3:05 each day.

## **ABSENTEEISM**

Our purpose in this school is that of educating students. Without your presence, we cannot accomplish this purpose. It is the responsibility of the parents to see that their students attend school. All work missed, FOR ANY REASON, must be made up.

1. Absences will be labeled as following.

1. Excused Absence – must have doctor's note or proof that they have attended funeral (DOES NOT COUNT TOWARDS FIVE (5) DAYS).
2. Absent – must have note from parent or phone call.
3. Truant – unexcused absence (no phone call, no parent notification).

**A student who is absent without valid excuse for ten (10) or more days or parts of days within a semester will be reported to the student's parent/guardian and the Kingfisher County District Attorney. The parents may incur legal liability regarding their failure to compel the student to attend school.**

## **TARDY POLICY**

Instruction begins at 8:15. If a student is not in the classroom by 8:15 am they will be considered tardy. A parent must check their child into the office if the 8:15 bell has already rang. An excused tardy will only be permitted if a doctor's note accompanies the student and the **parent brings** the student into school.

Students will serve one Saturday School detention for each 6 tardies they accumulate during a semester. Failure to attend Saturday school will result in 2 days of in school detention or corporal punishment.

## **PHYSICAL EDUCATION**

Students enrolled in Physical Education will be required to participate, unless the student provides a doctor's note documenting the student's condition and specifically states the duration of time the student must sit out and not participate.

## **CO-CURRICULAR ACTIVITIES**

A list of students who will miss class for any co-curricular activity must be given to teachers by the sponsor no less than two days before the activity absence.

Students are encouraged to have assignments ready to be turned in upon their return to school but will be allowed 1(one) additional day, if necessary. Students attending extended school activities of two consecutive days or more will be given an additional day of makeup time for each day absent. Students who attend a co-curricular activity as a spectator and not a participant are required to have their homework complete upon their return.

## **FIELD TRIPS / ACTIVITIES**

Elementary non-educational field trips and activities are a privilege. Therefore, any student suspended during the semester of a scheduled field trip or activity will lose field trip and activity privileges.

When any Hennessey student participates in a class field trip away from school, these guidelines need to be followed:

- a) Students need to act appropriately at all times.
- b) Parents are more than welcome to follow the bus to the location of the trip or meet their child/children at the location.
- c) Parents may check their child/children out to take home at the end of the field trip.
- d) If a parent wishes to send their child/children home with another parent or friend at the end of the field trip, then the parent must present a permission note to their child's teacher in person before the trip
- e) Parents should not take a child out of another grade to go on the trip with a sibling.
- f) If a student must maintain a minimum grade to be eligible to participate in a field trip or activity, it shall be disclosed to parents and students, in writing, prior to the signing of the permission slip.

## **LUNCHES**

Money for lunches can be sent to the school office.

Students, school employees, and staff will be allowed to charge a maximum of five (5) charges, except at the end of the school year when no charges are allowed.

Reminders are sent home with the students (Monday, Wednesday, Friday for Elementary students, Tuesday and Thursday for Middle and High School students).

Cafeteria office staff will call parents if their accounts are needing money.

## **BIRTHDAY PARTIES/CLASS PARTIES**

There will be three class parties per year: Halloween, Christmas, and Valentines.

Parents/Guardians will be notified of specific dates. These parties will begin at 2:15 p.m.

Birthday parties are allowed the last 10 minutes of the school day but must be cleared with the class teacher. Parents/Guardians may bring refreshments for their child's

birthday and serve to the entire class. Please follow the above rule for healthy snacks. No gifts may be exchanged from students or parents at school birthday parties. Students may give invitations to classmates for a personal party, IF invitations are given to EVERY student in the class, and the teacher must approve. Flowers or balloons that are delivered to the school for students will be kept at the office until school is dismissed. At that time students may come by the office to pick up their flowers, balloons, etc., before leaving school.

## **MEDICATION**

The school does not provide medication (prescription or non-prescription) of any type. Medication, provided by the student or parent/guardian of the student, shall only be dispensed to a student with a signed Medical Release Form provided in the school office. All medication needs to be in the original container. All medications must be dispensed by the school nurse or office personnel, not by the student. No medicine will be dispensed without written parental permission.

## **PARENT-TEACHER CONFERENCES**

Hennessey Schools encourage communication between home and school. Every effort will be made to confer with parents/guardians if they will call the school to set up an appointment with the teacher(s).

Scheduled parent-teacher conferences will be yearly. Parents/Guardians will be notified in advance of specific dates and times.

## **PRE-KINDERGARTEN PROGRAM**

All students entering the Pre-K program must be toilet trained, unless documentation is in place stating otherwise. All students in pre-k program are required to be up to date on immunizations. In order to enroll in pre-k after October 1, the child must have previously attended an approved pre-k.

## **TELEPHONE OR ADDRESS CHANGE**

Please notify the school immediately if there is a change in your address, telephone number, baby-sitter, or emergency contact person. This information is very important in the case your child becomes ill or injured.

## **EAGLE RALLY**

On Friday mornings we will have an all school assembly. We will recognize student achievement and promote school pride. The Rally will start at 8:25 a.m. and end before 9:00 a.m. Each week a different class will lead the assembly. If we are out of school on Friday the assembly will be on Thursday.

## EATING WITH STUDENTS

You may eat lunch with your child at school or take your child off campus for lunch anytime you choose. Students will need to be checked out in the office by the parent before leaving campus. Parents will be invited to a family Christmas meal at school in December.

## DISCIPLINE

School society is similar to any organized society or government. As such, it must have rules of conduct to achieve a desired mode of behavior. This is the basis of the “Social Contract” theory of government. An individual surrenders some personal freedom for the betterment of society as a whole.

These rules apply to school, assemblies, and school functions.

## INFRACTIONS

Level I	Level II	Level III
Grooming 1 <sup>st</sup> offense	Grooming 2 <sup>nd</sup> offense	
Horseplay	Fighting (pushing & shoving)	Fighting
Cheating Homework	Cheating Test	
Disrespect	Defiance	Repeated Disrespect & Defiance
Medication Over Counter	Tobacco	Drugs & Alcohol
Verbal Abuse	Verbal Assault	Verbal Racial and Sexual
Pocketknife		Weapons
Vandalism	Vandalism Property Broken	Vandalism Property Destroyed
Stealing Small	Repeated Stealing	Stealing Big
		Criminal Offenses
Bullying	Bullying Repeated	Bullying Severe
Threatening Others	Endangering Self/Others	Death Threats
Tardies (6)		
Bus Rules	Bus Rules Repeated	
Playground Violation	Dangerous Playground Violation	
Café Violation	Dangerous Café Violation	



## POSSIBLE CONSEQUENCES

(Not in sequential order)

Level I	Level II	Level III
Parent Conference	Parent Conference	Corporal Punishment
Student Conference	Student Conference	In-School Detention
Loss of Lunch in Café	Behavior Contract	Short Term Suspension
Loss of Recess	Detention After School	Long Term Suspension
Counselor Referral	In-School Detention	Contact Law Enforcement
School Community Service	Short Term Suspension	
Saturday School	Corporal Punishment	
Corporal Punishment	Loss of locker privileges	
	Community Service	
Loss of bus privileges	Loss of bus privileges	
Zero or Lessening Grade	Zero or Lessening Grade	

## CORPORAL PUNISHMENT

State law protects the right of school officials to administer corporal punishment. Such punishment is authorized by the Board of Education for use only in cases when other attempts of controlling behavior have been unsuccessful. Such punishment shall not be administered in a cruel, unjust, or malicious manner, or over the objection of the parent or guardian. It is the responsibility of the parent or guardian to notify the school if corporal punishment is an unacceptable form of discipline for their child. When it is determined that corporal punishment is necessary to enforce school discipline, it shall be carried out by the school administrator using the following procedure:

- a) Check files to see if parents have contacted the school in regards to not spanking student.
- b) The student will be removed to a place of privacy.
- c) The student will be informed of the reason for the corporal punishment and it will be administered in the presence of a witness who must be a full time certified employee of the school district.
- d) An official report on corporal punishment will be filed in the school office listing the name of the student, name of the person administering the punishment, and the name of the witness.
- e) No student will receive corporal punishment without parent notification.

## **SATURDAY SCHOOL**

Students may be assigned Saturday School by the principal. Time of Saturday School will be from 9:00am – 12:00pm. Saturday School will be used for the following:

1. Make up work
2. Tardies

Failure to attend Saturday School as scheduled by the principal will result in a (2) two day suspension or corporal punishment.

## **BULLYING POLICY**

Hennessey Schools will not tolerate bullying of any kind including electronic and cyber bullying.

1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications;
2. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
3. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer; and
4. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personal, or school property.

If bullying behavior persists, consequences will become increasingly severe. Infractions and possible consequences will be based on level one, two, and three according to student handbook.

## **FIGHTING**

Any physical violence or altercation will not be tolerated at Hennessey Public Schools. Any student fighting during school, on or off school grounds, or during any school activity will face immediate disciplinary action. Assault will result in immediate skipping

to third offense. Law enforcement will be contacted in cases of assault. Consideration may be given if a student was attacked or acted in self-defense. This does not mean there will be no discipline administered.

Consequences for fighting:

First offense: Corporal punishment or one day suspension

Second offense: Three day suspension or corporal punishment

Third offense: Five day suspension and behavior plan

## **DRUG FREE CAMPUS**

The use of tobacco, alcohol, or any illegal drugs in any form is not permitted in the school building, on school grounds, or at any school activity. Drug dogs will be used for detection on all school properties and school functions. Any student found in possession of tobacco containers or using tobacco, alcohol, or illegal drugs on school property or within 500 feet of school property or on school time will be immediately suspended from school.

House Bill 1204, prohibits the furnishing of cigars, snuff, chewing tobacco and other tobacco products to minors and requires minors to furnish the source of such products to law enforcement officials or teachers.

Consequences for tobacco violations:

First Offense: 1 day suspension

Second Offense: 3 days suspension

Third Offense: 5 days suspension and loss of all extracurricular activity privileges

Fourth Offense: May lead to suspension for remainder of the school year.

Consequences for alcohol violations:

First offense: 10 days suspension. School will contact law enforcement.

Second offense: May lead to suspension for remainder of the semester and the next. School will contact law enforcement.

Consequences for illegal substances:

First offense: School will contact law enforcement and may lead to suspension for remainder of the semester and the next.

## **BUS RIDER RULES**

1. Be on time at the designated school bus stop — keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school

- loading zone until the bus had been brought to a complete stop.
6. Keep hands and head inside the bus at all times after entering and until leaving the bus.
  7. Assist in keeping the bus safe and sanitary at all times.
  8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  9. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
  10. Bus riders should never tamper with the bus or any of its equipment.
  11. Leave no books, lunches or any other articles on the bus.
  12. Keep books, packages, coats and other objects out of the aisles.
  13. Help look after the safety and comfort of small children.
  14. Do not throw anything out of the window.
  15. Bus riders are not permitted to leave their seats while the bus is in motion.
  16. Horseplay is not permitted around or on the school bus.
  17. Bus riders are expected to be courteous to fellow pupils, the bus driver and the patrol officers or driver's assistant.
  18. Keep absolutely quiet when approaching a railroad crossing stop.
  19. In case of road emergency, children are to remain in the bus.
  20. After leaving the bus:
    - a. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross the road.
    - b. Students living on the right side of the road, should immediately leave the bus and stay clear of traffic.
    - c. Help look after the safety and comfort of small children.
    - d. The driver will not discharge riders at places other than the regular bus stop except by proper authorization from the parent or school.

## **LUNCHROOM BEHAVIOR**

1. Due to health and safety concerns for your child, students will NOT be permitted to share drinks or food items with other students
2. Please do not send glass containers in your child's lunch
3. Gum is not permitted in the Elementary School at any time.
4. At the principal's discretion, a child may be removed from the lunchroom situation for inappropriate behavior
5. Any student who leaves the school grounds for lunch must have a parent or guardian sign and date a permission slip stating that the student may leave during lunch with a parent, friend, or relative
6. Students are not to bring any coke, soda, or pop with their lunch.
7. Parents are invited to eat lunch with their children.
8. All food and drinks must remain in the cafeteria.

## **PLAYGROUND**

1. Students will consider the teacher or teachers in charge of the playground as their supervisor and will be directly under their supervision
2. Parents must send a note requesting their child not be sent to recess or gym class due to illness or minor injuries.
3. Children will not be sent outside when it is raining or extremely cold.
4. Students must stay within the school boundaries at all times unless given special permission by the playground teacher to retrieve stray toys, etc.
5. During recess, students are not allowed to go into the school building without the playgrounds teacher's permission
6. Student may not kick balls or throw toys towards buildings, crowded areas, or vehicles
7. Tackling is not allowed at any time
8. Students may not bring personal toy items to school
9. NO ROCK OR SNOWBALL THROWING
10. Swings are not to be twisted. Only one person on a swing at a time. No jumping out of swings.
11. Students may go down slides in a forward position only. There is to be no playing at the top of the slides.
12. No food, candy, or gum is allowed on the playground or school grounds
13. When the bell rings students must line up, and the teacher will send students into the building.

## **LUNCH and RECESS DETENTION**

Students serving lunch/recess detention will eat lunch and work on assignments in the office. The school principal assigns lunch/recess detention. Students who fail to serve lunch/recess detention on the date assigned will receive an extra day of detention and/or other possible consequences as assigned by the school principal. Teachers have the right to detain students in their classroom during recess times. Parents will be notified if a student misses recess an excessive number of times due to a lack of completed work.

## **CONDUCT AT SCHOOL FUNCTIONS**

Students attending school functions as participants, or as spectators are expected to follow the same rules for proper behavior they follow during the regular school day. Failure to abide by these rules may result in the loss of the privilege of attending school functions for the remainder of the school year or other disciplinary actions as determined by the school principal.

## **GROOMING GUIDELINES**

The dress code at Hennessy Schools is a part of our total educational program. Our goal is to create a safe school environment conducive to learning, and most importantly, to help young people learn to make good decisions about the appropriateness of dress for different occasions.

Final determination of appropriate dress is the responsibility of school administrators.

1. Students will keep hair neat, clean and well-groomed. Hair cannot restrict vision.
2. Skirts/Pants/Shorts. Clothing is to be worn at the natural waistline; no sagging or rolling the tops under will be permitted. Clothing is to be free of tears or holes which inappropriately expose the body or create a safety issue. Gaping holes and tears are prohibited. Shorts, skirts, and dresses should be no shorter than mid-thigh; they should extend past the index finger when worn at the natural waist. If a student chooses to wear leggings, a shirt must cover the entire area of the waist and hips to the mid-thigh.
3. Shirts/Blouses/Tops. Clothing should appropriately cover the shoulders and upper body. Tops will be long enough to cover the midriff area with arms raised. Tube tops, halters, and backless tops are not appropriate. No oversize arm holes will be permitted unless an appropriate shirt is worn underneath. No cut-off sleeves will be permitted. Tank tops of permitted garments must be a minimum width of four fingers, determined by using the fingers of the person wearing the garment. Plunging necklines are not permitted.
4. Sheer clothing is to be worn with appropriate clothing underneath. Undergarments should not be visible.
5. Clothing and/or accessories with suggestive or offensive patches, badges, or printing are not permitted. No written slogan of profanity or advertisement of tobacco, alcohol, or drugs shall be worn. Sexually suggestive articles are not permissible.
6. All students must wear shoes to, from, and during school.
7. Caps, hats, visors or other head covering are not permitted within the school building unless approved by the school administration.
8. Sagging pants below the waistline are not permitted nor is the wearing of chains permitted.
9. The administration may act on any improper dress using discretion and good judgment for the general well-being of the students and school system.
10. Elementary students are not allowed to wear flip flops to school.

11. This guideline may be adjusted by the principal for special occasions.

## **CELL PHONE POLICY**

Cell phones are to be turned off and kept out of sight in the school building and on school grounds, and use is prohibited during the school day from 7:40 a.m.-3:20 p.m. Any cell phone heard, seen, or used will result in confiscation. Anytime a cell phone is confiscated, it will be turned into the office

## **MUSIC / GAME/ ELECTRONIC DEVICES**

All music/game/electronic devices will be prohibited from being in the classrooms and hallways at school. These include, but are not limited to, tape players, cd players, digital music players, ie., (Ipod, Itouch, MP3 players, Zunes), and gaming devices, ie., (PSP, gameboys). If stolen or broken the school is not be responsible.

## **GENERAL RULES**

When compiling a student handbook, not every rule can be mentioned. Therefore, other general rules will exist at Hennessey Public Schools. However, any rules of this nature will be discussed and explained to students. The administration reserves the right to add additional rules and consequences as the need arises.

## **GRADING SYSTEM Elementary 1<sup>st</sup> - 5<sup>th</sup>**

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

## **GRADING SYSTEM Early Childhood Pre-K-Kinder**

Grades will be determined by teacher observation, checklists, and standard-based report cards.

## **ACADEMIC AWARDS**

At the end of each semester we will have an awards assembly and honor roll lists will be published:

- Superintendent's Honor Roll—only students with all A's;
- Principals' Honor Roll— no grade less than a B.

## **REINFORCEMENT**

Parents are asked to help their child with homework and reinforcement activities at night. Please make time to help your child with their activities each night and listen to them read. Your child should be reading or you should read to your child a minimum of 20 minutes EVERY night...more is better.

## **ASSIGNMENTS/HOMEWORK**

Concepts are best learned through application. In most cases, students are given adequate time during the school day to complete their work. There are times that work needs to be completed at home. In most cases, this work is due the next day unless specific directions to the contrary are given. Lowered grades and other consequences may result from late papers.

Our goal is to teach responsibility as well as subject matter. Parents' daily involvement in their child's homework will help teach responsibility and insure that the loss of privileges will not occur.

## **MAKEUP WORK**

All work not completed due to absences will be made up. Students will have the days missed plus one day for each day of absence to make up work. Work not made up will become a zero. Any student enrolling in school after the official opening date of school, who has not attended another school that school year, must make up all work missed.

## **WITHDRAWAL FROM SCHOOL**

Any student withdrawing from school must get a withdrawal slip from the principal. It must be signed by each of the student's teachers and returned to the principal. Any student who withdraws or is dismissed from the school before the end of the semester will receive no grades or credits for their classes.

## **ELEMENTARY and EARLY CHILDHOOD RETENTION**

Whenever a teacher, with the approval of the building administrator, recommends that a student be retained at the present grade level, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision. The teachers that the student has for the current school year, along with the principal, will review the student's attendance record and classroom performance. A meeting will be set up with the parent to discuss the retention. If a parent still does not agree with the recommendation for their child to be retained, they may appeal to the superintendent. If the parent rejects the superintendent's recommendation, a request may be brought to a review by the Hennessey Board of Education.

Hennessey Elementary will follow S.B. 346 in retaining third grade students. The law states if a reading deficiency is not remedied by the end of third grade, as demonstrated



by scoring at the unsatisfactory level on the reading portion of the OCCT or OMAAP, in 2013-2014, the student shall be retained in the third grade.

A student who does not attend 80% of the school year will be retained.

## **LICE and NITS**

Any student afflicted with head lice may be prohibited from attending Hennessey Schools until such time as he/she is free from head lice. (Section 815—School Laws of Oklahoma)

Any student found having either live lice or nits will be excluded from school with the student being counted absent.

A school staff member will conduct further examination of the student's head and the staff member will have the authority to grant readmission into the classroom/educational setting. Children who have live bugs or nits will not be readmitted. This policy will be enforced to ensure the good health of all of our students.





