

# **Hilldale Middle School**



## **Student Handbook**

**2019-2020**

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## Student Handbook

To the Parents and Students:

Please let me take this opportunity to welcome you to Hilldale Middle School for the 2018/2019 school year. We are excited for the new school year and expect to make this one of the very best in Hilldale Middle School history.

It is our goal at Hilldale Middle School to provide the best educational opportunities possible for our students. With this goal in mind, we have compiled this Student Handbook, including policies, procedures, rules, regulations and expectations for students. Please keep the handbook for your future reference. If you have any questions concerning the handbook or the school itself, please call or come by the Middle School Office.

Respectfully,

Darren Riddle  
Middle School Principal

## 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. Supt.	Administration	683-0273
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	683-1101
Donna Lorenz, Assistant Principal	Elementary	683-9167
Christina Hamm, Assistant Principal	Elementary	683-1101

### Hilldale Technology

Anthony Walker, Technology Director	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
Marla Walkup	Lower Elementary	683-9167
Bailey Ross	Upper Elementary	683-1101

### Hilldale Public School Addresses

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

## INTRODUCTION

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.

## Daily Schedule

HOUR	TIME	
1 <sup>st</sup>	8:00-8:50	
2 <sup>nd</sup>	8:55-9:40	
Flex	9:45-10:20	
3 <sup>rd</sup>	10:25-11:10	
4 <sup>th</sup>	11:15-12:00	Lunch 12:05 – 12:25
4 <sup>th</sup>	11:40-12:25	Lunch 11:15 – 11:35
5 <sup>th</sup>	12:30-1:15	
6 <sup>th</sup>	1:20-2:05	
7 <sup>th</sup>	2:10-2:55	
1st Lunch	11:15-11:35	
2nd Lunch	12:05-12:25	

Hilldale Middle School will be opened for students by 7:30 AM. Students may not enter the building before the prescribed time. The doors to the hallways will be closed. Students are to report to the cafeteria. The librarian must be present in the library for students to use the library in the morning. Students are not to go to their lockers until the bell rings. At the end of the day, students are to clear the building as soon as possible. All students should be out of the building, including the gyms and cafeteria, by 3:10 PM unless they are meeting with a teacher. A student will not leave school once he/she has arrived, unless permission is given by the principal. Students leaving without permission will be considered truant and will be disciplined.

## **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 Erik Puckett, Superintendent, 500 E. Smith Ferry Road, Muskogee, OK 74403-8639, (918) 683-0273, facsimile (918)683-8725.

## **ACADEMIC AWARDS**

At the end of each semester, honor roll lists will be published:

Superintendent's Honor Roll - students making all A's.

Principal's Honor Roll - students making 3.0 or higher, having all A's and B's.

## **ACHIEVEMENT TESTING**

Hilldale Middle School uses the State Mandated Tests in the spring of each school year to compare the performance of its students to state and national norms to detect strengths and weakness in its programs.

These exams enable all student needs and talents to be identified and can help guide students into the educational program best suited to meet these needs. The tests also help parents get a better understanding of their child's ability and performance in school.

School aptitude and achievement are only two of many factors that make up the total person. Your child has abilities and talents those scores do not measure. Test scores are helpful and important, but they can change and do not at all give a total picture of the child!

## **ALTERNATIVE EDUCATION PROGRAM**

Hilldale Public Schools believes in providing the best possible educational opportunities for all the students in the district. The *Hilldale Learning Academy* has been developed to provide an alternative setting and change of placement for students who are at risk. Qualifying students or students placed in the program will be given to opportunity to continue their studies and receive graduation credit for classes taken and passed. Attendance and grades will be recorded in the student's permanent record.

## **ATHLETICS/ACTIVITIES**

All students involved in any activity sponsored by the school will ride on the bus or transportation provided by the school. After any activity away from school, students are expected to return with the group unless accompanied by their parents and with advance notice to the proper school official. Students will not be allowed to ride home with other parents or students following any activity away from the school. Students failing to adhere to the policy will be subject to disciplinary action deemed appropriate by the administration. Any student ejected from an extracurricular contest will be suspended from athletic contests until approval to return is obtained from the Principal and the Oklahoma Secondary School Activities Association.

## **EXTRACURRICULAR ACTIVITIES REGULATION/OSSAA**

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The students who have met, in the preceding semester, the requirements of the Oklahoma Secondary School Activities Association may participate if they maintain a weekly passing grade in all subjects in which they are enrolled.
2. The student must meet the schools and the Oklahoma Secondary School Activities Association attendance policies.
3. The student must be in good standing within the rules of the activity.
4. Any student, while on suspension, will not be able to participate in any extracurricular activity.
5. Students enrolled and participating in the challenge program may gain eligibility with a single failing grade, if they meet the probationary week guidelines set forth by the O.S.S.A.A. These guidelines will be stringently followed.
6. Students involved in extracurricular activities must be in attendance during one half of the school day in order to participate in the day's scheduled activity or event

## **EXTRACURRICULAR STUDENT ACTIVITIES POLICY ON TESTING FOR ILLEGAL OR PERFORMANCE ENHANCING DRUGS**

The Hilldale Board of Education acknowledges that students participating in extracurricular activities set an example for all other students of the school district. In an effort to protect the health and safety of its students participating in extracurricular activities and to educate and direct these students away from drug and alcohol abuse, the Board of Education adopted policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol, and performance enhancing drugs.

Students tested include any organizations that compete under OSSAA guidelines or procedures. This list includes but is not limited to: Golf, Football, Basketball, Soccer, Baseball, Softball, Track, Color Guard, Band, Select Choir, and Academic Team.

For view this policy in its entirety please visit our website at <http://www.hilldale.k12.ok.us> Go to Administration – Board Of Education – Board Policy. This policy is located in Section F or you may go to Athletics – Forms.

## **ATTENDANCE**

The Hilldale Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% of the time each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

1. All students must attend classes at least 90% of the time for each semester to earn a passing grade for the course(s) in which enrolled. On a 163 day schedule, a student has 16 absences for the year, both semesters. School and activity absences are not included. All sick days even with doctor notes are included. Students and families are not to schedule vacations during the school year. When this occurs, the absences will count and no vacations will be counted as educational.
2. If circumstances exist which the parent or guardian believes will warrant an exception to this rule, the facts may be considered by a committee consisting of a building principal, school counselor, and the teacher or teachers involved. The parent or guardian shall personally appear before the committee. An adverse decision of the committee may be appealed to the superintendent. If a family chooses to take vacation during the school year, those absences are not appealable.
3. Parents shall notify the school by 9:00 a.m. on any day that a student is to be absent. If a call has not been received by that time, school personnel shall attempt to contact parents or guardians at their residence or their place of employment.

4. The student must provide written documentation from the parent/guardian explaining why he/she was absent in order to be granted relief from the absences by the attendance committee should the committee become necessary. Students who return after such an absence must report to the office.
5. Students who report to school more than ten (10) minutes late or miss more than 10 minutes of any class will be marked as absent for that class.
6. Students whose absence is in violation of Oklahoma School Attendance laws shall be considered truant, and the school principal will notify the proper authorities. Students who are absent more than four days or part days in any class in a four week period may be reported to the District Attorney's Office for truancy.
7. The classroom teacher and/or the building principal shall make reasonable efforts to advise parents or guardians prior to assigning a failing grade because of absenteeism. Parents will receive an attendance notification upon their child's 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> absence per semester.
8. To receive credit for work missed during an absence, students may complete makeup work in accordance with the schedule established by their school site.

#### **Absences and Codes**

**Verified Absence (VA):** This code will be given for a call from a parent verifying knowledge of the student's absence. This code will be given when an absence is substantiated by a written doctor's statement, court document, or other professional documentation. In order to receive this code, the student must bring the statement to the attendance office within 24 hours after returning to school. This code does count toward the exemption policy.

**Truancy:** Definition of Truant: A student is identified as truant when he is absent and neither the parents nor school officials know of his whereabouts. Issued when:

- (a) a student is absent and neither the parents nor school officials have knowledge of his whereabouts,
- (b) parents fail to notify the school of a student's absence,
- (c) a student leaves a class or campus without permission from a parent or school official,

A student who is truant will be disciplined according to school disciplinary policy and procedures.

**School Activity (SA):** This code will be used when a student is on a field trip. The "SA" code indicates the student is present. This is a non-chargeable absence in terms of the 90% attendance requirement and the exemption policy. This code will be given when a student represents the school in a school approved activity organization that is sanctioned by the O.S.S.A.A. or approved sanctioning organization for interscholastic and other competitive events that are also sanctioned as post-season, state qualifying events. This code will not count in the 90% attendance requirement, or the exemption policy.

### **ATTENDANCE INCENTIVE**

Although test scores and final grades are important, participation in a meaningful and productive manner in class on a daily basis is an invaluable part of a student's total education. Hilldale School will provide various incentives for students with less than three absences in a semester in each class period.

### **MAKEUP WORK SCHEDULE**

Incomplete work, tests, or assignments will be recorded as a zero if not completed within the time schedule. The time schedule for turning in the missed work is as follows:  
NUMBER OF DAYS ABSENT - WORK IS DUE AT THE BEGINNING OF THE CLASS PERIOD.

- 1 or 2 days - 3rd class meeting after returning to school.
- 3 or 4 days - 4th class meeting after returning to school.
- 5 or 6 days - 5th class meeting after returning to school.
- 7 or 8 days - 6th class meeting after returning to school.
- 9 or 10 days - 7th class meeting after returning to school.

Students who know they will be absent from school for a school activity, on out-of-town trips or for long weekends, etc. will be responsible for getting the assignments before they are absent and handing the assignments in on their return. Make-up tests will only be given before or after school hours as to not interrupt the classroom instructional component. This also applies to suspensions and short term alternative school placements.

### **ATTENDANCE/ACTIVITIES POLICY**

The Hilldale Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational merit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes, while providing students the opportunity to participate in co-curricular activities. In keeping with this philosophy, the following procedures will be followed:

1. The Superintendent and Board of Education shall annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.
2. The maximum number of activities for any student shall be ten (10) for any one class period of each school year (See regulations as a part of this policy).
3. The Board of Education shall appoint an internal activities review committee at the beginning of the school year. This committee shall be responsible for reviewing and recommending any deviation from the activities policy to the Board of Education. In the event it is not feasible to make the recommendation to the Board of Education, the Superintendent shall act on the recommendation and report to the board at the next regular meeting.
4. Any absence over the maximum of ten (10) without written permission from the internal activities review committee shall be counted as an unexcused absence in accordance with local board policy.

5. The principal's office will be responsible for keeping a weekly record of activities. These will be handed in to the principal's office each Friday evening by the classroom teachers.
6. The principal's office keeps the master record of activity absences for inspection by outside interested parties who have the authority to inspect the records.
7. Teachers and sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to have too many activity absences.
8. The classroom teachers will be responsible for keeping a record of student activity absences that occur in their classes. A special designation will be used in their record book that will be consistent with other teachers.
9. The teacher will make available at any time the number of student activity absences a student has when the student requests.
10. The teacher and student share the responsibility to ensure the student does not exceed ten activity absences.
11. Because the student is charged with the activity absences, it is the student's privilege to decide if he/she needs to be out of class for an authorized activity.

By August 1 of each school year, each principal shall submit a list of school activities scheduled for the school year. Each principal shall indicate those activities that will require a student to miss class time for participation. The superintendent shall submit this list for the Board of Education to review at the regular August board meeting.

As new activities are scheduled during the school year, each principal shall submit these new activities to the superintendent at the end of each calendar month. Those activities that require students to miss class time will be submitted to the Board of Education for its review at the next regularly scheduled board meeting.

### GRANTING OF EXCEPTIONS

In order for a student to request an exception to the ten (10) day limit through the internal activities review committee, the student must meet the following criteria:

1. Must have a "B" average, with no failing grades for the previous nine week grading period.
2. Must meet the local attendance policy.
3. Must request an exception for an absence that, in the view of the administration, will benefit the student and/or the school.
4. Must request the exception in writing with activity sponsor approval to the proper committee through the building principal before the Thursday preceding a regularly scheduled Board of Education meeting.
5. The sponsor of the activity may be requested to attend the review for which the exception is being considered.
6. The request must give the amount of time the student will be absent if the exception is approved.



In case of a complaint concerning the administration of the attendance and activity policy, such complaint shall be submitted in writing to the Superintendent. The Superintendent shall notify the Board of Education of the complaint and shall attempt to resolve the complaint for the complainant. If such complaint is not resolved locally, the Superintendent shall forward the complaint to the Accreditation Section of the State Board of Education for its action. The Hilldale Public Schools will cooperate fully with the State Department of Education in its investigation of the matter.

### **INTERNAL REVIEW COMMITTEE MEMBERS**

The Internal Activities Review Committee shall be composed of:

1. Building Administrator
2. Athletic Director
3. High School or Middle School Teacher

### **BICYCLES**

Students may ride bicycles to school. Bicycles should be walked across the crosswalk. Once the bicycle is brought on school grounds, it is to be parked and will not be moved until school is out. Students will not congregate around the bicycles during the lunch period or any time of the day. Students violating this rule or good safety practices may have their bicycle privileges suspended. Bicycles are to be parked along the east wall of the Middle School gym. It is recommended that students lock their bikes to the bike rack. Students are not to ride their bicycles on school grounds (grass areas) or around the Middle School.

### **BUS RIDERS (PARENTS OF)**

School transportation is a privilege provided for the convenience and safety of the students.

Undesirable conduct by the students can create a very dangerous situation. It may not only cause someone to be injured inside the bus, but could lead to a collision with another vehicle. If the driver is distracted by student behavior, any of the above could result. Quietly visiting with the student sitting next to him/her is permissible.

Students shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on buses. There is to be no loud talking or moving about while on the bus. Students must not shout, sign or otherwise cause any disturbance that may distract the driver. Students should keep absolutely quiet when the bus is approaching railroad tracks from any direction to enable the driver to hear emergency and train signals. Students are to obey the request of the driver the same as they would a teacher. Consumption of food or beverages is prohibited on the school bus.

Windows must remain closed unless the driver permits them to be opened. No one is to put any part of his/her body out a window or throw any objects out of a bus window. Hands and feet are to be kept out of aisle. Any object carried on the bus is to be held in the student's lap or placed where the driver requests.

#### Entering the bus:

Students must board the bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must stand back and remain orderly until the bus comes to a complete stop and the driver gives boarding permission. Then line up in order to enter the bus single file with no pushing or shoving. Once inside the bus, go directly to a seat and sit down.

Seats may be assigned at the driver's discretion. If the driver has assigned a student a seat, that is the seat he/she is required to sit in. The driver will be the judge as to how many should be in each seat. Seats are not to be held for a student who enters at a later stop, and everyone is expected to share seats. Passengers must be seated immediately. Seats may not be held for later passengers and must be shared when necessary.

#### Departing the bus:

Students waiting at the elementary school until school dismissal must remain on the bus. All students are required to remain seated until the bus comes to a complete stop. When the bus stops, students who get off at that stop are to depart single file as quickly as possible and get away from the bus. If a student must cross the street he/she is to quickly walk approximately ten steps in front of the bus and wait for the driver to signal when it is safe for him/her to cross. NEVER WALK BEHIND A SCHOOL BUS. All students are to get off the bus at a school or at their regular stop. The school bus will not move until the student can be observed by the driver.

The following are possible disciplinary consequences for bus misconduct:

- a. First offense per semester: Upon the first offense of unacceptable conduct, the principal will notify the student and parent. The principal will take whatever action he or she deems necessary.
- b. Second offense per semester: Student will be placed on probation and parents notified. Detention may be assigned.
- c. Third offense per semester: Upon the third offense, the principal will notify the student and the parents that the student is suspended from bus riding privileges for five days.
- d. Fourth offense per semester: Upon the fourth offense, the principal will notify the student and parent that the student is suspended from riding for the equivalent of one semester.
- e. The principal has the authority to deviate from this disciplinary action schedule on a case by case basis.

Defacing a school bus:

Any student caught writing on a bus, tearing or cutting a seat, tearing off padding or defacing a bus in any manner will be suspended immediately from riding a school bus. Parents of such students are liable for damages.

First offense for defacing a school bus:

This will be a mandatory suspension from riding the bus for a period of time to be determined by the principal and payment of damages in full.

Second offense for defacing a school bus:

This will be a mandatory suspension from riding the school bus for the remainder of the school year and full payment of damages.

### **CAFETERIA AND LUNCH**

Student behavior in the lunchroom should be based on courtesy and cleanliness. This means leaving the area in the condition a student would like to live. Students will go through the cafeteria line and pay for their food. There will be no lunch charges, unless there is an emergency approved by the Principal. Al-a-carte items such as pizza and breakfast items cannot be charged. Deposits of cash or checks can be made toward the student's account before school in the cafeteria. All students are given a picture ID card with their student number. These cards must be used to enter the cafeteria line or breakfast, lunch and pizza al-a-carte. Students are not to go into hallways or areas where classes are being held during their lunch hour. Forms for free or reduced lunches are available in the office. There will be no deliveries made to students at school from outside vendors.

#### **Child Nutrition lunch refund policy:**

1. A parent may make a written request for money left in the child's account at the end of the school year to be mailed to them in the form of a check.
2. If a written request is not made, the money will be carried over into the student's account for the next school year.
3. If a student leaves the school district a parent can make a written request for the money to be mailed to a new or current address in the form of a check. If a request is not made the money will be handled as a donation to child nutrition if it is \$3.00 or less. If over \$3.00, a check will be sent to the address on file. If the check is returned to the school unopened, it will be handled as a donation to child nutrition.

#### **Meal Charge Policy**

The goal of Hilldale Public Schools is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish uniform meal account procedures throughout Hilldale Public Schools. The provisions of this policy pertain to regular priced school breakfast and lunch meal only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, Hilldale Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their lunch money payment, Hilldale Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their lunch money

**Full Pay Students – Elementary and Middle School Students** must prepay or pay cash that day for all meals. A student will be allowed to charge a maximum of five (5) meals to their account after the balance reaches zero. Once a student has charged those five meals, he/she will not be allowed to charge but will be offered an alternate menu. Sample: sandwich, fruit, and milk. This alternate menu will not be charged to the child’s meal account. He/she may not charge a la carte items.

**High School Students-** High School students must prepay or pay cash at the register for all meals and a la carte purchases. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be allowed to charge but will be offered an alternate menu. Sample: sandwich, fruit, and milk. This alternate menu will not be charged to the child’s meal account. He/she may not charge a la carte items.

**Free Meal Benefit-**Free status students will be allowed to receive a free breakfast and lunch each day. A la carte must be prepaid

**Reduced Meal Benefit-** Reduced status students will be allowed to receive a breakfast and lunch each day for a reduced price. A student will be allowed to charge a maximum of five (5) meals to their account after the balance reaches zero. Once a student has charged those meals, he/she will be offered an alternate menu. Sample: sandwich, fruit, and milk. This alternate menu will not be charged to the child’s meal account. A la carte must be prepaid.

**Parents/Guardians** are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

**All school cafeterias** possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account or by speaking with the cafeteria manager.

**Student/Parents/Guardians** pay for meals in advance via [www.payschools.com](http://www.payschools.com) by credit or debit card or send check payable to Hilldale Food Service. If you send money with elementary students please place it in an envelope with the student’s name and teacher’s name on it.

**Refunds** for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted to the cafeteria manager. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling’s account.

**Unclaimed Funds** must be requested within one school year. Unclaimed funds will then become the property of Hilldale Public School Food Service Program.

**Balances Owed** collection of owed balances will follow the policies and procedures set by Hilldale Public School Board of Education.

**Teachers and Support Staff** must prepay or pay cash at the register for all meals and a la carte purchases. You may charge 5 meals to your account then until your balance is paid off you will not be able to charge any more meals.

### **CHEATING POLICY**

Whenever the student is suspected of cheating, the teacher shall collect the student's paper send the student to the office, and inform the administration of the facts surrounding the suspected cheating. 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 this handbook.

### **CHECK POLICY**

Although the District is not a banking facility, we will attempt to divide the amount of a check among siblings and to apply the amount to different lunch accounts. However, the District will not divide cash from a lunch check and apply it to things such as yearbook purchases, Weekly Reader, etc. or give the cash to the child. To purchase an optional or required item, the check must be written for the exact amount of purchase.

### **CHILD ABUSE**

By law Hilldale Public School employees are required to report any suspected child abuse or neglect to the proper authority.

### **GRANTING OF EXCEPTIONS**

In order for a student to request an exception to the ten (10) day limit through the internal activities review committee, the student must meet the following criteria:

1. Must have a "B" average, with no failing grades for the previous nine week grading period.
2. Must meet the local attendance policy.
3. Must request an exception for an absence that, in the view of the administration, will benefit the student and/or the school.
4. Must request the exception in writing with activity sponsor approval to the proper committee through the building principal before the Thursday preceding a regularly scheduled Board of Education meeting.
5. The sponsor of the activity may be requested to attend the review for which the exception is being considered.
6. The request must give the amount of time the student will be absent if the exception is approved.

In case of a complaint concerning the administration of the attendance and activity policy, such complaint shall be submitted in writing to the Superintendent. The Superintendent shall notify the Board of Education of the complaint and shall attempt to resolve the complaint for the complainant. If such complaint is not resolved locally, the Superintendent shall forward the complaint to the Accreditation Section of the State Board of Education for its action. The Hilldale Public Schools will cooperate fully with the State Department of Education in its investigation of the matter.

### **COUNSELOR VISITATION**

Students needing to visit with the counselor during a class period will need to fill out a "Request Form" available in the office. This form is to be filled out by the counselor or the office. The form may be signed by the teacher who may agree to the appropriate time for the visit. The request may be used as a hall pass for students in route to or from the counselor if signed by a teacher or the counselor. Valuable class time is not to be disturbed with misuse of "Request Forms" or privileges.

## COMMUNICABLE DISEASE

Any child who is determined to be afflicted with a contagious disease or head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice or the disease is no longer contagious.

## HILDALE PUBLIC SCHOOLS PROHIBITION OF CORPORAL PUNISHMENT

Corporal punishment is prohibited in the Hilldale School District. "Corporal punishment" is the use of physical punishment as a form of discipline for school children. The term "corporal punishment" of a student shall include, but is not limited to, striking, slapping, spanking, paddling, whipping, beating, pulling to the ground or out of the classroom or deliberately inflicting physical pain to a student for disciplinary purposes .

The use of corporal punishment by any District employee shall be grounds for discipline of the employee up to and including dismissal or nonrenewal of an employee's employment contract.

## DETENTION POLICY

Detention is a serious form of behavior modification usually reserved for discipline, excessive tardiness, and trancies as outlined by school policy. Detention is served from 7:30 - 7:55 a.m. in the morning and during the student's lunch time. Failure to serve or arrive on time will result in further discipline.

## DANGEROUS WEAPONS

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the District. For the foregoing reasons and except as specifically provided in this policy, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his/her person; (2) in his/her locker; (3) in his/her vehicle; (4) held by another person for his/her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality used to threaten harm or to harm any person or any chemical, material or substance that can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent.

purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality used to threaten harm or to harm any person or any chemical, material or substance that can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent.

**THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

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

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance with this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

### **DISTRIBUTION BY STUDENTS OF WRITTEN MATERIALS IN SCHOOL FACILITIES**

Time and Place of Distribution. Students may distribute written materials at any entrance or exit to a school building for a period of not to exceed thirty (30) minutes prior to the commencement of the earliest class and not to exceed thirty (30) minutes after the end of the last instructional class. Students may distribute written materials at an entrance or exit to a school cafeteria when lunch is being served in the cafeteria. Students may distribute written materials before and after regular school hours at the entrances and exits to school gymnasiums, school stadiums, school auditoriums or other school facilities when those facilities are being used. Students will not distribute written materials in or on school grounds or facilities except as stated above.

Manner of Distribution. Students shall not distribute written materials in a manner that disrupts a school activity or impedes the flow of traffic within hallways or entranceways to the school. No person will be compelled to accept any written material. A person who declines to accept written material will not be threatened, treated with disrespect (verbally or by gesture) or impeded in any manner.

Clean-up. Students who distribute written materials will be responsible for removing discarded and leftover materials from the school facility and grounds before the students leave the school premises after distributing the material.

Content. The distribution of written material shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, students must realize that rights go hand-in-hand with responsibilities and that students have a responsibility to refrain from the distribution of written material that is:

1. Obscene to Minors, meaning (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (b) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed.
2. Libelous, meaning a false and unprivileged statement about a specific individual that tends to harm the individual's reputation.
3. Vulgar, Lewd or Indecent, meaning material that, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language.
4. A Display or Promotion of Unlawful Products or Services, meaning material that advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
5. Group Defamation, meaning material that disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or disability. This includes racial and religious epithets, "slurs", insults and abuse.
6. Disruptive of School Operations, meaning material that, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.



Students will have the right, but are not required, to submit written materials to the school principal in advance of distribution. If the school principal concludes that the submitted written material falls within one or more of the categories of prohibited materials described above, the principal shall notify the students in writing stating the reasons within twenty-four (24) hours (excluding non-school days) of the principal's receipt of the material. Students may elect to distribute written material disapproved by the principal, but students should understand that such distribution may subject them to disciplinary action as provided herein and that the principal may elect to take action to halt distribution of the material.

Violation of Policy. Students who violate this policy will be subject to disciplinary action, including suspension out of school.

### Certain Definitions

As used in this policy:

1. "Distribution" means the circulation of written material by handing out copies, selling or offering copies for sale and accepting donations for copies.
2. "Written Material" includes but is not limited to, leaflets, magazines, books, brochures, flyers, petitions, newspapers, buttons, badges or other insignia.
3. "Minors" means persons under the age of eighteen (18).

If a student is suspended for violation of this policy or if distribution of a publication is halted by a principal, the student may appeal the decision in accordance with the district student suspension procedures currently in effect.

Miscellaneous. This policy does not apply to official school publications, such as yearbooks or student newspapers published as a part of the school curricula. All schools within the district shall provide a notice on school bulletin boards and in material distributed generally to students and parents stating that by permitting the on-campus distribution of written materials by students under this policy, the school, the district and the Board of Education are not approving any written material distributed by students or endorsing, supporting or advocating the content of the material. A copy of this policy will be posted conspicuously in each school building. Any student shall be entitled to a free copy of this policy upon request.

## **SEARCHES**

School administrators and security personnel are authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school policies, rules or regulations or for property believed to have been stolen from another student, an employee, or the school. A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusal.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students at Hilldale Middle School may have cell phones, hand-held video game units, or other electronic devices; however, they are to be turned off and out of sight from the time the student enters the building, arriving at school, until they have exited the classroom at 2:55, leaving school for the day. Exceptions may be made by a school staff member for instructional purposes. Students may not use cell phones, hand-held video game units, or other electronic devices at any time during the school day, including lunch. Any cell phone, hand-held video game unit, or other electronic device seen during the school day will be taken to the office. The following disciplinary steps will be enforced for violation of this policy:

1<sup>st</sup> Offense: Device confiscated, held for parent/guardian retrieval; 1 detention assigned.

2<sup>nd</sup> Offense: Device confiscated, held for parent/guardian retrieval; 3 days ISD.

3<sup>rd</sup> Offense: Device confiscated, held for parent/guardian retrieval; 1 Saturday school.

4<sup>th</sup> Offense: Device confiscated, held for parent/guardian retrieval; suspension or possible long-term ISD placement assigned.

5<sup>th</sup> Subsequent Offense will subject the student to extended Alternative School placement OR suspension, at the discretion of the administration.

Refusal to turn over a cell phone, hand-held video game unit, or other electronic device when asked by any school personnel, or agent of the school, will result in additional consequences according to the discipline policy.

## **FAILING GRADES**

Upon receipt of a student's report card showing a failing grade in a course, any parent may request reconsideration of a decision to not pass a student in a course by requesting review of the initial decision by letter to the building principal. If no request is received within five (5) days of student or parent's receipt of the report card, the decision will be final and non-appealable. The parent may appeal the decision within five (5) days of receipt of that decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the superintendent's decision, that decision will be final and non-appealable. The parent may appeal the superintendent's decision to the Board of Education within five (5) days of receipt of that decision by letter to the clerk of the Board of Education. Consult the building principal for further information concerning the appeal process or for a copy of the School District's policy.

## **FEES, FINES AND CHARGES**

It is the goal of the Hilldale Board of Education to provide a quality education to all the children of this district at minimum cost to the child. However, there are certain areas in which the payment of fees, fines, or charges may be required.

The following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. School authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel that become the property of the student and that are used in extracurricular activities.
7. Parking fees and fees for identification cards, if applicable.
8. Fines assessed for lost, damaged or overdue library books, textbooks and workbooks.
9. Weekly Reader and paperback books ordered by the student through the school.
10. Latchkey program expenses.
11. School meals.
12. Other fees, fines, or charges specifically permitted or required by law.
13. Technical items or material necessary for use by students in Computers, Art, Athletics, etc.

## **FIELD TRIPS AND EXCURSIONS**

All students participating in field trips must have written permission from their parent or legal guardian, including medical consent on file in the Middle School Office. A "Parent's Permission/Medical Consent Form" will be sent home with the student before the day of the field trip.

This permission form will include:

1. Student's name - entry line.
2. Name of class, activity, or group.
3. Type of field trip.
4. Cost (if any).
5. Transportation arrangements for the field trip.
6. Statement of lunch arrangements.
7. Signature of Parent or Guardian if permission is granted.
8. Signature of Parent or Guardian for medical consent in case of emergency.

A completed form should be on file with the school at least one day prior to date of trip.

Eligibility will be checked on all students participating in a field trip. Students must be eligible in order to attend field trips.

## **FIREARMS**

Only authorized security personnel may bring firearms onto school grounds. Students who bring a firearm on to school grounds will be suspended for a period of not less than one year, according to the 1994 Gun-Free Schools Act. The chief Administrative officer may modify the suspension requirement on a case-by-case basis.

## **FUNDRAISERS**

All fund raisers shall be for the direct benefit of the school. Fund raisers must be approved by the Hilldale Board of Education at the September board meeting. The procurement of funds should not be the primary purpose of a school-sponsored club or organization. When funds are needed, the organization shall seek justification for the project from the Principal, Superintendent, and the Board of Education. If funds cannot be provided by the Board of Education, a fundraising project may be the answer.

All school-sponsored clubs and organizations shall submit a list of fundraisers needed for the coming year to the principal for board approval. All clubs and organizations shall state the purpose of the project, time the project will run, and goal to be achieved.

Students may only bring fundraising items from outside organizations into the building with prior permission from the building principal.

### **GENERAL INFORMATION STUDENT ATTIRE**

Our students are to be complimented on their school attire. With the cooperation of students, parents, faculty, and everyone concerned, we can maintain a degree of self-respect profitable to all:

1. Girls will not wear halter tops and/or crop tops, or tops with spaghetti straps.
2. Students shall be clean, neat, and well groomed.
3. Students may not wear tank tops.
4. Students will be modestly dressed with no midriff showing.
5. Students may not wear clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar, repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, illegal chemical substances, drug-related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors.
6. Hats will NOT be worn in the building. Bandanas and head wrappings will be considered hats. EXCEPTIONS: approved special occasion days.
7. Students may not wear shirts with the sides out.
8. The wearing of shorts/skirts will be permitted provided the shorts/skirts meet the following criteria: **WITH THE STUDENT STANDING ERECT, BOTH ARMS TO THE SIDE, THE SHORTS/SKIRTS MAY NOT BE OVER 5 INCHES ABOVE THE KNEE CAPS FRONT AND BACK.** Bicycle shorts or form fitting shorts or pants (yoga pants/leggings) may be worn provided that shorts or skirts meeting the above criteria are worn over them.
9. Slacking of pants and gang-related dress is disruptive to an orderly school environment and will not be tolerated.
10. Trench coats and any large bulky coat items that may be used for concealment purposes are prohibited.
11. No sunglasses may be worn in the building.
12. Clothing, with holes or rips above the knee which show skin or underwear, is prohibited.
13. No Pajamas.
14. Flip-flops or open-toed shoes are strongly discouraged.
15. Leggings may be worn but area's considered private must be covered.

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.

The administration will consider each case on its own merit. Parents will be contacted to bring appropriate clothing to school if necessary. Violation of these guidelines may be punished like any other student misconduct.

## **GRADING PRACTICES**

The semester grade is a cumulative grade from the beginning to the end of each semester. Each semester, progress reports will be distributed at 4-1/2 weeks, 9 weeks, and 13-1/2 weeks, with a final grade card given at the end of the semester. The semester grade is the only grade reported on the student transcript.

In addition to the above reports, parents may view student grades on-line at any time during the semester. Parents should feel free to discuss their child's progress with the appropriate teacher(s) or staff by appointment at any time. Parents who do not have access to the Internet are encouraged to contact the school counselor or administrator for periodic grade checks of their child's progress. The most effective communication is two-way communication.

Parents should feel free to discuss their child's progress with the appropriate teacher(s) or staff by appointment at any time. Parents are encouraged to contact the school counselor or administrator for periodic grade checks of their child's progress. The most effective communication is two-way communication.

## **GRADUATION ACTIVITY**

Hilldale Public Schools provides one graduation activity. This activity should be very special to those who participate in it. Usually the student and his/her parents have looked forward to this activity with a great feeling of accomplishment. To honor our 8<sup>th</sup> graders, the following criteria must be accomplished to maintain a high degree of respect to all who participate:

1. Appropriate attire for the activity.
2. Students must maintain a respectful attitude.
3. Shorts are not permitted.
4. Signs, messages, slogans, or disruptive objects are prohibited.

If you feel you can't participate and meet the above criteria, feel free to excuse yourself from the graduation activity. Thank you for your cooperation. If you fail to meet requirements during graduation activity, you will be removed.

## **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in a different setting or school with new teachers and friends.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary
3. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.
4. The counselor will interview all students as to academic needs twice each year.

## **Virtual Courses**

In accordance with state and federal law Hilldale Middle School does offer on-line courses for students. Information for enrollment in on-line courses may be obtained in the Principal's office.

## **FOOD AND DRINK**

No food or drink is allowed in the classroom without prior approval of the principal. Gum and candy are included in this policy.

## **HARASSMENT, INTIMIDATION, BULLYING AND THREATENING BEHAVIOR BY STUDENTS**

The *School Bullying Prevention Act* and School District prohibit peer student harassment, intimidation, bullying and threatening behavior. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. The term "harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or

4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission or the education of any student.

The term "threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

The Board of Education has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's response to the requirements of state law. Students and their parents can obtain a copy of the policy from their building principal or the superintendent.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel.

Parents should:

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and
6. Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

### **SEXUAL HARASSMENT**

Hilldale Public Schools prohibits any form of sexual harassment of any student or employee. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's code of student conduct.

Examples of prohibited sexual harassment are: Touching someone in ways that are not OK with him/her, making fun of someone's private body parts, passing a note with sexual content about someone's body, continuing to tell dirty jokes after being asked to stop, making slurs about someone's sexual orientation, and pressuring someone for sexual touches.



## **Reporting Sexual Harassment**

Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment should report those incidents to his or her principal, counselor or teacher, or to a board member, the superintendent or one of the School District's compliance coordinators. If a report of sexual harassment needs to be made after normal school hours, then the student or his or her parent may contact the superintendent, principal or any board member at home.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above-designated persons.

All reports of sexual harassment should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the date of the prohibited activity and any other information necessary to a full report and investigation of the matter.

## **For Further Information**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Contact the School District's Title IX coordinator Dr. Kaylin Coody, Superintendent, 500 E. Smith Ferry Road, Muskogee, OK 74403-8639, (918) 683-0273, facsimile (918) 683-8725 for further information concerning Title IX or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

## **DISABILITY HARASSMENT**

Hilldale Public Schools prohibits disability harassment under Section 504 and Title II of the Americans with Disabilities Act. Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's program. Harassing conduct may include verbal acts and name-calling, nonverbal behavior such as graphic and written statement, or conduct that is physically threatening, harmful or humiliating.

The following are examples of disability harassment:

1. Several student continually remark out loud to other students during class that a student with dyslexia is retarded or deaf and dumb and does not belong in the class; as a result, the harassed student has difficulty doing work in class and her grades decline.
2. A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.
3. A teacher subjects a student to inappropriate physical restraint because of conduct related to his disability, with the result that the student tries to avoid school through increased absences.
4. A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies and extracurricular activities as punishment for taking time off from school for required services related to the student's disability.
5. A teacher repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that she has great difficulty performing in class and learning.
6. Students continually taunt or belittle a student with mental retardation by mocking and intimidating him so he does not participate in class.

Contact the School District's Section 504/ADA Coordinator Sandy Cook, Director of Special Education, 500 E. Smith Ferry Road, Muskogee, OK 74403-8639, (918) 683-1101, facsimile (918) 683-8725 for further information concerning disability harassment or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

## **STUDENT ACADEMIC ASSISTANCE PROGRAM**

All students have to opportunity to receive extra assistance in all courses. Any student having difficulty in any course may see their teacher and receive tutoring from that teacher any day of the week from 7:30 to 8:00 except when the teacher is assigned to before school duty. In this case the teacher will work with the student to find an appropriate time or another teacher to assist the student.

Any student or parent may request tutoring in a core subject after school by contacting the counselors' office.

## **GRADING SCALE FOR HONOR CLASSES**

Honor courses at Hilldale Middle School are designed to provide academically-advanced students with more rigorous, sophisticated and complex learning experiences in Science (7<sup>th</sup> and 8<sup>th</sup>), Math (7<sup>th</sup> and 8<sup>th</sup>), English (7<sup>th</sup> and 8<sup>th</sup>), and American History (8<sup>th</sup>). Curriculum in an honor course will expand beyond the Oklahoma Academic Standards and place additional emphasis on higher level thinking skills, focusing on academically challenging concepts and skills in preparation for advanced high school classes.

The Middle School Honors Program is different from other core classes in assignments, formative assessments and summative assessments. These courses will follow Oklahoma Academic Standards; however, the accelerated pacing and enhanced curriculum provide for the differentiation in the level of analysis of information in student writing, discussion, testing and debate. Honor class offerings are determined by school administration and honor class teachers. Students who successfully meet honor academic expectations may remain in the honor courses. Students who are not meeting honor academic expectations may be rescheduled into the regular core class.

### **Academic Objectives for Middle School Honors Program:**

- Promote critical thinking and reasoning abilities.
- Develop and expand thinking skills.
- Utilize different strategies for learning.
- Build/expand cognitive language skills.
- Facilitate diverse opportunities for learning.

### **Curriculum Objectives for Middle School Honors Program:**

- Creative and productive thinking. Students will study techniques that will be beneficial in the search for innovative solutions.
- Problem Solving. Students will learn diverse strategies while applying these techniques to solve problems and issues through critical thinking.

- Thinking Skills. Students will be challenged to use critical thinking skills. They will learn to combine previous knowledge with new-found information that will be decided from various sources.
- Communication. Students will learn to communicate to find solutions in various ways.
- Research. Students will learn to identify, implement and present ideas through research for effective decision-making processes.

All courses taken in grades 6 through 8 will be included on the student transcript and will be considered when calculating the grade point average (GPA). The standard 4 point grading system (A=4; B=3; C=2; D=1; and F=0) will be used when calculating GPA on all student classes except those designated as honor classes.

### **VALEDICTORIAN AND SALUTATORIAN SELECTION**

The first five (5) semesters of Middle School grades will be used to figure the grade point average to the nearest hundredth. The student(s) with the highest grade point average will be valedictorian(s); the student(s) with the second highest grade point average will be salutatorian(s).

#### **Middle School Valedictorian and Salutatorian Requirements:**

Hilldale Middle School will use a 4.00 scale to figure grade point averages.

8<sup>th</sup> grade students must be enrolled in the following classes to be considered for Valedictorian and Salutatorian of the 8<sup>th</sup> grade class:

- 8<sup>th</sup> grade Honors American History
- 8<sup>th</sup> grade Algebra I (Algebra I will count as a high school credit although students will be required 3 additional math courses at the high school in order to graduate)
- 8<sup>th</sup> grade Physical Science
- 8<sup>th</sup> grade Honors English

7<sup>th</sup> grade students must be enrolled in the following classes to be considered for Valedictorian and Salutatorian of the 8<sup>th</sup> grade class:

- 7<sup>th</sup> grade Honors English
- 7<sup>th</sup> grade Honors Math
- 7<sup>th</sup> grade Honors Science

## **IMMUNIZATION**

Except as otherwise provided by law, immunization records on all students must be complete before enrollment.

## **INAPPROPRIATE ITEMS**

Students should leave at home the following, (including but not limited to): all electronic games, dice, toys, fidget spinners and any other item that could become a distraction in the classroom. These items are not to be at school and will be confiscated and returned to a parent/guardian only. The school will not be held responsible for any stolen, traded, or sold student property.

## **INJURED OR ILL STUDENTS**

Students that are injured or become ill will report to their teacher, counselor, or to the office. Every effort will be made to contact the parents. If the parent cannot be located, the school

principal will determine if the illness or injury will need medical attention.

It is most important that parents have on file a signed medical release for the school to use during those times when parents cannot be found. The hospital and clinics will not give treatment without this parent release.

## **INSURANCE**

School insurance is available to all students. A packet will be available for each student the first week of classes. Purchase of the insurance is optional.

## **INSURANCE FOR ATHLETES**

All students who participate in athletics must have insurance coverage. The school will make student insurance available. Students who do not take the student insurance must furnish a note signed by their parents stating that they have insurance coverage. These notes will be kept on file in the coach's office. Parents will be furnished a brief description of the policy made available by the school.

## **INTERNET/COMPUTER ACCEPTABLE USE POLICY**

### **Hilldale Public Schools Board**

### **Applicability**

These policies shall apply to all users, students, teachers and administrators, of computer/telecommunications systems which are entered via equipment and access lines located at Hilldale Public Schools or who obtain their access privileges through association with this school. A complete copy of the district technology policies may be found on the website at <http://hilldale.k12.ok.us> or a paper copy can be found at each site in the office.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Hilldale Public Schools has taken precautions to restrict access to controversial materials. However, on a worldwide network it is impossible to control all materials, and an industrious user may discover controversial information. We (Hilldale Public Schools) firmly believe that the valuable information and interaction available on this international network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the computer/network resources.

The signature (s) on the “**User Agreement**” document is (are) legally binding and indicated the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance

### **Purpose**

The purpose of this policy is to ensure school-level compliance with policies and guidelines concerning the use of computers and the Internet which may be generated at state, national and international levels, and to help assure the school’s opportunity to access the Internet, other existing computer sites, and those telecommunications and networking programs which may be developed in the future.

### **Acceptable Use**

The use of the Internet must be in support of education and research and consistent with the educational objectives of the Hilldale Public Schools. Use of other organization’s network or computing resources must comply with the rules appropriate for that network.

### **Consequences of Inappropriate Network Behavior**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Hilldale Public Schools administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Hilldale Public Schools may request the system administrator to deny, revoke, or suspend specific user privileges. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to steal, harm or destroy computer hardware, system software, data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Any user who does not comply with Policies and Guidelines will lose computer/network privileges. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to Hilldale Public Schools or to other users and/or copyright violations may be termed theft, as defined under Oklahoma State Department of Education.

## **A. District Acceptable Use Policy**

The following uses of the District Internet system are considered unacceptable:

### **1. Personal Safety** (Restrictions are for students only)

- a. All student Internet activity is to be planned, approved and supervised by the teacher.
- b. Student users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- c. Students users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

### **2. Illegal Activities**

- a. Users will not attempt to gain unauthorized access to the District Internet system or to any other computer system within the District or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the District Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

### **3. System Security and Student Safety**

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

- b. Users will immediately notify the Director of Technology if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will not download software of any kind using the schools network. Such an act will be viewed as a potential attack and will result in suspension or revocation of access to Hilldale's network.
- d. Oklahoma Law 1996 H.C.R. 1097 which directs all state agencies and educational institutions to keep computer systems free from obscene materials. Any student purposely attempting to gain access to such material will be suspended from network access or have their network privileges revoked.
- e. In compliance with the Protecting Children in the 21<sup>st</sup> Century Act Section 254(h)(5), we are educating minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

#### **4. Inappropriate Language**

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on sites found on the Internet.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.



## **5. Respect for Privacy**

- a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.

## **PRIVACY AT SCHOOL**

The board expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

To (a) ensure compliance with state and federal privacy laws, (b) reduce the risk of stifling the free exchange of ideas, (c) shield young people from potential embarrassment, and (d) otherwise limit the disruption of the educational environment for students and staff, the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of a district administrator and upon such terms and conditions deemed appropriate by the district administrator. Any person who believes that that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.

## **6. Respecting Resource Limit**

- a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, self-discovery activities.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- c. Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- e. Users will subscribe only to high-quality discussion group mail lists that are relevant to their education or professional/career development.

## **7. Plagiarism and Copyright Infringement**

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

## **8. Inappropriate Access to Material**

- a. Users will not use the District Internet system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
- b. If a user inadvertently accesses such information, he or she should immediately disclose the inadvertent access in the manner specified by the school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

## **LEAVING THE SCHOOL GROUNDS**

### **HILLDALE MIDDLE SCHOOL HAS A CLOSED CAMPUS.**

Students are not permitted to leave the school grounds at any time during the school day unless approved by the Principal. Parents must come in and sign out students; phone calls will only be taken to release students for emergencies, appointments with a doctor, dentist or chiropractor – in which cases, the student must submit verification from the medical professional or parent upon return.

During lunchtime, students should be in the cafeteria or commons area only. Students are not to be in the parking lot during the school day, including lunch times. During scheduled lunches there will be no outside vendor deliveries made to students. Hilldale High School has a policy of a closed campus for lunch. Students may not leave campus during the lunch period without their parent physically checking them out in the office and accompanying them to lunch.

Students leaving campus at lunch will be disciplined for truancy. Students leaving the school grounds without permission of the Principal will be considered truant, and disciplinary action will be taken and the student will not receive credit for any work missed during the time they were gone.

## **LIBRARY RULES AND PROCEDURES**

- The library is open from 7:30 a.m. until 3:15 p.m.
- The library is open during lunch hours.
- Students must have a pass to come to the library during class time.
- You **must** have your **ID** to check out a book.
- Only one accelerated reader book may be checked out at a time.
- Books may be checked out for two (2) weeks.
- Books may be rechecked only once for another two (2) weeks.
- You must have your book to recheck it.
- If you have an overdue book, you may not check out any more books until it is returned.
- Fines will be assessed for all lost or damaged library books. These fines must be paid before any other books can be checked out. (This is school policy.)
- Reference books may not be checked out.
- Newspapers and Magazines may not be checked out.
- No food or drinks are allowed in the library.
- Any student who is causing a disruption will be asked to leave the library. If the student continues to cause a problem, the matter will be relayed to the principal.
- The copier is available for 10 cents a copy and only takes silver coins (nickels, dimes, quarters).
- All books are due for inventory by the last two weeks of school.

## **LOCKERS**

Every student will be assigned a locker. Lockers are the property of the school; students have no expectation of privacy in their lockers or other school property. Locker assignments will be made by alphabetical order and by grade. Students are not allowed to switch lockers with other students. Students should stay out of lockers not assigned to them. School officials may inspect lockers at any time without notice and seize property prohibited by law or school policy. It is strongly recommended that students provide a combination lock for their locker. The school cannot be held responsible for theft from an unsecured locker. A copy of the combination is to be on file in the Middle School Office. Failure to do so may require a lock to be removed with bolt cutters during searches or emergency situations.

## **MEDICATION**

By law, the school cannot administer any medication to students without the express written approval of the parents. If your child is to receive medication during the school day, there are forms available in the office that will grant the school permission to administer the medicine. The school does not provide pain medication, antacids, etc. for students.

Students are NOT permitted to carry prescription drugs or over the counter drugs unless they are specifically authorized to do so by authorized school personnel in compliance with School District property. For example, students in need of inhaled asthma medication, anaphylaxis medication or supplies and equipment to treat diabetes may obtain authorization to carry those items with them. Unless they are authorized to carry their own medication, students must turn their medication in to the office to be administered by office personnel.

All medication kept in the office will be destroyed thirty (30) days after the close of school.

## **OKLAHOMA JUNIOR HIGH SCHOOL HONOR SOCIETY**

The rules and regulations of the Oklahoma Junior High School Honor Society are listed as follows:

1. This organization shall be known as the Oklahoma Junior High School Honor Society.
2. The purpose of this Society shall be to promote higher standards of scholarship among the students in the junior high schools of Oklahoma.
3. Every accredited junior high school in the state is eligible to organize a local chapter of the Society.
4. Each chapter shall take the name of the local junior high school. The full name of the chapter shall be "The Hilldale Chapter Oklahoma Junior High School Honor Society".
5. Ten percent of the junior high school enrollment will be eligible for membership. Sixth grade students are not eligible for membership.
6. At the time the certificates are presented, there should be an appropriate ceremonial exercise. This is done usually in connection with a commencement program or special awards assembly.
7. The ten percent of the student body making the highest average marks in the junior high may be nominated.

## **PARENT CUSTODY**

A parent who is awarded legal custody of a child by court action must file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction should also be filed with the school. All staff should refer to any questions to the respective building principal.

Absent a court degree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school, and to participate in parent teacher conferences (although not necessarily together in the same conference).

In a child custody case, a child will be released to an officer of the law with a proper court order. Every effort will be made to notify the parent, but by law, the school cannot hold the child.

## **SCHOOL EQUIPMENT**

All damage to school buildings or other property will be paid by those doing the damage. All offenses involving destruction of property will be dealt with by the administration, and charges will be filed. The Board of Education will pursue to the fullest the recovery for damages done to all school property.

## **STUDENT EXEMPTION POLICY**

All middle school students may be exempt from FIRST and/or SECOND SEMESTER final exams in a class if they meet the following criteria:

1. A student may have two (2) absences per semester accompanied by the semester letter grade of "B".
2. A student may have three (3) absences per semester accompanied by a semester letter grade of "A".

The Student Exemption Policy is valid only for students who meet the criteria mentioned above. Any student who has a C, D, or F is ineligible for exemption in that class. Any student suspended is ineligible for exemption during the semester in which the suspension occurred. Student exemptions are completely voluntary. If a student wishes he or she may take an exam in the classes of their choice. All absences (except school activities, testing, and administrative), count towards exemption. Guidance will be offered to each student in regard to whether or not it is in their best interest to opt out of an exam from which the student is exempt. The Guidance counselor, in cooperation with the classroom teachers, will advise and counsel students on individual advantages and disadvantages of this option as it pertains to them.

## STUDENT DISCIPLINE

Students at Hilldale Middle School shall be treated in a fair and equitable manner during disciplinary proceedings. Disciplinary action will be based on an assessment of the circumstances surrounding each infraction. In determining an appropriate response to student misconduct, the student's attitude, seriousness of the offense, and the potential effect on other students shall be considered. The Hilldale Middle School Disciplinary Procedures Committee adopted a two-level step by step process involving level I, Teacher Intervention, and level II, Administrative Intervention, for both minor and major offenses. Listed below are examples of behavior that will be considered unacceptable for students during the school day. Appropriate disciplinary action will be taken when students are involved in these behaviors. Acts other than this list may be considered as disruptive to the daily process and the best interest of the student body.

The following behaviors at school, on school property, while in school vehicles or going to and from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating or refusing to work in class;
7. Disruption of the educational process or operation of the school, including, but not limited to disruptions caused by student walkouts or refusal to attend their scheduled instructional activities;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
10. Failure to comply with state immunization records;

11. False reports or false calls;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession of a caustic substance;
27. Possession of obscene materials;
28. Possession, without prior authorization, of a wireless telecommunication device;
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);

30. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute, or possess or being in the chain of sale or distribution or being under the influence of alcoholic beverages, low-point beer (as defined by law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content;
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts;
36. Truancy;
37. Use or possession of tobacco in any form;
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Vandalism;
41. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
42. Vulgarity;
43. Willful damage to school property; and
44. Willful disobedience of a directive of any school official.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.



In administering discipline, school personnel shall consider alternative methods. Listed below are methods that shall be utilized in the disciplinary process. The school may use other appropriate methods of discipline not included in this list.

1. Warn student(s)
2. Advise parent(s)
3. Assign seat or remove from class
4. Detention
5. After-school work detail
6. Saturday School
7. Financial restitution
8. Suspension
9. Involve law enforcement agencies
10. Refer to appropriate social agency
11. Restriction of privileges
12. Alternative school placement
13. In-school detention

Any student refusing to be disciplined will be suspended or placed in the alternative school for one (1) or more school days.

Saturday School is held each Saturday from 8:00 a.m. to 12:00 p.m. Students must arrive at Saturday School by 8:00 a.m. or they will not be permitted to enter the class. Students must attend all four hours of Saturday School consecutively on one Saturday. Saturday School may be assigned as a consequence for actions.

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school, shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's Superintendent, or designee, may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the Board of Education pursuant to a timely appeal.

### **SEVERE DISCIPLINARY ACTION**

There are situations that, because of the seriousness of the violation, would require the principal to suspend or place a student in the alternative school on the first offense. The serious nature of certain acts warrants bypassing other steps in the discipline policy prior to suspension or alternative school placement.

### **STUDENT RECORDS**

Hilldale Middle School complies fully with the federal "Family Educational Rights and Privacy Act" (FERPA). School personnel will only release records to parents/guardians and eligible students and to other individuals and agencies as permitted by law. Hilldale will release student address lists to the U.S. Military as prescribed by the National Defense Authorization Act of 2002.

## **STUDENT RETENTION AND FAILING GRADES**

Students in grades 6 through 8 must achieve a grade average of 60% or higher in at least five (5) of seven (7) major courses of study for the year to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

In the middle school, a placement committee, consisting of the principal, counselor and teacher(s), shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by requesting review of the initial decision by letter to the Building Principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision to retain or, in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable. The parent may appeal the decision within five (5) days of receipt of that decision by letter to the Superintendent. If no request is received within five (5) days of the parent's receipt of the Superintendent's decision, that decision will be final and nonappealable. The parent may appeal the Superintendent's decision to the Board of Education within five (5) days of receipt of that decision by letter to the Clerk of the Board of Education. Consult the Building Principal for further information concerning the appeal process or for a copy of the District's policy.

## **STUDENT WITHDRAWAL**

Student(s) wishing to withdraw from Hilldale Middle School need to meet the following requirements:

1. The parent/guardian must come to the main office to complete the withdrawal forms to begin the process.
2. Completed withdrawal forms should be returned to the office before the student is released.
3. All financial, equipment and book obligations must be paid prior to release.
4. Records will be mailed upon request to the school you will be attending.

## **TARDY POLICY**

Students will be tardy if they enter a classroom after the bell has rung. Students will receive one detention for each tardy. The teacher will assign the detention. A record of tardies will be kept in the office. The administration will assign further discipline to a student receiving 3 tardies in any one class or combination of classes. If tardies persist, further discipline will be assigned such as ISD, Saturday School or suspension.

## **TEACHERS LOUNGE**

Students are not allowed in the teachers lounge before, during, or after school unless accompanied by a faculty member.

## **TELEPHONE CALLS**

Incoming phone calls for students will be taken in the office and messages delivered between classes. No students will be called from class for a telephone call unless the call is an emergency as determined by the principal. Students may use the office phone to call out only in an emergency as defined by the principal.

## **TELEVISION POLICY**

Televisions in the classroom are at the teacher's disposal at any time of the day. The use of sets should be limited to instructional purposes only. Students wishing to view educational programming on an individual basis may do so by arrangement with the teacher. This must be a supervised activity at all times.

## **TEXTBOOKS**

Students are loaned textbooks for classes during the first week of school. Textbooks are the property of the school district, not the individual student. The return of textbooks in good condition is the sole responsibility of the student. Books that are not returned or are damaged will be charged to the student.

## **TOBACCO POLICY**

In compliance with House Bill 1104, the use or possession of tobacco products is prohibited at Hilldale Middle School.

### House Bill 1104 Section 1241

“Any person who shall furnish to any minor by gift, sale or otherwise any cigarette papers, cigar, snuff, chewing tobacco, or any other form of tobacco product shall be guilty of a misdemeanor.”

### House Bill 1104 Section 1242

“Any minor being in possession of cigarettes or of cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco products and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such cigarettes or, cigarette paper, cigars, snuff, chewing tobacco, or any other form of tobacco products were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor.”

Students found in possession of tobacco products will be subject to the following consequences:

1. First offense: Probation, parent contact, assigned 3-hour substance abuse counseling and assigned Saturday School. (failure to attend counseling will result in suspension, ISD or alternative school placement). District Attorney will be notified.
2. Second offense: 3-day suspension or alternative school placement, contact with A.B.L.E. Commission, pursuant to the Prevention of Youth Access to Tobacco Act.
3. Third & future offenses: Suspension from school, as well as notification to the A.B.L.E. Commission.

### **TRANSFER POLICY (WITHIN SCHOOL)**

Class-to-class transfers will be granted only during the first week of the first or second semesters if a student has already received credit in the class during a prior semester or if a student needs another class in order to complete graduation requirements. Emergency transfers can be made during the second and third weeks of each semester with the permission of the principal.

### **TRUANCY POLICY**

The law of the State of Oklahoma requires that all citizens under the age of eighteen attend school. With that in mind, Hilldale Middle School has as its truancy policy: Any absence during the course of the school day for which a student does not have a legitimate excuse is considered truancy. Students over 10 minutes late to a class under this clause will be considered truant. Students who are judged guilty of truancy will be assigned discipline and turned in to the District Attorney's office. School work missed during the course of truancy cannot be made up for credit.

### **VENDING MACHINE HOURS**

The vending room will be opened during 1st lunch from 11:05 to 11:20 and during 2nd lunch from 11:55 to 12:10. Pop and snack machines have been installed for the use by students in the middle school. Along with this privilege come responsibilities on the part of you, the student. Guidelines for the use of these machines are as follows:

1. Machines may be used during lunch periods only after the lunch line has been served. Machines may not be used during passing periods by any student.
2. Students must dispose of cans and paper in trash cans provided. Littering of the campus or hallways will result in removal of the machines.

3. Pop and snack items may not be stored in lockers or taken into classrooms or hallways.
4. The room housing the machines is not an area for students to gather and talk. Students should make their way into the cafeteria or on campus immediately after making their purchase. Do not stand around waiting for your friends to make their purchases.
5. The snack machine is stocked with nutritional snack items; however, it is NOT to replace our hot lunch program but to supplement it.
6. Excessive littering will result in the vending room being closed on the following day.

## **VISITORS**

All visitors must check in through the office for approval of visits to areas other than the office. Visitors may not go to classrooms or visit the cafeteria/gym areas without office approval and an appropriate pass. Students may not bring friends from other schools or family members to visit at school.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental and psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine eligibility.

- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance; administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- *Inspect, upon request and before administration or use –*
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of school activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **Hilldale Public Schools Directory Information**

According to district policy, the following information is provided related to Hilldale Public Schools designation of student Directory Information.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hilldale Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Hilldale Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hilldale Public Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1967 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. 1  
1 These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want Hilldale Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1 of each school year, or within two weeks of receiving this notice. Hilldale Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially
- Address recognized activities and sports
- Telephone listing
- Weight and height of members of
- Electronic mail address athletic teams
- Photograph
- Degrees, honors, and awards
- Date and place of birth received
- Major field of study
- The most recent educational agency or
- Dates of attendance institution attended
- Grade level
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.

Within the first three weeks of each school year, the School District will provide to parents and eligible students via the student handbook the above list of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the superintendent of schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.



## **RULES FOR STUDENTS CONCERNING ILLEGAL CHEMICAL SUBSTANCES, ALCOHOL AND TOBACCO**

### **Illegal Chemical Substances, Alcohol and Tobacco**

Use or possession of illegal chemical substances, alcohol and tobacco is wrong and harmful.

Students are prohibited from possessing, using, manufacturing, distributing, selling, purchasing, conspiring to sell, distribute, or possess or being in the chain of sale or distribution or being under the influence of alcoholic beverages, low-point beer (as defined by law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content at school, while on school vehicles, or at any school-sponsored event.

The term “illegal chemical substance” includes, but is not limited to (a) all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act; (b) all illicit drugs, such as prescription drugs obtained without authorization and prescription drugs and over the counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and/or are not being used to treat a current health condition of the student); (c) mood-altering substance such as paint, glue, aerosol sprays and similar substances and (d) mate coca (also known as mate de coca and Eritrilecea coca, whether ingested in the form of coca tea or otherwise and which can produce a positive result for cocaine in a drug use test.

Students are prohibited from possessing or using tobacco products at school, while on school vehicles, or at any school-sponsored event.

Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. Student violation of this rule that also constitutes illegal conduct will be reported to law enforcement authorities.

### **Necessary Medications**

A. Students may not retain possession of and self-administer any medication at school except as permitted by the School District policy.

B. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

C. Violations of this rule will be reported to the student’s parents by the principal and my result in discipline, which can include out-of-school suspension.

## **Distribution of Information**

A. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the building principal.

B. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

### **NOTICE REGARDING STUDENT ORGANIZATIONS AND PARENTAL RIGHT TO WITHHOLD PERMISSION TO PARTICIPATE**

The purpose of this notice is to provide parents and guardians with certain information regarding clubs and organizations which are sponsored by or under the direction and control of the District as required by Oklahoma law. The District is not required to give notice about independent student-organized groups, as they are not groups sponsored, directed or controlled by the District and therefore, the list below does not include these groups. This notice will be provided in the District's website and in the student handbook.

1. The District has the following clubs and organizations which are sponsored by or under the direction and control of the District:

<u>Name of Club or Organization</u>	<u>Mission or Purpose</u>	<u>Faculty Advisor</u>
STUDENT COUNCIL	to teach students about positive leadership skills	Tracy Fenton
S.W.A.T.	To educate students to make healthy choices to prevent the use of tobacco products	Cindy Nolen and

2. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations listed above, you may notify the District in writing of this fact. Please note that you may not withhold permission for your student's participation in clubs and organizations that are necessary for a required course of instruction. In addition, pursuant to Oklahoma Law, you are solely responsible for preventing your student from participating in a club or organization for which you have withheld permission and you are also solely responsible for retrieving your student from attendance at a club or organization for which permission has been withheld.

3. Oklahoma law states that nothing prevents a club or organization from meeting when a student who is not authorized to participate is present.

4. If any student clubs or organizations which are sponsored by or under the direction and control of the District are created or formed after this notice is distributed, the District will send supplemental notice through the District's website and/or by any other means it deems appropriate. This supplemental notice will also contain the name of the organization, its mission or purpose and the name of its faculty advisor.

Authority: Amendments to Okla. Stat. tit. 67, § 24-105 via H.B. 1826 (2009).

## **MENINGOCOCCAL MENINGITIS**

**What is meningococcal disease?** Meningococcal disease is a severe bacterial infection that can cause meningitis, bloodstream infection, and other localized infections. Meningococcal disease can be quite severe and may result in brain damage, hearing loss, or loss of limbs. Meningococcal disease is one of the leading causes of bacterial meningitis in the United States.

**What are the signs and symptoms of meningococcal disease?** Meningitis is characterized by fever, headache, stiff neck, or a development of a dark purple rash. Other symptoms may include nausea, vomiting and mental status changes. These symptoms at first may appear similar to other illnesses such as the flue, but the symptoms progress rapidly and persons with meningococcal disease can be seriously ill 12 – 24 hours after symptoms start.

**How is meningococcal disease diagnosed?** Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid or blood.

**Can meningococcal disease be treated?** Meningococcal disease can be treated with antibiotics and supportive care. It is important, however, that treatment be started early in the course of the disease. Meningitis can lead to loss of a limb, permanent neurological impairment or death. Meningococcal bacteremia can result in joint infection, pneumonia, organ system failure, shock and death.

**Is meningococcal disease contagious?** Yes, it is contagious, **but** only when a person has been in very close contact with a person who becomes sick. It is spread by direct contact with large droplet respiratory secretions (coughing, sneezing, kissing, etc.). Close household contacts of persons with meningococcal disease are at greater increased risk of infection. This disease develops and progresses rapidly. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningococcal meningitis has been.

Persons who have been in close contact with a person who develops meningitis meningococcal disease should receive antibiotics to prevent them from getting the disease. Meningococcal disease is a reportable disease and the local health department will work with the case's doctor and family to determine who should be treated with preventive antibiotics.

**Are there vaccines that protect against meningococcal disease?** There are two (2) meningococcal vaccines available in the United States. This is something you would need to visit with your physician about to see what his or her advice would be. The vaccine is usually only administered to high-risk children and adults.

### **PARENTS RIGHT-TO-KNOW POLICY (NCLB Title I)**

At the beginning of each school year, any school district that receives funds under **NCLB Title I** shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide, the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent:

1. Information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and
2. Timely notice that their child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## **NCLB TITLE I FACTS**

The District wants every parent to know the facts about **NCLB Title I – No child Left Behind Act**:

1. No Child Left Behind gives schools more money. In fact, the government is spending more money than ever before on the education of America's children.
  
2. No Child Left Behind holds schools accountable for results. The government believes in the bright potential of your child, and schools are responsible for making sure your child is learning.
  
3. No Child Left Behind gives states and cities more control and flexibility to use resources where they are needed most. Principals and administrators will spend less time filling out forms and more time helping your child learn.
  
4. No Child Left Behind gives parents report cards so they can see which schools are succeeding and why. With this information, parents, community leaders, teachers, principals and elected leaders can improve schools.
  
5. No Child Left Behind focuses on teaching methods that have been proven to work. There will be no more experimenting on children with educational fads.
  
6. No Child Left Behind provides funding to help teachers learn to be better teachers.
  
7. No Child Left Behind provides more than \$1 Billion to help children learn to read. For information on how you can help your child learn to read, call 1 – 877 – 433 – 7827 toll free to order a free copy of **Reading Tips for Parents**.
  
8. No Child Left Behind may let you transfer your child to a better public school if the State says the school your child attends needs to improve. Contact your local school district for more information.
  
9. No Child Left Behind may provide your child with free tutoring if the State says his or her school needs to improve and your child is eligible. Contact your local school district for more information.
  
10. No Child Left Behind requires states to test your child every year in grades 3 through 8 in reading and math. Your child will also be tested at least once in high school. The tests will help you, your child and your child's teachers know how well your child is learning and when he or she needs extra help.

## **TITLE I PARENT INVOLVEMENT**

The District's Board of Education endorses the parent involvement goals of **Title I** and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. The word "parents" also includes guardians and other family members involved in supervising the student's education.

A meeting will be conducted annually to explain the goals and purposes of the Title I program. Parents will be given the opportunity for input in the design, implementation and evaluation of the program. Additional parent meetings may be scheduled for reviewing, assessing and monitoring the program. Training and materials for parents to improve children's learning in the home and in school will be available.

## **NCLB ANNUAL REPORT CARD**

Each year, the District receives an annual report card. The API is a numeric score that measures school and District performance based on a variety of educational indicators. If parents would like to review the District's progress, they may ask the student's principal or click on the District's website at <http://hilldale.k12.ok.us/>.

## **ASBESTOS**

Hilldale Public Schools has completed an Asbestos inspection and has a written management plan as required by the Asbestos Hazard Emergency Act of 1987. The management plan is available in the office for those who may wish to view it.

## **PARENT REVOCATION OF CONSENT FOR SERVICES**

### Purpose

The purpose of this policy is to comply with a directive from the State Department of Education, which requires each school district to adopt a policy in compliance with the Individuals with Disabilities Education Act (IDEA) concerning a parent's right to revoke consent for all special education and related services to his or her child.

### Policy

A parent must submit a written request to revoke consent for services. Parents cannot revoke consent for less than all services.

Upon receipt of a written revocation request, the District personnel will use language that is understandable to the general public regarding the change in educational placement and services that will result from the revocation of consent. In the *Written Notice*, District personnel should include language informing the parent that the student will be treated as a non-disabled student for disciplinary purposes after the revocation takes effect. District personnel will also provide the parent with a copy of *Parents Rights in Special Education: Notice of Procedural Safeguards*. Unless the parent indicates to District personnel that the parent has changed his or her mind about the revocation, the child will be removed from all special education and related services and will be treated for all purposes as a general education student following expiration of no more than 10 calendar days from the parent's receipt of the *Written Notice* form.

A child's removal from all special education and related services does not require removal of any documentation from the child's education records concerning his or her prior receipt of special education and related services. If a parent requests the removal of such information from the student's education records, then District personnel will follow the process set out in the District's Student Records policy.

At any time after revocation, the parent may request that the student be re-enrolled in special education. The District will treat the request as a request for an initial IDEA evaluation.

If a parent revokes consent prior to the administration of a statewide assessment, the District will not provide the assessment accommodations that were previously included in the student's IEP. The student will not be eligible to take an alternate assessment.

A student age 18 or older may also revoke consent for services under the IDEA. In that case, the District will follow the policy stated above, except that District personnel will send the *Written Notice* and *Parents Rights* forms to both the student and the parent.

# Notice of NON-DISCRIMINATION

August 2010

U.S. Department of Education Office for Civil Rights Washington, DC 20202-1100

The Department of Education's (ED) Office for Civil Rights (OCR) enforces several statutes that protect the rights of beneficiaries in programs or activities that receive financial assistance from ED. These laws prohibit discrimination on the basis of race, color, and national origin (Title VI of the *Civil Rights Act of 1964*), sex (Title IX of the *Education Amendments of 1972*), disability (Section 504 of the *Rehabilitation Act of 1973*), and age (*Age Discrimination Act of 1975*). OCR also has enforcement responsibilities under Title II of the *Americans with Disabilities Act*, which prohibits state and local governments from discriminating on the basis of disability. In addition, OCR enforces the *Boy Scouts of America Equal Access Act*, which addresses equal access to meet on school premises or in school facilities for the Boy Scouts of America and other designated youth groups.

This fact sheet explains the requirements for schools, colleges, and state and local governments that receive federal funds to issue notices of non-discrimination, clarifies the information that they should include in their non-discrimination notices, and provides a sample notice of non-discrimination. This fact sheet is designed to assist education institutions in establishing a notice of non-discrimination that meets the requirements of the applicable regulations.

## Notice of Non-discrimination Requirements

The regulations implementing Title VI, Title IX, Section 504, the *Age Discrimination Act*, and the *Boy Scouts Act* contain requirements for recipients to issue notices of non-discrimination. (See 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25, and 108.9, respectively.) The Title II regulation also contains a notice requirement that applies to all entities of state or local government, whether or not they receive federal financial assistance. (See 28 C.F.R. Section 35.106.)

These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups. However, these regulations contain minor differences relating to the required content of recipient notices of non-discrimination and the methods used to publish them.

The Title VI regulation requires schools and colleges to notify students and others of the regulatory provisions in a manner that a responsible ED official would find necessary to tell students of their protections against discrimination under the statute and regulation.

The Boy Scouts Act regulation incorporates the Title VI regulatory provision concerning notice of non-discrimination. Public elementary and secondary schools and local and state educational agencies that receive funds made available through ED must make available information regarding the provisions of the Boy Scouts Act. This information must be made available in a manner that a responsible ED official would find necessary to inform people of the protections provided under the Boy Scouts Act and its regulation. Entities other than public elementary and secondary schools and local and state educational agencies that receive funds made available through ED need not provide this notice, as the Boy Scouts Act does not apply to them.



The Title IX and the Section 504 regulations both contain more detailed requirements that specify the information that must be included in a notice of non-discrimination. These regulations also require recipients to designate at least one employee to coordinate efforts to comply with and carry out responsibilities.

The Title IX regulation requires schools and colleges to implement specific and continuing steps to inform students and others of the protections against discrimination on the basis of sex. The notification must state that the requirement of non-discrimination in educational programs and activities extends to employment and admission. It also must say that questions about Title IX may be referred to the employee designated to coordinate Title IX compliance or to the assistant secretary for civil rights. Schools are required to include the name, address, and telephone number of the designated coordinator in their notifications.

The Section 504 regulation requires that schools and colleges employing 15 or more persons implement appropriate, continuing steps to notify students and others that the school does not discriminate on the basis of disability in violation of the statute and regulation. The notification must state, where appropriate, that the school or college does not discriminate in admission, treatment, or access to its programs or activities. The notification also must state that the school or college does not discriminate in employment in its programs or activities. The employee designated to coordinate compliance with the Section 504 regulation must be identified in the notification.

The Title II regulation requires that a public entity generally make information regarding the provisions of Title II available to applicants, participants and other interested persons in such a manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination under the Americans with Disabilities Act. The regulation implementing the Age Discrimination Act requires a school or college to notify its students and applicants, in a continuing manner, of information regarding the provisions of the act and these regulations. The notice must identify the compliance coordinator by name or title, address, and telephone number.

## **Methods of Notification**

In accordance with the Title IX and Section 504 regulations, notification may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school or its students, publishing in alumnae or alumni newspapers or magazines, or distributing memoranda or other written communications to students and employees. In addition, recipients are required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees. As noted in the pertinent Section 504 regulatory provision, schools may meet this requirement either by including appropriate inserts in existing materials and publications

or by revising and reprinting the materials and publications.

Neither the Title VI regulation, the *Boy Scouts Act* regulation, the *Age Discrimination Act* regulation, nor the Title II regulation specifies the methods to be used by recipients in publishing notices of non-discrimination.

## Combined Requirements

OCR recognizes the variations among the regulations governing notice requirements and understands that schools and colleges may wish to use one statement to comply with all requirements of the regulations implementing Title VI, Title IX, Section 504, the *Age Discrimination Act*, and, if applicable, the *Boy Scouts Act*. Public institutions also may wish to include Title II of the *Americans with Disabilities Act* in their statement. OCR encourages one combined notice for the regulations.

A combined non-discrimination notice should contain two basic elements: (1) a statement of non-discrimination that specifies the basis for non-discrimination; and (2) identification by name or title, address, and telephone number of the employee or employees responsible for coordinating the compliance efforts.

The regulations do not require that a recipient identify the pertinent regulations by title. Please see the sample notice at the end of this pamphlet.

The Title IX regulation requires a recipient to provide the name of the person responsible for its compliance effort in addition to the address and telephone number where that person may be contacted. However, because OCR recognizes that the inclusion of a person's name in a non-discrimination notice may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position, it is acceptable for a recipient to identify its coordinator only through a position title.

The Section 504 regulation does not require a recipient to include the address or telephone number of the responsible employee assigned to coordinate its compliance efforts. However, OCR considers that identifying the responsible employee without information on how to contact that person does not constitute an effective notice. An acceptable non-discrimination notice should provide information on how to contact the responsible employee.

Compliance with the notification requirements of Section 504 will also generally satisfy the notification requirements of Title II for state and local governments.

Although the Section 504 and Title IX regulations state that schools and colleges, where appropriate, shall specify non-discrimination in the areas of admission and employment, a general statement indicating non-discrimination in all programs is acceptable.

The Title IX regulation indicates that inquiries concerning the application of the Title IX regulation may be referred to the coordinator or to the assistant secretary for civil rights. An acceptable notice may include the names and titles of either one or both individuals.

However, since the Section 504 regulation requires identification of a coordinator, a combined non-discrimination notice should include the name and/or title of the responsible employee. If a recipient designates two different people to coordinate compliance with Section 504 and Title IX, both names or titles should be included in the notice.

## Sample Notice of Non-discrimination

The following sample notice of non-discrimination meets the minimum requirements of the regulations enforced by OCR:

The (Name of Recipient) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.<sup>1</sup> The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title Address Telephone No.

Name and/or Title<sup>2</sup> Address Telephone No.

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

<sup>1</sup> Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words “and provides equal access to the Boy Scouts and other designated youth groups.”

<sup>2</sup> For use when more than one official has been designated to coordinate civil rights compliance.

## **Concussion/Head Injury Fact Sheet Parents/Guardian and Student Athletes**

What is a concussion?

A concussion is a brain injury. Concussions are caused by a “bump,” “getting your bell rung”, or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury.

What are the symptoms reported by athletes?

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

What are the signs observed by Parent/Guardians?

- Appears dazed and stunned
- Is confused about assignment or position
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loss of consciousness
- Shows behavior or personality changes
- Cannot recall events prior to or after the hit or fall

How Can I Help to prevent a concussion?

- Ensure your child follows the coach’s rules for safety
- Use proper equipment
- Learn the signs and symptoms

**IF YOU FEEL YOUR CHILD HAS BEEN INJURED CONSULT A PHYSICIAN  
AND  
ALERT YOUR HEAD COACH AND SCHOOL ADMINISTRATION**

**Handbook Form**

We have read, understand and agree to comply with the policies, procedures, rules, regulations and expectations in the Student Handbook

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

Grade of Student \_\_\_\_\_ Date of Signature \_\_\_\_\_

**Parental Consent Form For Internet Photo Release Hilldale Public Schools**

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).

Student's Name (printed) \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

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

**INTERNET ACCESS AGREEMENT (STUDENTS)**

*STUDENT SECTION:*

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

School Site: **Hilldale Middle School** Grade: \_\_\_\_\_

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.***