

**Hodgen Public School**

**Student Handbook**

**2020-2021**



## 2020-2021 SCHOOL CALENDAR

### FIRST SEMESTER

August 10	Professional Day #1
August 11	Professional Day #2
August 12	Professional Day #3
August 13	First Day of Class
September 7	Labor Day <i>No School</i>
September 9	Progress Reports
September 10	Parent/Teacher Conference 3:00-6:00pm
October 9	End of First Nine Weeks
October 14	Report Cards
October 15, 16 & 19	Fall Break <i>No School</i>
November 18	Progress Reports
November 19	Parent/Teacher Conference 3:00-6:00pm
November 20	<i>No School</i>
November 23-27	Thanksgiving Break <i>No School</i>
December 18	End of First Semester
December 21-Jan. 1	Christmas Break <i>No School</i>

### SECOND SEMESTER

January 4	First Day of Second Semester
January 6	Report Cards
January 18	Professional Day #4 <i>No School</i>
February 3	Progress Reports
February 4	Parent/Teacher Conference 3:00-6:00pm
February 15	President's Day <i>No School</i>
March 5	End of Third Nine Weeks
March 10	Report Cards
March 15-19	Spring Break <i>No School</i>
March 26	Snow Day #1 <i>No School</i>
April 2	Good Friday <i>No School</i>
April 9	Snow Day #2 <i>No School</i>
April 14	Progress Reports
April 15	Parent/Teacher Conference 3:00-6:00pm
April 16	<i>No School</i>
April 23	Snow Day #3 <i>No School</i>
April 30	<i>No School</i>
May 7	<i>No School</i>
May 10	Kindergarten & 8th Graduation
May 12	Last Day of School
May 13	Professional Day #5

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## **WELCOME**

The faculty, staff, and administration welcome you. The school days that follow are intended to be meaningful ones. We hope, through our combined efforts, that your child will have a rewarding and successful educational experience.

We know that you will find the setting at Hodgen Elementary School conducive to learning. Each teacher is committed to assisting all children in developing a positive attitude toward education.

We present the following brief outline as a helpful guide for parents and students. We do not expect it to be the last word on all subjects arising.

Changes will be made from time to time as circumstances indicate the need.

## **FOREWORD**

The Board of Trustees of the Hodgen Dependent School District presents this brief outline of its policies, rules and regulations concerning the various phases of the operation of the public schools. It is done in an effort to make clear the responsibilities, obligations, and duties of all students connected with the organization on our school system. It is hoped that it will be a helpful guide for all who are connected with the smooth and effective operation of our school system.

We do not expect it to be the last word on the subject. Changes will be made from time to time as circumstances indicate their need. Until changes are approved and adopted, school personnel and others involved are expected to comply with the policies, rules, and regulations outlined.

Respectfully submitted,

## **THE BOARD OF TRUSTEES**

### **HODGEN PUBLIC SCHOOL DISTRICT**

**Hodgen, Oklahoma**

**Jim Hurst**

**Roy Culley**

**Debbie Humphrey**

**\*New information will be in RED.**

## **PHILOSOPHY AND SCHOOL BOARD POLICIES FOR THE HODGEN SCHOOL**

**We believe that education is not preparation FOR life, but that education IS life. We believe that education is made up of controlled experiences, and our objective is to provide the richest program of controlled experiences.**

**We believe that the greatest opportunities for education of this type occur on the campus, on the playing fields, and in the classroom; therefore, we believe that children should be supervised at all times.**

**We believe that the school should provide good physical equipment and a wholesome atmosphere in which pupils can have the freedoms and opportunity to develop to the fullest extent possible.**

**It is more important that a pupil develop the right attitudes and appreciations, good character traits, habits of investigation, and respect for the rights and property of others than that he/she accumulate a great store of data and mechanical skill.**

**We want the child to come to be satisfied with nothing except his best efforts.**

**We believe that the child should be guided in making his own decisions and that he/she be led to assume responsibility of his/her level.**

**We believe that the teacher is a personality with rights and privileges and that the teacher who demands respect of the student is building character in the student.**

**We hope that the end product of our efforts is a person who works, lives decently, strives for success, and is happy with what he/she achieves. As we strive to do our best; we expect the same of the students and faculty.**

## **ENROLLMENT**

- The number of students will be divided as evenly as possible among the teachers of each grade.
- Birth certificates are required of all new enrollees. Evidence of immunization must be presented and the information must be transferred to the health record.
- Students entering the first grade must be six years of age on or before September 1.
- Students entering Kindergarten must be five years of age on or before September 1.
- Students entering Pre-Kindergarten must be four years of age on or before September 1.

## **IMMUNIZATION RECORD**

All students, including transfer students, shall be required to furnish evidence of all the required immunizations for Oklahoma school attendance or a valid exemption before they may be allowed to enroll or attend school. Parents who have lost or cannot obtain their children's immunization records should be referred to the local health department or family physician.

## **CONFERENCES**

Parent conferences are scheduled four times per year, each at about the middle of each nine-week grading period. We are happy to schedule individual conferences at other times. Please call the office to make an appointment.

## **SCHOOL CLOSING DUE TO BAD WEATHER**

When school is cancelled it will be announced on local TV stations before 6:45 a.m. if possible. These stations are Channel 40-29 Fort Smith and Channel 5 Fort Smith. Other TV and radio stations may be notified.

**\*The school website will also have updated information during inclement weather.**  
[www.hodgen.k12.ok.us](http://www.hodgen.k12.ok.us)

## ARRIVAL AT SCHOOL

- Students who do not ride a school bus should not arrive at school earlier than 7:40 a.m.
  - By 7:40 a.m. teachers are on duty to supervise and render needed assistance in case of emergencies. Before 7:40 a.m. teachers generally have not arrived for work; therefore, if a child inside or outside a building should be injured, there would be no help for the injured child.
- **There will be limited visitor access at school this year due to COVID-19. All doors will be locked except the front doors to the main building.**
- **Students who ride a bus will be dropped off in front of the gym and go to cafeteria for breakfast through the main front doors.**
- **Parents/guardians will not be able to sit or eat with their children in the cafeteria.**

## LATE ARRIVAL TO SCHOOL

The school day begins at 8:00 a.m. Many children arrive late, some later than 8:30 a.m. If your child arrives at school late, a parent must sign the check in list located in the **superintendent's** office.

If several students in a particular classroom are tardy, a great part of the first portion of the day is cut very short because reteaching is necessary for those who are tardy.

WE, at Hodgen Elementary, know that you, as parents, want a good learning situation for your child. Please help us to devote each minute to learning for all children. Each experience that your child has is a learning experience for him/her. Being prompt and on time helps a child know that you believe school is important. Being on time could improve your child's grades.

## STUDENTS TAKEN DURING CLASS

School is dismissed at 3:00 p.m. Due to accidents, doctor appointments, illnesses at school, and many other reasons, sometimes it is necessary for a child to be picked up from school.

Sometimes it is necessary for someone other than a member of the child's immediate family to pick up a child. Please make sure the school office has the names of the people who are allowed to pick up your child. We do not wish to inconvenience anyone, but we do want to always know who is taking a child from school. To protect your children, anyone who is taken from school during the regular school day must be signed out at the **superintendent's** office with the exception of the Pre-Kindergarten students being checked out in their classroom.

## **DRESS CODE**

All clothing or garments should be clean and in good repair. The body and hair should be well groomed and clean.

Any apparel that will expose the back, midriff, or the chest of any student is not acceptable on school property during school hours under normal conditions. This also includes any type of style of tube tops or extreme styles. Shorts or skirts must extend below the fingertips when arms are extended to the side (Grades 5-8). Shoes must be worn at all times for safety and health.

Any clothing or jewelry that has obscene wording, suggestive wording, or insinuates something physically repugnant, and any apparel that advertises unhealthy products will not be acceptable.

**Jeans with holes in them above the knee are not acceptable.**

## **TELEPHONE MESSAGES**

Telephone messages that are important will be taken by office personnel and delivered to the student or teachers. Emergency calls will be treated as such, and the teacher or student will be taken from the classroom to receive the message. An effort is made to never disturb a classroom, but office personnel will do so in case of emergencies. Students may use the telephone with the permission of a teacher.

Students will be prohibited from using the phone to request ball uniforms, to arrange after school activities, etc.

Parents, please give after-school instructions to your children before they leave home in order to minimize calls during school hours.

## **CELL PHONES**

Students are prohibited from using cell phones, I-pods, or other electronic devices during regular class periods. The purpose of this policy is to eliminate potential interruption of instructional time as well as instances of academic dishonesty (cheating). Should the classroom teacher require the use of one or more of these devices as part of the instruction process, the rule will be waived. Further exceptions to this guideline will be at the discretion of the building principal.

Students found to be in violation will have the device confiscated until the end of the school day. Use of an unauthorized device during testing will result in a loss of academic credit for that test. A student's failure to comply with faculty directives concerning the use of these devices will result in more severe consequences up to and including suspension.

Hodgen Public Schools will not be responsible for lost or stolen electronic devices. Students should not bring these devices to school.



## SCHOOL BUSES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Prior to loading, students should:

1. Be on time at the designated school bus stops – keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat all bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Help look after the safety and comfort of small children.
8. Not throw objects in or out of the bus.
9. Remain in their seats while the bus is in motion.
10. Refrain from fighting or horseplay on the school bus.
11. Use the emergency door ONLY with instruction from the bus driver.
12. Follow all instructions given by the driver

Bus drivers will explain all safety precautions and conduct emergency evacuation drills.

**\*Each school bus will have a seating chart that will be turned in to the office in case of a student contracting COVID-19.**

## ATTENDANCE

Hodgen Public School would like to inform parents and students alike of the state regulation on absenteeism. The State Dept. of Education requires EACH student to miss no more than 10% of the school year. Our school year is 161 instruction days; therefore, each student may be absent no more than 16.1 days per school year, which is 8 days per semester. If a student misses more than the allowed time, he/she will have a high probability of retention. It does not matter what the absence is for (sickness, funeral, extracurricular, etc.), the absence will be counted. While doctor notes help toward incentive days, they do not cancel the absence. To give an example: Your student is sick for a week of school (5days) during the first nine weeks, has to miss for a funeral (2 days) during the second nine weeks and is sick again (2 days), is sick during the third nine weeks (4 days) and throughout the year has missed for doctor appointments, etc. (7 half days), The total amount absent is 16.5 days! In essence, there is usually not much room for being absent for most kids other than when necessary.

Attendance is very important to the success of a student and we enjoy our students being here! The younger students benefit from a routine and it is understandable that they have a greater chance to be sick than the older students. This is why it is important for these students to not miss occasionally just because they want to. Save those days for when they are sick! Being absent is tough on the older students because they have to make up the work that was missed in class. Not only is this hard for most students due to the extra work on top of what they do in class when they return, but the instruction for the work missed and much of the work is finished in class with the teacher. Please keep this in mind for these students.

Don't allow them to miss "just because!"

### Attendance is calculated using half-days:

- To get credit for morning attendance, a student must be present for at least 140 minutes between the hours 8 A.M. and 11:30 A.M. (Would have to arrive no later than 9:10 or leave no sooner than 10:20 A.M.)
- To get credit for afternoon attendance, a student must be present for at least 140 minutes between the hours of 11:30 A.M. and 3 P.M. (Would have to arrive no later than 12:40 or leave no sooner than 1:50 P.M.)

## **HOMEWORK**

**Homework is a phase of a child's schoolwork which can be of much importance. It promotes independent learning outside the school environment. In addition, homework communicated to the parents some idea of what their child's school program is and how well the child is performing.**

## **VALEDICTORIAN AND SALUTATORIAN**

**A student must have attended Hodgen School during the 7th and 8th grades to be eligible for valedictorian and salutatorian in the 8th grade. Grade point will be figured on 7th and first semester 8th grade.**

## **ATHLETICS**

- a. Poor School Achievement—Students must meet Oklahoma Activity Association minimum requirements to be eligible.**
- b. Attendance—Students absent from school on the day of the game must receive an excused absence permit from the superintendent before they may participate in a contest that afternoon or evening.**
- c. Loss of Award—Any student removed from a team by the coach or superintendent loses all claim for a letter or participation in that sport.**
- d. Hodgen School will adhere to all guidelines as set forth by O.R.E.S. (Organization of Rural Elementary Schools)**

## RESPONSIBILITIES

- a. Students must have permission from the office before leaving school grounds during the school day.
- b. Students are expected to maintain a high degree of citizenship and sportsmanship.
- c. To get credit for morning attendance, a student must be present for at least 140 minutes between the hours of 8:00am and 11:30 am (would have to arrive no later than 9:10 or leave no sooner than 10:20). To get credit for afternoon attendance, a student must be present for at least 140 minutes between 11:30am and 3:00pm (would have to arrive no later than 12:40 or leave no sooner than 1:50)
- d. Arrangements for making up work missed by any kind of absence will be the responsibility of the student.
- e. Students will report to their first-hour class upon arrival at school unless they remain outside. No student will be allowed to loaf in the hall.
- f. Students who do not ride buses will be expected to leave the school grounds immediately after school is dismissed.
- g. There will be no initiation ceremonies that will employ any form of physical harassment to any child.
- h. Students are held responsible for the physical condition of textbooks, library books or Chromebooks issued to them. Students must pay for any book that is lost or torn beyond repair.
- i. Students will not wear hats, caps, or sunglasses in the school building, except medical reasons.
- j. Students should not display affection in the form of physical contact (holding hands, kissing, etc.) while on school premises.
- k. Any student participating in extra-curricular activities must be considered a full-time student. Homebound is not considered full time.
- l. Students will not be allowed to eat candy or drink beverages, **except water** during class or in classrooms. Students will be allowed to eat lunch in a supervised room.

## Grading Chart

98 – 100.....A+	86 – 89.....B+	76 – 79.....C+	66 – 69.....D+
94 – 97.....A	84 – 85.....B	74 – 75.....C	64 – 65.....D
90 – 93.....A-	80 – 83.....B-	70 – 73.....C-	60 – 63.....D-
			Below 59.....F

## Parties

There may be three class parties during the school year. Traditionally parties are held at Christmas and Valentine's Day; therefore, the third party should normally be selected from the following: Thanksgiving or Easter. Parties should not begin before 2:00 p.m. Individual student birthday parties should not take place at the school. This helps alleviate awkwardness of not all students being recognized.

## PARKING

The street alongside the gym where the buses park will be one way from 2:45 p.m. until 3:15 p.m. Vehicles should not enter this street from the east entrance during this time for our students' safety.

Vehicles should not park in the alley behind the kindergarten rooms due to state fire marshal regulations. For student safety and other concerns, the fire lane alley is reserved for dropping off/picking up only those students with a handicap.

Please use the south side of the school for this. Feel free to contact us if you have a special need here.

## VISITORS

Since the primary concern of the school day is regular class work and activity, students are not allowed to bring visitors. Parents/guardians are welcome to visit the school any time. However, if a parent/guardian needs to visit with a teacher, they should call the Principal so a proper time can be arranged. If a parent/guardian should need to see his/her child at school, they should first come to the principal's or superintendent's office in order that the teacher and student can be notified.

The Hodgen School phone number is 653-4476.

**\*All visitors must check in at the Superintendent's office upon arrival.**

## STATE SCHOOL LUNCH REGULATIONS

### CAFETERIA

Federal lunch guidelines require that food cannot be brought into the cafeteria with outside logos on it. For example: A sonic bag or cup is not allowed, but it is permissible to take the food out of the bag and bring it in without the label.

**\*All outside food containers will be wiped or sprayed to disinfect before entering the cafeteria.**

**Enrolled Students Only  
Free Breakfast and Lunch  
Milk ..... 40¢**

**Guests Full Price**

<b>Breakfast.....</b>	<b>\$2.10</b>
<b>Lunch.....</b>	<b>\$3.75</b>
<b>Milk .....</b>	<b>40¢</b>

## **SUSPENSION**

**If for any reason a school administrator finds it necessary to suspend a pupil, the following procedures will be accorded as minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States.**

- 1. Immediate Removal of a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, or damages property.**
- 2. Immediate written notice to the student and parents of the reason for removal of the student from school. The student and his parents must be given an opportunity to be present at a hearing before the school administration who will determine if a suspension should be imposed. Such a hearing, which is not a judicial proceeding, must provide at a minimum:**
  - a. Statement in support of the charge against the student upon which the hearing is conducted.**
  - b. Statement by the student and others in defense of the charge and/or explanations of the students conduct.**
  - c. The administrator may permit the presence of council.**
  - d. The administration should within 24 hours advise the student and his parents by letter of his decision and reason thereof.**

## DRUGS

The possession or use of illegal drugs or alcohol is a serious violation of law and is punishable by fine and/or imprisonment by civil authorities.

Students are required to know the law about drugs and alcohol and are required to obey such laws on school premises and at all school activities. Under Oklahoma law tobacco is an illegal drug for persons under 18 years of age.

It is unlawful to use, possess or distribute drugs within 1,000 feet of any school premises. Students and school personnel have the responsibility, as do all citizens, to report violations of the law to law enforcement agencies. It should be noted that all students who violate the law will be disciplined by the school independently of any court action.

Disciplinary actions that the school may use include: counseling, corporal punishment, detention (in-school), alternative school, suspension, expulsion and referral for prosecution. Appropriate rehabilitation programs are available, and successful completion of such program would be considered in the reinstatement of a student.

When a student is suspected of being in violation of federal, state or local law for possession, use or distribution of any illegal drug or controlled substance, the local or county police authorities will be immediately notified.

The principal will communicate all available information to the authorities and offer full cooperation of the administration and faculty to police investigation.

Immediate notification will be given to the parent or guardian.

### HODGEN SCHOOL POLICY FOR DANGEROUS DRUGS AND ALCOHOL IN COMPLIANCE WITH HB1283 (P.L.101-226)

Abuse of Drugs, Alcohol, Controlled Substances, and Tobacco  
Illegal possession of and/or use of beer, alcohol, beverages, or other habit-forming narcotics and drugs or controlled substances on the school premises or at school sponsored activities is expressly prohibited.

**\*Vaping devices and the use thereof are prohibited on school grounds and students in possession of such devices will face punitive action.**



**Whenever it appears to any school employee that a student, on school property during school hours or at any time and place under school jurisdiction, may possess, be involved in the sale or distribution of non-intoxicating beverages, alcoholic beverages, narcotics or drugs, or controlled dangerous substances the employee shall report the matter, upon recognition or at the first opportunity, to the school superintendent.**

**(An example of a nonintoxicating substance under Oklahoma law is 3.2 beer.**

**An example of a controlled substance is marijuana.)**

**The superintendent shall immediately notify a parent or legal guardian.**

**In the case of drugs, narcotics or controlled substances, law enforcement officials shall be notified. If the pupil is found to be in possession, involved in the sale or distribution, or under the influence of any such items, the pupil will be suspended and not readmitted for a period of nine (9) school days.**

**Any shorter suspension must have the approval of the superintendent. At the end of suspension, a conference will be held in which the pupil, a parent of guardian, superintendent and others on the superintendent's request will meet. Some evidence that the abuse will not occur again must be presented or a new suspension period will be instituted by the superintendent.**

**The use of tobacco shall not be permitted by pupils on the premises of the elementary school.**

**Hearing mentioned above shall precede the removal of the student from school. In the event the student denies the accusations, the disciplinarian shall give written notice of a further hearing that will be held prior to suspension, to the student, his parents or guardian, stating the exact time of the hearing, the place that the hearing is to be held, the charges alleged and the prospective term of the suspension and that he has the right to be represented by counsel.**

**This hearing shall be held before the board of education at which time the disciplinarian, as well as the student, will be allowed to present evidence and cross examine the witnesses.**

**In a situation where the student or students whose presence poses a continuing danger to persons or property or an on-going threat to disrupt the academic process of the school and in such a case, the necessary notice and hearing set out above shall follow as soon as practicable. The ruling of the board of education shall be final.**

**Where the suspension is for a longer term, then the hearing should only take place between the disciplinarian and the student only after notice of hearing has been sent out above.**

## **DISCIPLINE POLICY FOR HODGEN SCHOOLS**

**“The school’s primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.”**

**In recognition of the fact, the Oklahoma Legislature has amended O.S.60114 to read as follows: “Each local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. The local policy shall provide options for the control and discipline of the students. The parent and guardian of every child residing in a school district shall be notified by the local board of education of its adoption of the policy and shall receive it upon request. Provided, the teacher of a child attending public school shall have the same right as the parent or guardian to control and discipline such child according to the local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.”**

**The goal of disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.**

**Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all students should be treated in a fair and equitable manner. Disciplinary action should be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student’s attitude, the seriousness of the offence and its potential effect on other students).**

**In administering discipline, consideration should be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, the administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.**

### Code Numbers

1. Warn student (written)
2. Advise parents
3. Remove from classroom
4. Parental conference
5. In-school detention
6. Corporal punishment
7. Financial restitution
8. Involve law enforcement
9. Refer to other local agencies
10. Suspension
11. Expulsion
12. Any other disciplinary action deemed appropriate under the circumstances

### Infractions

#### Level I

1. Disruption of class or assembly
2. Lunchroom misconduct
3. Smoking on school grounds

#### Level II

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Bus misconduct

#### Level III

1. Theft
2. Assault – Physical or verbal
3. Fighting
4. Destruction of property
5. Other offences – possession of deadly weapons, use of drugs or alcohol, distribution of obscene material, etc.

**Discipline Action Schedule**  
 (The numbers below refer to the code numbers cited above)

**Level I**

<b>1st violation</b>	<b>2nd violation</b>	<b>3rd Violation</b>
1. 1, 3	1, 2, 3, 4	3, 4, 6, 10
2. 1, 3	1, 2, 3, 5	3, 4, 6
3. 1, 2	2, 4	6, 10

**Level II**

<b>1st violation</b>	<b>2nd violation</b>	<b>3rd Violation</b>
1. 1, 2	2, 4	4, 6, 10
2. 1, 2	2, 4, 7	4, 6, 10
3. 1, 2	2, 4	4, 8, 10
4. 1, 2	2, 4, 6, 10	4, 6, 10, 11

**Level III**

<b>1st violation</b>	<b>2nd violation</b>	<b>3rd Violation</b>
1. 2, 4, 6, 7, 8, 10, 11	2, 4, 6, 7, 8, 10, 11	7, 8, 10, 11
2. 2, 4, 5, 6, 8, 10, 11	2, 4, 6, 10, 11	8, 10, 11
3. 1, 2, 4, 6	2, 4, 6, 10, 11	10, 11
4. 2, 4, 8, 9, 10, 11	8, 9, 10, 11	8, 9, 11
5. 2, 3, 4, 5, 6, 8, 10, 11, 12	2, 3, 4, 6, 8, 10, 11, 12	2, 3, 4, 8, 10, 11, 12

Nothing in this discipline schedule shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel and due process in cases which may end in suspension or expulsion.

This schedule shall be interpreted by the administrators and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situation not covered in the disciplinary action schedule.

The Hodgen School Board of Education believes that it has the right to expect unwavering loyalty to the school from all employees. Adverse or derogatory criticism of one's peers, the Board of Education, the administration, or the school in general is not becoming of an employee.

## **ASBESTOS**

**Dear Parent or Guardian,**

**In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed the re-inspection of our buildings that contained asbestos building materials.**

**As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems.**

**The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.**

## **MENINGITIS**

**Senate Bill 1467 requires school districts to provide information about the health risk on Meningococcal Meningitis to parents and guardians of students. This information is available from the Superintendent's office.**

**Also, anyone interested in the vaccination can contact their family physician or the LeFlore Co. Health Department which does now provide this vaccine to children under 18 years of age.**

**For more information, you may visit the website at [www.sde.state.ok.us](http://www.sde.state.ok.us).**

## **ANNUAL NOTICE OF FERPA RIGHTS TO HODGEN SCHOOL PATRONS**

**Parents and eligible students of the Hodgen District have the following rights under the Family Education Rights and Privacy Act and the FERPA Policy approved by the Hodgen Board of Education.**

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

**Parents or an eligible student may request a copy of this FERPA policy in writing or in person from the Superintendent's office, Hodgen Public School, P.O. Box 69, Hodgen, OK 74939. Copies of education records may be obtained from the appropriate Hodgen School Superintendent's Office. If needed, the district will arrange to provide translations/interpretations to non-English speaking parents in their native language or to the visually impaired their mode of communication.**

**All rights and protections given parents under the FERPA and Hodgen School policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. At that time, the student becomes an "eligible student." For further information contact Bryan Warren, Hodgen Public School.**

**If you know of any child who is disabled or has a suspected disability who resides in the Hodgen School District, contact Bryan Warren, Hodgen Public School.**

**In accordance with Parents Right to Know requirement under the Every Student Succeeds Act-ESSA, Section 1112(e)(1)(A) this is a notification from Hodgen Public Schools to every parent/guardian of a student in at Title I school that you have the right to request and receive in a timely manner:**

**a) Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:**

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;**
- If the teacher is teaching under the emergency or temporary status in which the state qualifications and licensing criteria are waived;**
- The teacher's baccalaureate degree major, graduate certification, and field of discipline, and**
- Whether the student is provided services by paraprofessionals, and if so, their qualifications**

**[ESSA, Section 1112(e)(2)(A)]**

**b) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 111 (b) (2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.**

**[ESSA, Section 1112(e)(2)(A)]**

**c) Upon request, parents of an English learner may:**

- Have the child immediately removed from an English Learner (EL) program;**

**[ESSA, Section 1112(e)(3)(A)(viii)(i)]**

- Decline the child's enrollment in an EL program, or choose another program or method of instruction, if available;**

**[ESSA, Section 1112 (e)(3)(A)(viii)(ii)]**

- Receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.**

**[ESSA, Section 1112(e)(3)(A)(viii)(iii)]**

**d) Notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.**

**[ESSA, Section 1112(e)(1)(B)(ii)]**

**If you have any questions or concerns, please feel free to contact the school principal at (918) 653-4476.**

## **HODGEN CREED**

**I am a Hodgen 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 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.**