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Handbook Purpose

This handbook is for all students and parents at Kenneth O’Neal Middle School. It is provided in an effort to communicate information concerning school policy and general data. Any student or parent having questions concerning the contents is welcome to contact the principal, Mr. Mark Harmon, at 410 North Jefferson or phone (580)726-5615.

Bell Schedule

1 st Bell	7:55
1 st Period	8:00 – 8:55
2 nd Period	9:00 – 9:50
3 rd Period.....	9:55 - 10:45
4 th Period.....	10:50 - 11:40
Recess	11:40– 12:00
Lunch	12:00 – 12:25
5 th Period.....	12:30 – 1:20
6 th Period.....	1:25 – 2:10
7 th Period.....	2:15 – 3:05
Classes Dismissed.....	3:05

Hobart Middle School Philosophy and Purpose

The basic function of Kenneth O’Neal Middle School is to help preserve and improve our free democratic way of life by educating individuals for effective participation. Our philosophy is to provide an intellectual, responsible, needs-centered, guidance-oriented, and exploration-conscious program of learning.

At Kenneth O’Neal Middle School there is a deep concern for democracy, moral and intellectual values, the need of society, the needs of the individual, and the nature of the learning process. A middle school is designed for the pre-and early adolescent student.

In order for students to reach their potential, the home, community, and school must become partners in education.

Mark Harmon, Principal

Kenneth O’Neal Middle School

Hobart Board of Education's Vision

"Building Learners for Life"

Mission - (Adopted – 3/12/2009)

Empowering all students with necessary competencies to be successful in a changing world.

Goals – (Adopted – 3/12/2009)

- Provide an education for the whole child through a coordinated, sequential curriculum driven by high expectations, in an environment conducive to learning and designed to prepare students for further learning or productive employment.
- Provide strong educational leadership appropriate for the mission of the school and site, aspiring toward continuous improvement of student's competencies.
- Provide functional facilities for learning.

Hobart School Community Exit Outcomes Descriptive Statements – (Finalized 5/5/92)

- Effective Citizens are cooperative individuals who are responsible, honest, productive, respectful, and knowledgeable members of the local, state, national, and global community; they are respectful of new ideas, cultures, and family wellness.
- Creative Problem Solvers are individuals who investigate, analyze, synthesize, and evaluate components of complex problems to make decisions to solve those problems that accompany the rapidly changing political, economic, environmental, and social conditions of modern life.
- Competent Communicators are individuals who are effective listeners, have a practical knowledge of the English language; they are capable of understanding, evaluating, and exchanging ideas in written, oral, and technical form.
- Confident Individuals are focused life-long learners who have a positive self-esteem, set and attain goals, demonstrate mastery of academic skills, and recognize their own weaknesses and strengths.

Kenneth O'Neal Middle School Mission Statement

The mission statement is to prepare students for present and future educational experiences through high academic expectations in a safe learning environment.

Kenneth O'Neal Middle School Instructional Goals

- Hold high expectations for all students.
- Establish a positive school climate.
- Strive to master the Oklahoma Academic Standards.
- Reward and recognize student achievement.
- Provide for parental involvement in the learning process.
- Provide opportunities for multicultural education.

Kenneth O' Neal Middle School Curriculum

Sixth grade core curriculum is composed of reading, science, math, social studies/foreign language, English, and two electives.

Seventh grade core curriculum is composed of reading, pre-algebra or 7th grade math, English, geography, science, and two electives. Electives are chosen from art, PE, athletics (competitive sports), band, keyboarding, vocal music, health, and student academic skills.

Eighth grade core curriculum is composed reading, pre-algebra or Algebra I, English, American history/civics, science, (earth & physical) and two electives. Electives are chosen from art, PE, athletics (competitive sports), band, keyboarding, vocal music, family and consumer science, health, student academic skills, and agricultural education.

Special education and speech therapy classes are available.

Advanced math classes are offered in the sixth, seventh, and eighth grade. An Advanced English class is offered in the eighth grade. Placements in advanced classes are made by teacher recommendation.

The needs of gifted students are met by enrollment in the classes which best meet their needs and interest as well as enrichment activities provided by the classroom teachers.

Extra-curricular activities are provided in the form of opportunities for participation in the Student Council, Geography Bee, Competitive athletics, Spelling Bee, Math Counts, Cheerleading, Academic Teams, and Buzz Bowls.

Students will have annual assessments in English Language Arts and Math for students in Grades 3 through 8. Writing tests for 8th graders will be integrated into the ELA assessments. A Science assessment will be administered in the 8th grade.

Distance Learning

If a circumstance arises, where Hobart public schools must close its doors to the public, a distance learning plan will be provided for all students. Hobart Public Schools will follow distance learning guidelines provided by the Oklahoma State Department of Education.

Graduation Requirements

Students who successfully complete Algebra I at the eighth grade level will be given credit to count toward high school graduation requirements. However, the credit(s) will not count toward a student's overall high school grade point average.

The Algebra I teachers in the eighth grade will be required to be certified in order to teach the courses at the intermediate or secondary level.

Developmental Counseling

Mrs. Amanda Holt serves as the Kenneth O'Neal Middle School counselor. She is available for referrals of students by teachers, parents, and by student self-referral. If questions arise at any

time, please feel free to contact Mrs. Marsh at (580)726-5616. Parents who wish to exempt their child from counseling service need to come by the office and sign an exemption form.

Grading System

Letter grades will be recorded on the report cards in each subject area. The letter grades are based on the following scale.

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 60 – 69 = D
- 59 & ↓ = F

All students who score below the mastery level of “70” on a test will have the opportunity to retest once. The highest score a student can receive is a “79”. This is Hobart School Board Policy, reference **EKBA**. Opportunities for retesting will be available before school, at noontime, or after school. Retests are not to be given during class time.

ACE Remediation

Remediation/intervention will be provided to the students that scored below the satisfactory level on the 6th-8th Grade Mathematics Criterion-Referenced Test and/or the 6th-8th Grade Reading/Language Arts Criterion-Referenced Test. Each student will be given the option to select from the types of scientifically based research strategies/interventions/extended learning opportunities to participate. Each student that scored below the satisfactory level on the 6th-8th Grade Mathematics Criterion –Reference Test and/or the 6th-8th Grade Reading/Language Arts Criterion-Referenced Test will be required to participate in at least one category per subject for a minimum of a semester during the school year. The amount of remediation to be provided to the student will be determined on an individual basis by the middle school staff. Dual classes are also an option to address remediation during the school day. To participate in dual classes the student will lose an elective to be provided services during the school day.

Arrivals

The first bell rings at 7:55 a.m. with classes beginning at 8:00 a.m. Students arriving before 8:00 a.m. may have access to the library, gather in the student center area located in the central hall. Students that report to their first hour class before 8:00 a.m. are expected to be seated and prepared for class. Students are asked not to arrive at school before 7:50 a.m. unless riding a school bus.

Attendance

It is the duty of the parent or guardian to notify the school concerning the cause of any absence of their child, either by telephone or in writing.

Kenneth O’Neal Middle School shall abide by the state law concerning attendance of pupils. The Hobart School Board Policy states that students must be in attendance 90% of the time in each

class per semester. Excused absences by the principal will be the only exception. This applies to absences due to school-related activities and all other types of absences. In the case of extended illnesses, homebound instruction will be provided.

Kenneth O'Neal Middle School will make every available effort to notify the parent of the absence of a student for any part of the school day, unless prior notification has been made by the parent concerning the absence.

Habitual offenders of the attendance policy will be reported to the office of the District Attorney.

Excused Absence

An excused absence is when a student misses school for reasons due to illness or death in the immediate family, approved school sponsored activities, and special situations approved by the principal.

A student is entitled to make up work that is missed. It is the responsibility of the student or parent/guardian to initiate a request for make-up work. A student shall not be penalized for absences which occur while participating in school extracurricular activities. It is essential that a student complete work missed in class.

- The student will be allowed two days to make up work for each day missed from school. Exceptions to lengthen this time may be made by the teacher in an unusual situation.
- Students will not be penalized for an excused absence if they make up all of their work within the above prescribed time period.
- The student who is present in class and who is given a homework assignment must turn in the work on their return to school.

Pre-planned absences are granted when it is absolutely necessary for a student to be out of school. The most important factors in granting this type of excused absence are that arrangements be made in advance of the absence and that the student is to be in good academic standing. Arrangements for this type of excused absence may be made through the principal by a request prior to the student's absence. His/her work will be due on their return to school.

Kenneth O'Neal Middle School will abide by the ten-day attendance rule for activities. A student is permitted to miss class a maximum of ten days during a school year, due to school activities or related agency/state or organizational meetings or trips. Excluded from this number of days is state or national level school sponsored contests. The criteria of what activity is considered a state or national level of competition must be submitted in writing by the school sponsor and be approved by the administrator of the building affected and by the Hobart Board of Education.

Unexcused Absence

An unexcused absence is being absent for reasons other than illness, death of immediate family, approved school sponsored activities, and special situations, approved by the principal. For a

student missing school for reasons not excused there will be a zero mark recorded for each class missed. A request may be made for missed assignments.

Tardiness – (Late for Class)

Students will be considered tardy if they are not in the classroom when the tardy bell sounds. An excused tardy will be issued for illness or for being detained by a teacher. Three tardies will equal one absence. All other reasons will be unexcused unless prior notice is made with the principal.

- Students receiving their third unexcused tardy will report to detention.
- Students receiving their sixth unexcused tardy may receive one day of ISD plus parent notification.
- Students receiving their 9th unexcused tardy will receive two days ISD plus parent notification.
- Students receiving their 12th unexcused tardy will receive three days ISD plus parent notification.

Excessive tardies will affect student performance and must be addressed immediately. A student's tardy record starts over at the beginning of each nine weeks.

Moment of Silence

It is the policy of the Hobart Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

A minute of silence will be held at the start of the school day.

Student Dress Code

In accordance with the policy of the Hobart Board of Education, the following regulations shall establish a dress and grooming code for the public school system.

- Bare midriffs, halter-tops, and spaghetti straps are prohibited. No portion of the stomach or chest for either male or female students shall show, this may include low cut shirts and shirts/tank tops with low cut arms. Pants must not be sagging and undergarments cannot be showing at any time.
- Hats, caps, bandannas, sunglasses and other headgear, etc. are not permitted in school buildings or on school grounds during the normal school day without permission from the building principal.
- Profane, offensive, and defamatory writing or pictures on clothing or jewelry is not acceptable. Clothing with obscene language or symbols of drugs, sex, tobacco, or alcohol is prohibited.
- Exceptions for any school uniforms must be approved through the building principal.
- Shorts, skirts and dresses will not be shorter than a dollar bill width above the knee.

- Shirts will not be smaller in width than a dollar bill.
- Spandex or bicycle shorts or pants are not acceptable dress.
- Leggings are acceptable dress attire as long as the shirt covers their behind.
- Tops and sweatshirts with hoods may be worn but hood must be down during the school day.
- Sleeveless shirts must be a dollar bill wide on the straps. No shirts where sleeves have been removed will be allowed.
- No facial piercings except for ears are allowed
- There are to be no holes in jeans, pants, shorts or skirts that reveal either skin or undergarments
- Students will not participate in gang related activities while on school property. Examples of gang activities are hand signs, head rags, wearing of certain colors by a group of students, pants sagging, combs, chains hanging from belt, rag hanging from a pocket, turning clothes inside out, drawings of gang numbers or terms, claiming a set, etc.
- No trench coats will be worn inside building.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

The Principal has the right to adjust the dress code at any time.

Any clothing, accessories or overall appearance that is a distraction and interferes with the educational process is not allowed.

Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

- 1st Offense - Referred to the principal and asked to change
Or wear a provided shirt or sweatpants.
- 2nd Offense Parent/legal guardian conference &
student sent home to change
- 3rd Offense or moreParent/legal guardian conference & student sent home to
Change & detention

Bicycles

Any student who rides a bike must obey all traffic regulations required of a motorist. Parking racks are provided on the north end of the building.

- Ride with the traffic, not against it.
- Use hand signals.
- Ride straight, do not zigzag.
- No double riding.
- Ride in single file.
- Leave parked bicycles alone. Students are not to disturb the other bicycles in anyway.
- Park your bicycle when you arrive and leave it parked until leaving school.

- Do not ride on school sidewalks. Walk the bike on the sidewalk.
- Motorcycles or motorbikes are not allowed

Closed Campus

Kenneth O’Neal Middle School maintains a closed campus policy. Once students have arrived they are not allowed to leave the school premises until they are dismissed at 3:05 p.m. The only exception is when a parent or legal guardian comes to the school for the student. The parent/legal guardian must sign the student out. Food and drinks will not be allowed to be brought in from outside restaurants with the exception of Friday pizza sales through Student council. Students can be checked out for lunch by a parent in the office or a note must be written with the date and signature on it. Signatures will be verified in the students file. High school students are not permitted to check out a middle school student unless it is a sibling and a parent contact has been verified.

Telephone

A student will be allowed to use the telephone only in urgent matters, the office secretary or a teacher’s assistant will decide if they have an acceptable reason to make a call. Communicating with your child before he/she leaves for school in the morning as to their plans for after school will help curb the need for the use of the telephone. A student will not be called out of class to the telephone unless it is an emergency. Otherwise a message will be taken and given to the student.

Teachers will not be called out of class to the telephone. A message will be taken and given to the teacher.

New Student Enrollment Information

It is the policy of the Hobart Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, legal guardian, or person or institution having care and legal custody of such child.

Students will be denied enrollment in Kenneth O’Neal Middle School while under suspension, expulsion, or other related action from another school district. New enrollees must present a copy of their immunization record. Enrollment may be delayed if a student does not have a checkout sheet.

SB 783

Emergency transfers are eliminated. Beginning January 1, 2022 data on the number of transfers, by grade level and site, will be reported to the State Department of Education and on the school website. Transfers can be denied, however, parents and guardians will have 10 days to appeal the denial to the local board of education. Transfers given are for one year.

Withdrawal from School

A student withdrawing from Kenneth O’Neal Middle School needs to let the office know as soon as possible. Upon notification the office will prepare withdrawal forms to be taken to the new school. This process needs to be completed before the student leaves school.

Visitors

All parents and visitors are asked to check with the office upon entering the campus. If you must contact your child or take him/her from school, someone from the office will go to the classroom for the child. If a visitor does go directly to the classroom, he/she will be requested by the teacher to check with the office before allowing a student to visit or leave with the visitor. Student visitors are not allowed.

Change of Address and Phone Number

At any time during the school year a student moves from one address to another, this information must be reported to the office. The address will then be changed in the office records. This information is used to get in touch with parents/legal guardians in the case of an emergency.

Meeting with Teachers

Kenneth O'Neal Middle School encourages parents to visit the school; we hope you feel free to visit at any time. We ask that you do not interrupt class time for these meetings. If you would call in advance, the teachers will be happy to arrange a meeting time with you during their conference period or after school. The phone number at Kenneth O'Neal Middle School is (580)726-5615.

Report Cards/Academic Progress Reports

Report cards are given out to parents/legal guardians at the scheduled Parent-Teacher Conferences. Academic Progress Reports may be sent home any time the teachers deem it necessary to notify parents of their child's progress. Student progress reports will be sent home at the end of third and sixth week of each nine weeks. Semester grades will be a cumulative collection of the entire semester's scores. If questions arise please do not hesitate to contact the teacher.

Studying and Homework

Teachers will regularly assign homework. Students need some reinforcement of topics presented at school. Studying at home is a way parents can become involved with their child and express an interest in their education. Homework for full credit is due on the assigned date. One extra day may be allowed for homework, but ten percent of allowable points will be deducted from their score. No extra credit work will be given to students for points as a substitute for doing their homework. The teacher will take into account the abilities of each student. The quality of the homework will be stressed instead of the quantity. A student not achieving success will be offered extra help either before school, at noontime, or after school.

Noon Activity Period

The students will spend their time in outdoor activities confined to the area north of the building before lunch. These are the areas where teacher supervision is provided.

During inclement weather all students will report to the safe room, or 4th period class, during recess period. They will be supervised by the scheduled duty teacher.

Students may not leave the school grounds to go the store or accept items from passing cars or individuals walking by.

The recess duty and hall duty teacher will be in place at 11:40 p.m.

Breakfast and Lunch

Breakfast is served daily from 7:20 a.m. to 8:00 a.m. in the middle school/high school cafeteria. A student arriving after 8:00 a.m. does not have time to eat before classes begin. The cost of breakfast is FREE for students.

Lunch is served daily from 12:00 p.m. to 12:25 p.m. in the middle school/high school cafeteria. The cost of lunch is FREE for students. Lunch should be paid for weekly by turning in money to the office each Monday. Charges will be allowed only on an emergency basis. The charges will not be allowed to exceed two weeks.

When paying by check, make it payable to Kenneth O'Neal Middle School.

Adult prices are \$2.20 for breakfast and \$4.00 for lunch. The parents/legal guardians are welcome to join the students during mealtime periodically throughout the school year.

The school cafeteria is maintained as a vital part of the health program of the school. It encourages good nutrition and well-balanced meals at a reasonable price. A student may choose to bring a sack lunch, and if needed he/she may purchase milk at the cafeteria. The price of an extra milk is \$.50.

Replacement lunch cards cost \$1.00 for lost/damaged cards. It is the students' responsibility to keep up with their lunch cards.

Cafeteria and Lunch Time Rules

Upon entering the cafeteria building the following rules will be followed to maintain an appropriate atmosphere for eating.

- A student may not take items bought at the school store to the cafeteria.
- Enter the building using the east door at the front of the building
- While in the building the student will walk at all times, taking care not to push fellow students or others.
- A student may not save a place for another student in line. A student choosing to leave his/her place in line to talk to someone will return to the back of the line.
- A student enjoying the self-serve salad bar is asked to take only an amount they can eat.
- Students may sit anywhere they choose, but once they are seated they are to stay at that table. While at the table, students may visit quietly.
- A student bringing a sack lunch may not share it with other students.
- A student is not allowed to take food from the cafeteria; this includes those who bring a sack lunch.

- As students leave their area of eating, they will check to make sure the table and floor are clean.
- Students will return their tray and utensils to the dishwashing window, making sure to place their litter in appropriate containers before leaving their tray.
- A student may not enter the building until the teacher on duty is at his/her station.

Lockers and School Property

Students are assigned a locker to store their books and supplies during the day. Putting a lock on the locker is left to the discretion of the student. Valuables should not be left in a school locker. Markings, pictures, and shelves must be cleared through the principal before putting them on or in a locker. Locker checks are held periodically throughout the school year.

This is to notify the student that the lockers, desks, books, etc., are the property of the Hobart Public School District and are made available to the student for use. Because they are the property of the Hobart Public School District, they are subject to inspection at any time by school officials.

Backpacks and Gym Bags

Students are to store their backpacks in their assigned lockers. Only textbooks, paper, pencil, etc., are to be taken into the classroom. Gym clothes are to be stored in their locker or in the cages. Students are not to leave their textbooks or backpacks in any area in the hallway. Gym bags may be taken to athletics. A backpack/ gym bag shelf is made available to students to use during the school day. Only backpacks/ gym bags are allowed on the shelves- all loose possessions must be kept inside backpacks. All backpacks/ gym bags must be removed at the end of each day. Any possessions left on the shelves after the end of school each day will be placed in lost and found in the office. Items not claimed will be discarded after two weeks time. Students who repeatedly leave items after school on the backpack/ gym bag shelves will be subject to disciplinary action.

Failure to abide by this policy will result in the following:

- 1st Offense Verbal Warning
- 2nd Offense Detention
- 3rd Offense..... One day ISD and parental notification

Student Possessions

Each student must assume responsibility for the security and safekeeping of his/her personal affects such as purses, wallets, watches, jewelry, and money. These kinds of items should be kept with the student at all times and not left in a locker.

Students' purses, bags, satchels, etc., are subject to inspections by school officials if reasonable suspicion exists that they might contain contraband or stolen property. Strip searches of students are not conducted under any circumstance. However a student may be asked to remove an outer garment (coat, sweater, etc.). If a student is asked to remove more than an outer garment, it is considered a strip search.

Library and Textbooks

A student destroying or losing a library or a text book will be responsible for reimbursing Hobart Middle School the following amounts:

- New Book 100% of cost
- 2nd Year Book 80% of cost
- 3rd Year Book 60% of cost
- 4th Year Book 40% of cost
- 5th Year Book 20% of cost
- 6th Year and Older Book \$8.00 or 10% of cost, whichever is less.

A student will not be allowed to participate in extracurricular activities until reimbursement is made.

Library

The use of the Kenneth O’Neal Middle School library is a privilege extended to all students who are will to follow the policies of use and care for the books and the library resources. Students abusing this privilege may have the privilege suspended. Oklahoma Statue, Sections, 1739 of Title 21, states that any person convicted of library theft shall be guilty of a misdemeanor and shall be subject to a fine and restitution.

Assembly Areas for Emergencies in Middle School Building

Fire – 4 drills per year

- South of Middle School
- North of Middle School
- East of Middle School

Lock Down – 2 drills per year

- Stay in classrooms at the middle school, stay within dressing rooms in gym and fieldhouse at the football/track fields

Intruder Drill – 2 drills per year

Storm – 2 drills per year

- Students will be evacuated to the safe room if dangerous weather is approaching. Students will be released to a parent/legal guardian from this area.

Cafeteria Fire

The students are to move quickly to the nearest exit and away from the building. They are to assemble in front of the new gym.

Playground Fire

The students will be notified by a continuous fast ringing of the regular bell. They will evacuate from the area.

Storm Plan for Other Buildings

Old Gym – Basement

New Gym – Dressing rooms

Cafeteria – Students should be seated along the south wall in the standard protected position.

Art, Band and Choral Rooms – If time permits, seek shelter in the new gym dressing rooms. If not, move students to an inside room, away from windows and seat them on the floor in the standard protective position.

Storm Plan for Playground

The students will be notified by a continuous ringing of the regular bell. Students will report to the Safe Room.

Medical Treatment

School personnel will administer basic first aid in the case of a minor injury. Minor cuts and abrasions are cleaned and covered with a Band-Aid. In the case of a serious illness or injury to a student, the office will attempt to contact the parents/legal guardians. If the office is unable to locate the parents/legal guardians, the office will immediately refer the student to the family physician.

If a student develops an illness after arriving at school, the parents/legal guardians will be notified to pick up the student as soon as possible. Students will be sent home if they have any of the following: an above normal temperature, a discharge from the nose and/or eyes, a chronic cough and/or sore throat, an earache, a skin eruption and/or rash, or nausea.

Dispensing Medication

In accordance with state law and local board policy, no medicine (meaning non-prescription or prescription) shall be administered unless the parent/legal guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent/legal guardian of any student requiring medication during school shall bring the medication to the school and complete and sign the “Parental Authorization” form. The school shall keep on file the written authorization of the parent/legal guardian so that the medicine may be administered.

Prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label or as otherwise authorized in writing by the physician prescribing the medicine. Non-prescription medication may be dispensed and administered only in

compliance with the written directions on the label of the medication, or as otherwise authorized in writing by the student's physician. All medicine shall be properly stored, and not readily accessible to persons other than the person who will administer the medication.

In each school where any medicine is administered, a record will be kept of the administration. In this record the following information will be recorded: the name of the student, the date, the name of the person who administered the medicine, the type or name of the medicine which was administered, the dosage of the medicine and the time of administration. A "Log of Administration of Medicine" shall be used by each school to keep record of all medicine administered during each year.

Promotion

Kenneth O'Neal Middle School students must earn passing grades in all core courses (math, science, reading, English, social studies) in order to earn promotion to the next grade. In unusual circumstances, the total growth of a student may be considered. In such a situation, it will be necessary to hold a conference with the parents/legal guardians before a final decision is made. Starting with the 1998-1999 school year students must pass all the core subjects in the eighth grade before they will be promoted. Summer school will be offered for those students who fail a core subject. Eighth grade students who pass a subject on the CRT test do not have to attend summer school in that area. Students failing to attend and pass summer school can be retained in the eighth grade until they pass. Students may apply for alternative school instead of attending day school. Social promotion will only be considered in unusual situations. Beginning with the 7th grade class in 2008 -2009, students must complete Financial Literacy before graduating from high school.

Proficiency Based Promotion

Proficiency based promotion will be available twice to a student during the school year. Parents/legal guardians must come to the school to sign the permission form for testing during the first two weeks and/or the last two weeks of the school year. Guidelines can be obtained at the office.

Conduct in General

The following are some general rules of conduct.

- Students are asked to leave all candy and gum at home, except during a special occasion.
- Students are not permitted to bring Sharpie markers to school.
- CD players, radios, baseball cards, video games, cameras, IPODS, headphones, earbuds, and all other similar items are prohibited at school.
- Students will not be allowed to disrupt the learning environment.
- Students are urged to be respectful and considerate of others at all times, fostering good citizenship. *Disrespect* is defined as actions occurring after the teacher have instructed a student to discontinue the action. Any other occurrences of actions will be considered an

act of disrespect. Any time a student wants to appeal a decision made by the teacher, it should be done after school, during noontime, or before school, not during class time.

- Students are urged to be respectful of school property. Destruction of property (ex. Damage to books, writing on desks, damage to school bus seats, etc.) will result in punishment and replacement of damaged items.
- Students will not to participate in gang related activities while on school property. Examples of gang activities are hand signs, head rags, wearing of certain colors by a group of students, pants sagging, combs, chains hanging from a belt, rag hanging from a pocket, turning clothes inside out, drawings of gang numbers or terms, claiming a set, etc.

Kenneth O’Neal Middle School will take the following action when the above rules are broken.

- 1st Offense Detention or corporal punishment
- 2nd Offense One day of suspension, one day of ISD or corporal punishment
- 3rd Offense..... Automatic three days of suspension or three days of ISD
- 4th Offense or More Longer suspension or longer ISD

Failure to Report for Detention

- 1st Consequence Two days for each day missed or corporal punishment
- 2nd Consequence..... One day of suspension or one day of ISD
- 3rd Consequence Automatic three days of suspension or three days of ISD
- 4th Consequence or More Longer suspension or longer ISD

Detention Rules

- A student may be assigned detention on Monday through Friday.
- A student must be on time.
- A student must bring homework to work on or a book to read.
- A student will not be allowed to talk or look around.
- A student dismissed from detention will have to serve two days of detention.

Cheating

The following actions by students will be considered cheating:

- Stealing another student’s work and turning it in for a grade.
- Taking a test for another student.
- Copying off another student’s paper during a test or assignment.

The following actions will be taken by the Kenneth O’Neal Middle School:

- 1st Offense Receive a zero on the work and parent notification by teacher/principal
- 2nd Offense One day of suspension and receive a zero on the work
- 3rd Offense.....Automatic three days of suspension and receive a zero on the work

- 4th Offense or More.....Longer suspension and receive a zero on the work

Stealing of Another Student’s Property

Stealing is defined as the taking of another student’s property without their permission, whether those items are taken from a locker, bag, dressing room, bus, or desk.

The following actions will be taken by the Kenneth O’Neal Middle School:

- 1st Offense One day of suspension and parent conference
- 2nd Offense Automatic three days of suspension and notification of police
- 3rd Offense..... Longer suspension and notification of police

Police notification will happen in severe situations such as the stealing of a student’s tennis shoes, rings, clothes, school supplies, money, etc.

Fighting

A student who enters the act of fighting will receive the following actions:

- 1st Offense Three days of suspension
- 2nd Offense Five days of suspension
- 3rd Offense..... Ten days of suspension
- 4th Offense.....Remainder of semester suspension

The principal has the discretion to use ISD instead of suspension. Also, the severity of the incident and the space available in ISD will be a key factor.

Encouraging Others to Fight

A student, who encourages a fight by pushing, making false statements, etc., will receive the following actions.

- 1st OffenseDetention
- 2nd Offense Automatic one day of suspension or one day of ISD
- 3rd Offense..... Automatic three days of suspension or three days of ISD

Discipline Plan and Rules

This set of rules for students governs behavior in common areas, halls, assemblies, and cafeteria, places where students and teachers from many classrooms must be together. Each teacher will also have classroom discipline plans. A copy of these plans will be given to parents/legal guardians.

- Fighting is not tolerated on school grounds, before or after school or discussion/plan of fighting off of campus. Students are prohibited from hitting, striking, kicking, or any other way of harming another student or a member of the school personnel.

- Any activity that causes school personnel to fear for the safety of any student, adult, or property will not be allowed. This includes defacing school property, building, or material.

The policies and rules for the responsibilities found in this handbook have been established and clarified to assist students in conducting themselves in a responsible manner while participating in educational activities.

Every child has the right to an appropriate education. Any student choosing to interfere with the right by verbal or physical means will be disciplined. The discipline administered to any student is intended to improve the behavior of the student and to protect the rights of others.

We do not want to inundate all students with all possible rules. This means that most students, most of the time, function without the threat of rules hanging over their head. But for those who repeatedly and willfully disrupt the learning environment and are not responding to the discipline plan, the following actions will be taken.

This is what will happen if you are sent to the principal’s office by a teacher:

- 1st Offense.....Conference with student and possible parent notification
- 2nd OffenseDetention, report to parent or corporal punishment
- 3rd Offense.....One day of suspension or one day of ISD
- 4th Offense.....Three days of suspension or three days of ISD
- 5th Offense or More.....Longer suspension or longer ISD

Severe Clause

If a student willfully hurts another student, uses foul language, or any other severe offense, immediate action will be taken, which may include suspension or assignment to ISD.

The principal has the authority to bypass any of these and go to the next step depending on the severity of the offense.

Misbehavior by a student requires judgment on the part of the teacher or administrator in determining the appropriate disciplinary action to be taken. Positive reinforcement for appropriate behavior is used in any effort to reward desired student behavior and curtail disruptive behavior. Inappropriate behavior is met with discipline that fits the situation as nearly as possible. For instance a student caught chewing gum may be kept in at noon or after school to scrape gum from under seats and furniture. Students being disruptive in the cafeteria may be required to do clean up duty in the cafeteria during noon, etc.

Corporal punishment shall be added to the list of remedial or corrective actions, which may be considered by school personnel.

Parents must come to Hobart Middle School and sign the corporal punishment exemption form if they do not want their child to be paddled.

Offenses for Which Punishment is Suspension

The principal shall have authority to suspend any student who is guilty of any of the following acts while in attendance at school, in transit to or from school, at any school function authorized by the school district, or when present on any facility under the control of the school district.

- A student engaging in immorality or profanity.
- A student in violation of written school rules, regulations or policies.
- A student in possession of, threat of use, or use of a dangerous weapon, as defined by the State Statute.
- A student in act of assault and battery.
- A student in possession of any narcotic drug, stimulant, barbiturate or alcohol.
- A student engaging in conduct which jeopardizes the safety of students, teachers, or other officials.
- A student engaging in conduct calculated to disrupt the academic atmosphere of the school.
- A student caught truant.
- A student willfully fighting.
- A student encouraging others to fight by pushing, making false statement, etc.
- A student in possession of missing or stolen property if the property was reasonably suspected to have been taken from a student, a school employee, or during a school activity.
- A student in possession of a firearm shall result in out-of-school suspension for not less than one year.

When the principal has determined that a student is guilty, he may suspend said student from school. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun Free School Act which provides suspension for up to one calendar year or longer.

Students suspended from school will be given their schoolwork to complete. Parents/legal guardians, etc., must come by the office and pick it up. Full credit will be given for work completed satisfactorily and turned in before the student returns or on the day he/she returns to school.

Such student suspended shall have the right to appeal the decision of the principal to the Board of Education. Such student shall give notice in writing to the superintendent within ten days of his/her appeal to the Board of Education. The superintendent shall notify the Board of Education immediately, which shall, as soon as possible, conduct a full investigation of the matter and determine the guilt or innocence of the student. The decision of the Board of Education shall be final.

The Board of Education shall publish the results of the investigation for which punishment is suspension. A copy of such offenses and regulations shall be posted on a bulletin board, located at each school (Section 8 C approved 9/5/89).

Bus Behavior and Discipline Plan

The school bus driver is the authority of the passengers on the bus. All students in our school system who ride a bus are subject to the following regulations:

- Students need to leave home early enough to arrive at the bus stop on time.
- Students need to wait for the bus in a safe place, well off the roadway.
- Students need to enter the bus in an orderly manner and take a seat.
- Students need to follow the instructions of the school bus driver.
- Students need to remain in their seat while the bus is in motion.
- Students need to keep their head and arms inside the bus at all times.
- Students need to keep the aisles clear at all times.
- Students need to remain quiet and orderly while on the bus.
- Students need to be courteous to the school bus driver and fellow passengers.
- Students need to be alert to traffic when leaving the bus.
- Students are urged to be respectful of school property. Destruction of property (ex. damage to school bus seat) will result in punishment and replacement of damaged items.

It is the responsibility of the bus driver to report violators of the above safety regulations to the appropriate principal. The principal will take the following actions:

- 1st OffenseConference with student and possible detention
- 2nd OffenseConference with student, report to parents by phone or writing
- 3rd Offense.....Automatic suspension of riding privileges for an amount of time and report to parents

In severe cases this sequence may not be followed. Kenneth O’Neal Middle School hopes you see the policy as a reflection of our interest in the safety and well being of our students.

Alcohol, Drugs, and Tobacco Use by Students

It is the policy of this school district that no student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine, or other intoxication liquor, or possess, use or transmit drug paraphernalia or counterfeit drugs; or possess, use, transmit or be under the influence of other chemicals or products with the intention of bringing about a state of exhilaration or euphoria, or of otherwise altering the student’s mood or behavior.

This policy shall apply to all students before, during and after school hours, at school, in any school building, and on any school premises; in any school owned vehicle or in any other school

approved vehicle used to transport student to property at any school sponsored or school approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.

Teaching about Drugs, Alcohol, and Tobacco

It is the goal of the Hobart Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco, so that students will be better able to make intelligent choices based on facts. The objectives of this program are: (Section 8 E Approved 9/5/89)

- To create an awareness of the drug problem, including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.
- To inform students of the effects of narcotics, sedatives, hallucinogens, and other drugs.
- To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.
- To encourage students to adopt appropriate attitudes toward pain, stress, and discomfort.
- To understand the need for seeking professional advice in dealing with programs related to physical and mental health.
- To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.

Drug-Free Schools Policy

It is the policy of the Hobart Board of Education that all students and employees of the school district be made aware of the board's intention to maintain a drug-free environment.

Students and employees who possess, use, or distribute illicit drugs including anabolic steroids or alcohol shall be subject to disciplinary action. Such disciplinary action may include long-term suspension of student and employment termination for employees. In addition to suspension and/or termination, students and employees are subject to referral for prosecution under applicable laws.

Various state and federal laws impose severe penalties for the use, possession, or sale of illicit drugs. The Federal Controlled Substance Act, 21 United States Code Annotated (USCA), and the comprehensive Drug Abuse and Control Act of 1970, 21 USCA, Section 848, provides federal sanctions and Uniform Controlled Dangerous Substances Act, Oklahoma Statutes, Title 63, Section s2/101, and others plus various criminal statutes provide state sanctions.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without intervention. Using a drug just "one time" predisposes a person to try to it again because that person has apparently violated a taboo with impunity. For addition health hazards associated with drug or alcohol use, please refer to the school district's drug education curriculum and to district policy FFG, Teaching About Drugs, Alcohol and Tobacco.

Any student or employee of Hobart Public School District who believes that he/she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please contact the school district’s principals or counselors (References: Public Law 10-226, 710 OS 1210,221 et seq).

Discipline Sanctions for Tobacco, Electronic Cigarettes, Vapor Devices, Drugs, and Alcohol

If a student is found violating the standard of conduct as it relates to tobacco, electronic cigarettes, alcohol, and drugs, the following steps outline the usual disciplinary actions which will occur. Building principals have the inherent responsibility to use discernment based on the circumstances and severity of the incident. Counseling is recommended beginning with first offense. If substance is not found nor ingestion observed but the student is suspected to be under the influence of a controlled usage substance, parents will be notified to pick up the student immediately.

Tobacco, Electronic Cigarette, and Vapor Devices Products

- 1st Offense.....Three days ISD
- 2nd OffenseFive days of ISD
- 3rd Offense..... Three days of suspension
- 4th Offense.....Suspension for remainder of semester or minimum of 10 days

Controlled Usage Substances / Prescription Medication

- 1st Offense Warning, parent notification and suspension
- 2nd Offense Three days of suspension
- 3rd Offense.....Suspension for remainder of semester or minimum of 10 days

Alcohol and Illegal Drugs

- 1st Offense Parent and law official notified and eight days of suspension
Three days of suspension w/ approved counseling
- 2nd Offense Parent and law official notified and
Remainder of school year suspension

When the action is “suspension for the remainder of the semester” and the remainder of the semester is ten days or less, suspension for the remainder of the year will be imposed.

Infraction in conjunction with school sponsored activity and/or organized event; the student shall not be allowed to participate during the term of time in which disciplinary action is occurring.

School counselors shall maintain a list of available counseling services and make such list available to students, parent, and employees. In addition, school counselors shall maintain and make available for the school's curriculum plan for the teaching of the legal, social, and health consequences of tobacco, drug, and alcohol use, as well as information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

Weapons

It is the policy of the Hobart Board of Education that possession of dangerous instruments or weapons on school property, at any school sponsored function, in any personal vehicle parked on school premises, or while in any school bus or vehicle used by the school to transportation of students or teachers is forbidden. Students may not handle, transmit, or carry upon their person or in any portfolio or purse any dangerous instruments or weapons.

Dangerous instruments or weapons include, but are not limited to firearms (including BB guns, pellet guns, revolvers, loaded canes), fireworks, explosives, knives with a blade which opens automatically by hand pressure applied to a button, spring or other devise in the handle, razors, clubs (blackjack), chains, metal knuckles, glass containers, other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person.

Students found to be in violation of this policy will be suspended and the police will be notified. Individuals in possession of weapons and those having brought such weapons onto school premises will be disciplined in the same manner. Bringing a weapon to school and the possession of weapons at school constitute grounds for long term suspension. Suspension for the first offense will be for the remainder of the semester (Reference 20 OS, 1280.1: Cross-Reference Policy FNC, Student Conduct, Policy FNF, Search of Students, Policy FNFB, Inspection of Student Lockers, Policy FOD, Suspension of Students, and Policy FOOD, Student Discipline, Out-of School Actions).

“School property” means publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.

For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training course.

21 OS, 1280.0 provides that any person violating this statute, upon conviction, will be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000.00), and imprisonment for not more than one year.

Hazing

House Bill 1906 prohibits hazing by any student organization or any person associated with any organization sanctioned or authorized by any governing board of any public or private school or institution of higher education.

Sexual Harassment

Conduct of sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or pushing against. Also, this conduct includes comments regarding physical or personality characteristics of a sexual nature; and sexually oriented kidding, teasing and jokes.

Consequences

- 1st Offense Warning and possible detention
- 2nd Offense One day of suspension
- 3rd Offense..... Three days of suspension
- 4th Offense..... Ten days of suspension or remainder of semester

Hobart Board of Education/FNCGA Bullying/Threatening Behavior

Bullying is not tolerated at Hobart Middle School. School is to be a safe place for learning for all who enter the doors each day.

Bullying is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative education or physical results for the targeted individual or group and is communicated in such a way to distract or interfere with the school's education mission or the education of any student.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

- The student will be referred immediately to a site administrator or his/her designee for intervention.
- The administrator will gather and evaluate incident information and either document the incident and place the student on a five day probationary period or implement the following intervention procedure:
- The student will be subject to an immediate suspension from school for a minimum of three days.
- The student's parents/legal guardians will be notified.
- The Hobart Police Department will be notified.
- A mandatory conference will be held with the parents/legal guardians, student, school officials, and other as deemed necessary. "Others" may include, but not be limited to the

following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare. The conference shall take place as soon as possible.

- The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's return to school.
- A conference shall be held with the site school counselor, an administrator, and the student prior to the student's return to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester (OSSBA Policy Services F0-RA).

Gun-Free Schools

It is the policy of this school district to comply fully with the Gun-Free Schools Act. Firearms are defined in Title 18 of the United States Code, Section 921, as: 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; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or 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 released only to the proper legal authorities.

- Any student in this school district 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 full calendar year.
- Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Hobart Board of Education, 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 or transportation of students or teachers an 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 other device in the handle of the knife, blackjack, loaded can, Billy club, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates Section 2 of this policy will be subject to 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 or 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.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

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 Hobart Board of Education at its next meeting (Reference 18 USC 921, 21 OS 12800.1, Cross-Reference Policy FNCG, Weapons, Policy FOD, Suspension of Students, Policy FOD-R, Suspension of Students, Regulation, Policy FODEA, student Discipline procedures for handicapped Students and Policy FODEB, Suspension of Disabled Students).

The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsion imposed under the policy, including the name of the school, the number of students expelled from the school, and the type of weapons concerned.

In-School Detention

Students who are in jeopardy of being suspended from the regular school program may be assigned to the in-school detention center, provided the infraction they have committed is not considered damaging to persons or property.

Most infractions of school rules will still require out of school suspension or expulsion. A student may, however, be assigned to the in-school detention center for such infractions as excessive tardiness, truancy, disrespect, continued minor misbehavior problems, class disruption by the attention seeker, etc.

The in-school program will be a highly structured class situation with the emphasis being placed on intensive student work. Admittance to the program will be the last step before expulsion from school. It will be used only after all other avenues of discipline have been explored and tested. It will be up to the principal to determine if an alternative measure is needed and for how long. Records will be kept of past offenses to help determine what steps need to be taken with each student.

General Guidelines for In-School Detention

The following guidelines will be enforced in in-school detention.

- Assignment to the detention center will involve total isolation both from the student body and others in the center. Each student will have his/her own designated work area.
- Students will be escorted to and from the restrooms.
- Students will be escorted to and from the cafeteria at a time set by the principal.

- Any assignments not completed on time or to the satisfaction of the in-school supervisor may result in an additional day of detention. Work completed by students in the center will be placed in the teachers' mailboxes by the supervisor.
- There will be no excused absences unless the student has a doctor's written excuse. If the student is absent, he will have another day in the center.
- The student in the detention center will not be allowed to participate in any extra-curricular activities, including assemblies or other programs.
- If a student needs individual help from a teacher, a note will be sent to the teacher stating the student's needs. The teacher should return the note stating the time and place for the meeting.
- Parents will be contacted if a student is assigned to the detention center. Students must report to ISD by 8:05 a.m.
- A student assigned to ISD is ineligible to participate in any school sponsored activity during the day or evening hours.
- The number of days assigned in ISD will be determined by the administrator, depending upon the offense and the student's previous disciplinary and/or attendance record.
- The minimum assignment will be extended indefinitely if progress is not shown.
- If a short-term assignment is extended because of the lack of progress, and sufficient evidence indicates that the student will not make progress in the near future, another alternative may be selected by the administrator.
- A student assigned to ISD will be under supervision from the time he arrives on school property until he leaves.
- Tardiness to ISD will be treated as tardiness to the regular classroom.

Placement in ISD

Placement in ISD may result from the following, but not limited to, list of examples of offenses.

- Disrespect to any adult (Teacher, Substitute, Teacher's Aide, Secretary, etc.)
- Creating a disturbance in a classroom or hallway.
- Disobeying a teacher or administrator willfully and openly.
- Use of profanity or vulgar language or expression.
- Fighting
- Truancy and/or chronic tardiness.
- Inciting, encouraging, promoting, or participating in attempts to interfere with the normal education process.
- Showing disrespect for school property or causing damage to school property.
- Violating the rules and/or regulations of the school.

Placement of students in the ISD will be the decision of the school administrator. Classroom teachers and/or counselors may make referrals.

Rules While in ISD

The following rules will be enforced in ISD:

- A student will not be permitted to wear head gear of any kind.

- A student will not be permitted to talk to other students in ISD.
- A student is not permitted to ask what time it is.
- A student will not be permitted to sleep.
- A student will not be permitted to lay their head down.
- A student will not be permitted to sit sideways in their chair, sit their chair sideways in the cubicle, or lean back in their chair.
- A student will not be permitted to bring gum, candy, or drinks to ISD.
- A student may get the attention of the supervisor by only raising their hand.
- A student is required to bring a pencil and paper.
- A student is required to take their entire books home every day. All work assigned to the student while in ISD will remain on their desk.

An infraction of the above rules will result in more time in ISD

The supervisor is available to help the student with their assignments. The students will be given three bathroom/drink breaks at 10:00 a.m., 12:00 p.m. and 2:00 p.m. The students will line up for the breaks and be escorted. The cubicles will be inspected at the end of the day. If a student runs out of work, there is extra work in ISD. The students are required to work while in ISD. If needed, a parent/legal guardian may be asked to sit with their student in ISD.

Pep Assemblies

Fall, winter, and spring sports will have one major pep assembly during their season starts. The number of pep assemblies is limited so that the amount of instructional time missed is kept to a minimum.

Competitive Athletics and Extracurricular Activities

Hobart Middle School students enrolled and participating in competitive sports and other extracurricular activities are subject to the rules and regulation of the Oklahoma Secondary Activities Association. A copy of these rules and regulation is on file in the office of the principal.

Activities outside the classroom can become an integral part of a student's school experience. They are an elective and can be removed if a student is not passing or testing on grade level in order to add remediation classes as needed. Coaches will be signing students in to the athletic period. Athletes must participate in two sports to participate in the athletic hour. Athletes are given the opportunity to participate after school if they do not receive the athletic period. Students are urged to seek the advice of their parents before committing to activities, as support from home is vital to success in school and related activities.

Student Activities Eligibility Regulations

In accordance with the policy of the Hobart Board of Education, the following regulations shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules, one through thirteen, state that a student is eligible:

- If the student will not be nineteen years of age before September 1st
- If the student has attended classes 90% of the time for the current semester.
- If the student is passing all subjects in which enrolled and passed five solid credit subjects the preceding semester.
- If the student has not been disqualified from a contest because of unsportsmanlike conduct or a flagrant foul, or is under school discipline. The principal may reinstate a student following a conference and after a written report of details and action taken has been filed with the OSSAA.
- If the student has not participated in a contest where professionalism is being practiced or cash or merchandise prizes were offered, given, or paid to individuals or to the team.
- If the student has not participated in a contest under an assumed name.
- If the student has not attended school eight semesters in grades nine through twelfth.
- If the student has not participated in the sport four seasons, or had had three seasons of opportunity in the sport after attending two semesters in the ninth grade.
- If the student's parent/legal guardian are bona fide residents of this high school district.
- If the student had not participated in organized practice or a game of football or basketball before the season opens or after the season closes.
- If the student has on file, in the principal's or authorized director's office, a physician's and parent/legal guardian's certificate for the present school year.
- If the student does not belong to a fraternity, sorority, or secret society in violation of the State Law of Oklahoma other regulations of the local board of education.

There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information. (Adoption Date 9/6/94)

To be eligible to participate in activities, a student must be passing in all classes. The student must be attending classes at least 90% of the time. This applies to all students in any school sponsored activity (basketball, FFA, FHA, music, etc.).

Any student who reaches his/her nineteenth birthday before September 1st will not be eligible in athletic contests or in any activity. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of activity must have the absence accounted for prior to being eligible. If the absence is considered and unexcused by the administration, the student must attend at least one day of school and satisfy the requirements before becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. A student will not be allowed to participate in any school related extracurricular activities (athletics, band, stock shows, academic bowls, etc.) during any week (Sunday through Saturday) in which the student has served out-of-school suspension as a form of disciplinary action. Fans, school personnel, and students must conduct themselves in true

sportsmanship manner. Any student participating in a contest will not be permitted to play the next game if the student was ejected from the game. A second offense will automatically disqualify that student from that sport for the rest of the season. (Adoption Date 9/6/94)

Policy for Children/Students and Spectators at School Activities

Spectator support is an important factor in extra-curricular student activities. The faculty and administration promote the involvement of family, friends, and community members in the encouragement of students through attendance at activities.

Unsupervised young children present problems at any activity. By their nature children are curious and in need of adult supervision.

Goals of the Policy

- To teach all students acceptable conduct at public events.
- To promote the safety of students and spectators
- To encourage acceptable behavior and control disruptive behavior.
- To prevent interference with the extra-curricular activity.
- To avoid problems with visitors to the event.
- To create awareness of the problem and seek increased support from parents.
- To hinder potential conflicts between older and younger students.

Guidelines

- In order to gain admittance to the activity, any child/student spectator, third grade or younger, must be accompanied by parent/legal guardian or an adult (18 or older) who will accept responsibility for the minor child.
- Children/students, spectators are expected to stay in the stands/bleachers and off the rails, field, and court, unless going to or from the concession stand or restroom
- The visitor's area, practice football field, area around the field house, end zones, and basketball court are off limits to children and students except activity participants.
- Treat all visitors with respect.
- Students cannot hang out in the lobby at any time. Students must be in the stands, buying something, or going to the restroom.

Admittance

- Students must show an athletic card or pay to get in
- If you leave the game, you must pay to get back in, even if you have an athletic card.

The school district strives to provide reasonable supervision of activities in progress with and administrator or designee present. The local police provide emergency back-up and volunteer auxiliary support. Students will be made aware of this policy each year, and a copy will be sent home to parents/legal guardians. For those children or students choosing to disregard the guidelines, the following consequences have been established:

Consequences

- 1st Offense.....Verbal warning
- 2nd OffenseSuspension from next two home events,
even if the offender is scheduled participant.
Parents/legal guardians will be notified in writing.
- 3rd Offense.....Suspension from remainder of the sports season,
even if the offender is scheduled participant.
Parents/legal guardians will be notified in writing.

Severity clause: previous steps may be bypassed in situations involving severe misbehavior. (Hobart Board of Education – FR-R, Student Activities Eligibility – Regulations)

Internet Policy

Staff and student, must attend an orientation, which will address the issues of appropriate use of the school network, Internet, copyright laws Internet etiquette, and fees (if any) incurred during the use of the services. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district.

Violation of the Internet/computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint of inappropriate use of the networks, user privileges will be suspended.

The district shall not be liable for users’ inappropriate use of electronic communication resources or violations of copyright restrictions, users’ mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. (Reference 21 OS #1040.75, #1040.76, Cross-Reference Policy DOBC, Disciplinary Procedures, Certified Employees, Policy EFBC, Computer Use, Policy EFEA, Using Copyrighted Materials, and Policy FO, Student Discipline)

Code of Conduct for Internet and Other Computer Network Access

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. Hobart's Policy EFBCA-R represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Messages should not be abusive to others.
- Take pride in communications. Check spelling and grammar.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
- Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
- Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
- Do not disguise the point of origin or transmission of electronic mail.
- Do not send messages that contain false, malicious, or misleading information, which may be injurious to a person or a person's property.
- Illegal activities are strictly prohibited.
- The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
- No charges for services, products, or information are to be incurred with appropriate permission.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Users shall respect the privacy of others and not read the mail or files of other without their permission. Copyright and licensing laws will not be intentionally violated.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks, which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
- Report security problems to the supervising teacher or systems administrator.

Violators of this policy shall hold the district, including its employees and agents harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

Wireless Telecommunication Devices -FNG

It is the policy of the Hobart Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior consent of both the student's parent/legal guardian and the principal or the superintendent.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to the following disciplinary action: warning with parent notification. (Reference 70 OS 24-101.1, ET SEQ, 70 OS 24-102, Cross-Reference Policy FO, Student discipline, Adoption Date 9/5/89)

Rules

Unauthorized use of cell phones/wireless devices will be reason for disciplinary action. Wireless communication devices will be confiscated if found to be in the student's possession during the school day without permission. These will be released only to the parent/guardian or student at the end of the school day.

Cell phones have become a problem by interrupting the educational process. Cell Phones will not be tolerated during the school day.

- 1st offense -----Warning
- 2nd offense-----Confiscation and parent notification
- 3rd offense-----Confiscation and after school detention

Parents/legal guardians desiring their child to carry a wireless telecommunication device must physically come to Kenneth O'Neal Middle School and sign a permission form. In that instance, the device will be expected to be turned off during the school day until 3:10pm.

Student Safety

If a student has concern about his/her safety or that of their friends, or know of a threat to their school, they are asked to call toll free – 1-877-SAFE-CALL or 1-877-723-3225. This is a free call in all seventy-seven counties. All calls are anonymous and confidential.

This Confidential School Safety Hotline is a service of the Oklahoma State Department of Education.

Policy Notification

It is the policy of the Hobart Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admission, educational services, financial aid, and employment.

Inquires concerning application of this policy may be referred to:

Mr. Mark Harmon
Compliance Coordinator
Hobart High School
400 N. Jefferson
Hobart, OK 73651
(580)-726-5611

Board Policies

The following are Hobart Board of Education Policies as related to student conduct before, during, and after school hours; in any school building and on any school premises; in any school owned vehicle or in any other school approved vehicle used to transport students to and from school and school activities; off school property at any school sponsored or school approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.

Reporting students under the influence of or possessing intoxicating beverages or controlled dangerous substance: It shall be the policy of the Hobart Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or said student has in his/her possession non-intoxicating beverages, alcoholic beverages, or controlled dangerous substance should report said student.

As state law now defines the above, teachers shall immediately notify the principal or hi/her designee of such suspicions. The principal shall immediately notify the superintendent of school, and a parent/legal guardian of said student of the matter (Reference OS. Title up Section 133).

Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Every teacher employed by the Hobart Board of Education, who as reasonable cause to suspect that a student is under the influence of, or has in his/her, possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, and who reports such information to the appropriate school officials, shall be immune from all civil liability (Reference OS. Title 70 Section 24-1321).

Hobart Family Education Rights and Privacy Act (FERPA)

As required by the Federal Family Educational Rights and Privacy Act (FERPA), the Hobart Board of Education has adopted a student records policy and procedure. Parents/legal guardians and eligible students should be advised of their rights under the FERPA and this policy.

- Parents/legal guardians and eligible students have the right to inspect and review the student's education records.
- Hobart School District shall limit the disclosure of information contained in the student's education record except: by the prior written consent of the student's parent/legal guardian or the eligible student, and as directory information.
 - Directory information has been identified as the following:
 - Student's name and address.
 - Name of student's parent.
 - Student's date of birth.
 - Student's class designation (i.e. 1st grade, 10th grade).
 - Student's extracurricular participation.
 - Student's achievement awards or honors.
 - Student's weight and height, if a member of an athletic team.
 - Student's photograph.
 - Student's previous school or school district.
 - Student's date of attendance (i.e. school years of attendance).
 - Student's electronic mail address.
- A student's parent/legal guardian or an eligible student has the right to seek to correct parts of the student's education record, which he/she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed, if the district has decided not to alter it according to the parent/legal guardian or eligible student's request.
- A person has the right to file a complaint with the Department of Health, Education, and Welfare if the Hobart School District violates the FERPA Act.
 - This address is:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
Room 4511, Switzer Building
Washington, DC 20202
(202)732-2058
- A person has the right to be informed about FERPA rights.
- A student's parent/legal guardian or an eligible student can request, in person or in writing, a copy of this policy form the superintendent of schools in the administration office:
- This address is:

Hobart Public Schools
P.O. Box 899
321 N. Jefferson
Hobart, OK 73651

The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language.

All rights and protections given parents/legal guardians under the FERPA Act, and this policy transfers to the student when he/she reaches age 18 or enrolls in a post-secondary school. The student then becomes and “eligible student.”

Procedure to Inspect Education Records

The parent/legal guardian of a student or an eligible student may inspect the student’s education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records.

Since a student’s records may be maintained in several locations, the school principal will offer to collect copies of records or the records themselves from other locations other than the student’s school, so they may be inspected at one site. However, if a parent/legal guardian or eligible student wishes to inspect records where they are maintained, the school principal will make every effort to accommodate their wishes.

The parent/legal guardian or eligible student should submit to the student’s principal a written request, which identifies, as precisely as possible, the record or records he/she wishes to inspect. The principal or record custodian will make the needed arrangements as promptly as possible and notify the parent/legal guardian or eligible student of the time and place where the records may be inspected. This procedure must be completed within forty-five days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location site, or health, a parent/legal guardian or eligible student cannot personally inspect and review a student’s educational record, the school district will arrange for the parent/legal guardian or eligible student to obtain copies of the record.

Parents Right to Know Provision (NCLB)

Important Title I Notice to Parents

If the school district receives Title I funds, the No Child Left Behind Act (NCLB) requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

Class Sponsors for 2020-2021

- 8th Grade..... Richard Carney
Kim Anderson
- 7th Grade..... Kenda Reeves
Christel Funkhouser
- 6th Grade.....LaJeanna Hoyle
Brett Barnett

Closing

Since public schools are a concern of practically every citizen, they are also a prime target for a great deal of criticism.

Undoubtedly, some criticism is justified. However, most criticism stems from a lack of knowledge and understanding of the program of instruction to schools. It is the responsibility of parents who have children to understand the programs and policies so that they may help to eliminate misunderstanding.

If you have a concern that your child is not being dealt with in a fair and/or appropriate manner, you are asked to observe the following procedures that are standard in any school district:

- Check with the teacher in an effort to find out what is going on and to resolve the conflict.
- If you feel that you have not gotten any satisfaction from the teacher, you should immediately contact the principal for his help in the matter.
- If you feel that you have not gotten any satisfaction from the principal, you should immediately contact the superintendent for help in the matter.

If you have questions in regard to some phase of school operation, please check with the school. We shall be pleased to discuss any concern or question with you. We seek your active interest and involvement in the education of your child.