

Hulbert Public Schools



Hulbert Middle/High School Handbook 2023-2024 School Year

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Welcome to Hulbert High School!

We are pleased to have you as a part of our school family. At Hulbert, we want every student to succeed, and we are committed to working with you and your parents or guardians to ensure that you can learn and grow in a safe and supportive environment.

As a student, you will undergo many changes during your years here. There will be new friends, new teachers, new knowledge, and a variety of opportunities. Get involved! **This is YOUR SCHOOL.** Hulbert Middle School and High School offers many exciting academic and extra-curricular opportunities for our students. We encourage you to take advantage of all Hulbert has to offer and to accept the many challenges you will face with interest and enthusiasm. During these years, expectations of responsibility and leadership will increase. We hope that with clear expectations, a strong instructional program, and the support of your family and teachers, you will make the most of your middle school and high school experience.

This handbook has been written to inform our students and their families about Hulbert's policies and procedures. It contains important information that will allow you to better understand how your school operates. **The information included in this handbook is specific to Hulbert High School and all policies included here are in addition to the policies stated in the Hulbert Public Schools Policy Book.** If you have any questions about any of Hulbert Public Schools or Hulbert policies, please do not hesitate to give us a call. We look forward to working with each of you and to 2023-2024 being our best year yet at Hulbert High School!

Ms. Blandon, Principal

Hulbert Public Schools

Superintendent: Jolyn Choate
316 South Rider Lane
Hulbert, OK 74441
918.772.2501

Board of Education

President: Rachel Dallis
Vice President: Sasha Blackfox-Qualls
Board Clerk: Jamie Tannehill
Deputy Clerk: Eric Lamons
Member: Steve Carey

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HULBERT PUBLIC SCHOOLS VALUES

Respect

Respect for others is one of the most important values one can exhibit. It means showing care for another person, thing, and yourself.

Integrity

Integrity is composed of other powerful life skills: honesty, responsibility, dependability, accountability, and caring. It means doing the right thing when no one is watching.

Determination

Determination is a type of inner strength that takes on many shades, perspectives, and applications. It means not giving up despite challenges, and being brave despite fear.

Excellence

Excellence is a process, a journey while contributing and honoring others as we move toward our vision. It means greatness, value, worth, and good qualities in high degree.

*The Rider **RIDE** is the way that Hulbert Riders prepare for their place in this world through character. **Pride in the RIDE.***

Life should be about pure excitement, thrill and adventure. Living every day to its fullest potential and knowing that whatever is encountered, that being prepared is vital. The *Rider* is just such an inspiration, the undiluted passion to experience anything and everything. You grab life by the reins and even when things get rough and you get bucked around a little, you enjoy the **RIDE** and know that those around you are aware of the character it takes to do so.

Middle School/High School Creed

I believe in Hulbert Middle School/Senior High School as a place of learning through which I may progress in knowledge and learn by association with others to be cooperative and tolerant. Through the efforts of others, I am offered many opportunities for personal development. I will prove by my attitude and actions that I am worthy of these opportunities. I believe that a Hulbert Middle/Senior High School student should be courteous, punctual, dependable, self-controlled, industrious, loyal, sportsmanlike and responsible. Therefore, as a citizen of Hulbert Middle/Senior High School, I will exemplify these qualities and will help to maintain and extend the high standards of my school.

Hulbert Public Schools Mission

Hulbert Public Schools is committed to work together to build a safe, respectful and nurturing environment focused on inspiring, educating, and preparing all learners for productive, responsible citizenship in our community and beyond.

Hulbert Public Schools Vision

Hulbert Public Schools creates opportunities in preparing students who individually and collectively provide leadership, exemplary education and related services for the betterment of an ever-changing world.

Hulbert Public Schools Strategic Beliefs

1. We believe that all students can learn. Thus, we believe in the use of fully online, hybrid, asynchronous, synchronous and face-to-face, and other delivery methods based on meeting students' needs and providing quality instruction.
2. We believe in the celebration of a diverse student body and faculty in our programs.
3. We believe that the school policies and the delivery of instruction should be primarily focused on providing the highest quality instruction and scholarship possible and meeting the needs of our students, preparing them for life choices beyond high school to include college, career, military, or workforce.
4. We believe that the activities in the elementary, middle school, and high school are best accomplished in collaboration with partner schools, community organizations, higher education institutions or professional practitioners having strong relationships, common knowledge, and shared beliefs.

Philosophy

School is a place for living, practicing, and experiencing certain disciplines that must be learned. To achieve the ultimate society our forefathers described requires that young people learn to live now, as they must for the rest of their lives. The basic and primary function of education is to provide all individuals with the opportunity to find themselves and their place in a democratic society. The duty of the school is thus to assist the student in developing their attitudes and their abilities, and to study the strengths and weaknesses of their world; past, present and future. Since a fullness of living is achieved through a fully-developed character, individual insight into life's intricacies must be cultivated. All individuals need assistance in growing through proactive participation, and productive citizens.

In a Democratic society, such as the one described in The Constitution of the United States, universal education is not a convenience, but an absolute necessity, because final authority rests with the People. Education then is primarily education for democracy, the essence of which is sincere respect for each citizen, and for individual fulfillment. It involves participation and sharing, by all members of the group, in choices and decisions that affect the welfare of the group. Only by sharing in these choices, and by accepting individual responsibility for the results, can young people experience the character development necessary in an effective democracy.

A democratic group values the ideas, suggestions, and thinking of each individual member and trusts the majority to make the correct decision. These characteristics of a democratic process reveal the importance of critical thinking in education as well as life. The human mind must have freedom to explore the unknown, to discover, to attempt to understand prejudice and ignorance and to correct it; freedom to realize its own power and identity. A primary purpose of education is to cultivate individual minds toward full functionality and productivity. In a democracy, schools must teach students to think courageously and critically.

Thus, it has become a goal of Hulbert Public School to provide opportunities for all students to learn, to practice, and to participate effectively in the democratic process. Working with a variety of social, intellectual, physical and economic backgrounds, a complete educational program seeks to work with all individuals, at their own levels, in an attempt to help our students develop to their fullest potential. Finally, the aim of Hulbert Public Schools is for the students, teachers, and administration to work jointly and harmoniously, as one function body, in the total development of each individual student.

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the republic for which it stands one nation under God, indivisible with liberty and justice for all.

OKLAHOMA FLAG SALUTE

I salute the flag of the state of Oklahoma. Its symbols of peace unite all people

NOTICE: Hulbert Public Schools does not discriminate on the basis of Race, Color, National Origin, Sex, Sexual Orientation, or Handicapping Condition, in any of their policies, practices or procedures.

ACCREDITATION: The Hulbert Middle/High School is fully accredited by the Oklahoma State Department of Education.

Meal Prices: These prices are estimations

Breakfast: Student-\$1.60 Adult-\$2.35

Lunch: Student-\$2.35 Adult-\$4.35

Hulbert High School is an open campus. Students may leave campus and patronize the local convenience store, Superstop, and the restaurant chain, Subway. Students must have a signed permission slip on file in the High School Office. Parents, please be aware students will not be supervised while they are at the store. Students will leave campus at their own risk. **Hulbert Middle School students are not permitted to leave campus to patronize the local businesses.**

PRINCIPAL’S OFFICE:

The principal is the director of the middle school and high school, and is the one who interprets the policies and the philosophy under which the school operates. This office is designed to help both students and teachers regarding the general policies of the school and with any problems that require guidance and direction. A school calendar, which contains a complete schedule of all dates of school activities, is maintained on-line. In order to avoid conflicts, any teacher or student who wants to schedule an activity must do so through this office.

COUNSELOR’S OFFICE: We currently have two counselors in this office who provide assistance to the students with any school or personal problem.

See one of the counselors if you need:

- Help on any school problems you might have;
- Help on any personal problems you might have;
- To find out about scholarships of various kinds;
- To find out about achievement and other tests;
- To drop or change a course;
- To enroll or withdraw from school;
- To secure vocational information;
- Answers to your questions.

TESTING PROGRAM: The High School Counselors will supervise and administer the Preliminary Scholastic Aptitude Test to 10th and 11th grade students who demonstrate interest and will assist in giving the ASVAB to juniors. ACT and SAT packets are available in the counselor’s office for all testing dates. It is recommended that college bound seniors take a college entrance exam by October of their senior year.

HIGH SCHOOL TESTING

Beginning with the class of 2025 all students must pass a US Citizenship Test with a 60 out of 100 score. The test will be administered twice each year until the student passes beginning with their freshman year.

Sophomores are administered the Pre-Act. The ASVAB is made available to any junior or senior interested in the military.

As part of Oklahoma's comprehensive testing requirements, all juniors are administered the ACT, American History, and Science tests.

In accordance with the No Child Left Behind Act of 2001 (NCLB), Section 1111 (h)(6) PARENTS' RIGHT-TO-KNOW, Hulbert Public Schools will notify every parent of a student in a

Title I school that they have the right to request and receive information in a timely manner regarding the professional qualifications of their child's classroom teacher.

HULBERT PUBLIC SCHOOLS SPECIAL EDUCATION SERVICES: All children have the right to a free and appropriate education. This is mandated by IDEA. This Federal Law provides for all handicapped children from birth to age 21 and may include such handicapping conditions as:

- Learning Disabilities
- Intellectual Disabilities
- Hearing Impairments
- Physical Disabilities
- Emotional Disturbances
- Visual Disabilities
- Speech or Language Disabilities

We want to help! The Hulbert Public Schools Special Services Department is interested in finding and assisting these children.

We provide: Testing, Counseling, and Parent Education.

We can help! If you have or know of a child or young person who could use our services please contact:

Aimee Stilwell..... Special Education Director 918.772.2501 ext. 307

VISITORS: For student safety, any and all visitors must report to the office immediately upon arrival, sign in, present photo ID, and obtain a visitor's pass. Student visitors are not allowed. Parents are invited to call or come to the school office to discuss any problem or offer suggestions that relate to the education of their child.

Bell Schedule

1st hour		8:05-8:55
2nd hour		9:00-9:50
3rd hour		9:55-10:45
4th hour		10:50-11:40
Lunch		11:40-12:10
Achieve		12:15-12:35
5th hour		12:40-1:30
6th hour		1:40-2:30
7th hour		2:30-3:20

School Calendar

<p>August</p> <p>Professional Dev. 14-16</p> <p>First day of school 17</p> <p>September</p> <p>No School 1</p> <p>Labor Day 4</p> <p>October</p> <p>PTC 8-11 6</p> <p>PTC 3:30-6:30 9</p> <p>Fall Break 16-20</p> <p>November</p> <p>Thanksgiving 20-24</p> <p>December</p> <p>Christmas 20-29</p>	<p>January</p> <p>New Year's Day 1</p> <p>Professional Dev. 2-3</p> <p>1st day 2nd Sem. 4</p> <p>MLK Day (no school) 15</p> <p>February</p> <p>PTC 3:30-6:30 5</p> <p>PTC 8-11 9</p> <p>Pres. Day (no school) 15</p> <p>March</p> <p>Spring break 18-27</p> <p>Good Friday 29</p> <p>April</p> <p>No School 26</p> <p>May</p> <p>Last day of school/Grad. 10</p>
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Academics

Grading System:

A= 90%-100%

B= 80%-89%

C= 70%-79%

D= 60%-69%

F= 59% and below

Per board policy, each teacher will take at least two grades per week.

HOMEWORK: Homework is encouraged when needed to supplement or strengthen regular classwork. All students profit from a certain amount of systematic home study.

A part of every class is set aside for individual study and work under the supervision of the teacher, who can, during this time, help students with their particular weaknesses and observe the study and work habits of all students in the class. Home Study is often a continuation of this supervised study time with the class itself. The amount of home study required may vary from class to class required by individual teachers.

MAKE-UP WORK: Students will be allowed one day for each day absent to turn in make-up work and receive full credit. Any work turned in after this time may result in a grade reduction or failure at each teacher's discretion. If a student is going to miss school for an extended period of time, classwork is available on a daily basis through Google classroom.

CHEATING / PLAGIARISM: Students caught cheating on any assignment or test will receive a grade of zero on that assignment or test. Plagiarism will result in a zero for plagiarized material. Student admission or discovery of cheating on a test after the test was taken will result in a zero being recorded for that test.

ACADEMIC INTEGRITY AND THE USE OF ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) has emerged as a key tool in the realm of education, supporting students in various ways, such as homework assistance, problem-solving, language learning, and so forth. However, with its growing role in education, we must address how AI interacts with our school's policies on academic integrity.

ROLE OF AI IN LEARNING

AI can be a potent tool in your learning journey. It can offer personalized learning materials, help you understand complex topics, and give you access to a wealth of knowledge. It can facilitate studying and make learning more interactive and engaging.

However, while using AI, it's essential to ensure that your actions remain within the framework of academic integrity.

GUIDELINES FOR AI USE AND ACADEMIC INTEGRITY

1. Understand the Difference Between Assistance and Cheating

AI can assist in finding information and explaining concepts, which is very much like a tutor assisting you. However, you should never use AI to complete your assignments, tests, or any form of graded work entirely on your behalf. This would be equivalent to cheating.

1. Cite AI- Sourced Information

When using AI for research or gathering information, ensure that you properly cite the sources provided. Not doing so could result in plagiarism. AI is a tool to find information, but that does not exempt you from acknowledging the original creators of that information.

1. Do not Us AI to Circumvent Learning

AI is here to complement your learning, not replace it. Using AI to bypass understanding concepts or doing the work yourself defeats the purpose of education, which is to develop your knowledge, skills, and competencies

1. Understand the Limitations of AI

While AI can be very helpful, it is not infallible and shouldn't be wholly relied upon for accuracy. Always cross-verify information from multiple sources and don't hesitate to ask your teachers if you're unsure about something.

Consequences for Misuse of AI

The misuse of AI, such as using it to cheat on tests, plagiarize work, or misrepresent one's understanding, will be treated as a serious violation of our school's academic integrity policy. Consequences can range from grade penalties, failing the course, or even suspension or expulsion.

We encourage use of AI as a learning tool, but to do so responsibly and ethically. Remember, the goal of your education is not just about earning grades; more importantly, it's about learning, growing, and preparing yourself for the future. The responsible use of AI aligns with these goals and helps you become a better learner and future leader.

College Preparatory/Work Study Curriculum for High School Graduation

In order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or set of competencies at the secondary level. In lieu of the

requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in core curriculum for high school graduation upon written approval of the parent or legal guardian of the student:

4 UNITS OF ENGLISH

To Include Grammar, Composition, Literature or an English course approved for college admission requirements;

3 UNITS MATHEMATICS

Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistic, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 UNITS LABORATORY SCIENCE

Limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 UNITS HISTORY AND 1 UNIT CITIZENSHIP

Including 1 unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and 1 unit from the subjects of History, Government and 1 unit from the subject of History, Government, Geography, Economics, Civics, or Non-Western Culture and approved for college admission requirements;

2 UNITS OF THE SAME WORLD NON-ENGLISH LANGUAGE, OR 2 UNITS COMPUTER TECHNOLOGY

Approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications such as word processing, hardware, and business computer applications such as word processing, databases, spreadsheets and graphics excluding keyboarding or typing courses;

ADDITIONAL UNIT

Selected from the courses listed above or career and technology education courses approved for college admission requirements and: **1 UNIT OR SET OF COMPETENCIES OF FINE ARTS SUCH AS MUSIC, ART OR DRAMA, OR 1 UNIT OR SET OF COMPETENCIES OF SPEECH.**

Selection of Valedictorian, Salutatorian, and Top 10%

Valedictorian will be chosen from the senior with the highest GPA who has completed the College Preparatory/Work Ready Curriculum as defined by the Oklahoma State Department of Education.

Salutatorian will be the senior with the second highest GPA who has completed the College Preparatory/Work Ready Curriculum as defined by the Oklahoma State Department of Education.

Top 10 Percent: will be the top ten percent of the graduating class.

National Honor Society: The members must adhere to the rules and regulations of the society. Selection for membership is determined by a faculty council and is based on outstanding scholarship, character, leadership, and service.

Oklahoma Honor Society

The top ten percent of the Senior High enrollment is eligible for membership. Membership will be based upon work during the first semester of the current year and the second semester of the preceding year

Superintendent's Honor Roll

In order to be eligible for the Superintendent's Honor Roll, a student must maintain a 4.0 grade point average or better.

Principal's Honor Roll

In order to be eligible for the Principal's Honor Roll, a student must maintain a gpa of 3.0 to 3.9.

The honor rolls will be limited to those students whose citizenship is exemplary.

College Concurrent Enrollment: Concurrent Enrollment is offered through Oklahoma Christian University, Connors State University or Northeastern State University.

Students enrolled in the 9th through 12th grades may, if he or she meets the requirements of the law and this policy, be admitted provisionally to a college as a student. To be admitted seniors and juniors must have a composite score on the ACT or unweighted high school GPA that meets the requirements of the college or university in which the student seeks to concurrently enroll.

All concurrent students must provide a letter of recommendation from the school counselor and written permission from a parent or legal guardian. A high school student may enroll in two (2) college courses per semester for a total of 12 semester hours in a year.

The district will provide academic credit for concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education and are aligned to Oklahoma academic standards. All courses must be approved by the principal or designee prior to the student's enrollment in the concurrent course.

Concurrent core classes (math, science, history/social science, English) or those pre-approved by the administration will be awarded 5 points for an "A", 4 points for a "B", 3 points for a "C" and 2 points for a "D". No credit will be awarded if the student does not receive a passing grade in the class and failure in these classes could jeopardize on-time graduation. To qualify for high school credit, a student must present an official college transcript to the district counselor within fifteen (15) days of completion of the coursework.

Costs are involved with concurrent enrollment and are the sole responsibility of the student. This includes fees and books. However, the district will reimburse students up to \$200/college class, if the student makes at least a "C".

GRADUATION REQUIREMENTS: All students must meet state and district requirements to walk to graduation. All graduates must meet the graduation dress code. No shorts, flip flops, jeans, tennis shoes, or hats other than your cap and gown set. All graduation speeches must be approved by the sponsors or principal.

SEMESTER GRADES: Grades will be figured the same in every class to eliminate confusion.

SEMESTER EXAMS: All students in Hulbert MS/HS will be required to complete a semester exam. This exam will be **cumulative** and will be, at minimum, 50 questions.

Structure for Semester Exam

- Must contain at least 2 essay questions.
- No more than 15 multiple choice questions
- No more than 10 true or false questions
- The remainder of the exam may be a combination of matching, short answer, or fill in the blank questions.

Eligibility to represent Hulbert High School

The OSSAA requirements that govern participation in athletic contests will be used as a basis for student participation in all extracurricular activities sponsored by Hulbert Middle School and Hulbert High School. A student must be in attendance for a minimum of three (3) periods on the day of the activity. **Students in ISS or OSS are NOT eligible to represent HMS or HHS at competitions.** Grades are checked on a weekly basis. Low grade reports are submitted to the office on each Friday by 3 pm. Failing a class will place a student on one week probation; failing any class the following week will place the student on the ineligible list for the next week. The ineligibility week runs from Monday morning through Sunday night. After the first semester of the ninth grade, a student must have passed a minimum of five (5) non- activity classes to be eligible for the first six (6) weeks of the next semester. His/her eligibility will then be on a week to week basis.

Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grade required for the preceding semester should be obtained from the records from the school last attended.

ATTENDANCE

FAILURE DUE TO ATTENDANCE: To earn credit for a class, students must maintain a passing grade and must have 90% attendance in that class. For this purpose, students will be allowed to only miss seven (7) days per semester of school.. Students who have a passing grade but fail to meet attendance requirements will receive no credit (NC) for the final grade. The building administrators are the final authority on determining attendance policy exceptions.

CHRONIC ABSENTEEISM: Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is

enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any Covid-19 related absences due to a child's medical needs will be considered a significant medical condition.

TARDIES: Classroom doors will be closed and locked when each tardy bell rings. There are no excused or unexcused tardies unless the student has an official excuse from the office. **Three tardies count as an absence.**

Tardy Consequences:

1. Verbal warning
2. On the third tardy in each class, a phone call home will be made and lunch detention assigned.
3. On the fourth tardy per class, students will be referred to administration.

Three tardies will be considered the equivalent of one absence. **Students missing 15 minutes or more of a class period will be considered absent for that class period.**

ATTENDANCE COMMITTEE: At the end of each semester a committee made up of department heads, the building principal and the high school counselor will meet to determine which students will receive no credit due to absences.

OFFICE/SCHOOL RESPONSIBILITIES: Parents/ guardians will be notified when absences for their student reach three (3). When students have been absent seven (7) times during the semester, they will be notified that any further absences will result in a failing grade.

STUDENT RESPONSIBILITIES: Upon returning to school, the student will be responsible for retrieving any missed work from their teacher. The student will have 1 day for each day missed to complete assignments.

It is the responsibility of the student to visit with the teachers to determine any missing assignments which occurred during any absence or school activity absences.

EXTRACURRICULAR ABSENCES: Students attending school-sponsored activities are NOT counted absent. Classes missed as a result of co-curricular or extracurricular activities do not count as an absence. Students MUST adhere to the OSSAA and SDE guidelines of "no more than 10 absences" due to extracurricular activities. State competitions or qualifiers are marked "SA", but do NOT count against the ten. If a student exceeds the 10 day limit, he / she can appeal to the building principal(s) in writing five school days prior to the activity absence. for an exception. The following will be considered by the Principal/committee when determining whether or not to grant an additional activity absence in case of an appeal:

1. Student's current grade in class(es) affected;
2. Student's overall attendance record in class(es) affected;
3. Recommendation of the student's parent(s)/guardian(s);
4. Recommendation of the student's teacher(s); and
5. Recommendation of the student's sponsor/coach

The student shall be notified in writing by the Principal whether or not his/her additional activity absence is approved or denied within three (3) school days following reception of the appeal.

The Principal must approve all student activities that require absences from class. School organization sponsors and coaches must turn in Activity Request Forms to the Principal's Office five (5) school days prior to the activity.

Once received, the activity will be approved or denied and the number of individual student's activity absences checked. The Sponsor/Coach will notify a student who has ten (10) activity absences that he/she will not be approved for the activity. At that point, an appeal must be made and approved within the above timeline for the student to attend the activity.

ACTIVITY TRIPS: Students will go and return in the school bus or transportation provided by the school. Special arrangements may be made with the sponsor for the students to return from the activity with their **parents** only. This should be taken care of prior to leaving for the trip. Activity trips will not count against total days absent. Students must be academically eligible to attend class trips.

Many activity trips sponsored by school organizations require each student to participate in fundraising activities in order to participate in the activity trip, both local and out of state trips. The cost of the activity trip not covered by the student's fundraising participation is the responsibility of the student and/or parent. The student's total cost of the activity trip must be paid in full prior to the activity trip. **Students participating in activity trips must be academically eligible in order to participate. Ineligible students may not receive a refund.**

ALL STUDENTS PARTICIPATING IN ALL SCHOOL ACTIVITIES ARE SUBJECT TO THE ELIGIBILITY RULES. A STUDENT WHO IS INELIGIBLE SHALL NOT BE ALLOWED TO MISS SCHOOL OR BE APPROVED TO PARTICIPATE IN ANY SCHOOL ACTIVITY DURING THE SCHOOL DAY OR AFTER THE SCHOOL DAY.

ACADEMICS COME FIRST; PASSING GRADES TAKE PRIORITY. IN THE INSTANCE WHERE THE SCHOOL ACTIVITY IS A PART OF A PERFORMANCE-BASED CLASS WHERE PARTICIPATION IN THE ACTIVITY IS REQUIRED FOR A GRADE, AN ALTERNATIVE ASSIGNMENT MAY BE USED AS A SUBSTITUTE FOR THE MISSED SCHOOL ACTIVITY. ALL COMMON SCHOOL ACTIVITIES ARE INCLUDED IN THE ELIGIBILITY RULES.

The key word in the eligibility policy is "participant". If you are an active participant in the school activity the eligibility rules apply to you.

OTHER ELIGIBILITY REQUIREMENTS: Some organizations and activities require GPA and/or grade standards which exceed the above policy. For verification of these requirements, constitutions and/or bylaws you should contact the appropriate sponsor/coach or the school administration.

CLUBS AND ORGANIZATIONS

Hulbert High School

Colors - Gold and Black

Mascot - Riders

SPORTSMANSHIP AND EXPECTED BEHAVIOR

Every student attending Hulbert Public School is a Rider and represents our school and community. Real sportsmanship is demonstrated in the grandstand as well as on the athletic field. Therefore, students are expected to discipline themselves and demonstrate appropriate behavior at all school-related activities and events at home or away and in transit before and after the event, in such a manner that their behavior will be a credit to the individual, his/her family, the school and the community.

HULBERT SCHOOL STUDENTS AND FANS MUST COMPLY WITH THE OKLAHOMA SECONDARY SCHOOLS ACTIVITY ASSOCIATION RULES IN REGARD TO SPECTATOR BEHAVIOR.

Hulbert High School students have established a reputation for appropriate behavior, both as spectators and as participants in the areas of sportsmanship, spirit, enthusiasm, attitude and character. This is a positive factor in our school climate. It is extremely important that students continue to demonstrate appropriate behavior.

Disciplinary action that affects a student's participation in an extracurricular activities program shall be the responsibility of the activity sponsor and/or building principal or designee. The right of appeal to the Board of Education in cases involving student suspension does not extend to a suspension from a student extracurricular activities program or other disciplinary action affecting participation in an extracurricular activities program. The building principal shall forward the final decision regarding a disciplinary action that affects a student's participation in an extracurricular activities program to the superintendent of schools for information purposes only.

LIST OF CLUBS: Hulbert High School has many organizations and clubs to meet the varied interests of its student population. Students find that if they are active in school activities, they have a more successful and enjoyable educational experience. Listed below are the extra and co-curricular activities currently offered at HMS/HHS. All extra-curricular activities, programs, and organizations are subject to approval by the principal. For further information contact the Counselors Office.

Students may hold the office of President, Vice-President, Secretary or Treasurer in only one organization in the same school year. The same student may act as another officer, or board member in other organizations in the same school year. (The list is not limited to the following) by the principal's discretion:

Clubs and Organizations:

Academic Team	FFA (You must be enrolled in Agriculture Class)
Student Council	NHS (National Honor Society)
Art Club	NJHS (National Junior Honor Society)
4-H	ESPORTS

Sports:

BASEBALL	BASKETBALL
CHEERLEADING	FAST-PITCH
FOOTBALL	TRACK
VOLLEYBALL	WRESTLING
SLOW-PITCH	GOLF

For more information, contact the Director of Secondary School Athletics. (Please note that there is a Board approved Handbook specifically for Athletics, and that students are responsible for the information in both this and the Athletic Handbook if the student is enrolled in Athletics).

ACTIVITY CALENDAR: To eliminate conflict, an official calendar is maintained by the principal. All school activities must be scheduled on this calendar. Sponsors and student officers are urged to schedule all activities as early in the year as possible.

SENIOR ACTIVITIES: Students must meet academic eligibility in order to participate. Students who are under suspension, other discipline, or disciplinary placement in an Alternative School, or on homebound status are not eligible to participate in school activities (FOR THE CURRENT SCHOOL YEAR). Only seniors may participate in activities designated as senior activities. Seniors will be given dates, times, and information about upcoming activities in the spring of each school year. (All attendance guidelines must be met in order for a senior to participate in any activity).

SENIOR TRIP: All senior trips shall be scheduled so that students will not miss more than 2 days of school. Eligibility for participation on the senior trip shall be made in the following manner:

- First, each student must have a release form signed by the parent or guardian of the student;
- Second, each student must have participated in at least 80% of the fundraising activities of the class;

- Third, the student must not owe any money to the class or the school and must not have been suspended from the school at any time during the current school year or be under any disciplinary action of the school at the time of the trip. All monies from the fundraising activities will go into the senior account and will be used for the purpose of the trip and any other class departments. Students must meet all attendance criteria.

STUDENT GENERAL INFORMATION

COLLEGE VISITATION: Hulbert High School students are encouraged to plan for their future. One of the ways they may enhance their future plans is to visit a college of their choice. In keeping with this philosophy, junior and senior students will be allowed to count one day as a “co-curricular” activity provided they adhere strictly to the following criteria: the college visitation day must be initiated with one of our counselors, written parent verification of the intended college visit must be submitted at least two (2) days prior to the actual visitation date, and the student must submit a confirmation letter from a college official to the counselor on the morning the student returns to class. At the discretion of the Principal, additional college visits may be approved prior to absence. Military enlistment dates will be treated the same as college visitation.

TRANSFERS FROM OTHER SCHOOLS: Students who do not live in the Hulbert School District may be transferred from the district in which they live, providing the transfer is allowed by the guidelines set forth by the receiving school district. Transfer applications may be obtained from the Superintendent’s office. A transfer may be denied based on a full program at HPS, or a student not in good standing with the sending district. Transfer students who become a discipline problem, choose to not put forth sufficient effort to successfully complete the academic requirements in their classes, and / or demonstrate poor attendance may have their transfer revoked at any time. For more information on what is required by the state as of May 2022, check the link on the school website and click on the link titled “Oklahoma State Department of Education Student Transfers Information”.

HOMEBOUND STUDENTS: Should a student be hospitalized, incapacitated, or ill for an extended period of time, parents are advised to contact the counselor’s office for information about appropriate placement of the student.

DRESS CODE:

Our Values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body-shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display, or reference alcohol, drugs or related paraphernalia, or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene, or that can reasonably be construed as containing “fighting words” - speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, income or body type/size.

Basic Principle: Certain body parts must be covered for all students at all times.

- Clothes must be worn in a way such that genitals, buttocks, breasts are fully covered with opaque fabric.
- All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

MUST Wear, while following the basic principle above:

- A shirt (with fabric in the front, back, and on the sides under the arms), **AND**
- Pants/jeans or the equivalent (for example a skirt, sweatpants, leggings, a dress or shorts), **AND**
- Shoes.

MAY Wear, as long as these items do not violate the basic principle above:

- Fitted pants, including opaque leggings, yoga pants, and skinny jeans.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Body-hugging tank tops, including spaghetti straps, and camisoles (as the secondary garment under the primary garment).
- Athletic attire
- Headbands and wraps that are culturally or religiously relevant.

CANNOT Wear:

- Muscle shirts, strapless shirts or too-revealing tops (no cleavage showing).
- Head-coverings (including hoods of hoodies) and sunglasses inside of the building.
- Body-hugging tank tops, including spaghetti straps and camisoles (as the primary garment).
- Pants, jeans, or shorts that sag - no sagging allowed.
- Trench coats.
- House shoes
- Pajamas
- Blankets used as coats, etc.
- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, or pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments.
- Any item of clothing or accessory that could be interpreted as gang-related according to the No Gang Policy, Oklahoma State Statute, Title 21, Section 856.F.

Dress Code Violations Consequences:

1. Verbal Warning/Corrective Action
2. Lunch Detention/Corrective Action
3. 1 day of ISS/Corrective Action
4. Start of Discipline Steps/Corrective Action

While some are simply not noticed, others are. It is the responsibility of the faculty and administrators to deal with students they notice or who are brought to their attention. Students are required to correct the violation before attending class.

FORMAL DRESS:

For Prom and Coronations – Hulbert High School will have an official formal dress code. It will be communicated to parents and students prior to Homecoming and again in 2nd semester prior to prom. The Dress Code must be followed. Any student not in compliance at the event will not be allowed to enter or attend the event.

PROM:

Seniors are the guests of the junior class for the Prom. Senior students enrolled at Hulbert High School are not expected to pay for their entrance. However, if they bring a date that is not a senior at Hulbert High School they will have to pay for that person's entrance. Students who have dropped out or been suspended long-term during the current school year, or are currently in OSS the week of the prom are NOT eligible to attend and participate in the Hulbert High School Prom. In the case of dropouts from previous school years, the student must have completed a High School Equivalency Program and must provide evidence of that successful completion to HHS administration. Freshmen students are NOT allowed to participate in the HHS prom. All non-HHS guests will be allowed to attend as guests provided they have submitted a Guest Permission Form and been approved by HHS administration. Guests to the prom can be twenty (20) years of age and younger.

Additionally, a student may not owe money to Hulbert Public School or any of its organizations in order to attend Prom. Juniors and seniors who have had out of school suspensions during the current school year may not attend the Prom unless they have completed 20 hours of community service assigned by the principal before Prom.

Students attending the Prom are photographed and/or videoed before, during, and/or after the Prom for media release. If you wish for your child to NOT be pictured or videoed for media release, please submit this request in writing to the Principal prior to the event.

HULBERT HIGH SCHOOL ROYALTY

- At the beginning of the year, each approved organization shall meet and nominate candidates for their Queen and King. The members then vote using Google Forms to elect their king and queen which have been set up by the student council advisors.
- Queens and Escorts must not be on the probation or ineligible list at the time of selection and/or the week of homecoming. Kings and Queens must be active members in good standing as per advisor/coach. Queens and Kings will be required to sign a Terms of Homecoming Agreement when chosen, which includes the dress code and duties/ responsibilities. Queens and Escorts MUST fulfill any and all responsibilities pertaining to homecoming or will forfeit the honor of representing their organization. The organization will NOT be refunded their homecoming fee.

- Each extra-curricular organization will select a senior girl as their queen. If there are no seniors in the group a junior must be selected. If there are no Juniors, a Sophomore maybe selected. If there are no Sophomores available, a freshman may be selected. The decision will lie with the coach/sponsor.
- A student may only represent one organization.
- Every King and Queen must ride in the Homecoming Parade. The parade and coronation are put on by the Student Council and their sponsor(s). The Principal and Superintendent of Schools reserve the right to change any part of the ceremony that they believe appropriate.
- Students under suspension or have served Out-Of-School Suspensions for the CURRENT school year may not serve as royalty.
- Students must have a GPA of at least 2.5.
- Queens may only wear yellow, black, silver, gold or white dresses.
- The coronation will be held at night during the first semester.

ASSEMBLIES: Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. **STUDENTS ARE EXPECTED TO ATTEND ASSEMBLIES WHEN DISMISSED FROM CLASS** unless a different assignment is given a student by the school administration.

A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause when appropriate. All school rules apply to assemblies.

DISTRIBUTION & POSTING OF MATERIALS: Posting or distributing written or photographic materials on campus is prohibited without any prior approval from the building principal. Violation of this policy may result in disciplinary action for the student(s) involved. Material posted on campus without approval will be removed immediately and those responsible for the posting or distribution are subject to disciplinary action.

STUDENT SEARCHES:

School personnel have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. Authorization is given for school lockers, desks, and other areas of school facilities to be open and examined by appropriate school officials at any time. No reason shall be necessary for such search. **STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY RIGHTS TOWARD SCHOOL OFFICIALS IN LOCKERS< DESKS< OR OTHER SCHOOL PROPERTY.** Searches of a student's person, personal possessions, or locker without a valid search warrant shall be prohibited unless the principal has a reasonable basis for believing that the student is concealing material, the possession of which is prohibited by federal, state, local law, or school regulations. The superintendent or principal of any public school in the State of Oklahoma, or any teacher or security personnel, shall have the authority to detain and authorize the search, of any pupil or pupils on any school premises or while in transit under the authority of the school, or any function sponsored or authorized by the

school, for dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act and hereinafter referred to as a controlled dangerous substances. The search shall be conducted by a person of the same sex as the person being searched. **Any illegal or controlled dangerous substance will be turned over to law enforcement representatives.** The Superintendent or Principal authorizing the search shall have the authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled substances that might be in their possession, including the authority to authorize any other persons they deem necessary to restrain such pupil or pupils or to preserve any dangerous weapons or controlled dangerous substances.

TEXTBOOKS: Students must pay the full price for any textbooks not turned in to the teacher. A cost evaluation will be determined for damaged books. A receipt will be issued for any textbook fines collected. All school records will be held for unpaid lost and/or damaged textbook obligations.

LOCKERS: Students will be provided a locker. They are to be kept closed and locked when not being used. Trading lockers is prohibited. A lock will not be provided. However, if a student places a lock on their locker, the student will be required to give the combination or the additional key to the office secretary.

BOOK BAGS / PURSES: While the need for backpacks is understood, both backpacks and purses **will not be permitted in the classroom.** Athletic bags with bats or anything else that may be deemed as a weapon may not be carried from class to class during the school day and your coach shall have a designated area for such items.

LOST OR STOLEN PROPERTY: While the school may help a student in the effort to find and recover lost or stolen property, the school assumes no responsibility or liability for damaged, lost, or stolen personal property of students. Students are discouraged from bringing personal property to the school that is not necessary for academic study or approved for a school activity. **Students in Gym classes or Athletics are encouraged to bring a lock if one is not provided. Students are encouraged not to display or bring large amounts of money or expensive articles to school. The school staff will absolutely not be responsible for personal items belonging to a student.** Students are also not to leave personal items in a vehicle. Every effort is made to provide a secure campus, but clearly every vehicle cannot be watched at all times. Please consider this to be the case during activity trips also.

ELECTRONIC DEVICES/CELLULAR PHONES: If a cell phone is brought to school it must be kept in their backpack, purse or locker and on silent during instructional times. Students should never be on their phones during instructional time. Students in violation of this policy will be disciplined appropriately.

STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES: The Board of Education has established and implemented rules regarding student possession of a wireless telecommunication device while said student is on school premises, or while in transit under the

authority of the school, or while attending any function sponsored or authorized by the school. The rules: shall provide that a student may possess a wireless telecommunication device and shall also specify the disciplinary action a student shall face if found to be in possession of a wireless telecommunication device in violation of the rules.

The Board of Education promotes an instructional environment that is both safe and secure. Therefore, the district establishes the following rule of the use of wireless communication devices

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1. Wireless communication devices will be allowed on the school premises during the school day for use before school, during lunch and after school.
2. Students will not be allowed to have their communication device out during class time. A student using a wireless communication device contrary to this policy shall be disciplined, including suspension from school by the school principal for a period not to exceed the current school year semester and the succeeding semester.
3. Improper use of a communication device from a student will also result in disciplinary actions. Examples include, but are not limited to, cyberbullying and video of inappropriate student behavior or altercations.

PARKING AREAS: Student parking decals will be required for parking at Hulbert High School. These decals will be provided free to all students who drive a vehicle to school. Failure to display the proper decal will result in the vehicle being towed and the student will have to pay the tow fee to reclaim the vehicle.

All students must park in the student parking lot located south of the gym between Broadway St and Rider Ln. 7th hour softball and baseball may park at the appropriate site during that class time. No student should be parked in the football/Vo-Ag parking lot or in the auditorium parking lot.

All parking areas are off limits before, during and after school unless permission is granted from the office. Upon arrival at school students must immediately exit the parking areas. There will be no loitering throughout the day in the parking areas. This includes but is not limited to concurrent, VO-Tech, internship students etc.

DRILLS: Each room will have posted regulations and routes to be taken in evacuating the building during a fire/fire drills, procedures to follow for protection during tornadoes/tornado drills and intruder alert/lockdown drills. Early in the school year teachers will familiarize students with these procedures.

WORK PERMITS: House Bill 1590 effective September 1, 1991, changed the issuing authority for employment certificates from County Superintendent to the principal, headmaster or equivalent administrative officer of the school the child attends.

FOOD AND DRINK: Food and drink may not be allowed in the classroom except when approved by the teacher. Food **MAY NOT** leave the cafeteria at any time.

REPORT TO PARENTS: Students and Parents have access to student grades through our parent portal at all times. Parents are encouraged to review their child's report and contact the school for a conference with the respective teacher(s) with any questions that they may have.

PARENT / GUARDIAN EXPECTATIONS: Parent/guardian is expected to provide current home and work phone numbers as well as current email and mailing address. Parents/guardians should notify the school in a timely manner if any change in phone numbers or mailing addresses occurs during the school year.

DIRECTORY INFORMATION: Hulbert High School proposes to designate the following identifiable information contained in a student's educational record as "directory information", and it will disclose that information without prior written consent. Student's name, names of parents, date of birth, grade level, addresses, phone number, extracurricular participation, achievement awards or honors, student's weight and height if a member of an athletic team, student's photograph, school or school district the student attended before he/she enrolled in the Hulbert School District. Parents must advise the school district within two weeks in writing if they refuse to permit the district to disclose this "directory information." Parents should immediately inform the High School when this information changes.

SCHOOL PROPERTY: Students should take pride in helping to keep our equipment, buildings and grounds in as good/attractive condition as possible. Students and their parents will be held financially responsible for willful destruction or abuse of school including altering computer settings or deleting files. Take pride in your school and report abuse to proper authorities. Students are allowed to use textbooks, library books, and other educational materials free of charge. Students and parents are responsible for any damage or loss of materials issued to them.

WEAPONS-FREE SCHOOL: Any student at Hulbert High School who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation will be removed from school for NOT LESS than one calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearms or weapons will be confiscated and surrendered only to the appropriate legal authorities.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education in the district, to have in such person's possession

on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teaches any weapon as defined below:

“ . . . any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or any other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, or metal knuckles, or any other offensive weapon.”

Any student who violates this policy will be subject to the discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

The superintendent or designee may modify the provisions of this policy on a case-by- case basis. However, any substantial modification must be reported to the board of education at its next meeting. Reference: 18 U.S.C. 921 21 O.S. 1280

HULBERT HIGH SCHOOL “NO TOLERANCE” DRUG POLICY: Hulbert Public Schools has a zero tolerance for student or employee possession, use, or sale of illegal drugs, inhalants, alcohol, synthetic drugs, vapes, dab pens or tobacco on any campus or at any activity held under the auspices of the school district. To help insure a drug, alcohol, and tobacco free school environment for Hulbert Public School students, random, periodic inspections of school lockers, classrooms, buildings, and school parking lots by school officials, accompanied by law enforcement officials with certified “drug-sniffing” dogs, may be conducted each school year. Upon any occasion that a student is found to be in possession of, under the influence of, or selling illegal substances or alcohol (any controlled or dangerous), the student and any confiscated materials will be given into the custody of state law enforcement officials. Upon such occasions, parents or guardians of the student will be notified in accordance with Oklahoma Statutes. Violation of the law related to the use of possession of tobacco will be subject to the provisions of Oklahoma Alcoholic Beverage Laws Enforcement Commission. All students who participate in extracurricular activities may be randomly drug tested throughout the school year.

DELIVERIES TO STUDENTS: Deliveries will be allowed to HHS, but must be checked in to the office.

Outside food and beverage deliveries will be allowed during lunch times, but will need to be brought into the office for students to receive. Parents/guardians will not be allowed at any time to pull to the front of the school and drop off food to their child or have food delivered by any food delivery service. Exceptions to this policy will be made by the building principal and only on a case by case basis.

TELEPHONE USAGE: The telephone in the office is for school business and only in an emergency will students be allowed to use it. We will only take and deliver emergency messages from parents/guardians. Students are not to use the phone during class time.

STUDENT BEHAVIOR

STUDENT BEHAVIOR: The Board of Education is deeply interested in creating a learning atmosphere in all its schools. The Board is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school-learning atmosphere includes maintenance of order that permits students to pursue their education free from distractions. The maintenance of order necessitates regulations relating to school discipline.

UNACCEPTABLE BEHAVIOR: The following are specific examples of, but not limited to, unacceptable behavior that are subject to disciplinary action, including, but not limited to, suspension, or expulsion from school. Defiance of authority, assault (on a student or school personnel), creating a disturbance, excessive tardies, public display of affection (PDA), dress code violations, laser pointers, truancy, willful disobedience, profanity, vulgarity, disrespect or damage to school property, possession or use of (any dangerous or annoying instrument, including but not limited to, lighters, knives, razors, fireworks, explosives, firearms, drug paraphernalia, or other weapons used for assault, stealing or extortion, any violation of state, federal, or local law or ordinance occurring on school property, distribution of any printed material in violation of the Student Code.

BULLYING AND HARASSMENT: It is the policy of this district that bullying or harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect at any time students are under the supervision of school officials, including times when the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district's students. Bullying and harassment are terms indicating:

- ✓ Intimidation, or abuse, by unwanted physical contact;
- ✓ The creation of by whatever means of a climate of hostility or conditions resulting in intimidation;
- ✓ Such a manner as to be commonly understood to convey hatred, contempt, or prejudice;
- ✓ Acts, or comments, that are insulting, humiliating, demeaning, or stigmatizing to another person;
- ✓ Any other act, verbal or physical or otherwise, which is interpreted by school officials as bullying or harassment;
- ✓ This would include similar behavior utilizing any electronic medium and / or social media avenues.

Acts of bullying and/or harassment may be (but are not limited to) those committed on a basis of race, sex, creed, color, national origin, religion, gender, marital status, or disability. The principal or his designee will investigate reported allegations of bullying or harassment and will take appropriate action. The Principal or his designee will take the steps necessary to protect the confidentiality of those involved in the complaint process, and initiate appropriate corrective action to change the conditions of behaviors that are related to the incidents of bullying or harassment. Action will be taken to prevent the recurrence of the incident(s), which may include the suspension of students and changes to the student dress code as determined necessary by the school principals. **Students who are found to be in violation of the harassment & bullying policy three (3) times in one school year may be expelled for one (1) calendar year.**

ELEMENTARY BUILDING: Middle school and high school students are not permitted to enter the buildings of the elementary unless called for or unless the student is assigned to the school as an aide. Middle school and high school students who do not follow this procedure will be subject to disciplinary action.

DISCIPLINE: The school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in attaining these norms. Further, when the behavior of an individual student comes into conflict with the rights of others, disruption of public order, or is immoral (by accepted standards of this community), corrective actions are necessary for the benefit of the individual and school. The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such a student while the student is in attendance or in transit to or from the school or while participating in any school function authorized by the school district. All students shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following office level Corrective Behavior Plan will be utilized:

Step 1 - Lunch Detention 2 Days

Step 2 - Lunch Detention 3 Days

Step 3 - *ISS 2 Days

Step 4 - *ISS 4 Days

Step 5 - Out of School Suspension (OSS) 2 Days

Step 6 - Out of School Suspension (OSS) 4 Days

Step 7 - Out of School Suspension (OSS) 8 Days

Step 8- Out of School Suspension (OSS) Greater than 10 Days (Length of time determined by severity of infraction).

The following consequences may be used at the discretion of the administration: (1) Verbal Warning - used at the discretion of the Principal or Vice Principal for isolated incidents – not used if the student is sent as part of a sequence of classroom disciplinary steps unless requested by the teacher; (2) ISS Time-Out lasting a school day or less, And/or (3) Change of placement due to behavior.

Additional Discipline Information

1. Emergency Clause: The administrator has the discretion to move a student directly to a particular step according to the severity or frequency of misconduct.
2. The administrator can substitute In School Suspension (ISS) for Lunch detention if the behavior does not improve.
3. If parents do not agree with a form of corrective action, they may choose to avoid that step and move to the next level (step). However, the student cannot move backward to a previous step by parental request.
4. The administrator may choose to create and implement an individualized student discipline plan targeting specific behaviors.
5. Each student has the opportunity to move backward in the step sequence if he/she has not been sent to the office for a period of six weeks. Each six week period would move the student back one step until he/she reached step zero.
6. Students moving directly to the more severe steps for misbehavior, (See Emergency Clause), would not proceed further down the step sequence unless another severe misbehavior followed. Otherwise, the severe infraction would just be counted as the next step in the sequence the student was on prior to the severe infraction incident.

Classroom Disciplinary Steps:

1. Verbal Warning
2. Conference with student and parent or guardian
3. Office Referral- Start of Discipline Steps

This handbook is an extension of Board Policy, and is not intended to limit the effects of comprehensive Board of Education Policies.

FIGHTING: Fighting will not be tolerated in any way at Hulbert Middle School or High School. Students involved in fighting will receive one of the following disciplinary procedures: ISS, OSS, or any other discipline deemed appropriate by the site administrator. When appropriate, the Hulbert Police Department will be notified and discipline according to city ordinance may be applied.

PUSHES, PULLS, PUNCHES, SLAPS, KICKS, SPITS, OR MAKES ANY TYPE OF CONTACT WITH ANOTHER STUDENT. The determination will be made by the building principal by video evidence is available, witness statement, or supervising teacher statements.
IF A STUDENT PUSHES ANOTHER STUDENT IN A MANNER THAT IS STRICTLY DEFENSIVE IN ORDER TO KEEP ANOTHER STUDENT FROM CONTINUING AN ATTACK, THE PRINCIPAL RESERVES THE RIGHT TO USE DISCRETION IN ADMINISTERING DISCIPLINE.

DETENTION: Detention will be utilized as a classroom consequence. Detention times will be during lunch on Tuesdays and Thursdays. The specific dates for detention will be determined by the teacher or the principal. Students must be in the designated area on time, with adequate materials to work on, and must remain seated and silent for the duration of the detention time. **Cell phones will not be permitted. All Chromebook usage will be monitored by the teacher or principal. If a student is found to be on a site not appropriate for an assignment, the student will not be allowed to use the Chromebook for the remainder of the detention and will be assigned additional detention time.**

IN SCHOOL SUSPENSION (ISS): The goal of ISS is to modify unacceptable behavior and reduce out-of-school suspension. The Principal and Assistant Principal are responsible for the assignment of students to the program. Parents will be notified of their child's assignment to ISS and requested to discuss and assist in resolving the matter. 1. Upon arriving at school, ISS students must report DIRECTLY to ISS. Students will be provided individualized assignments from their teachers. They are expected to hand in the completed work to the ISS supervisor or submitted via Google Classroom to their teachers. Students must complete all assignments in a timely manner. Students are expected to be busy the entire time they are placed in ISS. No watching various streaming services or cell phone usage will be permitted. Length of time in ISS will be assigned upon agreement between building Administrator and ISS Administrator. ISS students will not be allowed to participate in any contests.

SUSPENSION OF STUDENTS: Students suspended out-of-school who are on an individualized educational plan pursuant to IDEA, P.L. #101-476, shall be provided the education and related services in accordance with the student's IEP. Any student who has been removed from a public school in Oklahoma or any other state for such an act, will not be enrolled in the school district until such time as that student no longer poses a threat to self, others students, or faculty. **A student who has been suspended for a violent offense directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher and the principal.**

SHORT-TERM SUSPENSION: A student may be temporarily suspended, which shall be defined as exclusion from classroom instruction not to exceed ten (10) school days, by the building principal or the principal's designated representative under the procedure hereinafter set forth. Short-term suspensions cannot be appealed.

LONG-TERM SUSPENSION: A suspension in excess of ten (10) days is classified as long-term suspensions. Students suspended for periods greater than ten (10) days will be provided the right to appeal such suspension to the Suspension Appeals Committee. Notice of this request must be submitted in writing to the Superintendent within three (3) school days of the suspension. If the student/parent(s) do not agree with the decision of the Superintendent and Suspension Appeals Committee, an appeal must be submitted to the Board of Education. Notice of this request for appeal must be submitted to the Superintendent within five (5) days of the receipt of the Superintendent and Suspension Appeals Committees decision. The decision of the Board of Education is final and cannot be appealed.

EDUCATIONAL PLAN FOR SUSPENDED STUDENTS: Short-term suspension: All assignments given during short-term suspension will be available for the suspended student through Google classroom. Work assigned while the student is on a short-term suspension is due no later than the date of return. Long-term suspension: All assignments given during long-term suspension will be available for the suspended student through Google classroom. The assignments will be due on the given due dates by each individual teacher. The intent of this educational plan is to be continuous throughout the time of suspension. The student may receive instructional help by arranging a conference (in person or virtual) with the teacher. This conference will be arranged by the principal upon parent request. Suspended students are not allowed on school property, or in attendance at any school- sponsored activities without prior administrative approval. This rule will be strictly enforced.

*** APPEALS MAY BE HEARD FOR SUSPENSIONS OF 10 OR MORE DAYS**

1. Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the suspension committee (short term) or the President of the Board of Education (long term). The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
2. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative, may examine witnesses on his/her own behalf, cross examine opposing witnesses, and offer other evidence on the student's behalf including his/her own testimony.
3. The suspension committee (short term) or the Board of Education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five (5) school days of a decision.
4. Decisions of the suspension committee may (or may not) be appealed to the Board of Education.

NOTE: 70 O.S.924-102 states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such a student, until the terms of the suspension have been met or the time suspension has expired.

HEALTH

THE BOARD OF EDUCATION DOES NOT ASSUME RESPONSIBILITY FOR PAYMENT OF HOSPITAL, AMBULANCE, OR DOCTOR FEES.

SCHOOL HEALTH POLICIES: Oklahoma Immunization Law states that parents of a minor child, kindergarten through 12th grade present certification that their child is adequately immunized before initial admission into a public, parochial, or private school in the State of Oklahoma. Oklahoma law requires all school children must have received or be in the process of receiving immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, and rubella, or be determined as likely to be immune as a result of an exposure to a disease. To comply with the above stated law you will need to present an immunization card signed by a physician to the Health Department before your child is enrolled in school.

Non-Discrimination Policy

Hulbert Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. For further information on grievance procedures for filing, processing and resolving complaints alleging discrimination, visit https://s3.amazonaws.com/scschoolfiles/672/section_11_-_discrimination_10-28-15.pdf

Jolyn Choate or LaKisha Bladon
316 South Rider Ln., Hulbert, OK 74441
918-772-2501

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>

1. for the address and phone number of the office that serves your area, or call 1-800-421-3481.
2. This booklet is a guideline to student policy contained in the Hulbert Schools master policy filed in the school offices.

Student Records

Student's records shall be defined as any material concerning individual students maintained in any form by the school or its employees, except personal notes and work products maintained by teachers and other school personnel solely for their own individual use and not communicated to any other person.

All records on a student shall be open to that student's parent(s) or guardian(s), and to the student if over 18 years old. The consent of the student, over 18 years old, or the parent(s) or guardian(s) shall be required each time and for each item in the student's record divulged to any person except:

- a. School officials, including teachers, who have a "legitimate educational interest" in a student. (Except Directory Information)

- b. Officials of schools in which a student wants to enroll provided that parents are told in advance that information will be sent, receive a copy if they wish, and are given an opportunity to challenge the information in a hearing.
 - c. Officials of the U. S. General Accounting Office, U.S. Department of Education and State Departments of Education who need specific data to evaluate federal programs or enforce federal laws.
 - d. Anyone to whom the student has made application for, or receipt of, financial aid
 - e. Accrediting institutions.
 - f. Testing and research organizations, such as Education Testing Service, as long as confidentiality is maintained, and records are destroyed after they are no longer needed.
 - g. Valid search warrants, court orders or subpoena, provided that parents and the student are notified of all such orders and subpoenas in advance of the compliance.
 - h. Statistical data that does not identify any student.
- i. Schools can give information to medical personnel, city, county, state and federal agencies in an emergency situation if common sense dictates release of the information is urgently needed to protect someone's health or safety

FERPA

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure and destruction of confidential student records. Parents may obtain a copy of the local policy from the district's administrator. These are rights of the parents and children regarding personally identifiable information in accordance with FERPA:

- To inspect the student's education records
- To request the amendment of education records to ensure that they are not inaccurate, misleading or in violation of the student's privacy or other rights

Equal Education Opportunities

It is the policy of the Board of Education that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capacity.

The right of a student to participate in extracurricular activities shall be dependent only upon the maintenance of minimum academic standards established by the board and the student's individual ability in extracurricular activity.

The administration shall ensure that no student suffers discrimination by any school employee or any other student in curricular, co-curricular, or extracurricular activities of the school district. REFERENCE: Title 6, Civil Rights Act of 1964; Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; Executive Order 11246, as amended by Executive Order 11375; Title 9, Education Amendments of 1972 (Public Laws 92-318): CROSS REFERENCE: Policy DAA, Nondiscrimination