

Hinton Middle School



200 W. Park

Hinton, Oklahoma 73047

Phone: 405-542-3235

Website: www.hintonschools.org

Office Hours: 7:30-3:30

Classes: 7:55-3:15

Principal

Kayla Watkins

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SCHOOL SPIRIT AND PRIDE

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 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 middle 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 respectful to your fellow students, and participating in the many activities that our school has to offer.

As students of Hinton Middle 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 brings positive light on Hinton Middle 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 Middle 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 to 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. Parents must 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.

ASSEMBLIES

Assemblies will be held from time to time throughout the school year. Assemblies are held for educational and/or 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 (405-542-3235) 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 class period throughout the day. 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, family trips, etc.). Students reporting to class fifteen (15) minutes or more after the start 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, the student may 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.

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

KWTV Channel 9

OKC FOX Channel 25

BELL SCHEDULE

Period	Time
A1	7:55-8:05 Advisement in Mentor's Room
1	8:10-8:55
2	9:00-9:45
3	9:50-10:35
4	10:40-11:25
A2	11:30-11:55 Advisement in Mentor's room
Lunch	12:00-12:30
5	12:40-1:30
6	1:35-2:25
7	2:30-3:15

BETA CLUB FOR HONOR STUDENTS

Membership is granted to students whose applications have been approved by committee. These students must display exemplary character, service, leadership, and scholarship. Complete details and Beta Club Bylaws are available in the office of the principal.

BLENDED LEARNING

MODEL:

Students will be exposed to a variety of instructional models utilized by teachers. There will be digital curriculum with Edmentum's Courseware, whole-group instruction, small-group instruction, one to one instruction, pencil/paper assignments, and hands-on projects to help further each student's education. Students will attend classes Monday-Friday to receive instruction. Morning classes will be specific to grade-level instruction. Afternoons will be designated times for small group instruction and electives. Small group instruction will be based on student performance on the NWEA test. This data will provide teachers with skills each individual student is ready to learn to fill academic gaps and/or provide enrichment. 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 students will participate in teacher directed activities for that class period.

- In classes where students are given the chance to work on digital curriculum, they must be engaged in that study. For pacing and eligibility purposes, students should follow curriculum pacing guide as directed by the teacher.
- Only the subject area teacher can give assignments and due dates. Mentors will not be permitted to change dates without speaking to that teacher.
- Students caught cheating will receive a zero on the assignment and be subject to the schools discipline policy.

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 parent 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 is to report to electives as scheduled. The student must be in attendance at school from 8:00- 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 Middle School is open from 7:30-3:30 during a regular school day. Students will not be allowed in the building before 7:55. Upon arrival at school, students must go to the old gym. They will be dismissed from there and should be in the building for advisement. Students are not to be in hallways or classrooms prior to this unless there is an appointment set up by a 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 drivers instruction could result in the student losing bus privileges, either temporarily or permanently. The rules for riding a bus are as follows:

- Be on time.
- Observe safety practices
- Keep hands and feet inside bus at all times.
- Stay seated at all times
- Place trash in the proper place.
- No loud or disruptive behavior.
- 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. Breakfast is served from 7:35 a.m. to 7:55 a.m.

- No food is to be taken from the cafeteria area unless authorized by a sponsor or administration.
- Staff members are expected to move to the front of the line to be available for duties and responsibilities.
- No students may check out during lunchtime without a parent or guardian present.
- Students cannot invite or have guests at lunch without previous administrative approval.
- Students may bring drinks/food from school vending machines only and will not be permitted to leave school grounds to get drinks/food from places in town.

- Any questions regarding bills and/or payments should be directed to cafeteria manager, Kim Gather. Free and reduced lunch forms can be found with the secretary.

Prices for breakfast and lunch are as follows:

Breakfast

Full Price Student: \$1.25

Lunch

Full Price Student: \$2.50

CHANGING/DROPPING CLASSES

Students may drop or change a class only during the designated class change times and dates set forth by the Principal. Any exception to this policy is determined by the principal, teacher and student with parental consent.

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 in person or on the phone before the student may be approved to leave school. Students who leave without permission will be subject to the school's disciplinary measures.

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 cheating offenses.

- 1st offense: zero on the assignment and 1 day in-school suspension
- 2nd offense: zero on the assignment and 3 days in-school suspension
 - After the 2nd offense, parent or guardian must have a conference with the principal before the student is allowed to re-enter school.
- 3rd offense: 3 days suspension
- 4th offense: 5 days suspension
- 5th offense: Suspension for remainder of the semester

CHROMEBOOKS

Chromebooks are the responsibility of the student that has 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.

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 student's 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 the student has not responded to correction. In this situation, the student will be counseled and disciplined.

Students who choose not to 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.
- Candy, pop, or food is allowed in classrooms upon teacher approval. Students must have permission before eating/drinking in any classroom.

CURRICULUM

The Middle School will be using Edmentum's Courseware as the digital curriculum. Within the digital curriculum, teachers will have the ability to modify and enrich lessons, quizzes, tests and projects. Teachers are not confined to only digital work. Each subject area teacher may use paper/pencil, interactive notebooks, journals, hands-on activities, etc. as warranted. The curriculum used is designed to encompass a variety of teaching methods to reach every student.

DANGEROUS WEAPONS

Hinton Public School is committed to taking such steps as are reasonably necessary in an effort to provide students and employees with a safe educational environment. It is therefore the policy of the Hinton Public School to absolutely prohibit the use and/or possession of dangerous weapons on school premises or at school functions. This policy on dangerous weapons is applicable to all students without regard to age or grade.

The possession or use of any weapon during the time a student is in attendance at Hinton Middle 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 have your chromebook, notebook, and pencil when you enter the classroom.
- You are not allowed to talk to other students in detention.
- The teacher on detention duty 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 choose not to comply with the rules, you will be subject to another day in detention.
- If you're late over five minutes, you will be given a warning and have one opportunity to follow the procedures. After that, another form of discipline will be chosen.
- If you are disruptive during detention, you will be sent to the office, and arrangements will be made for you to go home. At this time, you will receive a minimum of 3 days in-school suspension.

DRESS CODE

All students are expected to adhere to common practices of modesty , cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with this dress code may be sent home and be subject to disciplinary actions. A few dress code violations are listed, but the 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 functions. In addition, student attire shall not display or promote alcohol, tobacco, or drugs. Any other considerations will be determined by the school administrator.

- Clarification regarding apparel should be obtained prior to wearing it to school. This can 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 not allowed. Jeans with holes/frays with 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 the 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 (worn inside), pajamas (of any kind), 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 and should not be sagging.
- Clothing should not be excessively tight.
- No hats or hoods of any kind are to be worn inside school buildings with exception to athletic facilities.
- Dress code applies at all school events on or off our campus.

If you arrive at school dressed inappropriately, you will be kept out of classes until you are dressed appropriately and all class time you miss will be counted as an absence or tardy.

ELECTRONIC DEVICES AND CELL PHONES

Electronic devices such as iPhones, iPods, radios, recorders, laser pointers of any type, etc. are prohibited at school.

Cell phones and electronic messaging devices must be turned off and may not be used during the school day unless a teacher grants specific permission or an emergency occurs.

Prior approval to have any of these devices turned on during the school day must be obtained by the student through the building principal. 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
 - Phone Check-In/Check-Out through office

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 Schools’ eligibility follows OSSAA regulations.

Students must be on track with their curriculum pacing guide set forth by each teacher. Mentors will check frequently throughout the week to ensure that students are staying on pace. Parents will be contacted via email or phone if a student is falling behind in both pacing and/or grades.

EMERGENCY PROCEDURES

Tornado Drills

- In the case of a tornado, students will be directed to the dome. Each teacher and class will have an assigned location. The teacher will be the last to leave the room, will turn off the light and shut the door. Once all students and teachers are at their designated location, the teacher will take roll. A tornado drill will be conducted once per semester.
- Any student that does not go to their designated location during a drill will be subject to disciplinary action. This will be treated as skipping as could result in in-school suspension, suspension, or other disciplinary measure.

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 light, 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 in-school suspension, suspension or other disciplinary measure.
- 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 lockdown is placed. All teachers will lock classroom doors and doors leading to outside 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.

FAILURE OR REFUSAL TO SERVE ASSIGNED DISCIPLINE

If the student fails to serve the discipline due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student "refuses" to serve the discipline, the student will receive out-of-school placement.

FIGHTING

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

- 1st offense: 3 days suspension
- 2nd offense: 5 days suspension
 - After 2nd offense, parent or guardian must have conference with the principal before student is allowed to re-enter school.
- 3rd offense: 10 days suspension
- 4th offense: Alternative classroom setting

GRADING SYSTEM

Grades in each class will be figured on the basis of a percentage of the total possible points.

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 59 and below

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 (2) weeks after the grading period. Students are allowed 1 day for each day missed.

Honor Rolls of the Hinton School students will be figured at the end of each semester. Students must have a grade of “B” or above in all subjects in order for their names to appear on the Principal’s Honor Roll for each grading period. Students must maintain an “A” in all subjects to appear on the Superintendent’s Honor Roll.

When computing the final semester grade, classroom work will be worth 80% of their semester grade and the semester test will be the remaining 20%.

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, 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 or written, verbal, or physical act that is reasonably perceived as being motivated by a 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 the Hinton School District. Should an incident occur, it should immediately be reported to the building principal. At that point, the building principal will begin an investigation. If it appears a crime may have been committed, the building principal will contact local law enforcement. Upon completion of the investigation, the principal will report to the superintendent and if discipline will be administered as deemed necessary.

Prevention of and education about harassment, intimidation, and bullying behavior by students shall be addressed by the principal.

HAZING POLICY

Hinton Public 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. Organization or activity participation shall not be subject to any initiations that include hazing of students.

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: 3 days in-school suspension
- 2nd offense: 5 days in-school suspension
 - After 2nd offense, parent or guardian must have conference with principal before student is allowed to re-enter school.
- 3rd offense: 3 days suspension
- 4th offense: 5 days suspension
- 5th offense: 10 days suspension
- 6th offense: Rest of semester suspension
- 7th offense: Rest of semester and next semester suspension

LOCKERS, LOCKS AND PERSONAL PROPERTY

Lockers will be assigned during enrollment. The numbers will be written down in the office. No lockers will be changed without administrative approval. Good care should be taken of the lockers. Lockers are the property of Hinton Public Schools and are subject to locker checks at any time throughout the school year. Students should not expect any privacy rights when placing items in the lockers.

No personal locks will be allowed on lockers unless a key or combination is given to the office secretary. Students are encouraged to keep locks locked and not to share combinations with other students. The student is responsible for stolen school property from his/her locker. Hinton Schools assumes no responsibility for personal property which is stolen, lost, or damaged.

MOMENT OF SILENCE

Hinton Public School, in compliance with Senate Bill 815, will observe a moment of silence each day. This will occur immediately after the Pledge of Allegiance at the beginning of each school day. During this

time, students may pray, meditate, reflect or engage in other silent activity not disruptive to the classroom.

CLOSED-CAMPUS LUNCH POLICY

Students are not allowed to leave campus during their lunch period. Those students found in violation of this policy will be subject to disciplinary measures.

PARENT-TEACHER RELATIONSHIP

Parents/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 should contact the mentor teacher first. The best way to do this is through direct email to the teacher. If deemed necessary, a meeting can be arranged with the teacher to further discuss and resolve any issue.
- If the problem is unable to be resolved with the teacher, the teacher will set up a meeting with the principal and parent. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or expecting a return email is requested. Since concern for your child is important, the school will make every effort to accommodate you and your concerns.

PROFANITY AND/OR THREATENING A SCHOOL EMPLOYEE

1st offense: 3 days suspension

2nd offense: 5 days suspension

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

3rd offense: 10 days suspension

4th offense: Semester suspension

5th offense: Semester and next semester suspension

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 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 Middle School.
- The passing scores will be 90% with no retest during the same testing period.

- Test will be by appointment only. The contact point for testing will be the Principal's office.
- Test will cover:
 - The entire course
 - The priority Academic Student Skills
 - The subject matter taught at Hinton Middle 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.

PUBLIC DISPLAYS OF AFFECTION/PDA

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.

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 immediate 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

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 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 toward school lockers, desks, or other school property.

SEMESTER TEST & EXEMPTION POLICY

All students will take an end of semester test. Students that skip semester tests will be given an "incomplete" and be allowed one week to make up the test before receiving no credit for the course. Students who fulfill the following attendance requirements and earn the following grade average (per class) may qualify for extended Winter and/or Summer breaks. Building teachers and administration will determine and announce extension dates a few weeks prior to break times. Any student that has been

suspended, will not be allowed to be exempt from any semester exams for the semester that the suspension took place.

Grade Average Maximum Allowable Absences

A (90-100) <3 absences

B (80-89) <2 absences

C (70-79) <1 absences

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 such a wide range/degree of offenses, the punishment may include any type of action imposed under the School District's Discipline Policy. Any student that believes he/she has been sexually harassed should immediately report to the building principal.

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 records.
- 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 each 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 students reach 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 following behaviors at school, while in school vehicles going to or from or attending school events will result in disciplinary action. Each situation will be handled on a case by case basis and will be up to the discretion of the building administrator.

- 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 approval.
- 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 (initiations) 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 (as defined by Oklahoma law, i.e., 3.2) and/or controlled substances.
- Profanity.
- Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
- Theft.
- Threatening behavior (whether involving written, verbal or physical actions).

- Truancy.
- Use or possession of tobacco in any form.
- 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.
- 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.
- Willful disobedience of a directive of any school official.
- 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.
- Not limited to listed behaviors

For any of the listed disciplines violations, the minimum action may be a conference with a parent/guardian and the maximum action may be expulsion. 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), the removal of extracurricular activities, alternative school placement, in-school suspension, suspension, 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.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

- Violation of a school regulation;
- Immorality;
- Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, “Violent offense: shall include those offenses listed as the exceptions to the term “nonviolent offenses: as specified in section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
- Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been take from a student, a school employee, or the school during school activities;

- Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

OUT-OF-SCHOOL SUSPENSION

- An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

OUT-OF-SCHOOL SUSPENSION IN EXCESS OF 10 SCHOOL DAYS

- **Right of Appeal:**
 - A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.
- **Method of Appeal to the Superintendent of Schools or His/Her Designee:**
 - An appeal can be presented by letter to the Superintendent of Schools. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of school suspension decision will be final.

OUT-OF-SCHOOL SUSPENSION OF 10 OR FEWER SCHOOL DAYS

- The Board of Education recognizes that a student's out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of school suspensions") involves less stigma and requires less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as long-term out-of-school suspensions). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers.
- **Right of Appeal:**
 - A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given short-term out-of-school suspension and that student's parent have the right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.
- **Method of Appeal to a Committee:**
 - An appeal to a committee can be requested by a letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension

decision is received by the student, or his/her parent. The out-of-school decision will become final and unappealable if a request is not submitted timely.

CORPORAL PUNISHMENT

- In certain cases, when deemed necessary by the building principal, corporal punishment may be enforced. The following procedures will apply before corporal punishment is administered:
- Note from parent and/or telephone conversation granting permission for student to receive corporal punishment.
- The building principal is the only school official who will administer corporal punishment.
- The building principal will use another member of the school faculty as a witness.
- No more than 2 swats will be administered at any one time.
- The student and/or parent will have the option to choose another form of punishment if desired.
- These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

- 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. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.
- "Extracurricular activities" includes, but is not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band and all other school sponsored activities and organizations. Students may not come on 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.

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 in-school suspension
- 2nd offense: 1 day suspension
- 3rd offense: 3 days suspension
- 4th offense: 5 days suspension
- 5th offense: 10 days suspension

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/or 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 in-school suspension
- 2nd offense: 3 days of in-school suspension
 - 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.

MIDDLE SCHOOL CHECKLIST

Key:

4- Exceeding expectations 3- Right on track/ meeting expectations
2- Needs improvement 1- Intervention necessary

A. **Time:** Time on Task, Actively Engaged

1	2	3	4
Comments:			

B. **Pace:** Academic Progress, Asking Questions, Mentor Meetings

1	2	3	4
Comments:			

C. **Place:** Attendance, Electives, Absent Work

1	2	3	4
Comments:			

D. **Path:** Behavior, Grade Level Completion

1	2	3	4
Comments:			

Student Name: _____ **Week Of:** _____

- **ELA**

- **MATH**

- **SCIENCE**

- **SOCIAL STUDIES**

[Empty rectangular box]

- **Academic Goal (if applicable)**

[Empty rectangular box]

- **Personal Goal (if applicable)**

[Empty rectangular box]