

Hinton High School



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WELCOME TO HINTON HIGH SCHOOL:

On behalf of Superintendent Marcy Derryberry, staff, and the Board of Education, I would like to welcome you to Hinton High School. Hinton is a special place with great potential. As your principal, my number one goal is provide each student with the tools necessary to leave this place and find success in the future. Our theme for the 2018/2019 school year is "FOCUS". Webster's dictionary defines focus as, "a center of activity, attraction, or attention. As we work together to make this the best school year ever, let's all "focus" on what it means to be a Hinton Comet. As a staff, we are going to do everything we can to "focus" our attention to the well-being of all students, as student's you should "focus" on characteristics such as respect, diligence, hard work and perseverance, and together we should all "focus" to make Hinton the best school in the state. GO COMETS!

Jarrold Hohmann
High School Principal

Student and Parent Handbook

2018-2019

School Colors: ***Red and White***

School Mascot: ***Comets***

School Alma Mater:

Dear Hinton High School,
You are my school.

We'll fight and strive to
Win your lasting glory and fame.

Brave foes may meet you
None will defeat you.

Your sons and daughters will live
To glorify your name.

School Spirit and Pride:

School spirit is a term we usually apply to athletics. Few realize the deeper and truer meaning of the phrase. School spirit is something that goes beyond the competition field and extends into all aspects of school life. It is a pride in being a Hinton Comet.

As students, you must be willing to do what it takes to make your high school years some of the best years of your life. You can show school spirit in the way you treat our school buildings and classrooms, the effort you put forth in the classroom, the respect you show to your teachers, being kind to your fellow students, and participating in the many activities that our school has to offer.

As students of Hinton High School, you must always remember that, when you are in other cities, you are representing our school and the responsibility for our school's reputation rest largely on the pride

that you have in our school. Students should always conduct themselves with respect and in a manner that bring positive light on Hinton High School.

Having great school spirit means not being satisfied with anything but the best. Whatever endeavor you as the student pursue, strive to be the best. Take pride in this school. Your school. BE PROUD TO BE A HINTON COMET!

ACTIVITIES AND TRIPS:

Students participating in or attending school-sponsored activities have the privilege of being a representative of Hinton High School. It is each student's responsibility to exercise that privilege with pride and spirit. Our school is known in other towns by the standards our students practice while participating in, or attending, various events. We expect our students to display proper attitudes, sportsmanship, honesty, respect, and integrity at all times.

- A student is under full obligation to obey all school policies and procedures.
- If a student misses class/classes at attend a school-sponsored activity, it is the responsibility of the student to get the assignment and complete all work missed. Failure to do this will put the student behind and could cause the student to miss future activities.
- Students must go and return in transportation provided by the school unless prior arrangements have been made or are excused by the sponsor/coach of the trip.
- If students do not ride school-sponsored transportation home, they must ride home with their parents and the parents have to personally pick up the student from the activity.
- All students participating in all school-sponsored activities, whether at home or away, are under the authority of the sponsoring school official.
- All school-sponsored activities must have an approved adult driver in each vehicle transporting students.
- The administration reserves the right to prohibit/limit participation of any student in any activity.

AIDS PREVENTION:

All eighth and tenth grade students receive AIDS Prevention Education in compliance with Oklahoma State Law. All materials have been approved by the State Department of Education and the Health Department. All materials are available for parents to preview, and if after previewing, a parent does not wish to have their child receive the information, they should contact the principal.

Assemblies:

Assemblies will be held from time to time throughout the school year. Assemblies are held for educational and entertaining purposes. These assemblies provide a chance for students to demonstrate courtesy and respect, to demonstrate cooperation and consideration, and to demonstrate school spirit and pride. All students are required to be at all assemblies. Failure to be at an assembly will be treated as skipping. During pep assemblies, you are not dismissed until the school fight song is over. Disciplinary action will be taken on those who do not follow the above expectation of students at all assemblies.

ATTENDANCE/ABSENCES:

Regular attendance is a must. No single factor will do more to aid you in your progress in school than regular attendance. It is your responsibility to make the most of the opportunity that this school provides for you. This can only be accomplished by regular attendance.

All work, which is missed as a result of absences, regardless of reason, must be made up. The teacher will allow one day per missed day to make up all work.

Parents should call the school (HS 405-542-3235 ext. 1) when a student is absent. Notes are accepted on the day that a student returns to school. Teachers will take attendance during the morning advisement period and each hour. The record of these attendances will be recorded online. Parents will receive a call from school anytime their child is absent/tardy from school unless the parent has already notified the school about the absence.

Parents will be notified in the case of excessive absences. A student may have a total of 10 absences per semester (ex. illness, mechanical problems, family trips, etc.). Students reporting to class fifteen (15) minutes or more after the beginning of class will be classified as absent.

A student who has 11 absences or more in a class will receive a failing grade for the class. If a student has 11 absences, then he/she, along with his/her parents, may request a hearing with that student's teachers and the principal. At this time, the student and parent may explain why he/she has more than 10 absences. All documentation turned into the office throughout the semester will be presented to the teachers during the hearing. The teachers and principal will discuss the matter and render their decision to the student and parents. The teachers will vote on whether or not to allow the student credit for the semester (majority vote rules). The principal will only vote to break a tie. The hearing must be held within 10 school days of the end of semester for which the credit was lost. If no such request is made, then the student will be given a failing grade for having more than 10 absences. An appeal may be made to the Board of Education.

Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Caddo County District Attorney per 70 O.S. 10-1-5.

Absences for school-sponsored activities do not count toward this 10 rule. Students are allowed 10 activity absences per year and per board approval on an individual basis, can receive 5 additional activity absences. All activity absences will be turned in, prior to the activity by the sponsor/coach, and recorded online by the attendance secretary at school.

Regardless of the type of absence, student's have the same number of days to make up all work as the number of days missed.

Any student that have been suspended will not be considered for "perfect attendance" recognition at the end of the year.

ATTENDANCE ELIGIBILITY:

A student must be present for all classes during a school day to be eligible to participate in a school-sponsored activity that day or night (exception have to be pre-approved by administration).

BAD WEATHER/SCHOOL CLOSINGS:

Bad weather occasionally requires the school to make decisions regarding closing or delaying of starting time. We act in the best interest of our students. The following will be used to announce any school closings/delays:

School Facebook Page
 School-Wide Automated Phone Call
 KFOR Channel 4
 KOCO Channel 5
 KWTW Channel 9
 OKC FOX Channel 25

BELL SCHEDULE:

Period	Time
1	7:55-8:05 Advisement in Mentor's Room
2	8:10-8:55
3	9:00-9:45
4	9:50-10:35
5	10:40-11:25
6	11:30-11:55 Advisement in Mentor's room
Lunch	11:55-12:35

7	12:40-1:30
8	1:35-2:25
9	2:30-3:15

BLENDING LEARNING MODEL:

Students will be exposed to a variety of instructional models utilized by teachers. There will be digital curriculum with Odysseyware, whole group discussion, small group discussion, one on one, pencil/paper work, and projects to help further each student's education. The following will be the guidelines and expectations for all students:

- Students will be in classes from bell to bell. Tardies will be given for those not in class at time of first bell.
- Students will attend all elective classes.
- If doing a whole group discussion, all electronic devices will be put up and you will do what the teacher is wanting you do for that class period.
- In classes where you are given the chance to work on digital curriculum, you must be engaged in that study. For pacing and eligibility purposes, you must complete at least 3 lessons/quizzes/tests per day in the digital curriculum.
- Any student making below a 70% on a digital curriculum lesson will be blocked from continuing to the next lesson until the subject teacher has met with them one-on-one or in a small group setting to review that lesson. The teacher may then reassign that lesson or unlock the next lesson.
- Only the subject area teacher can unlock anything in Odysseyware. Do not ask mentors to unlock anything.
- All quizzes and tests must be taken in subject area teachers classroom.
- You get one attempt at all lessons/quizzes/tests. You may be allowed to redo any of the three at the teachers discretion.
- Students caught cheating will receive a zero on the assignment and be subject to the schools discipline policy.

If a student wishes to work on a true personalized learning model (all digital curriculum), they may do so if the plan of study is approved by the Principal.

CURRICULUM:

The following will make up the curriculum in the blended learning model:

- Odysseyware
- Projects
- Workbooks

- Pencil/paper assignments
- pencil/paper tests
- Writing essays
- Labs
- Any other supplemental material/resources found by teacher

Each student will be given a syllabus at the first of school that will outline the required curriculum for that class. Completion of the digital curriculum does not mean the student is done with the class. The digital curriculum is only one component of the class. To complete a class, you must complete the digital curriculum and complete the supplemental enrichment activities done by the teacher.

MENTOR RESPONSIBILITIES:

Each student will be assigned a mentor teacher. Expectations for the mentor are as follows:

- The mentor and mentee will be required to meet at least once every other week and use checklists to monitor student progress.
 - See attached checklists.
- Mentors will provide school principal with documentation of scheduled meetings with mentees.
- Mentors will be expected to provide documentation of parental contact. This may be via email, phone, or conference.
- Mentors will not be changed unless unforeseen circumstances arise. In the rare case of a mentor change, the administration will be the deciding factor.
- Student progress will be tracked by the student's mentor. If a student is not progressing as he/she should, the mentor will intervene and redirect the student.
- Parents will be contacted via email or phone after each meeting.

STUDENT RESPONSIBILITIES:

- The student will be the main factor in his/her academic success.
- The student will attend elective and core classes daily.
- The student will meet with his/her mentor at least once every other week.
- The student is responsible for acquiring a school-issued Chromebook daily if needed.
 - The student is responsible for the Chromebook issued to him/her.
- Parents may elect to purchase their student(s) a personal laptop or tablet. If students have their own device, they may use it when given permission by the subject area teacher.
 - The school is not responsible for damages that may occur to personal devices.
- The student must be in attendance at school from 7:55- 3:15.

PARENT RESPONSIBILITIES:

- The parent will communicate with his/her child's mentor as necessary. The mentor is the first point of contact for parents.

- The parent will routinely check his/her child's progress by staying in contact with the mentor assigned to their student. If there are questions prior to the scheduled mentor meetings, the parent should contact the teacher via email or phone.
 - If a student or parent does not have internet access, the public library is always available.
 - If a parent does not have an email address, the school will provide one upon request.

BUILDING HOURS:

The High School is open from 7:30-3:30 during regular school day. Students will not be allowed in the building before this time. Upon arrival at school, students must enter into the commons or can sit on benches on south side of school and wait until the first bell rings at 7:55 to go to advisement. Students are not to be in hallways or classrooms unless getting extra instruction by the teacher.

BUS TRANSPORTATION:

Transportation by bus is provided for any child living more than one and one-half miles from school. Riding the bus is part of the school day, and rules must be observed to ensure the safety of the riders. The bus driver has the responsibility to make sure all passengers are observing all school policies while riding on the bus. It is a privilege to ride a school bus. Failure to follow posted rules and bus driver's instruction could result in the student not being allowed to ride the bus, either temporarily or permanently. The rules for riding a bus are as follows:

- Be on time.
- Observe safety practices.
- Keep hands and feet inside the bus at all times.
- Stay seated at all times.
- Place trash in the proper place.
- No loud or disruptive behavior will be allowed.
- Do not leave any items on the bus. The bus driver nor school is responsible for lost or stolen items.
- Do not throw objects on, or out of the bus.
- In case of emergency, remain on the bus unless the bus driver instructs you otherwise.
- Follow all instructions given by the bus driver.

The above rules apply to all school-sponsored trips where a school bus is in use.

CAFETERIA:

The cafeteria is our school dining room. Courteous manners, quiet conversation, and appropriate behavior are expected.

- Students eat in the cafeteria only. No food is to be taken from the cafeteria area unless authorized by a sponsor or the administration.
- Cutting lines is prohibited.
- Students will walk in an orderly manner and keep lines orderly.
- Staff members are expected to move to the front of the line to be available for duties and responsibilities.
- No student may check out during lunchtime without a parent or guardian present. Students cannot invite or have guests at lunch without previous administrative approval.
- No outside food or drink may be brought into cafeteria.

CADDO-KIOWA TECHNOLOGY CENTER:

Students attending CKTC are expected to abide by the rules and regulations of both Hinton School and CKTC. Suspension or expulsion at either school applies to both schools. You cannot be dismissed from one school for disciplinary reasons and attend the other school.

Transportation to CKTC is provided daily. The bus leaves from the south side of the high school at a designated time. Students with permission may drive to Career Tech. To obtain a driving permit, see the Career Tech principal, get all of the necessary signatures, and turn it into the Career Tech. Hinton High School also has a permission form that must be completed before the student will be allowed to drive or ride with another student. While on your way to and from Career Tech, whether by bus or car, all school rules apply. You are expected to be at Career Tech on time. No excuses will be accepted for being tardy or absent when returning to Hinton High School. Bus transportation is a reliable option; breakdowns, flat tires, etc., will not be viable excuses if you choose to drive. The bus is the safest, most economical, and reliable means of transportation. We encourage all students to use the bus except in emergency situations.

When returning to Hinton High School, students are expected to be on time for class. Tardies will be given if you do not return from lunch on time. Students who have an afternoon Career Tech, may leave for lunch at 10:50 and be ready to leave from the south side of the school by 11:15.

CHANGING/DROPPING CLASSES:

Students may change or drop a class only during the designated class change times set forth by the Principal. Any exception to this policy is determined by the Principal, teacher, and student with parental consent. Students in the 8th-11th grade must be in 7 hours of classes.

CHECKING OUT OF SCHOOL:

Students must check out of school through the office. Students may only check out of school with the permission of their parent or guardian. Permission must be given person or on the phone before a student may be approved to leave school. Students who leave school without permission will be subject to the school's disciplinary code.

CHEATING:

No credit should be given or expected for any work that is not a student's own work. Cheating is as dishonest as stealing.

Cheating will not be tolerated, whether in class or out, during school time or out of school. Students will be considered to be cheating whether they are receiving the material or providing the material.

There are no minor offenses when it comes to cheating.

- 1st offense..... zero on assignment and loss of off campus lunch or 1 day ISD
- 2nd offense..... Zero on assignment and 3 days ISD

After a 2nd offense, a parent or guardian must have a conference with the principal before the student is allowed to re-enter school.

- 3rd offense..... 1 day of OSS
- 4th offense..... 2 days of OSS
- 5th offense.... 5 days of OSS
- 6th offense..... Rest of semester

CHROMEBOOKS:

Chromebooks are the responsibility of the students who have checked them out. If a chromebook is lost or destroyed, it is the responsibility of the student to pay to replace it. The teacher who initially finds/sees the damage and the administrator will determine whether a chromebook is damaged to the

point that it needs repaired or replaced. Arrangements for payments of damaged chromebooks will be made through the office of the Superintendent.

CLASSIFICATION OF STUDENTS:

Freshmen: Less than 6 units

Sophomores: 6.5-11 units

Junior: 11.5-17 units

Seniors: 17.5-24 units

Hinton High School requires 24 units/credits to graduate high school.

CLASSROOMS:

Each student is expected to show proper respect to teachers, staff, classmates, and administrators.

Each teacher has specific guidelines within his or her own classroom that all students must obey. After the teacher has given a full explanation of such guidelines, it is the students' responsibility to ask about specific situations if there is a question as to expectations or limitations.

The classroom teacher is the primary disciplinarian in the school and has the full right to administer punishment. It is the position of the administration that any time a student is sent to the office as a result of a discipline problem, a serious problem has arisen.

A visit to the office is a signal to the administration that the teacher feels that the student has not responded to correction. In this situation, the student will be counseled and disciplined.

Students who choose to not maintain proper behavior in the classroom or at a school activity choose to place themselves in the hands of the administration.

Students are to observe the following:

- Be respectful of all school furnishing, equipment, and materials. Defacing, marking, or placing gum on school property is considered vandalism.
- Be respectful of the privacy of materials in or on the teacher's desk and furniture.
- Do not violate the privacy of information, materials, and equipment belonging to the teacher.
- No candy, pop, or food is allowed in the classrooms unless certain circumstances allow it.

CONCURRENT ENROLLMENT:

Hinton High School students in the 11th and 12th grade may concurrently enroll at a college or university in the Oklahoma State System of Higher Education if the student meets the required criteria.

- Students must qualify to take English or Math in order to enroll in concurrent classes.
- Students can only enroll in General Education which includes, but are not limited to; English Comp 1, English Comp 2, College Algebra, United States Government, United States History, and Psychology.
- Students are not allowed to drop classes after the first three weeks of the high school semester.
- All online classes must be pre-approved by the administration in advance of enrolling.
- Parents must sign a letter of permission acknowledging the responsibilities of the concurrently enrolled student.

Information about concurrent enrollment may be received from the Counselor. Concurrent enrollment information is given to each student of Hinton High School each school year.

All college classes taken while in high school will count toward graduation requirements as follows:

English Comp 1..... ½ credit	English Comp 2..... ½ credit
College Algebra..... 1 credit	General Biology..... 1 credit
Botany..... 1 credit	Chemistry..... 1 credit
US History 1..... ½ credit	US History 2..... ½ credit
Psychology..... 1 credit	Geography..... 1 credit

DANGEROUS WEAPONS:

Hinton Public Schools is committed to taking such steps as are reasonably necessary in an effort to provide students and employees with a safe, educational environment. Therefore, the policy of Hinton Public Schools is to absolutely prohibit the use and/or possession of dangerous weapons on school premises or at school functions.

The possession or use of any weapon during the time a student is in attendance at Hinton High School or is at any school sponsored activity (this includes the time in transit) is strictly prohibited. A weapon includes but is not limited to: guns, rifles, pistols, shotguns, daggers, knives (knives of any length are prohibited), razors, clubs, slap jacks, night sticks, any device which throws, discharges or fires projectiles of any type, explosive or incendiary devices, hand chains, artificial knuckles, or any other object that can

reasonably be considered a weapon. Also prohibited is any facsimile or counterfeit weapon that resembles a weapon.

A student who violates this weapon policy shall be subject to: out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances. Parents have the right to appeal suspensions over 10 days to the superintendent and then to the board of education.

A student who knowingly aids, accompanies and/or assists in the violation of the policy shall be considered in violation of the weapons' policy and be subject to the same discipline as the student who violated the policy.

DETENTION RULES:

Detention is a disciplinary action.

- If you are required to serve detention, the time limit is 30 minutes.
- You must bring paper and pencil and/or chromebook when you enter the classroom.
- You are not allowed to talk to other students in detention.
- The teacher on detention assigns the work to be written during the time you are required to be there. If you have a question about the work assigned, you must raise your hand.
- You are not allowed to leave detention for any reason. No one is allowed to interrupt those serving detention.
- If you are serving lunch detention, your lunch will be brought to you. NO OUTSIDE FOOD OR DRINK ALLOWED.
- If you are late, you will be given one chance the next detention time to abide by the rules. After that, another form of discipline will be used.
- If you are disruptive during detention, you will be sent to the office, and other arrangements will be made for you to go home and you will receive at a minimum of a 1 day ISS.

DRESS CODE:

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with the dress code may be sent home and be subject to disciplinary actions. A few dress code violations are listed but this list is in no way conclusive:

- Students are prohibited from wearing attire that carries connotations of immorality, vulgarity, obscenity, nudity, sexual suggestiveness, gang, secret societies or fraternities either at school or at school sponsored events. In addition, student attire should not display or promote alcohol, tobacco, or drugs.
- Any other considerations will be determined by the school administrators.
- Clarification regarding apparel should be obtained from the school administration.
- Teachers are charged with the responsibility of enforcing student dress code in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for discipline referral regarding dress code violations.
- Shoes must be worn. House slippers are prohibited.
- The hemlines of shorts and skirts must reach the tips of the fingers when arms are held at sides. Wearing tights under skirts or dresses does not change this rule. Also, jeans with holes above where the tips of the fingers reach when arms are held at the sides are prohibited. Jeans with holes but have no skin showing are allowed.
- shirts/tops must touch the waist of pants/skirts at all times. Low cut tops or blouses are inappropriate. Shirts that are ripped down side and expose any part of the torso are considered inappropriate. Undergarments should never be exposed.
- Crop tops, tube tops, halter tops, mesh clothing, tank tops, spandex pants, sunglasses inside building, pajamas and spaghetti straps are unacceptable. Sleeveless garments must have a strap at least the width of a dollar bill. Strapless dresses without jackets are also prohibited.
- Pants are to be worn at the natural waistline. There should be no sagging.
- Clothing should not be excessively tight.
- No hats of any kind are to be worn inside school buildings. This includes no hoods.
- This dress code applies to all school sponsored activities as well.

If you arrive at school dressed inappropriately, you will be kept out of class until you are dressed within school policy. All class time missed due to dress code violations will be counted as absence or tardy.

DRIVER'S LICENSE VERIFICATION:

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in at the High School's Secretary's office. If you are testing over the summer, we recommend that you get the school attendance verification before the end of the school year.

Student's must also pass the 8th grade Criterion Referenced Reading test or an alternate reading test in order to obtain the needed verification forms.

EARLY RELEASE/LATE ARRIVAL:

Any senior who is on track to graduate and can fulfill all of the requirements for his/her diploma in six hours, will be allowed to not have a first or last hour class. Any student participating in early release needs to leave campus promptly after sixth hour.

ELECTRONIC DEVICES:

Cell phones and electronic messaging devices must be turned off and may not be used during class time unless a teacher grants specific permission or an emergency occurs. They may be used before school, at lunch, or between classes provided that students are getting to classes on time.

Violation of the electronic device or the cell phone rule will result in the following disciplinary actions:

- 1st offense – Warning
- 2nd offense: The parent will be contacted by the student and asked to come pick it up from the school.

After 2nd offense, parent or guardian must have conference with the principal before student is allowed to re-enter school.

- 3rd offense: The parent will be contacted to pick up the device and the student will receive 1 day in-school suspension.
- 4th offense: 3 days in-school suspension
- Repeat offenders may be subject to any of the following or any combination of the following:
 - Confiscation of the cell phone until a parent picks it up
 - Suspension of semester test exemption status
 - In School Suspension
 - Out of School Suspension

ELIGIBILITY:

Students must be passing all classes to be eligible for any school extracurricular activity. Students have one week of probation to bring the grade up to passing. If a student is failing in one subject and brings it up the next week but is failing in another class, he/she is ineligible. Parents will be notified by mail during the probationary week. All students who have grades of “D” or “F” will be notified each week. Hinton High School eligibility follows OSSAA regulations.

Students must also be in good standing in regards to their pacing on the digital curriculum. A minimum of three lessons/quizzes/tests must be done each day to stay on pace and stay eligible. Mentors will check almost daily to make sure students are staying on pace. Parents will be notified either by email or by phone by the mentor when a student is falling behind in pacing.

Eligibility will start three weeks into each semester.

EMERGENCY ACTION PLANS:

Fire Drills

Evacuation maps are posted in every classroom on campus. Upon hearing the alarm, the teacher in charge of the class will designate a person to lead the way from the building, going to the exit, which has been designated, on the fire drill plan. Students will leave in a single file line, using only one side of the exit and grouping quickly at the designated meeting spot. The teacher will be the last to leave the room, closing the door, turning off the lights, and checking roll of the class at the designated meeting area.

Failure to report to the designated area will result in disciplinary action. It will be treated the same as skipping school and could result in detention, loss of off campus lunch, and/or ISD or OSS. . NO EXCEPTIONS!

Tampering with the Fire Alarm System or Fire Safety Equipment (fire extinguishers) is illegal, as is making a false hazard report. Violators in these areas will be subject to suspension, expulsion, restitution, and/or legal action.

Lockdown Drills

School administration will announce when a lockdown is in place. All teachers will lock classroom doors and all outside doors will be secured. A minimum of one drill per semester will be conducted.

Intruder Drills

School administration will announce when there is an intruder in the building. Teachers will lock their doors, turn off the lights, and will direct students to a specified area in the classroom where they are

unseen. Students and teachers will remain there until signal is given by administration that the building is ready to resume instruction.

Tornado drills

Hinton High School is equipped with 4 tornado safe rooms. In the case of a tornado, students will be directed to these 4 rooms. Each teacher and class will have an assigned room. The teacher will be the last to leave the room, will turn off the lights and shut the door. Once all students and teachers are at their designated room, the teacher will take roll. A Tornado drill will be conducted once per semester.

Any student that does not go to their designated area during a drill will be subject to disciplinary action. This will be treated as skipping and could result in detention, loss of off campus lunch, and/or ISD or OSS.

FIGHTING:

Students who are fighting at school where anger is evident and punches are thrown will be severely disciplined.

1st offense..... 3 days of OSS

2nd offense..... 5 days of OSS

After a 2nd fighting offense, the parent or guardian must have a conference with principal before student is allowed to re-enter school.

3rd offense..... 10 days of OSS

4th offense..... Alternative school

GRADING SYSTEM:

Grades in each class will be figured using the following scale.

A- 90-100

B- 80-89

C- 70-79

D- 60-69

F- 59 and below

Student grades will be kept online. Parents will be given login information to keep up with their student's grades. Students' grades will be a combination of the following:

Digital curriculum, projects, pencil/paper assignments, and any other type of assignments that are given by the subject area teacher. These grades will account for 80% of their semester grade and the semester test will account for the remaining 20%.

Students who have incomplete grades will be given an "I" until the work has been completed. Teachers will determine the length of time that the student has to make up the work, according to school policy, but not to exceed two weeks after the grading period. Students are allowed 1 day for each school day missed to make up assignments.

Students with all A's in a semester will receive Superintendent's Honor Roll and students with A's and B's in a semester will receive Principal's Honor Roll.

GRADUATION PROCEDURES:

A student may participate in the graduation ceremony if the student is no more than 1 credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with their normal graduating class. Extenuating circumstances will be considered.

Students must purchase their own graduation announcements, caps and gowns. The Senior Class must provide graduation stage decorations. Graduation ceremonies are under the direction of the Senior Class Sponsor subject to administrative approval.

Also, seniors must attend the following events during the last week in order to participate in the graduation ceremony. Exceptions must be approved by the administration.

1. Senior Breakfast
2. Graduation practice (in cap and gown)
3. Group picture (in cap and gown)
4. Elementary walk through (in cap and gown)

All 4 of the above activities will take place the morning of graduation.

The requirements to graduate from Hinton High School are:

English- 4 credits Math- 3 credits Science- 3 credits History- 3 credits
 2 Foreign language or 2 computer classes, 1 additional unit from those already mentioned
 1 Fine Art, 7 credits from other Electives offered

Students must also have a Personal Financial Literacy ½ credit and CPR Training.

All students in the 8th thru 11th grade must take 7 hours of classes.

HARASSMENT, INTIMIDATION, AND BULLYING:

Harassment, intimidation and bullying as defined by Oklahoma Statutes at 70 O.S. 24-100-2, means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment, intimidation, or bullying include, but are not limited to; a gesture, a written or verbal expression, text message, email, any electronic message or a physical act that is reasonable perceived as being motivated by student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status or any other distinguishing characteristic.

Harassment, intimidation and bullying are specifically prohibited by Hinton School District. Any student that has been harassed, intimidated, or bullied may file a report with the principal. The principal will take the necessary steps to fully investigate the claim. If warranted, local law enforcement will be called if it appears a crime has been committed. Upon completion of the investigation, the principal will report findings to the superintendent and if discipline is needed, the principal will discipline the offending student according to district policies.

HAZING POLICY:

Hinton High School does not allow hazing of students in conjunction with the operation of classes, activities, and organizations. Should this occur, the termination of the organization or activity is a possibility. Disciplinary action will be taken against students involved in such action. School employees shall not allow any actions which shall be construed as physically dangerous or emotionally damaging to any student. Discipline action will be brought on to any employee knowingly allowing hazing to take. Organizations or activity participation shall not be subject to any initiations that include hazing of students.

HOME COMING

1. Queen candidates will be chosen only from grades 10, 11, and 12 for the following queen positions: football, basketball, wrestling.

2. Candidates will be selected by the athletes participating in that sport. Athletes will vote by secret ballot. Each class (10th, 11th, 12th) will select two candidates. Queen candidates must be actively involved in and/or supportive of that sport (player, cheerleader, manager, band member, attend games, etc.) Queen candidates will be selected and announced approximately two weeks prior to Homecoming.
3. Escorts will be chosen in the same manner as candidates (see number 2). Each class (10th, 11th, 12th) will select two escorts by secret ballot.
4. Sophomore escorts will escort sophomore candidates, junior escorts will escort junior candidates, and senior escorts will escort senior candidates. The senior candidate receiving the most votes will pick first from the senior escorts, the junior and sophomore candidates will do the same.
5. All students in grades 9-12 will vote, by secret ballot, for Homecoming Queen.
6. Students may be selected as a queen candidate one time per school year.
7. Students participating in Homecoming must be eligible.

ILLNESS/INJURY:

A student who is injured or becomes ill during school is to report to the office. Office personnel will provide assistance or contact the parent/guardian or designated person if the student is too ill to stay in school.

If a student needs special care due to acute or chronic medical conditions, the necessary information must be given to the office to assure proper care.

LEAVING SCHOOL WITHOUT PERMISSION:

To insure that our students are safe and proper supervision is provided, the following rules will be implemented:

- 1st offense..... 1 day of ISD
- 2nd offense..... 2 days of ISD

After 2nd offense, parent or guardian must have a conference with principal before student is allowed to re-enter school.

- 3rd offense..... 3 days of OSS
- 4th offense..... 5 days of OSS
- 5th offense..... 10 days of OSS
- 6th offense..... Rest of semester
- 7th offense..... Rest of school year

LOCKERS:

Book lockers are assigned through the principal's office. Students are not to share lockers or change lockers without permission. Good care should be taken of the lockers. Any defacing of the lockers will be dealt with according to school policy. Lockers are the property of Hinton Public Schools and are subject to locker checks. Students should not expect any privacy rights when placing items in the lockers.

No personal locks will be allowed unless a key/combination is given to the front office. Students are encouraged to lock their lockers and to not share their lock key or combination with anybody. The student is responsible for lost or stolen school property from their lockers. Hinton Public Schools assumes no responsibility for personal property which is stolen, lost, or damaged.

MENTOR/MENTEE PROGRAM:

Each student at Hinton High School will have a mentor. The mentor will work hand in hand with both the student and parent to insure the success of their mentees. The following will be the guidelines used for this program:

- Each student will have a mentor
- Every teacher will have mentees.
- No switching mentors will be allowed without permission from the principal.
- The mentor will email each mentees parents at least once every two weeks. In some cases, they may email once a week.
- The mentor will have a face to face meeting with each mentee on set mentor meeting days. That set schedule is below.
- Mentees will report to their mentors room each morning at 7:55 AM for the morning advisement period.
- Mentees will report to their mentors room each day at 11:35-11:55 for the lunch advisement period.
- The two advisements periods are mandatory to attend and attendance will taken. Tardies will also count during these two times.
- Under no circumstance will a mentor unlock any lessons, quizzes or tests for their mentees. These may be unlocked only by the subject teacher.

Schedule Mentor days: August 17th, August 31st, September 14th, September 28th, October 17th, November 2nd, November 20, December 12th, January 18th, February 1st, February 14th, March 1st, March 15, April 5th, April 18th, and May 3rd.

MOMENT OF SILENCE:

Hinton Public Schools in compliance with Senate Bill 815 will observe a moment of silence each day. This will be done immediately after the Pledge of Allegiance to start the school day. During this time, students are encouraged to pray, meditate, reflect or engage in other silent activity not disruptive to the classroom.

OFFICE AIDES/TEACHER AIDES:

To be an office aid a student must be a senior with current cumulative GPA of 2.5 or better. Attitude, behavior and attendance will be considered when deciding if a student can be an office aid/teacher aid. Students do not receive any credit for being an aid.

OPEN/CLOSED LUNCH POLICY:

All students currently housed in the high school are allowed to go off campus for lunch, but they are required to stay in city limits. 8th graders may not ride with anybody to off campus lunch unless they are riding with a parent or guardian. Students must have a permission slip signed by their parent/guardian to allow off campus lunch.

Those students found in violation of this policy will be subject to disciplinary measures which may include the loss of off-campus lunch privileges. The principal shall have the authority to close campus for any or all students during the lunch period should he/she feel that any student or students may be placing themselves in a dangerous or harmful situation during the lunch period.

As a discipline tool, the principal reserves the right to close campus to individual students based on behavior, academic progress and absenteeism.

PARENT-TEACHER RELATIONSHIP:

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter.

If the problem involves routine procedures such as homework, class assignments, classroom behavior or student-to-student problems, the parent is asked to contact the mentor first. This can be done via email or phone conversations. If after discussing the matter with the mentor, a meeting with the teacher can be arranged if the parent feels it necessary to resolve the matter.

If a problem is more serious in nature, the parent or guardian should notify the principal as soon as possible in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities the principal may not be immediately available; therefore patience in setting appointments or expecting a return phone call is requested. Since concern for your child is important, the school will make every effort to accommodate you and your concerns.

PARKING:

The Hinton Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of students' automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has reason to believe illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Students must be a licensed driver before driving onto campus. Students are to only park in the west parking lot of the high school and must park legally between the yellow lines. All parked vehicles must have a school parking permit.

Any unauthorized parking or unidentified vehicles will result in the vehicle being towed at the expense of the vehicle's owner.

PROFANITY/THREATENING A SCHOOL EMPLOYEE:

1st offense..... 3 days OSS

2nd offense..... 5 days OSS

After 2nd offense, parent or guardian must have a conference with the principal before student is allowed to re-enter school.

3rd offense..... 10 days OSS

4th offense..... Rest of semester OSS

5th offense..... Rest of year OSS

Any person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault upon the person of a school employee, upon conviction, shall be guilty of a misdemeanor and punished by a term of imprisonment in the county jail for a period not exceeding six months. (section 104.1 of School Laws of Oklahoma)

PROFICIENCY BASED PROMOTION:

Upon the request of the student, parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

- Testing will be offered within the first two weeks of the fall and spring semesters.
- Qualifying students are those who are legally enrolled in Hinton High School.
- The passing scores will be 90% with no retest during the same testing period.
- Tests will be by appointment only. The contact point for testing will be the Counselor.
- The test will cover the entire course and all subject matter taught by Hinton High School.
- No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
- A passing grade will result in the course being put on the transcript for credit, but with no letter grade. Credit for graduation will be given as a class passed.
- Failure to demonstrate proficiency will not be noted on the transcript.

PROM

The Junior/Senior Prom will be held near the end of the school year. Attendance at the Prom is limited to Junior and Senior class members and their dates. Dates who are not members of the Junior or Senior classes must have prior approval of the principal. It is the responsibility of those students to request the approval. Only those who are at least in the 9th grade but under the age of 21 will be allowed to attend the Prom. Anyone who is not a Hinton High School Junior or Senior will be required to purchase a ticket.

PUBLIC DISPLAYS OF AFFECTION

There should be no public display of affection between students while on or near school property, during school hours, or while attending a school-sponsored activity. If such occurs, disciplinary actions will be taken.

SATURDAY SCHOOL:

Saturday school is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Saturday school will begin at 8:00 am and end at noon. Students arriving late will not be allowed in and will be considered absent. Each student is to have sufficient materials and books

to study for the session; if not, work will be provided by the teacher on duty. Failure to appear for Saturday detention assigned will result in further disciplinary action which may include out-of-school placement. The only exceptions for attendance at Saturday school must be pre-approved by the principal after a discussion with a parent.

Saturday school can also be used to make up absences. Two days of Saturday school would eliminate one day of absences.

Rules for Saturday school are as follows:

1. All students must be signed in and seated in the detention room by 8:00 am.
2. All students must bring homework that is sufficient to last the session. The detention teacher will give an assignment to any student not working through the detention period.
3. Students must stay in their seats, no talking, no sleeping, no food, and no unnecessary disruptions will be allowed. Breaks will be taken individually.
4. Students who do not follow the rules of detention will be told to leave the school premises. The time they have served will not count. Students that disrupt detention hall, are sent home, or fail to complete detention may be subject to OSS.
5. All electronic devices are prohibited. Cell phones will be checked in with the teacher at the beginning of the session.

SCHOOL SAFETY:

Hinton Public School believes the safety of all students should take top priority. Any threats, whether they be verbal, written and/or physical will not be tolerated. Threats of any kind, regarding students, faculty, and/or facility will result in immediately dismissal from Hinton Schools. Threats given may be on or off of school grounds, on social media, or any other form of communication.

SEARCH AND SEIZURE POLICY

The Board of Education believes all students should be free from unreasonable search and seizure by school officials. It is, however, the policy of the board that the superintendent and principal have the authority to search a student or a student's property when there is a reasonable suspicion for such searches. No reason is necessary for school lockers or other property to be opened and examined. Students have no reasonable expectation of privacy rights towards school lockers, desks, or other school property.

SEMESTER EXAM/EXEMPTION POLICY

All students will take the first semester test for each class. These tests will be done on pencil and paper. Students who skip the semester test will be given an incomplete and will be allowed one week to make up the test before receiving no credit. Students may be exempt the two days prior to Christmas Break and the two days prior to the last day of school, if they meet the following criteria:

- Must be on pace in all digital curriculum
- Any student who has received ISD or OSS can not be exempted
- No more than 3 absences with an A average, 2 absences with a B average, 1 absence with a C average
- The type of absence, whether excused or unexcused, does not matter
- Students who skip these days will be subject to disciplinary action
- Students may be exempt from the second semester test, an exempted student has the option to take the second semester test if so desired

SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc. would be considered sexual harassment. Since this covers a wide range of offenses, the punishment may include any type of action imposed under Hinton School's Discipline Policy. Any student that experiences any form of sexual harassment should report it immediately to the principal/counselor.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

- The right to inspect and review the student's educational record
- The right to exercise limited control over other people's access to the student's educational record
- The right to seek to correct the student's educational record (in a hearing if necessary)
- The right to report violations of the FERPA to the Department of Health, Education, and Welfare
- The right to be informed about FERPA rights
- Copies of the FERPA plan are located in the office of the superintendent and the office of the principal, you may contact one of these offices if you desire a copy

All rights and protections given parents under FERPA and this policy end when the student reaches age 18 or enroll in a post-secondary school.

STUDENT DIRECTORY INFORMATION

This school district maintains and releases directory information without the parents' prior written consent unless the parent, or student if over 18, informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as directory information, but is not limited to:

- Student's name, address, telephone listing, and date and place of birth
- Parent or lawful custodian's name, address, and telephone listing
- Major field of study and grade level classification
- Student's participation in officially recognized activities and sports; weight and height of members of athletic teams
- Dates of attendance, dates of enrollment, withdrawal, reentry
- Diplomas, certificates, awards, and honors received

STUDENT DISCIPLINE:

The school's primary goal is to educate. However, when the behavior of individuals come in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

Oklahoma State Law (70-6-114) gives the teacher the same rights as parents to control and discipline such a child according to local policies. Every possible incident cannot be spelled out. Therefore, teachers may discipline or control incidents not covered by the policy in a responsible manner that they deem necessary at the time the child is in attendance or in transit to or from the school or any other school sponsored activity. Teachers and administrators shall enforce this policy in a reasonable manner.

The following behaviors at school, while in school transportation, going to or at school events will result in disciplinary action.

- Arson
- Cheating
- Conduct that threatens or jeopardizes the safety of others
- Cutting class or sleeping, eating, or refusing to work in class
- Disruption of the educational process or operation of the school
- Extortion
- Failure to attend assigned detention, alternative school or other disciplinary assignment without prior approval from principal
- Failure to comply with state immunization records.
- False reports or false calls.

- Fighting
- Forgery
- Gambling
- Gang activity such as talk of gang activity, the wearing of gang clothing, the flashing of gang signs or any other article or activity that would convey membership to a gang.
- Hazing in connection with any school activity.
- Immorality
- Inappropriate behavior or gestures.
- Indecent exposure
- Obscene language
- Physical or verbal abuse
- Plagiarism
- Possession of a caustic substance
- Possession of obscene materials
- possession , use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and or controlled substances.
- Profanity
- Sexual or other harassment of individuals including, but not limited to, students, school employees or volunteers.
- Theft
- Threatening behavior of any kind
- Truancy
- Use or possession of tobacco in any form.
- Use or possession of stolen property if property is reasonable suspected to have been taken from a student, a school employee, or the school.
- Using racial, ethnic or sexual epithets.
- Vandalism
- Violation of the Board of Education policies, rules or regulations or violation of school rules or regulations.
- Vulgarity
- Willful damage to school property.
- Any conduct that occurs outside of normal school days or activities and has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school.

For any of the listed disciplines violations, the minimum action will be a conference with a parent or guardian and the maximum action will be suspension. A variety of actions will be used by both the teacher and principal to discipline students. Those actions could include: conference, detention (either before school, at lunch, or after school), loss of off campus lunch privileges, the removal from participating in extracurricular activities, alternative school, ISD, OSS or expulsion from Hinton Schools.

On any infraction, all parties involved will be given the opportunity to express themselves. Additionally, administrators and teachers shall have the authority to enforce other reasonable actions, which they find warranted by a situation not covered in the discipline policy.

SUSPENSION:

Students who are guilty of any of the following acts may be suspended either with ISD (In School Detention) or OSS (Out of School Suspension). Suspension of students will be determined in the school district by the building principal.

- Violation of a school policy
- Immorality
- Possession of an alcoholic beverage
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities.
- Possession of a dangerous weapon/firearm. This shall result in OSS of not less than one year or longer.
- Possession of a controlled dangerous substance, as defined by the Uniform Controlled Dangerous Substances Act.
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials.
- Damaging school property.
- Fighting

Out of School suspension shall be short term or long term. A long term suspension shall be OSS in excess of 10 days and short term suspension shall be a period of 10 days or less.

Out of School Suspension in excess of 10 days:

Right of appeal:

A parent or the guardian may appeal the out of school suspension of the principal to the Superintendent of Schools and the Board of Education. The following method should be used by the parent or guardian when appealing a long term OSS:

1. An appeal can be presented by letter to the Superintendent of Schools/

2. If no appeal is received within 5 calendar days after the principal's decision is received by the parent or student, the principals out of school suspension will be final.

Out of School Suspension of 10 or Fewer Days:

The Board of Education recognizes that a student's out of school suspension of ten or fewer days (referred to short term out of school suspension) involves less stigma and requires less formal due process procedures that are required for long term OSS. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the OSS decision to a committee composed of administrators and teachers.

A student who has been suspended with a short term OSS is entitled to all pre-appeal rights presently accorded by school policy. A student who has been given short term OSS and that student's parents have the right to appeal the OSS decision to a committee composed of administrators and teachers. A student with short term OSS and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal:

An appeal to a committee can be requested by a letter to the school principal, which must be received within five days after the principal's OSS decision is received by the student, or his/her parent. The OSS decision will be final and unappealable if a request is not made within the described timeline.

Student Privileges Under OSS:

Students placed in either short term or long term OSS will be provided an education plan. The education plan will set will provide for the core units in which the student is enrolled. The plan shall set out the procedure for the education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parent or guardian shall be responsible for the provision of a supervised, structured environment for the student to work.

Participation and attendance at extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out of school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in or attending all extracurricular activities of the school.

Students may not be on any school property while under suspension.

STUDENT DRUG TESTING PROGRAM/EXTRACURRICULAR

ACTIVITIES:

The Hinton School District is concerned with the total well-being of its students, including those who participate in extracurricular activities. While the misuse of drugs is a potential problem for all students, unique pressures and risks exist for students participating in extracurricular activities.

For students in grades 6-12, students in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug consent form that must be read, signed, and dated by the student, parent/guardian, and principal before participant shall be eligible to practice in any extracurricular activity.

The consequences for failing a drug test are:

- **First positive test-** the student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with Hinton Public Schools counselor and a session with a counseling service provided by the school. Follow-up session may be one or both counselors.
- **Second positive test-** the student will be suspended from participation in any extracurricular activity for the remainder of the semester.
- **Third positive test-** the student will be suspended from participation in any extracurricular activity for 180 days.
- **Self-referral-** a student who self-refers to the athletic director, coach, sponsor or principal before being notified to submit to a drug test will be allowed to remain active in extracurricular activities. However, the student will be considered to have committed his/her first offense under the policy, and will be required to retest as would a student who has tested positive.

If a student refuses to take a drug test, he/she cannot participate in any extracurricular activities until drug test has been administered.

STUDENT INSURANCE:

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. The insurance company compensates neither the school nor any school official. We have selected an insurance company that provides student accident insurance to approximately 400 school districts in Oklahoma. The school accident insurance will be made available at the time of enrollment. Insurance is not compulsory and the school cannot be held responsible in case the payment of claims do not meet expectations of students and/or parents.

TARDY POLICY:

Tardies will be documented for each student throughout the school year.. Accumulated tardies for each student will be the total number of tardies in all classes for each semester. In each individual class, three tardies will equal one absence. Disciplinary action may be taken if tardiness is consistent as it results in loss of instructional time. Each circumstance will be handled on a student-by-student basis.

TELEPHONE PRIVILEGES:

Students are not called out of class to receive phone calls; emergencies are exceptions. The office telephone is a business telephone and should be used only when necessary to conduct school business. Students using the telephone are allowed to do so by permission of the office staff, faculty or administration.

Test Prep and Activity Day Procedure:

On most mentor days, we will finish out the morning by doing test preparation for 8th grade and Juniors while the 9th, 10th, and 12th grades will participate in various activities. Below is the procedures for these days.

Test prep:

- Will be for 8th grade and Juniors
- Classes will be split up into 3 groups
- Each group will have a 30 minute period and rotate between English, Math, and Science
- Test prep will be done out of Buckle Down workbooks and other supplemental materials found by teachers.
- The Test Prep class and full completion of the Buckle Down workbooks by the April ACT test date will give Juniors a half credit towards graduation.

Activity Days:

- These days will be the same as the test prep days.
- All teachers not involved in test prep will have a different activity that they will be responsible for.
- Each activity teacher will teach different skills. These must be approved Principal.
- All students will sign up for an activity

- The teachers will do their activity for two activity days and then will have a new activity for two days.
- It will be the mentor's responsibility to sign up kids for the activities and to get the sign up list to the activity teacher. It is the activity teachers responsibility to take roll and report any absences to office.
- Examples of activities include but not limited to: balancing a checkbook, taxes, changing a tire, dance class, resume building, art projects, cooking demonstrations, how to interview. This time is designed to give our students essential life skills that so many times are not taught in regular class. Be creative and have fun.
- Any student not participating will be subject to school discipline policy.

On all test prep and activity days, the afternoon schedule will remain the same as a standard schedule. Test prep and activities will be from 10:00-11:30.

TOBACCO, NARCOTICS, STIMULANTS, ALCOHOLIC BEVERAGES, ETC.:

In accordance with Oklahoma Law (Title 21, Section 1240 of Oklahoma Statute):

- No student shall use, possess, display or show evidence of being under the influence of tobacco products, narcotics, stimulant drugs or alcoholic beverages in the school buildings, buses, campus, or at any school sponsored activity. This includes any time when the school facilities are being used for any school function or school approved function.
- "Tobacco product" is defined as cigars, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof. Tobacco product will also include any vaping product.

Use/Possession of Tobacco:

- 1st offense: 5 days ISD
- 2nd offense: 1 day OSS
- 3rd offense: 3 days OSS
- 4th offense: 5 days OSS
- 5th offense: 10 OSS

Use/Possession of Alcohol and Drugs:

- 1st offense: 10 days suspension
- 2nd offense: Semester suspension
- 3rd offense: Semester and next semester suspension

Law enforcement and counseling will be involved.

TRUANCY:

Truancy consists of a student being absent from school without the knowledge of the administration or parent/guardian.

- 1st offense: 1 day of ISD
- 2nd offense: 3 days of ISD
 - After 2nd offense, parent or guardian must have conference with principal before the student may be allowed to re-enter school

Involvement of law enforcement and notification to district attorney may occur at administration's discretion.

VANDALISM/THEFT:

Students are expected to make every attempt to keep school property in good repair and working condition. Students are expected to respect the property of the school and others. A student shall not intentionally or with gross carelessness cause or attempt to cause damage, defacement, or theft of school property.

If a student chooses to commit vandalism, it is sufficient cause for:

- any responsible discipline the administration may decide to impose
- monetary reimbursement (corresponding with State Law 658)
- law enforcement may be involved

Parents are responsible for their child's behavior and any damages caused by their child. Hinton School will recover costs to repair and replace any damaged items or property.

WILLFUL DISOBEDIENCE OF A DIRECTIVE OF ANY SCHOOL

OFFICIAL:

- 1st Offense: 3 Days ISD
- 2nd Offense: 5 Days ISD
 - After 2nd offense, parent or guardian must have conference with principal before student is allowed to re-enter school.
- 3rd Offense: 1 Day OSS
- 4th Offense: 3 Days OSS

WITHDRAWAL FROM SCHOOL:

When a student must withdraw from school for any reason, the student must report to the principal's office on the last full day of attendance or as soon as knowledge of withdrawal is made and be given a Withdrawal Sheet.

The Withdrawal Sheet must be signed by each of the student's teachers and an estimated grade be assigned for the class. All texts and school property must be returned. All financial obligations must be met. When all parts of the Withdrawal Sheets are completed, the form is to be returned to the principal's office for signature of the administration.

The administration reserves the right to contact the parent before the official withdrawal process is completed. A copy of this Withdrawal Sheet can be taken to the new school for enrollment purposes.