HOOKER
ELEMENTARY SCHOOL
2026-2027

502 Jefferson
Hooker, Oklahoma 73945

Phone: (580) 652-2463
Fax: (580) 652-2010

Carol Cathcart, Principal
ccathcart@hookerpublicschools.net

Promoting the Triple

A's

Academics Attitude Attendance

TABLE OF CONTENTS

PARENT-TEACHER COMPACT 3
Hooker Elementary Staff 4
Philosophy of Education Statement 4
Statement of Collaboration 4
Statement of Objectives 5
Daily Schedule 5
Fees for Copies of Records 5
Policy Location 5
Annual Notification 6
Statement of Rights 6
Procedure to Inspect Education Records 6
Entrance Requirements 6
Pre-K Admission 6
Equal Opportunity 6
Grievance Policy 7
Students with Disabilities 7
Immunizations 7
Statement of Nondiscrimination 7
General Rules & Guidelines 7-8
Disciplinary Action Step Plan 8
Detention 9
Minute of Silence 9
Appearance & Behavior 9
Attendance & Make-up Work 9-10
Awards (End of Year) 10
Lunch Detention 10
In School Detention (ISD) 10
Out of School Suspension (OSS) 10
Corporal Punishment 10
Referral Forms 10
School Expectations 11
Drug & Alcohol Prevention 12
Guidance & Counseling Services 12
Athletics (5th & 6th Grade) 12
Eligibility Regulations 12
Scheduling of Activities 12
Homework 13
Emergency Situations 13
Lice 13
Lunch/Breakfast 14
Media Center Guidelines 14
Medication Dispersion 14
Medical Treatment and Medication 14
Migrant Education 14
Parties/Picnics 14
Proficiency Testing 15
Report Cards 15
Honor Rolls 15
Strong Readers Act 15
School Calendar 15
Transportation/Bus Guidelines 16
Tutoring Options 16
Visitors 16
Weather Dismissal 16
When to Keep Your Child Home from School 16-17
Wireless Communication/ Personal Electronic Devices/ Cell Phones 17

PARENT-TEACHER COMPACT

Hooker Elementary School
Hooker, Oklahoma

Parent Responsibilities

- Read the Student Handbook.
- Attend Parent-Teacher Conferences.
- Monitor your child's homework.
- Read with your children each night for a minimum of 20 minutes.
- Attend extra-curricular activities your children participate in.
- Volunteer to assist with various school activities and projects.

Student Responsibilities

- Read each evening for a minimum of 20 minutes
- Demonstrate respect for the school staff, other students, and yourself.
- Complete assigned homework each day.
- Seek academic or personal assistance when needed.
- Participate in school activities and projects.
- Communicate with parents regarding your school experiences.

Teacher Responsibilities

- Communicate frequently with parents/guardians regarding the progress of their children.
- Provide families with timely written reports on student progress.
- Provide a safe, friendly, and orderly environment.
- Provide guidance for families to help their children learn.
- Provide tutoring assistance for students that are in need of assistance.
- Provide opportunities for families to volunteer in classroom activities or projects.

UNITY

I dreamed I stood in a studio and watched two sculptors there,
The clay was a young child's mind, and they fashioned it with care.
One was a teacher; the tools she used were books, music, and art.
One was a parent with a guiding hand and a gentle loving heart.

And when their work was done, they were proud of what they had wrought,
For the things they had worked into the child could never be sold or bought.
And each agreed she would have failed if she had worked alone,
For behind the parent stood the school; behind the teacher stood the home.

Ray A. Lingenfelter

HOOKER ELEMENTARY STAFF

Pre-K ..... Rhonda Baird

Kindergarten ..... Angela Jahraus
..... Jenifer Stokes

1st Grade ..... Dana Saylor
..... Christie Smith

2nd Grade ..... Gina Hill
..... Tori Slater

3rd Grade ..... Kathy Herald
..... Karina Monreal

4th Grade ..... Raven Barnes
..... Charlene Johnson

5th Grade ..... Season Duncan
..... Lexi Rose

6th Grade ..... Amelia Adams
..... Kacie Johnson

PE ..... Aaron Ruiz

Vocal Music/Band ..... Angela Flanagan
..... Carlie Murley

Title I ..... Tonya Tien

Resource/ELL Teacher ..... Melissa Leach

Special Education ..... Jennifer Velasquez
..... Seth Adams

Speech-Language Pathologist ..... Amy Urias

Librarian Aide ..... Crystal Elliott

Secretary ..... Isabella Russell

Computer Lab Manager/Technology ..... Kim Ukens

Teacher Assistants
..... Cryslen DelaRosa
..... Breanna Garcia
..... Karina Gracia
..... Tammy Gum
..... Karrie Hardin
..... Wendy Keith
..... Ruby Sandoval
..... Nidely Valenzuela
..... Jorge Vielmas

Custodians ..... Maria Gomez
..... Sofia Rios
..... Mariela Vallierrez

Cafeteria Manager ..... Melissa McCann
Cafeteria Staff ..... Barbara Burns
..... Rhonda Daugherty
..... Juana Lozano

ADMINISTRATION

Mr. Todd Kerr ..... Superintendent
Mrs. Carol Cathcart ..... Elementary Principal
Mrs. Heidi Nunley ..... Assistant Principal

BOARD OF EDUCATION

Mr. Colter Gilmore ..... President
Mr. Doug Werner ..... Vice-President
Mr. Billy Paden ..... Clerk
Mr. Roger Fischer ..... Member
Mr. John Lynch ..... Member

PHILOSOPHY OF EDUCATION STATEMENT

We, the faculty, parents, and citizens of Hooker Schools, believing that a clear statement of the purpose and responsibilities of our schools will enable us to train our young people more adequately, do propose this basic philosophy for our school.

We believe that the main purpose of the public school is to provide each student a well-rounded education that will give each one the knowledge and skills required to be responsible, productive members of society.

We believe that school should be a pleasant and safe place to go, and that children and faculty should be treated with respect.

We believe that the school should give every assistance possible to each student in analyzing his/her aptitudes and abilities.

We believe that education includes the development of positive attitudes, good habits, and values, such as honesty, discipline, and responsibility.

We believe that the school should provide organized experiences, planned cooperatively by teachers and students for effective citizenship in a democratic society. These experiences should demonstrate that democracy imposes responsibilities as well as rights and privileges.

STATEMENT OF COLLABORATION

Parents, teachers and students will work together to help make the time spent in Hooker Public Schools both successful and rewarding.

STATEMENT OF OBJECTIVES

The faculty of Hooker Public Schools has the following objectives:

To provide a competent staff qualified by professional training and distinguished by personal integrity.

To develop in the student the ability and desire to use his/her initiative and natural abilities to think critically, to evaluate thoughtfully, and to act intelligently.

To motivate the student toward a worthy vocation suited to their interests, abilities, and ambitions. To help him/her become a good manager of time and resources.

To provide the opportunity for students to practice active citizenship and social adjustment in a supervised situation.

To help the individual through his/her own efforts to grow and work toward achieving his/her maximum, to gain personal satisfaction in as many aspects of his/her life as possible and to make his/her personal contribution to society.

To build and enlarge the foundation of ethical character in all students.

To challenge students mentally, morally, physically and to help guide them toward self-determination in meeting challenges.

To encourage the pupil to cultivate a deep regard for democracy and an intelligent appreciation for democratic institutions and to help students understand that freedom is based upon individual responsibility.

To help students develop a sense of self-worth, respect for others and a desire for learning which will remain with them throughout life.

To help students care about personal health and safety, learn proper use of leisure time and to help them understand family living.

To help students prepare caring, citizens capable of competing global demands of the 21st Century.

As professionals, we believe:

- All school settings should be structured for student success – academically and behaviorally.
- We should respect students just as we expect students to respect adults. All the people in a school should be treated with dignity and respect.
- Any staff member may correct student misbehavior calmly, consistently, and immediately.
- Expectations for student behavior in all school settings should be clear, consistent, equitable, and directly taught to students.
- All students should receive frequent positive feedback on their behavioral and academic efforts.
- All adults in a school bear the ultimate responsibility for creating the environment for a safe, civil, and productive school.
- All professionals should and will strive to create an environment of unconditional acceptance and high expectations.
- School personnel need to establish firm and clear limits for students.
- Addressing chronic student misbehavior should be a collaborative responsibility involving the entire staff.
- **Kids come first!**

DAILY SCHEDULE 2026-2027

1st Bell.....7:55 a.m.
Tardy Bell..... 8:05 a.m.

Students are expected to be in class at 8:05 a.m.
All grades (K-6th) will dismiss at 3:05 p.m.

AM Pre-K will begin at 8:05 a.m.
The classrooms will be open at 8:00 a.m.
AM Pre-K will dismiss at 11:00 a.m.

PM Pre-K will begin at 12:05 p.m.
The classrooms will be open at 12:00 a.m.
PM Pre-K will dismiss at 3:00 p.m.

FEES FOR COPIES OF RECORDS

No charge will be assessed to obtain copies of student records for parents or eligible students or third-party requests with prior permission.

POLICY LOCATION

The Family Education Rights and Privacy Policy will be part of t
The Hooker Board of Education Policies, Rules and Regulations Manual, located in all principals' offices and the superintendent's office.

ANNUAL NOTIFICATION HOOKER PUBLIC SCHOOLS COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In accordance with the policy of the Board of Education of Hooker Schools, the following regulations shall govern the release of student records to students and members of student's family, legal custodian, or legal guardian:

STATEMENT OF RIGHTS

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

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 of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights.
6. The right to restrict public release of any or all "directory information" defined as printed information, photographic, video, or electronic images of students taken and maintained by Hooker Elementary School. It is the responsibility of the parent/guardian to request desired restrictions by contacting the elementary office at 652-2463.

The district will arrange to provide translation of this notice to non-English speaking parents in their native language.

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents of students and eligible students may inspect and review the student's education records upon request. Parents or eligible students should submit to the school principal a written request that identifies as precisely as possible the record/s he or she wishes to inspect.
The principal will make the needed arrangements as promptly as possible and notify the parent of eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less from the receipt of the request for access. If, for any valid reason, a parent or eligible student cannot personally inspect and review a student's education record, the Hooker School District will arrange for the parent or eligible student to obtain copies of the record.

ENTRANCE REQUIREMENTS

Effective with the school year beginning 1999-2000, children between the ages of 4 years on or before September 1, and 21 on or before September 1, shall be entitled to attend school free of charge in the district in which they reside. Except as otherwise provided by law, no child shall be enrolled in the first grade unless he or she will have reached the age of 6 on or before September 1 of the school year. A birth certificate shall be required for all children entering school for the first time. Pupils entering from other districts must present evidence of attendance, grade placement and achievement in the previous school district.

PRE-KINDERGARTEN ADMISSION

In reference to the manual of Standards for Accreditation of Oklahoma Schools, the maximum number of students enrolled in a Pre-Kindergarten Program may not exceed 20 students per session.

Admission to Pre-Kindergarten at Hooker Elementary School will be administered as follows:

Pre-Enrollment Period (Spring Preceding Entrance Year)
Students residing in the district and enrolling during the spring enrollment will be placed on the permanent roster excluding the following condition:

More than 40 total students pre-enroll during the spring.
If more than 40 students pre-enroll,
older students will be given priority.

If more than 40 students are enrolled on the permanent roster (Fall Enrollment), a waiting list will be compiled according to date of enrollment.

Out of district enrollees will be allowed on the permanent roster if there are less than 40 students at the completion of the fall enrollment.

EQUAL OPPORTUNITY

It is the policy of the Hooker School to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Heidi Nunley, Coordinator of Title IX, and Section 504 responsibilities, Hooker Schools, Box 247, 220 N. Swem, Hooker, Oklahoma 73945, (580) 652-2162.

GRIEVANCE POLICY

The Hooker Board of Education realizes that parents have a fundamental right to discuss any grievance they may have with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

1. If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.
2. If the grievance is not resolved following a parent/teacher conference, the parents will be requested to discuss the problem with the principal.
3. If the grievance is not resolved following a principal/parent conference the parent will be requested to schedule an appointment with the superintendent.
4. If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. The board's action shall be the final determination of the grievance.

STUDENTS WITH DISABILITIES

The Hooker School assures all students with disabilities residing in their district the right of access to a "free, appropriate public education," as mandated by IDEA. For further information, contact Todd Kerr, Hooker Schools, and phone (580) 652-2162. Hooker Public Schools do serve students who qualify for Section 504.

IMMUNIZATIONS

No minor child shall be admitted to any public, private or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving adequate immunizations.

Oklahoma requires the following immunizations:

DPT
Pre-kindergarten - four (4) doses
Kindergarten - five (5) doses or a combination of DTP and DtaP totaling 5 doses (unless the fourth DTP/DtaP was received after the 4th birthday)

POLIO
Pre-Kindergarten – three (3) doses
Kindergarten – four (4) doses (unless the third dose was received after the 4th birthday)

MMR
Pre-kindergarten – two (2) doses
Kindergarten – two (2) doses

HEPATITIS B
Pre-kindergarten and kindergarten – three (3) doses

HEPATITIS A
Pre-kindergarten and kindergarten – two (2) doses

VARICELLA
Pre-kindergarten and kindergarten – one (1) dose or parent's statement of date child had the disease

The completion of these vaccines from start to finish is a minimum of 6 months. START NOW!

All children transferring from other school districts of other states are also required to have these immunizations.

It is the parents' responsibility to follow up and finish the series of immunizations.

This is monitored closely, and your student will not be allowed to attend school if an immunization is due.

STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT DOCUMENTATION OF THE REQUIRED IMMUNIZATIONS.

STATEMENT OF NONDISCRIMINATION

The Hooker School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

GENERAL RULES & GUIDELINES

1. Students are not to ride their bicycles on the sidewalk at any time.
2. Students are to obey the safety patrol members.
3. All students physically able must be outside during the recess break, except when the weather is inclement. A child who has been sick, or a child whose parents feel it would not be good for the child to be outdoors during the recess break, must have a note signed by a parent requesting the child be allowed to remain indoors.
4. Students must present note from parents or guardian in order to be exempt from physical education.
5. Students should be adequately dressed for cold weather.
6. Students must keep pets at home unless permission is granted by the administrator.
7. Students are not allowed to bring toys, trading cards, electronic items, or large amounts of money from home to school. We are not responsible if these should be lost, broken, or stolen.
8. All playground equipment must be used in the manner in which it was designed.
9. Students who leave school during the day, for any purpose including lunch break, must have parents sign them out in the office.
10. Student telephone calls will be at the discretion of the student's teacher.

11. Students are not to throw rocks, snowballs, or other similar objects.
12. Fighting and profanity are prohibited.
13. No laser lights are allowed on school grounds.
14. Hard balls are prohibited at school.
15. Destruction or theft of another's property is prohibited.
16. Respect and obedience to all school personnel is expected of each student.
17. Running on sidewalk is prohibited.
18. Students are not permitted to bring friends/relatives to class with them unless permission is granted. A tour of the school may be arranged through the principal's office.
19. Students are not allowed to bully/harass. This includes sexual harassment as defined by words or actions of a sexual nature. Harassment, intimidation and bullying, as defined by Oklahoma Statutes at 70 O.S. & 24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another 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, the education of each student. Harassment, intimidation and bullying include, but are not limited to a gesture or written, verbal, or physical act that is reasonably perceived as sex, sexual innuendo, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. At school means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events. The Hooker Public School District specifically prohibits harassment, intimidation and bullying. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate. The district in its Safe School Committee shall address prevention of and education about harassment, intimidation and bullying behavior by students, pursuant to 70 O.S. 24-100.
20. A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or off school grounds while attending a school activity, function or event. This policy shall include any weapon, any item being used as a weapon, or destructive device. Violations may result in suspension or expulsion from school.
21. Students may not attempt to disrupt, distract, or inhibit the instructional process including, but not limited to needlessly setting off fire alarms; discharging a fire extinguisher; bomb threats and false reporting; computer tampering.
22. Students are not permitted to make violent threat and/or physical aggression directed toward another student. Any student that possesses a firearm shall result in expulsion from school for a period of one calendar year. The term firearm means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. No distinction is allowed for loaded or unloaded firearms. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis under this policy.
23. Any student that possesses a destructive device means an explosive, incendiary (fire starting device), gas bomb, or other devices that are similar.
24. Students are not allowed to have/use an electronic device during the school hours. If a student brings a device (cell phone) they are required to hand it into their classroom teacher at the beginning of the day. It will be returned to them at the end of the instructional day.

DISCIPLINARY ACTION STEP PLAN

NON-STEP DISCIPLINE (for *minor offenses)
Any of the following could be used to handle minor offenses

- Morning Detention
- Office Conference
- Lunch Detention
- After School Detention
- Community/School Service
- Parent Notification

STEP PLAN DISCIPLINE (*repeated minor offenses may lead to the Step Plan)

Step One: One day ISD (in-school detention)
Step Two: Two swats or two days ISD
Step Three: Three days in ISD
Step Four: Two days OSS (out of school suspension)
Step Five: Three days OSS
Step Six: 5-10 days OSS – dependent on the offense
Step Seven: Long term suspension

Depending on violation, severity of infraction, and attitude of child, disciplinary steps may be skipped in order for the proper discipline to be administered.

*fighting or intentionally causing bodily injury to another student will be at least one day ISD and possible OSS
*The BIT (Behavioral Intervention Team) may be initiated at the discretion of the administration.

DETENTION

Detention is held at 7:30 AM each school morning, during lunch time, or at 3:05 PM (as assigned by the teacher). If a student earns a detention, this supersedes all other possible activities.

***Late for detention = another detention**
***Failure to serve detention = two detentions**
***Continued failure to serve detentions = action as deemed necessary by principal**

No credit for a morning detention will be given if the student arrives later than 7:30! The second time (and any ensuing times) a teacher assigns a detention to the student, the teacher may/should keep the student from 3:05-3: 35.

If the student assigned a detention rides a bus route, the teacher will attempt to contact and inform the parent/guardian. The teacher will document the contact (or attempted contact). The assigned detention for a bus route student will be on the next school day after contacting the parents. The parent/guardian will be responsible to provide transportation for the student who has been assigned detention.

MINUTE OF SILENCE

In compliance with Oklahoma Statute Section 11-101.2, each student enrolled at Hooker Elementary School will observe one minute of silence each day. In the exercise of his or her individual choice, each student may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

APPEARANCE & BEHAVIOR

Students shall be expected to present a clean and groomed appearance in school. Clothing should reflect a concern for modesty and appropriate attire.

Students will be fully dressed. Jeans and shorts must fit at the waist. Sagging jeans or shorts, tight skirts or shorts, skirts or shorts that do not touch the tips of fingers when arms are fully extended, crop tops, loose tank tops around the armpits without a shirt underneath, spaghetti straps, or any clothing with obscene writing or art work will not be considered appropriate attire.
Clothing displaying tobacco, alcohol, or gang-related messages/advertisements, negative statements/images, or otherwise deemed inappropriate for the learning environment are prohibited. Jewelry, and other objects or symbols identified with a student, which are considered to be inappropriate, will not be permitted. Earrings may only be worn in the ears. Other visible piercing items will not be permitted. In addition, tattoos must be hidden or covered by clothing.

Dyeing or coloring of hair is discouraged. If in the judgment of the administrator an artificial hair color serves as a distraction to others, the student will be required to remove the dye from his/her hair.
Hoods, caps or hats will not be worn inside school building facilities unless specific allowances are made. Bandanas are prohibited inside and outside of the building. Additional headwear may only be worn if it serves a useful purpose as determined by the administrator.

In grades Pre-Kindergarten through fourth grade, students will not be allowed to wear flip flops. Sandals may be worn if they have a strap around the ankle. Sliders are prohibited.

Clothing worn underneath other clothing such as tights must be covered at the appropriate lengths. Tutus are prohibited. We take pride in our school and understand that Spirit Days are days for us to celebrate our students and school pride. Please see specific notes sent home about Spirit Day dress code instructions.

Parents are expected to ensure that their students are dressed appropriately for school. Students in violation of the dress code policy may be isolated until a parent can be contacted.

ATTENDANCE & MAKE-UP WORK

Student absences are tallied each day as follows:
Arrival at school after 9:00 a.m. - ½ Day Absence
Check out of school before 2:00 p.m. - ½ Day Absence
Tardies- 3 unexcused tardies = 1 unexcused absence

Classified Reasons for Absences:

1. Excused absences - Those absences that are due to personal illness, death in the family, or an emergency situation acceptable to the school administration. An excused absence entitles students to make up their work. The make-up work, which is the responsibility of the student, must be submitted in the number of days absent plus two. Due dates for "extended assignments" (made in advance of the absence) will remain on the designated date, regardless of absence dates. Written notes or contact by phone is required for excused absences.
2. Planned Absences - A planned absence is an absence that occurs when students know in advance, they will not be present in school on a particular day as permitted by their parents via a note or phone call. Students must make arrangements with the office and homeroom teacher. Schoolwork may be required to be completed prior to the student's planned absence, with the exception of assignments due on the day the student returns to school.

3. Unexcused Absences - An absence due to truancy. Generally, truancy is considered to be an absence the parent is unaware of prior to the absence. No make-up work for credit will be allowed, and the student receives a zero for the day.
4. School Activities – Students who are absent from school due to school activity participation will not be counted absent. In addition, students absent from school due to participation in 4-H activities will not be counted absent if written documentation is provided by the 4-H sponsor.

If the school office has not been contacted in regard to a student's absence by 9:00 a.m., the school will attempt to contact the parent by phone to ensure the parent's awareness of the student's absence.

Success in school depends largely on regular, punctual attendance and good study habits. An absence record of 10% is evidence of unsatisfactory attendance. Students who fail to attend school 90% of the required days will not be allowed to participate in extra-curricular activities unless a specific hardship has been approved by the administrator. In addition, students who miss a minimum of 10% of the total school days may be in jeopardy of not being promoted to the next grade level.

AWARDS (END OF YEAR)

- Honor Roll (Cumulative GPA for Year)
  Superintendent's (4.00)
  Principal's (3.00 or Above, No Grade < B)
  No Semester "U" Grades (Both Honor Rolls)
- Perfect Spelling
- Reading 25 or more books or designated # of Pages
- Perfect Attendance (Grades Pre-K - 6)
- Reading Award of the Year (Grades 1-6)
- Individual Teacher Awards (Grades 1-6)
- The Principal's "Triple A Award" symbolizing Academics, Attitude, and Attendance is presented to 5th - 6th grade students who have attended Hooker Elementary School for the entire year and have a minimum 4.00 grade point average, a 97% minimum attendance rate (excluding student participating activity absences).

LUNCH DETENTION

Lunch Detentions will be assigned as/when appropriate.

IN SCHOOL DETENTION (ISD)

In School Detention is an isolation process where the student is placed in a supervised area to do their schoolwork without contact with others. The student is isolated for the entire day. Restroom breaks are allowed and lunch is served to the student in the isolation room. Generally, students are placed in ISD because of repeated discipline infractions, or infractions of offensive, aggressive, or obscene nature.

OUT OF SCHOOL SUSPENSION (OSS)

Out of School Suspension requires that a student not be allowed to attend school for a specified number of days. The principal of each school site will develop a plan for making up all schoolwork. All work in core curriculum areas will be graded and recorded. Parents will be responsible to transport work to the student. Each pupil suspended shall have the right to appeal the decision of the principal to the Board of Education. The pupil shall give notice in writing to the superintendent within ten (10) days of his/her suspension notice. The superintendent shall then notify the Board of Education immediately who shall within three (3) days conduct a full investigation of the matter and determine the guilt or innocence of the pupil. The decision of the Board of Education shall be final.

CORPORAL PUNISHMENT

Corporal Punishment may be administered at any time. Parents will be contacted prior to the administering of corporal punishment.

REFERRAL FORMS

The faculty and staff of Hooker Elementary School will complete discipline referral forms when necessary and forward them to the Principal's office. Disciplinary records will be on file in the office. Teachers may invoke their own strategies and penalties, such as withholding recess privileges, to handle minor discipline problems when appropriate.

Hooker Elementary School Expectations

	Be Safe	Be Responsible	Be Respectful
Hallway	Keep hands, feet and objects to self Listen to teacher for line expectations Use Voice Level 0-2 Yelling and running will not be tolerated	Go straight to your class No food, gum or drinks Be inside door frame before the bell rings	Use kinds words and actions Use drinking fountain as designed Follow directions
Cafeteria	Eat your food only Stay in your seat Walk No POP/SODA in cafeteria	Wait in line patiently All food and drinks stay in the cafeteria Line up on time	Use good manners Clean up after yourself Use Voice Level 2 Speak to those closest to you
Bathroom	Keep water in sink Wash hands Put towels in garbage	Limit time in the bathroom Go, Flush, Wash, Leave Inform adults of vandalism or graffiti	Give people privacy Respect yours and others property Use Voice Level 1-2
Gym	Keep hands, feet and objects to yourself Use equipment and materials properly No food, drinks or gum Wear proper attire	Follow directions Wait your turn Practice good sportsmanship Stay seated when appropriate	Have appropriate materials Follow instructions Practice good sportsmanship
Dismissal *All students will be dismissed on **Parks Street** except bus students.*	Wait for permission to be dismissed Keeps hands, feet, and objects to yourself Keep doorways clear When loading in vehicle- get in on the side closest to the school. Do not go into the street to get into your vehicle. All students and parents need to use the crosswalk	Go straight to your appropriate exit Keep yourself and others safe by being aware of your surroundings	Follow directions Respect others personal space Meet hallway and dismissal expectations
Assemblies	Enter and exit quietly Keep hands, feet and objects to yourself	Stay with your class Stay seated until dismissed	Listen appropriately Applaud appropriately
Library	Keep hands, feet and objects to yourself Use tables, chairs and materials appropriately	Have a purpose Focus on learning Ask the librarian for help No food, drink or gum	Clean up area Respect property Use good manners and work quietly
Office	Be quiet and patient Stay seated	Promptly take care of business Show your pass Sign in	State your purpose politely Use kind words and actions Use Voice Level 1
Technology Classroom	Stay in seat	Leave work area clean Use internet appropriately No food, drink or gum Print with permission only	Respect neighbors work and materials Respect the machines
Classroom	Enter and exit quietly Remain seated (while directed) Keep hands, feet, and objects to yourself Wait to be dismissed by teacher	Have materials ready Follow teacher's directions Do your best Complete all classwork Be Prompt Turn work in on time	Use kind words Respect your property as well as others Use good manners
Outside Behavior	Keep hands, feet and objects to yourself No flips Follow recess rules	Be in your pick-up spot at the right time Stay in designated areas No food out of cafeteria	No littering Follow directions Use equipment appropriately

DRUG AND ALCOHOL PREVENTION

It is the policy of the Hooker Board of Education to follow all sections of the Drug Free Schools Act (P.L.

101-226). The selling, use, or possession of illicit drugs or alcohol shall be strictly prohibited by students of Hooker Public Schools while on school grounds or at school functions in grades Pre-Kindergarten through Twelve. It shall be the policy of the Hooker Board of Education that any teacher who has reasonable cause to suspect that a student in grades Pre-Kindergarten through Twelve who may be under the influence of, or has in his or her possession, or is selling any of the following items as defined by state law shall immediately notify the principal of his or her suspicions:

1. Non-intoxicating beverages
2. Alcoholic beverages
3. Illicit drugs
4. Tobacco

The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. REFERENCE; O.S. Title 70 of Section 133.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Every teacher employed by the Hooker Board of Education who has reasonable cause to suspect that a student is under the influence of, or has in his or her possession non-intoxicating beverages, alcoholic beverages, a controlled dangerous substance or tobacco, and who reports such information to the appropriate school official shall be immune from all civil liability. REFERENCE: O.S. Title 70 Section 24-123.

Possession of alcoholic beverages or substances identified as illicit drug or alcohol by federal, state, or local laws, shall subject the students to disciplinary action.

In keeping with the spirit of "maintaining a drug-free environment," diligence shall be exercised by school staff and students to refrain from using displays of alcoholic beverage containers and/or drug or alcohol paraphernalia as decoration for events/activities.

GUIDANCE AND COUNSELING SERVICES

School guidance services are conscious, organized efforts to focus attention upon and provide for the varied needs of students. Our elementary school counseling program is designed to support the academic, social, emotional, and personal growth of every student. We recognize that each child is a unique individual with distinct needs, and our ultimate goal is to help students become confident, compassionate, and responsible members of their school and community.

Guidance is a process of helping individuals to help themselves, through their own efforts, to discover and to develop their potential resources for personal fulfillment and social usefulness.

While academic success is a critical component of a child's education, we believe that fostering emotional intelligence, social skills, and resilience is equally essential. The counseling program serves as a bridge, connecting academic learning with personal development to help students thrive in all areas of their lives.

5TH - 6TH GRADE ATHLETICS

The 5th - 6th grade athletic program consists of football, basketball, and track for boys and girls. Practices are held during the scheduled physical education class, and may possibly be scheduled periodically after school and on designated Saturdays.

ELIGIBILITY REGULATIONS

In accordance with the policy of the Hooker Board of Education, the following regulation shall govern participation in extra-curricular activities in the Hooker Public School System, grades K-12.

- Only those persons who are fully eligible scholastically and are in good standing will be permitted to represent the school in any capacity. Each Friday (or the last school day of the week) morning the teachers will turn eligibility lists into the office. To be eligible to participate in extra-curricular activities, a student must not be failing in any one class, or have a grade of Unsatisfactory (U) in any one curriculum subject. (Example – Music, PE). Students with failing grades will be on probation for a week, and if failing any class the second week; the students will be ineligible during that week. Students newly enrolled in the Hooker School District are expected to meet the same requirements.
- Students not meeting the above requirements may not become eligible through special examinations or other work.

SCHEDULING OF ACTIVITIES

Teachers and staff who are responsible for scheduling extra-curricular activities will ensure that no event or activity is scheduled for Wednesday or Sunday evenings.

HOMEWORK

The need for homework, the kind of homework, and the amount of time spent on homework will vary with the

student and his/her grade level. It is essential that students practice skills learned at school as part of their academic development. In order to avoid issues of conflict with family concerns, Hooker Elementary School will not assign homework during the following vacation periods:

Thanksgiving Break
Christmas Break
Spring Break

(Schoolwork designated as "make-up work" may require the student to complete the work during the above designated vacation periods.)

Homework should not be an excessive burden. Students should be reminded before they leave school each day if they have work to complete at home; however, the students have the final responsibility to get the work done, even if not reminded each day. Parents share in the responsibility to ensure their child completes homework and gets the work to school. Homework will directly reinforce specific educational objectives and will never be used as a punitive measure.

EMERGENCY SITUATIONS

Fire Alert Procedure
(Two drills/semester are mandatory)

Fire drills and alerts will be signaled by a fire alarm. Upon hearing a fire signal, teachers should:

1. Direct students to exit the building in an orderly manner.
2. Students should use the outside exit in the regular classroom.
3. Students not in regular classrooms should use the nearest exit.
4. Students should move away from the building and not return until the all clear has been signaled.

Tornado Alert Procedure
(Two drills/year are mandatory)

An announcement via the intercom system will signal a tornado alert. Upon hearing the tornado alert signal:

1. Teachers should lead their class into the basement.
2. Students should move in a single file.
3. Classes closest to the basement should lead first in both wings; however, teachers should not wait for a class.
4. When a tornado occurs without prior warning, students should move into the hall directly outside their room, sit down against the wall and place a book over their head.

Intruder/Lockdown
(Two drills/year are mandatory)

An announcement will be made to the teachers and staff via the school intercom system indicating a need to ensure that all students and staff remain in their classrooms until further notice.

1. Teachers will immediately account for each student.
2. Teachers will immediately notify the office to report students who are currently out of the classroom.
3. Teachers will direct students to the safest and least visible location in each classroom.

Potential Harmful Situations

All school staff should be alert to uncharacteristic behaviors, signs, hints, communications, suspicions, and threats that might indicate a potentially harmful situation. Any person (employee, student or community member) should notify an administrator immediately upon knowledge or awareness of a potential threat. Upon threat of, or actual, unlawful activity, the administrator shall notify and seek assistance from law enforcement.

- Upon reports of suspicions, hints or indications of potentially harmful or unlawful activity, the Administrator shall immediately begin an investigation to determine facts. If facts or situations warrant, the administrator shall proceed with contacting law enforcement or as prescribed in the Board of Education or Administrative Discipline Policy.
- Any person who is concerned about safety of self or friends or know of a threat to their school may make a toll free and anonymous and confidential call to 1-(877)-723-3225 ext. 651.

When a threat exists as an immediate emergency situation:

Personnel shall make every effort to remain calm, take action to reassure students and secure their safety.

LICE

The goal of Hooker Public Schools is to provide a safe and healthy environment for our students to learn. In an effort to accomplish this, students identified with nits or live lice will not be permitted to attend school. Upon first detection, parents will be notified. The student will be required to be treated with a lice shampoo. If a parent cannot be reached, the student will be placed in isolation until a parent or designated adult can pick the child up from school. The student is NOT to return to school until the Texas County Health Department, physician, or certified nurse indicates through a written release that the student has been treated effectively. If the problem does not appear to be cared for, proper authorities will be notified.

LUNCH/BREAKFAST

Guests are welcome to eat with their children. Please check in at the front office.

Children are expected to visit quietly and behave in an orderly manner while in the cafeteria.

No POP/SODA is allowed in cafeteria with meals.

MEDIA CENTER GUIDELINES

1. Students must have a reason for coming to the Media Center.
2. Books are checked out for a two-week period. They may then be checked out for another two weeks one time only.
3. Students may not check out books if they have overdue books. A book that has been lost must be paid for before the student can check out other books. If a student loses two books within a current school year, that student may lose his/her privilege to take books home. Books may be checked out to be kept in his/her classroom for the remainder of the school term.
4. If a student has lost or destroyed a book or property from the Media Center during the school term, he/she is responsible for paying for that book/property. After having paid for such, if it is subsequently found, it then becomes the property of the student who paid for it.
5. Students will follow directions and act respectful toward all Media Center personnel.
6. Students are to care for all Media Center property and return it in the same condition as it was when it was checked out.
7. Students in grades 1-6 may check out two books.
8. Reference materials may be checked out to be used in the classroom only.
9. Books checked out from the library are not to be traded among students in the classroom. If a student wants that book, it must be checked out to him/her.
10. Students may not check out a book in another person's name (another student or their teacher)

MEDICATION DISPERSION

The elementary school will not provide non-prescription medication such as aspirin, Mylanta, Tylenol, etc. Alternatives such as resting or change of activity will be permitted. If a fever is present, the parents will be notified. Prescription medication must be checked in at the office of the Health Care Provider in the original container with the original directions on the container. The school Health Care Provider will administer the medicine.

MEDICAL TREATMENT AND MEDICATION

Basic first aid in case of injury is administered. If serious illness or injury occurs to your student while at school, an attempt will be made to contact the parent/guardian. If unable to locate the parent/guardian, the emergency number given on the enrollment card will be called. If unable to locate either, 911 will be called. In extreme emergencies 911 will be called immediately.

If your student has a chronic disease (epilepsy, diabetes, attention deficit disorder/attention hyperactive disorder, or asthma) and must take medication at school, the parent/guardian must obtain, fill out and sign a medication release form, get a doctor's statement (for each medication), and provide the medication. This form is available in the office of your school. The returned form and the medication will be kept in the office.

MIGRANT EDUCATION

Hooker Public Schools provides services to migrant students who meet the qualification requirements.

PARTIES/PICNICS

Each room is to have only two parties and a picnic during the year (Christmas, Valentine's Day, and End of Year Trip). The parents and guardians are more than welcome to help with the Christmas, end of year trip picnic and Valentine's Day parties. Please ask the classroom teacher for specific details about the parties and what to bring to the event.

The grade level teachers will be responsible for planning the schedule, date, location, transportation, etc., for the end of the year trip. All students will be given a notice to take home that will list their picnic schedule. All parties are under guidelines established by the principal.

To provide consistency for all students, birthday parties and classroom celebrations are NOT allowed. However, students will be recognized on their birthday during the school's morning announcements. In addition, the last Friday of each month, students with birthdays occurring during that month may bring an individually packaged snack or treat to share with their classmates**.** Homemade food items are not permitted. Please speak with the classroom teacher to determine any dietary needs of students in the class.

PROFICIENCY TESTING

It shall be the policy of Hooker Public Schools that upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes/State Competencies. Proficiency will be demonstrated by an assessment or evaluations appropriate to the following items: portfolio, criterion-referenced test, thesis, project, and product of performance.

Students demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area/s. This decision to advance will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents in making such promotion/acceleration decisions.

Proficiency based tests will be administered in the following areas:

- Grades 1-8
- Reading, Mathematics, Science, Language Arts, Social Studies

Students enrolling in Hooker Public Schools after transferring from a non-accredited school will be required to take a proficiency test.

REPORT CARDS

Report cards will be printed out at the end of each semester every year. Students should return the parent's signature form to their homeroom teacher the day after the cards are handed out. The 1st grade card will be given to the student's parent or guardian at the scheduled parent-teacher conference.

HONOR ROLLS

Superintendent's Honor Roll
Students must maintain a 4.00 grade point average/semester.

Principal's Honor Roll
Students must maintain a minimum 3.00 grade point average/semester with no grade being less than a B.

Students recording a semester grade of "Unsatisfactory" in any class will not qualify for honor roll recognition.

STRONG READERS ACT

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

The Strong Readers Act emphasizes use of curriculum and instructional practices based on scientific research in order to prevent reading difficulties when possible and provide instructional supports as quickly as possible when needed. The ability to read proficiently by the end of third grade significantly reduces the need for remediation in middle and high school and lowers the risk of a student dropping out of school because he or she is unable to read.

SCHOOL CALENDAR 2026-2027

August 10, 11, 12.....Staff Development
August 13..... 1st Day of School
September 7.....Labor Day/No School
October 13 ..... P/T Conferences/3:30pm-7:30pm
October 14 ..... P/T Conferences/3:30pm-5:00pm
October 14 ..... Mid-Semester
October 15-19..... Fall Break
November 25-27..... Thanksgiving Break/No School
December 18 (Dismiss @ 12:00).....End of 1st Semester
December 21- January 1 .... Christmas Break/No School
January 4..... 2nd Semester Begins
January 18.....Staff Development/No School
February 12.....Staff Development/No School
February 26..... Snow Day/No School
March 4..... Mid-Semester
March 5..... Snow Day/No School
March 11..... P/T Conferences/3:30pm- 9:30pm
March 12-19 .....Spring Break/No School
March 26.....Good Friday/No School
March 29..... ES/JH Track /No School
April 9..... Snow Day /No School
April 16..... Snow Day/No School
April 23 ..... Snow Day/No School
April 30..... Snow Day/No School
May 7.....State Track/No School
May 14.....Last Day of School

TRANSPORTATION/BUS GUIDELINES

Previous to Loading (at or away from school):

1. Be on time at the designated school bus stop to 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. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Students not assigned to a bus route must present written permission to the bus driver before loading the bus to accompany a friend home.

While on the Bus:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment carefully. Damage to seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus windows.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the bus. Bus riders are expected to be courteous to fellow pupils, the bus driver and the patrol officers or driver's assistants.
12. Keep absolutely quiet when approaching a railroad-crossing stop.
13. In case of a road emergency, children are to remain in the bus.

After Leaving the Bus

1. When crossing the road, go at least ten feet in front of the bus. Stop, check traffic, and watch for bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stops, except by the proper authorization from the parent or school official.

Extra-Curricular Trips

- The above guidelines and regulations apply to any trip under school sponsorship.
- Students shall respect the wishes of a competent chaperon appointed by school officials.
- Parents must present written permission for a student to leave with another adult.

TUTORING AVAILABLE

Optional tutoring will be available for students who require additional help Each Monday, Tuesday, Wednesday, and Thursday
3:05 – 3: 35 PM
(Parents Responsible for Home Transportation)

VISITORS

As a safety precaution, all visitors including parents and grandparents are required to check in at the Elementary Office before going to a classroom, playground, or to the lunchroom. Parents are required to sign the students out if taking them from school. Please make sure the school is notified when an unfamiliar person is picking up your student.

WEATHER DISMISSAL

During inclement weather conditions it will sometimes be advisable to postpone or dismiss school. If severe weather conditions exist before school opens for the day, the administration will notify parents through the school-wide website, the school app, and Class Dojo as soon after 7:00 a.m. as possible. If it is necessary to dismiss school during the day, it will be posted on the school-wide website, the school app, and Class Dojo in order to inform the parent of the scheduled time of dismissal.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Deciding when your child is too ill to go to school can be difficult. This decision is made more difficult due to our 10 day a semester absence rule. However, in order for your child to be available for learning, and to control communicable illnesses in school, it is important to keep your child home for the following reasons:

• Any Fever– Your child should be fever free, and off of all fever reducing medications for 24 hours before he/she returns to school. Please do not give your child medication to treat a fever and then send him/her to

school. This exposes everyone to whatever illness your child may have.

- Sore Throat or Tonsillitis – If your child has a severe sore throat with enlarged tonsils, please keep them home and contact your health care provider. If your child is diagnosed with Strep Throat, they may return to school 48 hours after they begin antibiotic treatment.
- Spots/Rash – Do not send your child to school with a rash until your health care provider has said that it is okay to do so. The child will need to bring a note from a doctor stating that he/she is okay to return to school. Children with ringworm, scabies, or impetigo can return to school after 48 hours of appropriate treatment. The affected areas should be covered if at all possible.
- Severe Cough/Cold Symptoms – Children with severe coughs need to stay home and possibly see their health care provider.
- Red/Pink Eye and/or Drainage – If your child's eye is red, swollen, and/or has yellow/green drainage then your child needs to stay home from school. Your child may return to school when the eye is clear or 24 hours after beginning treatment from your health care provider. Please bring a note from your health care provider stating that your child is okay to return to school.
- Vomiting and/or Diarrhea – Your child should stay home until the illness is over.
- Head Lice – Student must be treated per our school policy (please contact the school) as identified on page 18 in the handbook.

Remember to call the school every day that your child is absent. If your child does go to see their health care provider during their absence, please bring a note to the school so that they can be excused. Make sure the school has your current contact information in case your child becomes ill or is injured at school.

WIRELESS COMMUNICATION/ PERSONAL ELECTRONIC DEVICES/ CELL PHONES

Cell phones, smartwatches, tablets, and any other non-school issued communication devices are prohibited during the regular school day. Wireless communication/Personal Electronic devices/Cell Phones will be confiscated if found to be utilized by a student unless deemed necessary with the prior consent of both the parent/legal guardian and school administration.

"Personal Electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

A cellphone (personal electronic device) may be in possession by a student (must be in your pocket, purse, etc); but the device must be turned off (not just on silent) and stored out of sight. Whether intentionally or unintentionally, if the device is in use, visibly out, or heard, then any school personnel should confiscate the device for disciplinary purposes.

No cell phone use once you enter a building.

- If you need to contact a parent/guardian, come to the office. Do NOT do that in a classroom or bathroom.
- Cellphones/Personal electronic devices are not to be used inside any school building at lunchtime (not in cafeteria).
- Cellphones/Personal electronic devices are not to be used between class periods no matter whether inside or outside the buildings.
- Cellphones/Personal electronic devices are allowed in extracurricular settings apart from the regular class day, <u>but are not to be used in the locker rooms at any time!</u>

Exceptions to the personal electronic device use could include these situations.

- Medical emergencies
- Natural disasters or lockdown
- Students may use personal electronic devices if their IEP, Medical Plan or 504 Plan explicitly allows it for medically or educationally necessary purposes.

Violation of this will be reason for the following disciplinary action:

- 1st Offense – The office will hold the phone until the end of the school day AND will have three (3) days of morning detention (7:30-7:55).
- 2nd Offense – The office will hold the phone until the end of the school day AND will have one (1) day of ISD (In-School Detention).
- 3rd Offense- The office will hold the phone until the end of the school day AND 3 days of ISD (In-School Detention)

Additional offenses could be subject to suspension.