

# **Hilldale Learning Academy**



## **Student Handbook**

**2019-2020**

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## Student Handbook

2019-2020

To the Parents and Students:

Please let me take this opportunity to welcome you to Hilldale Learning Academy for the 2019-2020 school year. We are excited for the new school year and expect to make this one of the very best in Hilldale Learning Academy history.

It is our goal at Hilldale Learning Academy to provide the best educational opportunities possible for our students. With this goal in mind, we have compiled this Student Handbook, students are also held to the Hilldale High School or Middle School rules, regulations and expectations for students. Any changes to the regulations will be addressed in the student's individualized contract for their virtual classes. Please take time to read the handbook and sign and return the bottom section of this form to your child's Director of Hilldale Learning Academy. Please keep the handbook for your future reference. If you have any questions concerning the handbook or the school itself, please call and schedule a meeting with me, 918-683-0273.

Respectfully,

Tim Stevens  
Hilldale Learning Academy Director

## PUBLIC INFORMATION

### Hilldale Board of Education

Kevin Schmidt	President
Derek Nunn	Vice President
Vernon Antonioni	Clerk
Rick Parson	Member
Dean Robertson	Member

### Hilldale Public Schools Administration

Erik Puckett, Superintendent	Administration	683-0273
Dr. Deborah Tennison, Asst. Superintendent	Administration	686-6056
Chad Kirkhart, Asst. Superintendent	Administration	683-0273
Josh Nixon, Principal	High School	683-3253
Josh Grandstaff, Assistant Principal	High School	683-3253
Tim Stevens, Alt. Ed Director	High School	683-3253
Darren Riddle, Principal	Middle School	683-0763
Amber Horn, Assistant Principal	Middle School	683-0763
Patti Bilyard, Principal	Elementary School	683-9167
Donna Lorenz, Assistant Principal	Elementary	683-1101
Christina Hamm, Assistant Principal	Elementary	683-9167

### Hilldale Technology

Anthony Walker, Technology Director	District	683-0273
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### Hilldale Public Schools Counselors

Ashton Roberts	High School	683-3253
Debbie Woods	High School	683-3253
Tracy Fenton	Middle School	683-0763
Bailey Ross	Elementary	683-1101
Marla Walkup	Elementary	683-9167

### Hilldale Public School Addresses

Hilldale Public Schools 313 E Peak Blvd Muskogee, Oklahoma 74403	Hilldale High School 300 East Smith Ferry Road Muskogee, Oklahoma 74403
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Hilldale Learning Academy 300 East Smith Ferry Road Muskogee, Oklahoma 74403	Hilldale Middle School 400 East Smith Ferry Road Muskogee, Oklahoma 74403
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Hilldale Elementary School  
315 Peak Blvd  
Muskogee, Oklahoma 74403

## **Hilldale Public Schools Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Hilldale Public Schools ("School") receives a request for access.  
Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

## **NONDISCRIMINATION**

The Hilldale Public Schools, District I-29, Muskogee County, Muskogee, Oklahoma, does not discriminate in its educational programs, services, activities or employment on the basis of race, color, sex, national origin, sexual orientation, disability, religion, age or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For further information or for a copy of the District’s Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints, contact Mr. Erik Puckett, Superintendent, 313 East Peak Blvd, Muskogee, OK 74403-8639, (918) 683-0273, facsimile (918) 683-8725.

## **INTRODUCTION**

The Hilldale Learning Academy is a part of Hilldale Public School High School program and was created to serve two purposes: 1) to provide a virtual learning choice for any students enrolled in the Hilldale Public School system, 2) to provide an alternative learning environment for at risk students which may include academic deficiency, behavioral difficulties, excessive absences, pregnancy or parenting, adjustment problems or juvenile justice involvement.

This academy will give students the ability to complete their education through a choice of total virtual classes, blended virtual classes and regular education classes or attending alternative classes. The final goal is to provide student a rigorous education and move on to higher educational or career opportunities. The policies, procedures, rules and regulations contained in this handbook are the result of a concerted effort on the part of the Board of Education, policy committee, faculty, and administration. This information has been carefully prepared and presented so that it will be of great value in helping the student adjust to our school and become an integral part of it. District Board Policies and site handbooks are available on the website at [www.hilldale.k12.ok.us](http://www.hilldale.k12.ok.us).

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help students participate in our varied activities and thus find those things within our school which will prepare them to live a better life and finally take their place in this complex society. Remember that each student's success in school will be directly proportional to their efforts and to their future.

## **Learning Academy Program Descriptions**

1. Virtual Education is one way Hilldale Public School seeks to provide the best possible educational experience for every student. This program targets all students enrolled in Hilldale Public School but may want a different method or structure for the delivery of instruction and the opportunity to stay involved in extracurricular activities, sports, and clubs. All students accepted in the virtual program of Hilldale Learning Academy will be required to take the equivalent of six hours of rigorous instruction per day. Students may work at their own pace and have the ability to complete a course early.
2. Alternative Education is a program intended to meet the needs of students who are experiencing difficulty in the mainstream school setting. The philosophy of alternative education is:
  - a. **High School:** either a re-entry or an avenue of completion program of high school requirements, depending on the student's needs.
  - b. **Middle School:** a re-entry program, for no longer than the end of the current school year, to increase specific skills that will assist in the student's ability to return to the regular setting.

Hilldale Learning Academy is a fully accredited Middle School / High School diploma program with a director, certified staff members and a counselor. The Learning Academy is open five days per week, Monday through Friday, from 8:00am until 2:55pm and following the Hilldale Public School district calendar.



## **Course Curriculum Options**

Coursework curriculum will utilize the web-based Edgenuity Program meeting our district core and college prep curriculum choices. To obtain individual information, schedule an appointment with the Learning Academy Director to discuss course options and suitability.

1. Students will be enrolled in a full semester of courses each semester. Students will be enrolled in seven classes each semester freshmen through junior year. Senior year students may participate in work study and be enrolled in six hours of rigor.
2. The school counselor will provide group sessions on life skills as well as being available for one-on-one assistance career and academic guidance. The counseling program is designed to ensure each student has time with the counselor for guidance on their ICAP (Individual Career and Academic Plan).

## **Daily Schedule**

The Learning Academy is open the regular school day consisting of seven (7) scheduled periods. School will begin at 8:00 a.m. and be dismissed at 2:55 p.m. Class times are scheduled as follows:

1st period	8:00 - 8:50
2nd period	8:55 - 9:40
3rd period	9:45 - 10:20
FLEX	10:25 - 11:00
4th period	11:05 – 11:40
5th period	12:00 - 1:15
6th period	1:20 - 2:05
7th period	2:10 – 2:55
*Lunch Time:	11:40-12:00

### **Hilldale Learning Academy Procedures for Placement**

1. The student may be referred by their parent, principal, counselor, teacher or self-referral. The referral packet must be completed and returned to the Learning Academy Director. The completed packet includes the following:

- Application
- Student Assessment Form
- Student Data Form
- Parent Contract
- Student Survey

2. Upon completion of the referral, the Learning Academy Director will convene an eligibility meeting to review all the data gathered. The committee will include at least the following members; Learning Academy Director, teacher, and either a principal/counselor/teacher involved in the referral process, student and parent. If the student is in special education, the site special education teacher and the alternative special education teacher will be included. A decision on admission will be determined by the team.

3. After a student is eligible to attend the academy the parents and student will meet with the personnel to construct their individual alternative program of study. The parent/student will be notified by the Director of the decision and meeting date will be set for the individual student contract to be reviewed and signed by all parties.

4. If the student is in special education the Director will communicate with the special education teacher to set a time for a new IEP to be discussed when planning and reviewing Learning Academy plan.

### **Attendance**

Due to the flexibility of the Learning Academy, attendance will work differently than a traditional class for those students enrolled in full time virtual or alternative education classes. To have the proper amount of activity in the class, a student must log into each course several times per week on different days. Although each course is different, a student is expected to spend the appropriate amount of time in the course to stay on pace with the course per district program expectation according to each students individual study contract. Attendance is measured by blended class times, submission of assignments, tracking mechanism on Edgenuity program and communication with the teacher.

Students in full time virtual classes: **If a student has been directed to attend class and does not show, he/she will be counted as truant for the class. Students who miss their check-in day will be counted absent every day until their check-in day has been completed. If a student reaches their 4<sup>th</sup> TRUANT a referral is made, then the student will lose their virtual privilege and will be required to attend class every day for the remainder of the semester.**

Students assigned to alternative education on campus: **Students will adhere to the Hilldale High School or Middle School attendance policy on less otherwise described in their individualized learning contract.**

## **Communication**

As a student in Hilldale Learning Academy, communication between the teacher, student, and parent is critical.

- Students are expected to check daily for messages and announcements from the instructor or the school. Instructors will be checking with each student regularly to monitor progress and answer questions. Students are to respond to all emails and/or phone calls from their instructor when requested.
- Students will have weekly communication with their teacher. Teachers will schedule a mandatory check-in day for all students each nine weeks. Each course is unique; therefore, face-to-face time is scheduled differently for each subject.
- Instructors can be contacted through email and phone calls. Students can expect a reply from the teacher within 24 school hours. Instructors will be available on campus during regular school hours.
- Parent communication with the instructor and student is a central part to the success of the course. Instructors will be in contact with parents on a regular basis. Parents are expected to monitor their child's progress and communicate with the instructor if problems develop.
- Pacing work in the course is vital to success. The Edgenuity Program provides the student a pacing chart that will guide progress through the course. Assignments need to be completed in order and must meet deadlines assigned. Eligibility rules will apply.
- A parent/guardian must sign the attached 'Parent Acknowledgement' form, acknowledging the Learning Academy guidelines.

## **CHEATING POLICY**

Whenever the student is suspected of cheating, the director will investigate all the facts surrounding the suspected cheating and meet with the student. If found guilty of cheating, the student will not earn a grade on the work he/she cheated upon and may be subject to further punishment deemed appropriate by the administration pursuant to the student disciplinary policy found in the Hilldale High School or Middle School handbook.

## **GRADE CLASSIFICATION OF STUDENTS**

To ensure that students are classified in a uniform manner, and that students who start the school year as seniors and pass all classes may have the opportunity to graduate, when a student enters a new school term, he or she will be classified according to the following criteria/number of credits required:

Senior	Minimum 17 Credits
Junior	Minimum 10 Credits
Sophomore	Minimum 5 Credits
Freshman	0 – 4.5 Credits

A student may advance to the next higher grade classification after the start of the new school year by completing additional credits from night school, correspondence courses, or proficiency testing. A student may only change classification at the semester and when the number of credits earned equals the required number of credits to be on track for graduation.

## **Progress**

Students enrolled in fulltime virtual classes: **Students enrolled who fall below a 70% in the course or that get behind on the pacing chart will be required to attend class daily and will lose their virtual privilege. Once students raise their grade above 70% and are on pace with the scheduled due dates, their virtual privilege will be reinstated. If a student fails a 1<sup>st</sup> Semester Virtual class, then he/she will be required to attend class every day for the first six weeks of the 2<sup>nd</sup> Semester. If after six weeks, the student is maintaining a 'C' or above, this student's Virtual privileges will be reinstated.**

Students enrolled in alternated education classes: **Students who fall below a 70% will have parents contacted. If grades fall to a 60% the Director of Learning Academy or designee will schedule a conference with parent and teacher of record of class the student has fallen below 60%. If student fails classes in alternative education a review of placement will be conducted to determine if continued enrollment is allowed or if daily tutoring is required.**

**INTERNET ACCESS AGREEMENT  
(STUDENTS)**

*STUDENT SECTION:*

Student Full Name: \_\_\_\_\_

School Site: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

I have received a copy of the policy titled *Acceptable Use of Internet and Electronic and Digital Communications Devices*, including the attachment regarding cyber bullying, and a copy of the *Student Handbook*. I have read and agree to abide by their provisions. I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*SPONSORING PARENT OR GUARDIAN SECTION (Required):*

I have received a copy of the policy titled *Acceptable Use of Internet and Electronic and Digital Communications Devices*, including the attachment regarding cyber bullying, and a copy of the *Student Handbook*. I have read and discussed these provisions with my child. My child and I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

I understand that the school district has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible, but I realize that it is not possible to guarantee that my child will never encounter objectionable material. I hereby release the school district from liability in the event that my child acquires inappropriate material through use of the district's technology resources, including the Internet.

I request that the district issue an account for my child and certify that the information contained on this form is correct.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***Student Access Agreement must be renewed each academic year.***

### **Acknowledgements / Permissions**

Please read the statements below with your student and circle yes or no on each statement indicating your understanding and permission to participate. Then both parent and student must sign and return this page to school.

I have read, completed and returned the Internet Access Agreement and agree to abide by the guidelines set forth in the policy and realize that noncompliance with these guidelines will result in disciplinary action Internet/Computer usage is a privilege and can be revoked at the discretion of a Hilldale faculty member and/or administrator if problems arise.	YES	NO
I have read and/or had explained to me the Hilldale Internet/Computer Acceptable Use Policy. I agree to abide by the Acceptable Use Policy. (Handbook pg. 35-43).	YES	NO
We have read, understand and agree to comply with the policies, procedures, rules, regulations and expectations in the Student Handbook.	YES	NO
I agree, pursuant to the Hilldale Internet/Computer Acceptable Use Policy, to authorize my child's photo to be released for use on the authorized school website(s). This includes use in the classroom, published in the school yearbook and used on our school broadcasts.	YES	NO
I agree, pursuant to the Hilldale Internet/Computer Acceptable Use Policy, to authorize my child's work to be released for use on the authorized school website(s), in the classroom, in school publications (school newspaper, flyer, or program) and published through our broadcasts.	YES	NO

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's name (printed)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date