

Hilldale Virtual Academy



Student Handbook

2024-2025

TABLE OF CONTENTS

Letter to Parents	3
Hilldale Board of Education	4
Hilldale Public Schools Administration	4
Hilldale Public Schools Counselors	4
Hilldale Public Schools Addresses	4
Family Education Rights and Privacy Act (FERPA) Policy	5
Introduction	7
Virtual Capacity	7
Nondiscrimination	8
Student Responsibilities	9
Standards of Behavior	10
Parent Responsibilities	10
Academic Awards	11
Athletics/Activities	12
Attendance	13
Cheating Policy	14
Child Abuse	14
Course Offerings	15
Eligibility	18
Failing Grades	18
Fees, Fines, and Charges	18
Grading Practices	19
Grading Scale for Honors Classes	20
Graduation Activity	21
Middle School 8th Grade Dance/Graduation Requirements	21
High School Graduation Requirements	21
Guidance	23
Hilldale Enrichment Program	23
Internet/Computer Acceptable Use Policy	24
Internet Safety and Cyber Bullying	28
Senior Career Internship	30
Withdrawal from Virtual Program	30
Notice Regarding Student Organizations & Parental Right to Withhold Permission to Participate	30
Internet Access Agreement	33
Acknowledgements and Permission	34

Student Handbook
2024-2025

To the Parents and Students:

Please let me take this opportunity to welcome you to Hilldale Virtual Academy for the 2024-2025 school year. Our faculty and staff are excited that you have decided to take virtual classes. The online curriculum is presented in a way that your child will be able to experience a positive learning environment through virtual instruction with the daily support of a HPS teacher.

It is our goal at Hilldale Virtual Academy to provide the best educational opportunities possible for our students. With this goal in mind, we have compiled this Student Handbook, including policies, procedures, rules, regulations and expectations for students. Please keep the handbook for your future reference. If you have any questions concerning the handbook or the school itself, please do not hesitate to call the site school principal.

PUBLIC INFORMATION

Hilldale Board of Education

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

Hilldale Public Schools Administration

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

Hilldale Technology

Anna McFarland, Technology Director	District	683-0273
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Hilldale Public Schools Counselors

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

Hilldale Public School Addresses

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

Hilldale Public Schools

Notification of Rights under FERPA

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

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

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

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32

of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

INTRODUCTION

The policies, procedures, rules and regulations contained in this handbook are the result of a concerted effort on the part of the Board of Education, policy committee, faculty, and administration. This information has been carefully prepared and presented so that it will be of great value in helping the student adjust to our school and become an integral part of it. District Board Policies and site handbooks are available on the website at www.hilldale.k12.ok.us. Students and parents must agree to the virtual policy and sign a contract of understanding and a commitment to follow the policies and procedures in order to be enrolled in the Hilldale Virtual Academy. This pertains to programming through Internet-based instruction for students in grades 6-12 and elementary students for medical reasons (with principal approval).

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

Daily Schedule

Establishing a routine is an important component of virtual learning. This routine will vary student to student and family to family as each student will be working at their own pace. A school week will consist of 5 days beginning on Monday at 8:00 a.m. and ending at 2:55 p.m. Friday. Students are expected to work online during these hours each day in order to maintain regular communication between the teacher and student. Students are allowed to work outside the scheduled time if they choose (i.e. after hours and weekends), but it should only be in addition to the regularly scheduled school day hours. Generally speaking, students should expect to participate in the following activities daily:

- Independent work on courses, self-paced, estimated one hour per subject. This estimated time may be less or more depending on the student's age, work pace, and initiative toward learning objectives.
- Live instruction for lessons via Google Meet or Zoom (this may be as often as daily or less depending on the grade level of the student and the courses they are enrolled in).
- Communication with the teacher
- To follow the online calendar of assignments for each course assigned

VIRTUAL CAPACITY

Virtual capacity for the elementary school is 20 students, middle school is 50 students, and high school is 60 students. The virtual academy serves grades 6-12 and elementary students that are approved by the principal for medical reasons.

NONDISCRIMINATION

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

STUDENT RESPONSIBILITIES

1. Students should devote an estimated one hour per class per day to school work. This estimated time may be less or more depending on the student's age, work pace, and initiative toward learning objectives. A school week will consist of 5 days beginning on Monday at 8:00 a.m. and ending at 2:55 p.m. Friday. Students are expected to work online during these hours each day in order to maintain regular communication between the teacher and student. Students are allowed to work outside the scheduled time if they choose (i.e. after hours and weekends), but it should only be in addition to the regularly scheduled school day hours.
2. Virtual students and/or guardians, will need to have communication with an instructor a minimum of two times a week and at least one of those contacts must be actual communicative-contact between student and teacher.
3. All virtual students are required to meet virtually or in person a minimum of once per month with their virtual teacher. If necessary, a day or time will be established for virtual students to receive more assistance in person or online with the teacher. Appointments will need to be arranged with the virtual school principal or designee.
4. Virtual students will be required to spend time on campus if they fall behind in their coursework. Virtual students that fall behind in any course by five days or 7.5% will be required to spend time on campus until they have caught up. Any student that does not show up on campus for the required time will be counted absent and will be subject to the attendance policy.
5. Virtual students will be required to communicate with their school counselor once per nine weeks by phone, virtual setting, or through Ripple Effects.
6. Students will participate in all state and federally mandated assessments/activities as required by state law in accordance with Oklahoma graduation requirements.
7. Students must take cumulative exams in person or while teacher monitors through Go Guardian. Date and times will be scheduled.
8. Class Requirements:
 - o Pre-K - 5th grade must be enrolled in 4-5 classes per day depending on grade level.
 - o 6th - 10th grades must be enrolled in 7 classes per day.

- o 11th - 12th grades must be enrolled in 6-7 classes per day depending on credits and classes enrolled in (Concurrent enrollment, Vo-tech, work release).

STANDARDS OF BEHAVIOR

1. Students will abide by all Hilldale Public School District rules in regard to behavior and conduct.
2. When students are visible to District personnel or other students, they shall dress in conformance to the school dress code.
3. Plagiarism will not be tolerated within the virtual school setting. Violations of academic integrity may result in disciplinary consequences.
4. Students must adhere to standards set forth by Hilldale’s digital learning policy and internet/computer acceptable use policy.
5. Congruent with State Policy, students must maintain a regular schedule of logging in and accessing courses to establish a consistent “attendance” presence within the virtual setting.
6. The recording of classrooms (virtual or otherwise) by students is strictly prohibited and may result in disciplinary consequences, including dismissal from the virtual school setting.

*All information regarding standards of behavior can be found in the site handbooks and/or the digital learning policy. These are available online at <https://www.hilldale.k12.ok.us/>.

PARENT RESPONSIBILITIES

Parents of Hilldale students have various levels of support requirements necessary for student success:

1. Elementary parents must have the required time available to physically assist the student full-time for successful completion of the courses and are required to communicate with the virtual teacher as requested.
2. Middle School parents must have the required time available to guide their student and monitor their student's progress closely while communicating with the virtual teacher as requested.
3. High School parents must encourage their student and monitor progress by communicating with the virtual teacher as requested.

ACADEMIC AWARDS

At the end of each semester, honor roll lists will be published for grades 2nd – 12th grades:

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

Oklahoma Honor Society

The middle school and high school participate in the Oklahoma Honor Society. This is made up of the upper 10% of enrollment.

Middle School: The ten percent of the student body making the highest average marks in the junior high may be nominated. Sixth grade students are not eligible for membership.

High School: For sophomores, juniors, and seniors the grades are based upon cumulative G.P.A. to end with the first semester of the current year. Freshmen will be based on the first semester of the current year.

Valedictorian / Salutatorian

The following requirements must be met by students in order to be considered for class Valedictorian or Salutatorian.

Middle School:

The first five (5) semesters of Middle School grades will be used to figure the grade point average to the nearest hundredth. The student(s) with the highest grade point average will be valedictorian(s); the student(s) with the second highest grade point average will be salutatorian(s). Hilldale Middle School will use a 4.00 scale to figure grade point averages.

Middle School Valedictorian and Salutatorian Requirements:

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

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

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

- 7th grade Honors Math (Pre-Algebra)
- 7th grade Honors Reading

- 7th grade Honors Science

High School:

1. Must have attended Hilldale High School the entire Junior and Senior year.
2. Grades and grading scales from students' previous schools will be converted by recommendation of a committee consisting of the principal, counselor, and three staff members, to meet Hilldale's present policy.
3. Only courses designated honors and offered in the Hilldale curriculum as such will be calculated with an honors scale for Valedictorian and Salutatorian purposes.

High School Valedictorian and Salutatorian are selected on this basis:

1. Use the first seven (7) semester grades.
2. The grade point average will be figured to the nearest hundredth.
3. The student(s) with the highest grade point average on a five point scale will be valedictorian(s); the student(s) with the second highest grade point average will be salutatorian(s); and student(s) in the top 10% of the senior class will graduate with honors.

ATHLETICS/ACTIVITIES

A student enrolled in online courses may participate in extracurricular activities sponsored by the student's resident school in Hilldale Public Schools. The student must follow OSSAA guidelines for athletic participation. Students who wish to participate must communicate with the virtual school principal to discuss class times and requirements. Students requiring eligibility for contests and athletic events must follow OSSAA guidelines which state that students must be enrolled in a traditional setting to be allowed to participate. Example: Students who want to play football must be enrolled in that athletic class period and attend that class daily.

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

All OSSAA guidelines, Hilldale regulations and board policies involving athletics and activities can be found in the site Hilldale Handbooks located on the school website.

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

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

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

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

ATTENDANCE

The Hilldale Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should maintain a regular schedule of logging in and accessing courses to establish a consistent "attendance" presence within the virtual setting. Realizing that some absences may be beyond a student's control, the Board has the policy requiring students to be in attendance a minimum of 90% of the time each semester to receive credit for any course in which the student is enrolled.

In accordance with the policy of the Hilldale Board of Education, the following regulation shall govern student attendance.

1. All students must maintain a regular schedule of logging in and accessing courses to establish a consistent "attendance" presence within the virtual setting in order to complete the required assignments to earn a passing grade for the course(s) in which they are enrolled.
2. Attendance is determined by completed work according to each class individual weekly calendar.
3. If circumstances exist where a student is ill or unable to complete assignments the parent must call or email the virtual principal.
4. Students whose absences are in violation of Oklahoma School Attendance laws shall be considered truant, and the school principal shall be required to turn this information into the District Attorney's Office. In addition, an academic plan will be implemented to ensure academic progress which may require on-campus time.

5. The classroom teacher and/or the principal will notify parents or guardians of the number of absences and advise them prior to assigning no credit to a class because of absenteeism.

6. Students may work ahead in course progress, which will enable them to complete the course(s) before the end of the semester. Credit will be awarded upon completion and passing of course(s). Students who work ahead will receive 100% attendance for the class.

7. Attendance does not guarantee eligibility.

8. A student will be considered 100% present when:

- Students stay on or ahead of pace with the online courses.
- Meets / interacts with the teacher as required.

CHEATING POLICY

Whenever the student is suspected of cheating, the teacher shall present information to the students giving them a chance to explain the circumstances. If that conference with the student does not clear up the issue the teacher will notify the principal and inform the administration of the facts surrounding the suspected cheating for an investigation. If found guilty of cheating, the student will not earn a grade on the work he/she cheated upon and may be subject to further punishment deemed appropriate by the administration pursuant to the student disciplinary policy.

CHILD ABUSE

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

COURSE OFFERINGS

Elementary Course Offerings

Grade Level	Subjects	Platform(s)
Pre-K	<ul style="list-style-type: none"> ● Language Arts ● Reading ● Math ● Supplemental lessons focused on Art, Music, PE 	<ul style="list-style-type: none"> ● Google Classroom ● Nearpod ● Zoom meetings
K - 2	<ul style="list-style-type: none"> ● Language Arts ● Reading ● Math ● Science ● Social Studies ● Supplemental lessons focused on Art, Music, PE 	<ul style="list-style-type: none"> ● Odysseyware ● Google Classroom ● Nearpod ● Zoom meetings
3 - 5	<ul style="list-style-type: none"> ● Language Arts ● Reading ● Math ● Science ● Social Studies ● Supplemental lessons focused on Art, Music, PE 	<ul style="list-style-type: none"> ● Edgenuity ● Google Classroom ● Nearpod ● Zoom meetings

Middle School Course Offerings

Grade Level	Core Courses/Platform	Electives/Platform(s)
6	<ul style="list-style-type: none"> ● English 6 ● Math 6 ● Literacy and Comprehension I ● Science 6 ● Western Geography 6 <p>*Platform for all core courses is Edgenuity.</p>	<ul style="list-style-type: none"> ● Keyboarding and Applications ● Digital Citizenship Edgenuity ● Current Events Google Classroom, Nearpod ● Music Appreciation Google Classroom, Nearpod ● Art On campus ● Athletics (Basketball) On campus ● Band On campus

		<ul style="list-style-type: none"> ● Chorus On campus ● Robotics On campus ● STEAM On campus
7	<ul style="list-style-type: none"> ● Eastern Geography 7 Edgenuity ● English 7 Edgenuity ● Math 7 Edgenuity ● Science 7 Edgenuity ● Reading 7 Edgenuity, Google Classroom, Nearpod ● Pre-Algebra (Honors) Edgenuity ● Science 7 Honors Edgenuity, Google Classroom ● Reading 7 Honors Edgenuity, Google Classroom, Nearpod 	<ul style="list-style-type: none"> ● Health Quest Edgenuity ● Art Google Classroom, Nearpod ● Current Events Google Classroom, Nearpod ● Art On campus ● Athletics On campus ● Band On campus ● Chorus On campus ● Robotics On campus ● STEAM On campus
8	<ul style="list-style-type: none"> ● English 8 Edgenuity ● History 8 Edgenuity ● Pre-Algebra 8 Edgenuity ● Science 8 Edgenuity ● Reading 8 Edgenuity, Google Classroom, Nearpod ● Algebra I (Honors) Edgenuity ● History 8 Honors Edgenuity, Google Classroom ● Science 8 Honors Edgenuity, Google Classroom ● Reading 8 Honors Edgenuity, Google Classroom, Nearpod 	<ul style="list-style-type: none"> ● Career Explorations 8 Edgenuity ● Civics and Citizenship Edgenuity ● Art On campus ● Athletics On campus ● Band On campus ● Chorus On campus ● Robotics On campus ● STEAM On campus

High School Course Offerings

Grade Level	Core Courses/Platform	Elective Courses/Platform
9-12	<ul style="list-style-type: none"> ● English Language Arts 9 ● English Language Arts 10 ● English Language Arts 11 ● English Language Arts 12 ● Algebra I ● Algebra II ● Geometry ● Precalculus ● Trigonometry ● Concepts in Probability and Statistics ● Biology ● Chemistry ● Environmental Science ● Physical Science ● Physics ● U.S. History ● Civics ● World History ● Human Geography ● Oklahoma History and Government ● ADVANCED PLACEMENT® <ul style="list-style-type: none"> - Biology - Calculus AB - English Language & Composition -English Literature and Composition - Environmental Science - Human Geography - Physics - U.S. History World History <p>*Platform for all core courses is Edgenuity.</p>	<ul style="list-style-type: none"> ● Art History I ● Career Explorations ● Career Planning and Development ● Computer Applications ● Foundations of Personal Wellness ● Healthy Living ● Health Science Concepts ● Introduction to Art ● Introduction to Business ● Introduction to Computer Science ● Introduction to Health Science ● Introduction to Information Technology ● Lifetime Fitness ● OK-Personal Financial Literacy ● Spanish I ● Spanish II ● Strategies for Academic Success <p>*Platform for all elective courses listed above is Edgenuity.</p> <ul style="list-style-type: none"> ● Athletics ● Band ● Chorus ● Senior Internship <p>*Courses listed above are on campus.</p>

ELIGIBILITY

1. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. If a student is not passing all subjects in which he/she is enrolled at the end of a week, he/she will be placed on probation during the next one-week period.
2. A student who has been placed on one-week probation must be passing all subjects at the end of the probationary week in order to retain eligibility. If, after a one-week probationary period, a student is not passing, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday, and end on Sunday.
3. Students have until Thursday to make-up or turn in work that could affect eligibility status. A final evaluation of the student's grade will be made on Friday and will be final for the upcoming week's eligibility report.

FAILING GRADES

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

Only students that have received a failing grade will be allowed to retake a course. Students may not retake courses they have passed, including Algebra I, in the eighth grade.

High School:

Any student in concurrent enrollment withdrawing from classes must notify the counselor's office immediately with the understanding the student will receive NC (No Credit) on their transcript.

FEEES, FINES AND CHARGES

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

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

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary. In order to attend the Junior-Senior prom a student must have paid all class dues.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. School authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel that become the property of the student and that are used in extracurricular activities.
7. Parking fees and fees for identification cards, if applicable.
8. Fines assessed for lost, damaged or overdue library books, textbooks and workbooks.
9. School meals.
10. Other fees, fines, or charges specifically permitted or required by law.

GRADING PRACTICES

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

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

High School:

The semester grade is the only grade reported on the student transcript. Beginning in the 9th grade year, all students maintain a grade point average (GPA) that is listed as a part of their permanent record. Each student's GPA is based upon semester grades received in each class. The GPA is used to determine student acceptance into such groups as the Oklahoma Honor Society, National Honor Society, and other school organizations, as well as being one of the criteria for

holding a class or Student Council office. GPA is also used to determine each student's rank in class.

GRADING SCALE FOR HONORS CLASSES

Middle School:

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

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

High School:

Honor courses that are being awarded weighted grades are:

Trigonometry/Pre-Calculus	Chemistry II (AP)	AP American History
Pre AP English 9	Pre AP English 10	AP English 11-12
AP Physics	AP Modern World History	AP Biology
AP Environmental Science	*College Classes	

Students moving into the District must petition the High School Principal to award weighted grades for courses taken at other high schools. Students must provide transcripts and course syllabi when petitioning for weighted grade status.

**Starting with the Senior Class of 2017 all college classes will be awarded weighted grades.*

GRADING SCALE

100 - 90 = A = 4 points

89 - 80 = B = 3 points

79 - 70 = C = 2 points

69 - 60 = D = 1 point

59 - = F = 0 point

HONOR GRADING SCALE

100 - 90 = A = 5 points

89 - 80 = B = 4 points

79 - 70 = C = 3 points

69 - 60 = D = 2 points

59 - 0 = F = 0 point

GRADUATION ACTIVITY

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

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

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

MIDDLE SCHOOL 8TH GRADE DANCE/GRADUATION REQUIREMENTS

Students must be passing all their courses to attend the 8th grade dance and the 8th grade graduation.

HIGH SCHOOL GRADUATION REQUIREMENTS

Students must be within one (1) unit of graduation requirements to participate in the graduation activity. This one credit must be a credit that can be acquired in summer school or through a correspondence course. The parents must signify that the student will complete the summer school classes or correspondence class before permission to participate in the graduation activity will be allowed.

1. Twenty-four (24) units are required for graduation.
2. Students and their parents choose a program of study as they complete their 8th grade year. Students may elect to follow a College Preparatory Curriculum or Core Curriculum.
3. Summer school classes taken through an accredited program shall count toward the 24 units required for graduation.
4. Classes taken through concurrent enrollment will count toward the 24 units for graduation.

5. Electives include, but are not limited to, athletics, Vo-Tech, Family Consumers Sciences, Marketing, Accounting, Web Design, and/or Vocational Classes.

6. The Commitment to Education and Career elective class will be required for seniors in order to provide the best opportunity for seniors to gain information about college choices, educational funding, available scholarships, career opportunities, personal financial literacy, and work place ethics, as well as providing a constant information source and discussion forum for the senior class. This requirement may be waived by the administration, in writing, in rare situations involving extreme and extenuating circumstances.

PROGRAM #1

4 units of English (no substitutes)

3 units of Math

3 units of Science

½ unit of Government (Civics)

½ unit of Oklahoma History

1 unit of American History

1 unit of World History or Geography

1 additional unit of any of the above areas (i.e. History, Math or Science)

2 units Foreign Language or Computer Technology

1 units or sets of competencies in Fine Arts (Vocal Music, Music Theory, Music Appreciation, Chorus, Select Choir, Band, Art, or Crafts)

17 units/sets of competencies

7 electives – 1 must include Commitment to Education and Career

24 units/sets of competencies to graduate

PROGRAM #2

4 units of English (no substitutes)

3 units of Math

3 units of Science

½ unit of Oklahoma History

½ unit of Government (Civics)

1 unit of American History

1 unit of World History or Geography

2 units or sets of competencies in Fine Arts (Vocal Music, Music Theory, Music Appreciation, Chorus, Select Choir, Band, Art, or Crafts)

15 units/sets of competencies

9 electives – 1 must include Commitment to Education and Career

24 units/sets of competencies to graduate

GUIDANCE

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

1. Helping students adjust to a different setting or school environment.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. The counselor will be available for any social emotional needs.
4. The counselor will assist all students with academic and career planning through the ICAP program.

HILLDALE ENRICHMENT PROGRAM

Hilldale Public School offers an enrichment program for those who meet the requirements of gifted and talented. The following options may be used by the gifted students depending on grade level:

1. Advanced placement classes/honor classes/OSSM.

2. Membership programs.
3. Concurrent enrollment.
4. Correspondence courses.
5. After school GT program

INTERNET/COMPUTER ACCEPTABLE USE POLICY

Hilldale Public Schools Board

Applicability

These policies shall apply to all users, students, teachers and administrators, of computer/telecommunications systems which are entered via equipment and access lines located at Hilldale Public Schools or who obtain their access privileges through association with this school. A complete copy of the district technology policies may be found on the website at <http://hilldale.k12.ok.us> or a paper copy can be found at each site in the office. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Hilldale Public Schools has taken precautions to restrict access to controversial materials. However, on a worldwide network it is impossible to control all materials, and an industrious user may discover controversial information. We (Hilldale Public Schools) firmly believe that the valuable information and interaction available on this international network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

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

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

Purpose

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

Acceptable Use

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

Consequences of Inappropriate Network Behavior

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

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

A. District Acceptable Use Policy

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

1. Personal Safety (Restrictions are for students only)

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

2. Illegal Activities

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

3. System Security and Student Safety

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- b. Users will immediately notify the Director of Technology if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will not download software of any kind using the schools network. Such an act will be viewed as a potential attack and will result in suspension or revocation of access to Hilldale's network.
- d. Oklahoma Law 1996 H.C.R. 1097 which directs all state agencies and educational institutions to keep computer systems free from obscene materials. Any student purposely attempting to gain access to such material will be suspended from network access or have their network privileges revoked.
- e. In compliance with the Protecting Children in the 21st Century Act Section 254(h)(5), we are educating minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on sites found on the Internet.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending those messages, they must stop.

f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

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

b. Users will not post private information about another person.

6. Respecting Resource Limits.

a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, self-discovery activities.

b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.

c. Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

e. Users will subscribe only to high-quality discussion group mail lists that are relevant to their education or professional/career development.

7. Plagiarism and Copyright Infringement

a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material

a. Users will not use the District Internet system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if

the purpose of such access is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.

b. If a user inadvertently accesses such information, he or she should immediately disclose the inadvertent access in the manner specified by the school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

INTERNET SAFETY AND CYBER BULLYING

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

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

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

Social Networking Sites

Most teenagers visit websites to communicate with friends and meet new people. The danger lies in that the Internet is vast, public, and constantly expanding. And, if students have not developed critical thinking skills, are unsupervised, or create websites that are not monitored, they can be at risk of unknowingly communicating with predators, spammers or pornographers. As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. And, parents should conduct frequent reviews of the site to ensure that identifying information or pictures have not been posted.

Internet Safety

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

- Never give out personal information, passwords, PIN numbers, etc.

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

If you are the victim of a cyber bully:

- Do not reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use “call display” to identify the phone number. Instant messages are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address.
- If physical threats are made or the bullying escalates, inform your local police.
- Do not erase or delete messages from cyber bullies. You do not have to read them; but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one (1) person at a time.

Suggestions for Parents:

- Make sure your children understand how vast and public the Internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.
- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms.

SENIOR CAREER INTERNSHIP

Class options for Hilldale High School will include Hilldale Senior Career Internship. This class is available to seniors, after a graduation review following the junior year, to ensure that each student is on-track for graduation and their schedule can accommodate the Internship. The Internship class may include, but is not limited to, the following:

- Seniors may enroll in Internship for two or three hours, as their schedule allows, for one semester, for an unpaid internship.
- This purpose of the Hilldale Senior Career Internship is to provide seniors with an opportunity to explore career options as they are mentored in the community.
- Class will include academic, attendance, and performance components to obtain elective credit and a grade.
- Students will be placed at two work sites throughout the community in the student's fields of interest for eight to ten weeks, for two sessions.
- Board policies apply to students enrolled in Internship, including attendance and behavior.
- The designated intern time includes travel time, one way, between school and the Internship.
- Students must provide their own transportation for this elective class. Some work sites may have additional paperwork or other requirements for students to be on their site. This is the responsibility of the Intern.
- Any student removed from an Internship site will report to In-School Detention during the Intern time, receiving no credit for site work, for the remainder of that session.

WITHDRAWAL FROM VIRTUAL PROGRAM

The student has a grace period of 10 calendar days from the first day of school for the student to withdraw from virtual school without academic penalty. After the first 10 calendar days have passed, the student is committed to completing the virtual school program until the end of the semester.

NOTICE REGARDING STUDENT ORGANIZATIONS AND

PARENTAL RIGHT TO WITHHOLD PERMISSION TO PARTICIPATE

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

1. The District has the following clubs and organizations which are sponsored by or under the direction and control of the District. More information about these clubs or organizations can be found in the site school handbooks.

Elementary School:

Name of Club or Organization

Character Club

Middle School:

Name of Club or Organization

Student Council

High School:

Name of Club or Organization

FCCLA

Mu Alpha Theta

NASA

NHS

NIKE

Spanish

Student Council

Yearbook

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

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

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

Authority: Amendments to Okla. Stat. tit. 70 , § 24-105 via H.B. 1826 (2009).

INTERNET ACCESS AGREEMENT (STUDENTS)

STUDENT SECTION:

Student Full Name: _____

School Site: _____ Grade: _____

Home Address: _____ Home Phone #: _____

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

Student Signature Date

SPONSORING PARENT OR GUARDIAN SECTION (Required):

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

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

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

Parent Signature Date

