

Hilldale Elementary School

[Pre-School Through 5th Grade]

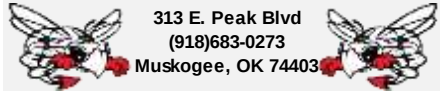


Student Handbook

2024-2025

2024-2025 School Calendar

Hilldale Public Schools



July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 8th	New Teachers Report
August 9th-13th	No School - Prof Dev
August 15th	First Day of School
September 2nd	No School - Labor Day
September 3rd	No School - Prof Dev
September 19th & 24th	Elem. Parent-Tchr Conf
September 19th & 23rd	MS-HS Parent-Tchr Conf
September 20th	No School - Prof Dev
September 27th	No School
October 16th	End of 1st 9 weeks
October 16th	No School - PTC Contract Day
October 17th-18th	No School - Fall Break
November 25th - 29th	Thanksgiving Break
December 20th	End of 2ND 9 Weeks
December 23rd-January 3rd	Christmas Break
January 20th	No School - MLK Day
February 6th & 11th	Elem. Parent-Tchr Conf
February 6th & 10th	MS -HS Parent-Tchr Conf
February 14th	No School - PTC Contract Day
February 17th	No School
March 14th	End of 3RD 9 Weeks
March 17th-21st	Spring Break
April 25th	No School
May 2nd	No School
May 9th	No School
May 21st	End of 4TH 9 Weeks
May 21st	Last Day of School
May 22nd	No School - Prof Dev

Category of Events	
August 13th	Elem Meet and Greet
	HS/MS Open Houset
	Early Release Days
	Early Release Days

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Instructional Days	80	Instructional Days	87
Professional Days	5	Professional Day	1
PTC Offset Day	1	PTC Offset Day	1
Total	86	Total	89

 School Closed	 Employee Planning (no school for students)	 Parent Teacher Conferences
 Early Release	 Report Cards	 First & Last Day of School
 PTC offset	 snow days	

TABLE OF CONTENTS

Letter to Parents	5
Hilldale Board of Education	6
Hilldale Public Schools Administration	6
Hilldale Public Schools Counselors.....	6
Hilldale Public School Addresses	6
Family Education Rights and Privacy Act (FERPA) Policy	7
Introduction.....	10
Student Responsibilities.....	11
Parent Responsibilities.....	12
Nondiscrimination	13
General Information.....	14
Achievement Testing	15
Attendance	15
Absences and Codes	16
Attendance Incentive	17
Makeup Work Schedule.....	17
Bicycles.....	17
Bus Riders (Parents Of)	18
Cafeteria and Lunch.....	19
Cheating Policy.....	21
Check Policy	21
Child Abuse	22
Classroom Visitation.....	22
Counselor Visitation	26
Communicable Disease.....	26
Detention Policy	27
Dangerous Weapons	28
Distribution by Students of Written Materials in School Facilities.....	29
Searches	31
Cell Phones and Other Electronic Devices	31
Failing Grades.....	31
Fees, Fines and Charges.....	32
Field Trips and Excursions	32
Firearms	33
Fundraisers.....	33
General Information Student Attire	33
Grades	34
Food and Drink	34
Harassment, Intimidation, Bullying and Threatening Behavior by Students	35
Sexual Harassment.....	36
Disability Harassment.....	37
Immunization	37
Inappropriate Items	38
Injured or Ill Students	38
Insurance	38
Internet/Computer Acceptable Use Policy	39

Cyber Bullying and Internet Safety	45
Latchkey.....	47
Leaving the School Grounds.....	48
Lockers.....	48
Medication	48
Parent Custody	48
Peak Boulevard Overpass	49
Privacy at School	49
Prohibition of Corporal Punishment	49
Snacks	50
Achievement Reports (Report Cards).....	50
School Equipment.....	50
Student Discipline.....	51
Severe Disciplinary Action.....	54
Student Records	54
Promotion, Retention and Failing Grades.....	54
Law Regarding Retention	55
Student Withdrawal	55
Tardy Policy.....	55
Telephone Calls	55
Textbooks.....	56
Tobacco Policy	56
Truancy Policy.....	56
Notification of Rights Under the Protection of Pupil Rights Amendment	57
Directory Information Notice	59
Rules for Students Concerning Illegal Chemical Substances, Alcohol and Tobacco.....	60
Notice Regarding Student Organizations and Parental Right to Withhold Permission to Participate	61
Meningococcal Meningitis	62
Parents Right-To-Know (NCLB Title I).....	63
NCLB Title I Facts	63
Title I Parent Involvement	64
NCLB Annual Report Card	65
Asbestos	65
Parent Revocation of Consent for Services	65
Internet Access Agreement.....	66
Acknowledgements and Permission.....	67

Student Handbook

2024-2025

To the Parents and Students:

Please let me take this opportunity to welcome you to Hilldale Elementary School for the 2024-2025 school year. We are excited for the new school year and expect to make this one of the very best in Hilldale Elementary School history.

It is our goal at Hilldale Elementary 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 take time to read the handbook and sign and return the bottom section of this form to your child's homeroom teacher. 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 Elementary School Office.

Respectfully,

Patricia Bilyard
Elementary School Principal

PUBLIC INFORMATION

Hilldale Board of Education

Ron Allen – President
Shawn Kuykendall – Vice President
Vernon Antonioni – Clerk
Brad Williams – Member
Rick Parson – Member

Hilldale Public Schools Administration

Erik Puckett, Superintendent	Administration	683-0273
Chad Kirkhart, Asst. Superintendent	Administration	683-0273
Dr. Deborah Tennison, Asst. Superintendent	Administration	686-6056
Josh Nixon, Principal	High School	683-3253
Josh Grandstaff, Assistant Principal	High School	683-3253
Darren Riddle, Principal	Middle School	683-0763
Amber Horn, Asst. Principal	Middle School	683-0763
Patricia Bilyard, Principal	Elementary	683-9167
Donna Lorenz, Assistant Principal	Elementary	683-1101
Taylor Harper, Assistant Principal	Elementary	683-9167

Hilldale Public Schools Counselors

Madison McMurtrey	High School	683-3253
Candice Elrod	High School	683-3253
Michelle Wise	Middle School	683-0763
Keyaira Jones	Elementary	683-1101
Lisa Tuck	Elementary	683-9167

Hilldale Public School Addresses

Hilldale Public Schools
313 East Peak Blvd. (918) 683-0273
Muskogee, Oklahoma 74403

Hilldale High School
300 East Smith Ferry Road (918) 683-3253
Muskogee, Oklahoma 74403

Hilldale Middle School
400 East Smith Ferry Road (918) 683-0763
Muskogee, Oklahoma 74403

Hilldale Elementary School
315 Peak Blvd (918) 683-1101
Muskogee, Oklahoma 74403 (918) 683-9167

Hilldale Public Schools Notification of Rights under FERPA

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

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

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 and school resource officers, 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 authorize 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.hilldaleps.org

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.

STUDENT RESPONSIBILITIES

Hilldale Elementary School students are proud of themselves and of their school and community. They recognize their primary purpose at Hilldale is to learn and that they are expected to participate in and contribute to the learning atmosphere.

Students at Hilldale Elementary are expected to:

Succeed socially and academically by:

- Attending school regularly
- Taking all necessary materials to class
- Staying on task
- Completing homework and class work, including makeup work
- Dressing appropriately for school
- Celebrating academic success
- Not disrupting the learning of others
- Showing respect for people, property and themselves by:
 - Welcoming guests politely, including substitutes and parents
 - Maintaining honesty in work
 - Keeping food in the lunchroom
 - Keeping the hallways and grounds clean
 - Using language appropriate to school (no obscenity or profanity)
 - Expressing their ideas and opinions in a respectful manner so as not to offend others
 - Responding to reasonable requests of adults and of other students
 - Respecting other's property

Promote Physical safety and personal security for themselves and others by:

- Obeying bicycle and pedestrian safety rules
- Obeying bus rules
- Recognizing that fighting, play-fighting, shoving, and abusing others on school grounds will have consequences
- Recognizing that verbal fighting, unkind remarks, name-calling or making fun of another's race, color, gender, national origin, religion or disability will have consequences
- Recognizing that vandalism will have consequences
- Recognizing that throwing objects will have consequences
- Recognizing specific playground rules

Follow the school and classroom rules by:

- Accepting the rules of each classroom
- Asking for clarification if you are unclear about the rules
- Knowing and upholding the rules of this Handbook

PARENT RESPONSIBILITIES

As a parent, what does the school expect of you?

- That you send your child off to school on time, every morning, clean, healthy, rested, suitably dressed, adequately nourished, and in a frame of mind to learn.
- That you treat school as important. That you are interested in every phase of what your child does and let your child know your interest and concern by listening enthusiastically and often to him/her, and by participating in school activities.
- That you have taught your child to respect and cooperate with the teacher, the basic rules of fair play, safety and personal cleanliness, and skills for getting along with others.
- That your child is ready to learn in school because you enrich his/her life with suitable experiences, by talking to him/her, by reading to him/her, and by loving him/her.
- That it is your responsibility to hold your child to reasonable standards of conduct.
- If a misunderstanding occurs about something concerning your child in school, that you make an honest effort to straighten matters out with the school instead of letting your anger fester or “broadcasting” your criticisms to your friends on Social Media.
- That you be informed about current issues in education, in general, and the problems of our school, in particular.
- That you should not hesitate to contact your child’s teachers, counselor, or the principal’s office when you have a concern or desire a conference.
- That you support the school in its decisions about homework, safety rules and discipline.
- That you be an interested, informed and intelligent partner with the school in the education of your child; the ultimate responsibility for your child is YOURS.

NONDISCRIMINATION

The Hilddale 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, 313 Peak Blvd., Muskogee, OK 74403-8639, (918) 683-0273, facsimile (918) 683-8725.

GENERAL INFORMATION

Daily Schedule

School Day

School begins promptly at 8:15 AM. Students arriving after 8:15 AM are **tardy** and must report to the office.

The first bus arrives at school at 7:30 AM. There is **NO** adult supervision prior to that time, so please do **NOT** leave your child before 7:30 AM. Students arriving at 7:30 AM need to go directly to the cafeteria or gyms and wait until 7:45 AM.

School ends at 3:15 PM. Children will leave the building and playground area promptly at that time. To ensure your child's safety, any child left unattended for ten (10) minutes after school, or after a school function, will be placed in Latchkey – at the parent's expense.

ACHIEVEMENT TESTING

Hilldale Elementary 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!

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 day 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 4th, 6th and 8th 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 absent and neither the parents nor school officials know of the student's 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.

Distance Learning Program (DVAP): Students are not physically present at school but are completing work in a distance learning program (DVAP) or virtual online program approved by the school district and are meeting the following attendance requirements:

- (a) The student has completed instructional activities on no less than (100%) of the time that services were provided in a virtual or distance learning format. (completion, not 100% accuracy on assignment) Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
- (b) The student is on pace for on-time completion of the course as required by the school district, and teacher(s) verify with site administration that all make up work is complete on time.
- (c) The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity (SA): This code will be used when a student is on a field trip. The “ES” 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 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.

BICYCLES

Students may ride bicycles to school. Bicycles should be walked across the crosswalks. 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 at the bike rack by the crosswalk. 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 Elementary 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 three - 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 current 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

During the first week of school, students will receive applications for free and reduced lunches. Please fill out all information and return the form to the school. You will be notified as quickly as possible if you qualify for free or reduced lunches.

Breakfast

Reduced \$.30

Regular 1.75

Visitor 3.25

Lunch

Reduced \$.40

Regular 2.75

Visitor 5.00

Prices subject to change.

Please send your student's lunch money to school in an envelope with your child's name AND your child's teacher's name written/printed on the outside.

Please send separate checks for lunches, Latchkey, field trips, etc.

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. 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 for breakfast or lunch. 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.

Students have the option of bringing their lunch to school.

Meal Charge Policy

1. Purpose

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.

2. Policy

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 for \$.30 and lunch for \$.40 each day. 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 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.

CLASSROOM VISITATION

There are times that visitors to the Hilldale Public Schools are appropriate and highly encouraged. Visitors come to our schools for classroom and school presentations, as parents volunteering, as service providers for specific services provided to specific students. However, not all visitation requests are appropriate and not all visitation requests will be approved. Hilldale Public Schools primary mission is to provide academic instruction to its students. Therefore, Hilldale Public Schools has the responsibility of protecting student and teacher instructional time from interruptions, including those that may be caused by visitors to the school.

PARENT VISITATION

Hilldale Public Schools encourages parents to visit their child's school; to be involved in their child's school, to discuss their child's school progress, attitude, aptitude, and conduct with school personnel; to assist in efforts designed to improve the school and services to their child; and to offer suggestions regarding the conditions needing attention or improvement. It is the position of Hilldale Public Schools that the services provided by the school can only be maximized when parents assume the role of partner with the school.

1. Parent visitors are approved at Hilldale Public Schools, upon review by and with the approval of, the school principal.
2. Examples of parent visitors to schools that are routinely approved:
 - a. Parent visiting with their own student at lunch time and eating with their own student.
 - b. Parent visitation to their student's classroom.
 - c. Parent meeting/conference with school personnel.
 - d. Parent/Relatives/Others Visitation to School Events & Assemblies During the School Day
 - e. Parent volunteers in classrooms as temporary aides.
 - f. Parent volunteers in classrooms as temporary substitutes.
 - g. Parent volunteers working with activity groups and booster clubs.
 - h. Parent volunteers with the school and state testing programs.
3. Parents and others who volunteer at the school and/or in classrooms may be required to complete a background check.
4. The parent visitor shall check in at the school's main office upon arrival at the school with a valid driver's license with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.
 - a. The check in and out procedure may be modified by the school principal as needed in order to operate the school

efficiently and effectively. For example, the principal may not require visitors to check in at the main office for a special assembly in the gym or auditorium where visitors are invited to attend and observe.

SCHOOL AND CLASSROOM VISITATION BY OTHERS

The district also permits others with a legitimate reason to visit, participate in, and observe our schools and classrooms. Visitors in this category are subject to approval by the Superintendent or designee.

Examples of such visitors include:

1. Visiting Educators,
2. Accreditation Officers
3. State Department of Education Officials
4. Visiting Elected and Other Public Officials
5. Higher Education Instructors and Officials
6. Student Teachers, Teacher Interns, and Students in Education Courses from Colleges and Universities.
7. Student Testing and Survey Officials
8. Law Enforcement, Fire Department, and Safety Officers

All visitors to schools in this category are subject to the requirements of Hilldale Public Schools volunteers training and background check. Determination of the need for volunteer training and/or background check shall be made by the superintendent or designee. All non-school employee visitors to Hilldale Public School sites shall check in at the school's main office upon arrival at the school with a valid driver's license and/or entity identification (if applicable) with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.

MISCELLANEOUS

1. Parent Visitation to His/Her Student's Classroom:
 - a. Visitation to classrooms shall not occur without prior notice to the classroom teacher.
 - b. Visitation to classrooms may occur according to three categories:
 - i. Category I: A parent/guardian may visit a classroom as a volunteer according to our volunteer regulations and with principal approval.
 - ii. Category II: A parent/guardian may visit a classroom to observe his/her child in class for a brief period of time (no longer than 30 minutes). The parent/ guardian will be escorted to, from, and while in the classroom by the principal or designee.
 - iii. Category III: Other visitations to the classroom are restricted and may require prior authorizations from the parent or other entity. Specific authorization is required from the principal or

designee prior to visitation. Parameters of the visitation shall be established by the principal or designee.

2. Parent Visitation to His/Her Student at Lunch:
 - a. A parent/guardian may request to visit his/her student during lunch and eat lunch with his/her child.
 - b. The request will be denied if adequate space on the given day is not available in the school lunch dining room.
 - c. If approved and adequate space is not available at the time of the visitation at lunch, the parent/guardian shall give up his/her seat in the dining room for a student.
 - d. Requests may be limited to no more than one per school week.
3. Visitor Compliance with FERPA, Oklahoma's Open Records Act, and Other Student Confidentiality Laws and Regulations:
 - a. Those who request and are approved to visit our schools and/or classrooms must agree in writing that they will comply with FERPA, the Oklahoma Open Records Act, and all other federal, state, and local student confidentiality laws and regulations. In general, the visitor shall agree in writing that any student information or record of which they may become aware, either directly or indirectly or with or without the school's permission, shall not be shared or otherwise provided or made public unless such is specifically authorized by the student's parent/guardian, the school, a court of competent jurisdiction, and/or federal and state law. The release of confidential student information and personal likeness by visitors granted visitation is strictly prohibited under this policy unless specific and written permission is given.
4. Special Education Classroom Visitation: To protect the identity of disabled students from unnecessary disclosure, the Hilldale Board of Education has adopted the following visitation policy for its special education classes and related service programs.
 - a. At each annual IEP team meeting the school district will make available this policy to the parents or guardians of all students identified as disabled under the Individuals with Disabilities Education Act.
 - b. During the school year, the parents or guardians of students attending the district's special education and related service programs may ask to observe or visit their children at school. The administration will schedule such visits according to the rules stipulated in this policy without additional notice to the parents or guardians of other students.
 - c. During the school year, interns, student teachers, consultants, physicians, and other persons engaged for educational purposes by the district or by a student's parent or guardian may need to observe a classroom or student in a special education class or related service program. The administration will schedule such observations according to the rules stipulated in this policy

without additional notice to the parents or guardians of other students in that class or program. This policy does not affect the school district's obligation to obtain the permission of a parent or guardian prior to an individual evaluation of his or her child.

- d. During the school year, other persons may seek to observe a special education class or related service program for non-educational purposes. The administration will not schedule such an observation until the parents or guardians of the students in that class or program are notified and their permission for the observation is requested.
5. Recording in Classrooms: Any and all types of audio and video recording, digitally or other, is strictly prohibited. No recording of classrooms, school buildings, students, teachers, other employees, and/or activities of the school is authorized without the specific approval of the superintendent or designee. HPS athletic and activity events produced for public consumption and public admission (for a fee or otherwise) are exceptions to this policy and may be recorded for personal use only with personal recording devices. The audio and/or video recording made by the visitor shall not be released, played, or uploaded on the internet for public consumption without the specific and written permission by the superintendent or designee.
6. Minister/Youth Minister Visitation During Lunch
 - a. Requests from ministers and youth ministers to visit students during lunch are considered by the principal on an individual basis.
 - b. Visitation approval shall be predicated by the approval of the specific student with whom the visitation is requested and by the approval of the specific student's parent/ guardian.
 - a. Visitation by ministers/youth ministers may be restricted to no more than one day per week during the lunch period.
 - b. The principal or designee shall have the authority to suspend visitation during school activities due to inadequate space for visitors of students during lunch or other reasons related to the operation of the school.
8. Disruption to the Educational Environment and Operation of School/School Activity
 - a. Visitors to school property shall not cause, contribute to, or become a disruption to the educational environment or the operation of the school and/or school activity.
 - b. The superintendent, principal, or designee has the authority to determine if a disruption to the educational environment and/or operation of the school or activity has occurred.
 - c. The superintendent, principal, or designee has the authority to order the removal of an individual from school property for causing, contributing to, or becoming a disruption to the educational environment or the operation of the school and/or school activity.

d. It is the expectation of HPS that a visitor leave school property immediately if directed to do so.

9. All visitors in all categories may require an escort by the principal or designee.

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.

Listed below are some of the more common diseases or conditions which require isolation or medical treatment. If these occur at home, the school should be notified as soon as possible of the disease or condition so that an outbreak can be avoided and treated. We are required to report certain communicable diseases to the State Department of Health.

<u>Disease/Condition</u>	<u>Isolation Period or Required Treatment</u>
Chicken Pox	7 days if well and all lesions have dried.
Diphtheria	Exclude until 2 negative throat cultures 24 hours apart Have been checked and approved by a physician.
Fever	Fever free for 24 hours – 1 day.
Vomiting	12 hours free of vomiting.
Hepatitis	Released for school by physician only.
Scarlet Fever & Strep Throat	When released by physician after medication therapy has been initiated.
Mononucleosis	Physician’s release.
Mumps Influenza	Swelling all gone and released by physician. Return when symptom-free.
Pink Eye	Symptoms ruled out or diagnosed by physician and

	treatment initiated.
Amebiasis	Until symptoms respond to specific treatment.
Impetigo	Ruled out or diagnosed by physician and may return when specific treatment is initiated and pustules are healing. <u>Must be covered.</u>
Ring Worm	Ruled out or diagnosed by physician and may return when specific treatment is initiated.
Scabies	Ruled out or diagnosed by physician and may return when specific treatment is initiated.
Head Lice	Periodic head checks are made throughout the school year. The parents of the students found to be infested will be notified and the student <u>must be removed from school at that time</u>. Students will not be permitted to ride the school bus home that day. According to State Law, Any child afflicted with a contagious disease of head lice may be prohibited from attending a public, private, por parochial school until such time as he is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 5601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Heath that the child is no longer afflicted with head lice. Students must be free of all lice and eggs (nits) prior to returning to school. The Muskogee County Health Department will conduct free head checks Monday – Friday from 8:00 a.m. – 11:30 a.m. and 1:00 p.m. – 4:30 p.m. In 7 to 10 days after the initial infestation has been discovered, your child will be re-checked at school and, if necessary, you will be notified to re-treat the hair at that time.
COVID 19	Students will follow the Protocols for Students and Staff out of School for Suspected COVID-19 Illness and Quarantine.

DETENTION POLICY

The Elementary School may assign in-school detention before, during, or after school for excessive behavior issues and/or excessive tardiness, as determined by an administrator.

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, garrottes, 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. **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 nonschool 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 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 Elementary 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 building, leaving school for the day. Exceptions may be made by the building principal, in writing, with a copy placed in the student's file. Students may not use cell phones, hand-held video game units, or other electronic devices at any time during the school day, including breakfast, lunch and latchkey, unless approved by the building principal. 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:

- 1st Offense: Device confiscated, held for parent/guardian retrieval; 1 warning.
- 2nd Offense: Device confiscated, held for parent/guardian retrieval; loss of recess.
- 3rd Offense: Device confiscated, held for parent/guardian retrieval; 1 day detention.
- 4th Offense: Device confiscated, held for parent/guardian retrieval; 2 days detention.
- 5th Subsequent Offense will subject the student to 1 days suspension or longer, at the discretion of the administration.

Refusal to turn over a cell phone, a hand-held video game unit, or other electronic device when asked by school personnel, or agents 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 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 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. Fees for identification cards and lanyard, if applicable.
8. Fines assessed for lost, damaged or overdue library books, textbooks and workbooks.
9. Fines assessed for lost or damaged Chromebook/iPad and chargers.
10. Weekly Reader and paperback books ordered by the student through the school.
11. Latchkey program expenses.
12. School meals.
13. Other fees, fines, or charges specifically permitted or required by law.

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 Elementary 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.

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 July 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 before July 1st. All clubs and organizations shall state the purpose of the project, time the project will run, and goal to be achieved. Clubs and organizations shall limit themselves to one such project per year, unless prior administrative permission has been granted.

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 midriff and underarms covered.
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 may be worn provided that shorts 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 knees which show skin or underwear is prohibited.
13. Flip-flops or open-toed shoes are strongly discouraged.

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.

GRADES

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.

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. Deborah Tennison, Assistant Superintendent, 313 East Peak Blvd., 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 Dr. Deborah Tennison, 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.

IMMUNIZATION

Except as otherwise provided by law, immunization records on all students must be complete before enrollment. Before a child can enter school, he/she must have an up-to-date immunization record on file with the school. This record must show that the child has had the following immunizations:

- 5 DPT's
- 4 POLIO's
- 2 MMR's (measles, mumps, rubella)
- 3 HEPATITIS B
- 2 HEPATITIS A
- VARICELLA (Chickenpox) or a note stating that the child has had chickenpox

INAPPROPRIATE ITEMS

Students should leave at home the following, (including but not limited to): all electronic games, dice, trading cards, 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. There will be no selling or trading of items between students at school or on the bus. 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.

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.

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.

Access to the System

1. **Governance.** Hilldale Public Schools Internet Acceptable Use Policy will govern all use of the District Internet access and e-mail system by employees and students. Student use of the system will also be governed by the Student Internet User Agreement found in the Student Handbook.
2. **Internet Access.** All District employees and students will have access to the Internet through the District's system of networked computers. Parents may specifically request that their child(ren) not be provided such access by notifying the District in writing.
3. **Individual E-mail Accounts for District Employees.** District employees with access to a computer on the District's system of networked computers completing (1) a signed application and Internet agreement form and (2) a site-based e-mail training session will be provided with an individual Internet e-mail account.
4. **Classroom E-mail Accounts.** Students will be granted e-mail access only through a classroom e-mail account under direct teacher supervision. Teachers desiring to have their students participate in on-line collaborative classroom activities may apply for a classroom e-mail account. The teacher will be directly responsible for all activities conducted using the classroom e-mail account.
5. **Maintenance.** The Director of Technology will be responsible for maintaining Internet access and will also be charged with implementing rules and procedures necessary for providing access to District users.

Parental Notification and Responsibility

1. The District will notify the parents about the District network and the policies governing its use through the Student Handbook. Parents must sign the Student Use Internet Agreement to allow their student to access the Internet. Parents may request alternative activities for their child(ren) that do not require Internet access.

2. Parents have the right at any time to investigate the Internet activities of their child(ren).
3. The Internet Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District Internet system.

C. District Limitation of Liability

The District makes no warranties of any kind; either express or implied, that the functions or the services provided by or through the District Internet system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the District Internet system.

D. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District Internet access and e-mail system.
2. Employee violations of the District Internet Acceptable Use Policy will be handled in accord with Hilldale Public Schools Policies and Regulations of the Board of Education.
3. In the event there is an allegation that a student has violated the District Internet Acceptable Use Policy, disciplinary actions will be tailored in accordance with the rules and procedures outlined in the Student Handbook.

E. Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files on the District Internet system.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy, Board Policy or the law.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or Board Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

F. Copyright and Plagiarism

1. District policies on copyright will govern the use of material accessed through the District Internet system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material may be reasonably considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
2. District Board policies on plagiarism will govern use of material accessed through the District Internet system. Teachers will instruct students in appropriate research and citation practices.

G. Academic Freedom, Selection of Material, Student Rights to Free Speech

1. District Board policies on Academic Freedom and Free Speech will govern the use of the Internet.
2. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is the relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

H. 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 21st 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.
- b. Users will not post private information about another person.

6. Respecting Resource Limits.

- 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.

9. Commercial Use.

Users may not use the District Internet system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through the District Internet system.

10. Political Use.

Users may not use the system for political lobbying, as defined by Oklahoma state statutes. District employees and students may use the system to communicate with their elected representatives and to express their opinions on political issues.

CYBER BULLYING AND INTERNET SAFETY

As young people embrace the Internet and other mobile communication technologies, bullying has manifested itself in a new and potentially more dangerous way – through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones and websites. It is emerging as one of the more challenging issues facing educators, since it has a direct impact on students but often occurs away from school property.

Examples of cyber bullying include, but are not limited to:

- Sending cruel, vicious and sometimes threatening messages;
- Creating websites that contain stories, cartoons, pictures and jokes ridiculing others;
- Posting pictures of classmates on-line with intent to embarrass them;
- Breaking into an e-mail account and sending vicious or embarrassing material to others;
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others; and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

Social Networking Sites

Most students visit websites to communicate with friends and meet new people. **Social Media** has become increasingly popular with students. Facebook, Twitter, Instagram, and Snapchat allows students to create a personal website (for free), post pictures, add comments, and use it to meet “on-line friends.” These websites often includes their full name, telephone number, address, school name, and a picture.

YouTube is a similar site dedicated to hosting video clips.

About 68 million people reportedly use social networking sites. The danger lies in that the Internet is vast, public and constantly expanding. And, if students have not developed critical thinking skills, are unsupervised or create websites that are not monitored, they can be at risk of unknowingly communicating with predators, spammers or pornographers.

As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. And, parents should conduct frequent reviews of the site to ensure that identifying information or pictures have not been posted.

Internet Safety

No action is foolproof, but there are steps students can take to protect themselves on-line and lessen the chance of becoming the victim of unsolicited messages:

- Never give out personal information, passwords, PIN numbers, etc.
- Remember that personal information includes your name, age, e-mail address, the names of family or friends, your home address, phone number (cell or home) or school name.
- Choose a user name that your friends will recognize but strangers will not recognize (such as a nickname used at school). This will help you to identify yourself to friends and lets you know who is trying to communicate with you.
- Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website.
- Passwords are secret. Never tell anyone your password except your parents or guardians.
- Do not respond to “spam” or unsolicited e-mail.
- Set up e-mail and instant messenger accounts with your parents.
- Do not respond to, or engage in, cyber abuse.

If you are the victim of a cyber bully:

- Do not reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use “call display” or dial *69 to identify the phone number and have it tracked through your cell phone/pager service provider.
- Instant messages (e.g. Yahoo instant messenger; Microsoft Messenger) are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account, such as Hotmail, Yahoo or G-Mail, using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address. Then, inform your Internet Service Provider (ISP).
- If physical threats are made or the bullying escalates, inform your local police.

- Do not erase or delete messages from cyber bullies. You do not have to read them; but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one (1) person at a time.

Suggestions for Parents:

- Make sure your children understand how vast and public the Internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.
- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Inform your ISP or cell phone service provider of any abuse. Although it can take a lot of time and effort to get Providers to respond and deal with your complaints about cyber bullying, it is necessary in order to try to stop it from reoccurring.
- Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms.

LATCHKEY

The Latchkey program is an extended care service provided to our students. It is for elementary students in grades pre-school to 5th grade. It is staffed by experienced childcare providers. It provides convenient childcare immediately after school and alleviates any transportation problems. Students will have playground time, games, homework time, and snack time. It begins immediately after school; students are to meet in the Multi-Purpose Room at 3:25 P.M. Children must be picked up by or before 6:00 P.M. (An additional charge of \$3.00 for every 15 minutes after 6:00 P.M. will have to be paid when the child is picked up late). If a student is picked up by 3:45 P.M., there will be a \$2.00 charge, please be sure and write the time down, otherwise you will be charged full price. Also, it is up to our parents to keep their accounts up to date. We send statements out at the beginning of the month. When outstanding balance amounts are not paid it will place students in jeopardy of losing Latchkey privileges. The cost for Latchkey is \$7.00 per child per day, and an additional \$5.00 for the next sibling and an additional \$4.00 for each sibling after that. (Example: if you have two (2) children it would cost \$12.00 per day, 3 children would cost \$16.00 per day, etc.). You are only charged for days attended. We request payment be made in advance, or at the time you pick your child up. Please send payment in an envelope with your child's name on it. **YOUR LATCHKEY PRIVILEGE WILL BE REVOKED IF YOUR BALANCE IS ABOVE \$100.00 ALL STUDENT LATCHKEY CHARGES ARE DUE IN FULL BY THE LAST DAY OF SCHOOL. ANY STUDENT WITH AN OUTSTANDING BALANCE WILL NOT BE ALLOWED TO START LATCHKEY THE NEXT SCHOOL YEAR WITH A BALANCE DUE. CHILDREN MUST BE PICKED UP AND SIGNED OUT BY PARENTS ONLY, UNLESS THE PARENT NOTIFIES US OF ANY CHANGE.** In case of an emergency please call 918-616-2941.

LEAVING THE SCHOOL GROUNDS

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, no phone calls will be taken to release students unless the student is going to an appointment with a doctor, dentist or chiropractor in which case, the student must submit signed proof from the medical professional upon return. 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.

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 may be changed the first week of school with permission of the Principal. 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.

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.

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 pick up the child from school, 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.

PEAK BOULEVARD OVERPASS

All students who walk or ride bicycles to school must use the overpass to cross Peak Boulevard. Students are to observe the following rules when using the overpass, both coming and going to school.

1. Students will walk on the crosswalk.
2. Students will refrain from loitering on the overpass.
3. Students will refrain from dropping objects from the overpass.
4. Students will refrain from blocking other students on the crosswalk.
5. Students will refrain from riding wheeled vehicles on the overpass.
6. Students will refrain from trespassing on the way home.

For safety reasons, if it is lightning, storming, etc., a red flag will be hanging on the Elementary building where the buses load to notify parents that Cross Walk will be closed that day. Students will NOT be released to go over the crosswalk; they will be sent to walk up on the east side of the building to be picked up by the parent.

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.

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.

SNACKS

According to the State Department of Health, snacks sent from home for the entire classroom should be commercially wrapped. This requirement meets State Health mandates and was designed for the safety and health of all students.

ACHIEVEMENT REPORTS

Report Cards

Report cards or checklists are sent home each 9-week grading period. It is useful to keep in mind that no single system of grading can be entirely satisfactory in all situations. However, in general, a grade should reflect the following: the quality of work done; and effort put forth in relation to ability.

A checklist of objectives based on Adopted State Standards, plus E-S-N-U, are used in PK – 1st Grades.

Letter grades are used in 2nd - 5th grades for reporting pupil progress. These letter grades represent the score achieved by the student at the time the report is issued; this is a cumulative grade. Below is the District's School Grading Scale:

90 – 100	A	outstanding progress
80 – 89	B	very good progress
70 – 79	C	satisfactory or average progress
60 – 69	D	poor progress/improvement needed
Below 60	F	no progress shown

A subjective scale is used by the teacher in the non-core subject areas:

E	excellent
S	satisfactory
N	needs to improve
U	unsatisfactory

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 DISCIPLINE

Students at Hilldale Elementary 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 Elementary 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. Financial restitution
7. Suspension
8. Involve law enforcement agencies

9. Refer to appropriate social agency
10. Restriction of privileges
11. 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.

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 an alternative setting 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 Elementary 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.

PROMOTION, RETENTION AND FAILING GRADES

In order to be promoted from one grade to the next, a student must be able to demonstrate competence in the objectives of the grade just completed. These objectives will be evaluated throughout the year by the classroom Teacher. If problems arise, the counselor and the principal will be alerted also.

Based on these observations, class work, and experience in the classroom, the classroom teacher will recommend a placement to a committee of staff dealing with that student. The majority vote of the committee will determine the child's placement for the next year.

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.

LAW REGARDING RETENTION

Oklahoma law requires that the parents of any student enrolled in first, second or third grade, who is found to have a reading deficiency and is not reading at the appropriate grade level, be notified of this fact and, among other things, what services are or will be provided to the student. Oklahoma law requires that beginning with students entering the first grade in the 2011-2012 school year, any student who has a reading deficiency and who is not reading at grade level (as demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test) shall be retained in the third grade. Oklahoma law does provide a limited number of exceptions that would allow a student to be promoted to the fourth grade despite having a reading deficiency and who is not reading at grade level. These exceptions include, but are not limited to, certain students who have an IEP and certain limited-English-proficient students. Oklahoma law also provides for mid-year promotion to the fourth grade of a retained student who can demonstrate that the student is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade.

STUDENT WITHDRAWAL

Student(s) wishing to withdraw from Hilldale Elementary 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

The purpose of a tardy policy is to ensure the best learning environment for all students.

Definition of a “tardy”: A student not within his/her assigned area when the bell rings is considered tardy. Excessive tardiness may result in disciplinary action.

Students shall be allowed three (3) school days at the beginning of the school year to become familiar with the layout of the building, including the location of their assigned classroom before tardies will count toward absences.

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.

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 Elementary 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 by a counselor from M.C.O.Y.S. (failure to attend counseling will result in suspension, ISD or alternative school placement).
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.

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 Elementary 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 a 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 disciplinary action.

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 are 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

HILDALE 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 1965 (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 know 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 may 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>
Character Club	Develop Character	5 th Grade Teacher

- 1. 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. 70 , § 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 flu, 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://hilldaleps.org>.

ASBESTOS

Hilldale Public Schools has completed an asbestos inspection and has a written management plan as required by the Asbestos Hazard Energy 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.

INTERNET ACCESS AGREEMENT (STUDENTS)

STUDENT SECTION:

Student Full Name: _____

School Site: _____ Grade: _____

Home Address: _____

Home Phone No.: _____

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

Student Signature

Date

SPONSORING PARENT OR GUARDIAN SECTION (Required):

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

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

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

Parent Signature

Date

***Student Access Agreement must be renewed each academic year.
Acknowledgements / Permissions***

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

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

Student Signature

Date

Student's name (printed)

Grade

Parent/Guardian Signature

Date