

HARRAH HIGH SCHOOL SECTION
DISTRICT OF CHAMPIONS

NOTICE OF NON-DISCRIMINATION

The Harrah Public School District does not discriminate on the basis of disability, race, color, religion, national origin, sex, age or veteran status in its programs and activities and provides equal access to the Girl Scouts, Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title: Director of Special Services
Responsibilities: He/She handles concerns and complaints regarding race, color, national origin, sex or age for students, employees, and others, handles disability issues related to students. Also, non-student related disability issues are addressed through this office.
Address: 20670 Walker Street
Harrah, Oklahoma 73045
Phone No.: 405-347-2820
Email: grievance@harrahschools.com

Should individuals wish to file a complaint directly with the Office of Civil Rights (OCR), they may do so at the following information:

U.S. Department of Education, Office of Civil Rights
One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, Missouri 64106-2106
Telephone: (816) 268-0550 Fax: (816) 268-0599
TTY: (877) 521-2172 Email: OCR.KansasCity@ed.gov

NOTICES

“Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.” Oklahoma Statute 70-24-102

“Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.” Oklahoma Statute 70-24-100.4

“Except as provided in subsection E of this section, whenever a person over fourteen (14) years of age and under eighteen (18) years of age, who has a driver license or permit issued by the Department of Public Safety, withdraws from school, the attendance officer shall notify the Department of Public Safety of such withdrawal through a documentation of enrollment status form. Within fifteen (15) working days of the receipt of such notice, the Department of Public

Safety shall provide written notice to the person, by first class, postage prepaid mail, that the license of the person will be canceled thirty (30) days following the date the notice to the person was sent, unless documentation of compliance with the provisions of this section is received by the Department of Public Safety before such time. After the thirty-day period, the Department of Public Safety shall cancel the driving privileges of the person.” Oklahoma Statute 47-6-107.3.D.2-3

SCHOOL DAY

The school day will begin at 8:05 a.m. The school day will end at 3:00 p.m. The schedule will be as follows:

7:40 am to 8:05 am	Tutorial*
8:10 am to 9:05 am	1st Period
9:10 am to 10:00 am	2nd Period
10:05 am to 10:55am	3rd Period
10:55 am to 11:20 am	A Lunch
11:00 am to 11:50 am	B4th Period
11:25 am to 12:15pm	A4th Period
11:50 am to 12:15pm	B Lunch
12:20 pm to 1:10 pm	5th Period
1:15 pm to 2:05 pm	6th Period
2:10 pm to 3:00 pm	7th Period

*Students who have been absent or have make-up work must report to those classes during tutorial.

GRADUATION REQUIREMENTS

<u>Core Curriculum</u>	<u>2019 and 2020 Grad Year</u>
English	4 Units
Math	3 Units
Science	3 Units
American History	1 Unit
Okla. History	½ Unit
Government	½ Unit
World History	1 Unit
**The Arts	1 Unit
Computer Technology	1 Unit
Electives	<u>8 Units</u>
TOTAL	23 Units = 23 Credits

College Prep/Work Ready Curriculum**2019 and 2020 Grad Year**

English	4 Units
Math	3 Units (Alg I or higher)
Science	3 Units (1 Phy Sci, 1Bio, +1)
American History	1 Unit
Okla. History	½ Unit
Government	½ Unit
World History	1 Unit
Foreign Language (same) or Computer Technology	2 Units
*Additional Unit	1 Unit
**The Arts	1 Unit
Electives	<u>6 Units</u>
TOTAL	23 Units = 23 Credits

Distinguished Graduate Curriculum

- Requires 6 Pre-AP or AP courses & no semester grade lower than a “B”. Beginning with the Class of 2020 this will be determined by a student’s unweighted GPA.

	<u>2019 Grad Year</u>	<u>2020 Grad Year</u>
English	4 Units	4 Units
Math	4 Units (Algebra I or higher)	4 Units (Alg I or higher)
Science	4 Units (Lab Sciences)	4 Units (1 Phy Sci, 1Bio, +1)
American History	1 Unit	1 Unit
Oklahoma History	½ Unit	½ Unit
Government	½ Unit	½ Unit
World History	1 Unit	1 Unit
Non-required Social Studies	1 Unit	1 Unit
Foreign Language (Same) or Computer Technology	2 Units	2 Units
*Additional Unit	1 Unit	1 Unit
**The Arts	1 Unit	1 Unit
Electives	<u>3 Units</u>	<u>3 Units</u>
TOTAL	23 Units = 23 Credits	23 Units = 23 Credits

All students are required to take the ACT, any state required End of Instruction (EOI) exam, fulfill Financial Literacy course requirement in order to graduate.

***ADDITIONAL UNIT INCLUDES:**

Math, Science, English, History or Foreign Language or Computer Technology or Vo-Tech Course or Concurrent Enrollment or AP Course.

****THE ARTS INCLUDES:**

Art Classes, Band, Choir, Show Choir, Speech, Play Production, Debate, Housing/Parenting, Desktop Publishing, Ceramics, Sculpting, History of Film & Debate, Graphic Arts, and Ag. Communication

PRE-CALCULUS, ALGEBRA III, PRE-AP, AND AP COURSES:

The above course will use the weighted GPA scale as follows: A= 5.0, B=4.0, C=3.0, D=1.0, F=0.0

The Advanced Placement Program (AP) allows students to pursue college-level studies while still in high school. Students experience a rigorous, college-level curriculum and have the chance to earn credit, placement, or both for college.

The Valedictorians shall be selected from the students earning a Distinguished Diploma. The students with the highest grade point average shall be declared as Valedictorians. The grade point will be determined by carrying out the average to the nearest one thousandth. The grade point average will be determined at the conclusion of the 1st semester block of the graduating senior.

- A committee appointed by the high school principal composed of one administrator, one counselor, and one teacher will review any special problems that may arise.

SCHEDULE CHANGES

If it seems necessary for a student to drop or change a subject, the following rules will apply:

- * Student should have a conference with the counselor first to see if the change is advisable.
- * If the counselor approves, he/she should discuss the change with his/her parents.
- * The student must fill out an Add and Drop form.
- * No subject will be dropped after the first five (5) school days.

SEMESTER EXAMS

At the close of each semester, exams will be given in all classes at Harrah High School. The principal will post a schedule for testing. All students will take these examinations. A student may be exempt from the semester test if he/she has met one of the following criteria:

Grade = A: has been absent* from class 4 or less times in a semester and no more than 4 tardies.

Grade = B: has been absent* from class 3 or less times in a semester and no more than 4 tardies.

Final exams will be given only at the time designated by the administration. In the case of illness or extreme emergency, the exam will be given after the exam schedule has been completed.

*Includes all excused absences (doctor's notes, funerals, administratively excused), unexcused absences (no parent call, or parent call for other reason not administratively excused), and medical absence (parent call indicating illness or medical reason without doctor's note)

GRADUATION EXERCISES

Graduation exercises will be held at the end of each year for high school seniors only. In order for a student to participate in graduation exercises, he/she must have twenty-two (22) out of twenty-three (23) credits and fulfilled all other obligations. A diploma will not be granted until the student has met the twenty-three (23) credit minimum requirement. The following guidelines have been adopted by the Harrah Board of Education for graduation ceremonies at Harrah High School:

1. Boys shall wear a dress shirt, tie, and dress pants beneath the graduation gown.
2. Girls shall wear a dress or dress pants beneath the graduation gown.
3. Both boys and girls shall wear appropriate dress shoes at the graduation ceremony.
4. Any graduating senior who chooses not to dress as required above will not be allowed to participate in the graduation ceremony.
5. Choosing not to participate in the graduation ceremony will in no way affect the receipt

- of a graduating senior diploma. Any graduating senior who chooses not to participate in the graduation ceremonies shall receive his/her diploma upon the completion of the normal procedure required of graduating seniors.
6. Only the top GPA Distinguished Diploma Graduates will have the option to speak at graduation.
 7. No beach balls or other inflated items will be allowed.

SATURDAY SCHOOL

Students have the option of attending saturday school and excusing prior absences and also work on missed/late assignments. Saturday school will run from 8:00am to 12:00am. Students will sign up in the main office the week prior to. All work completed at saturday school will be counted for no less than 60% credit by teachers. By completing one day of Saturday School, one unexcused absence will be changed to an excused absence. No banking of days is permitted.

OFF-CAMPUS EDUCATION REQUIREMENTS

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

Requirements for EOC enrollment:

- Senior or junior grade level
- Morning (1st – 3rd Hour) or afternoon session (5th – 7th hour)
- Completed EOC application
- Vocational assessment
- High school counselor approval
- Complete EOC required summer orientation
- Sophomores can enroll in Explorer during 1st and 2nd period or 6th and 7th period

CONCURRENT ENROLLMENT

Requirements for concurrent enrollment:

- Completed concurrent application and contract signed by high school counselor, parent(s)/guardian(s), and high school principal
- Meet all applicable high school graduation requirements
- Meet college admission standards
- College admission application with official high school transcript including ACT/SAT score
- Enrolled only in curricular areas/subjects with score of twenty-one (21) or higher for juniors and nineteen (19) or higher for seniors on ACT
- Enrolled in no more than six (6) hours of college coursework per semester unless approved by high school principal
- Provide own transportation (Some courses are offered via the distance learning lab; see a high school counselor for details.)
- The State of Oklahoma will pay the tuition for six (6) credit hours or less per semester for seniors; however, the student will be responsible for all books and fees. Juniors are responsible for all tuition costs, fees, and books.

ATTENDANCE

1. A student becomes the Harrah Public School District's responsibility as soon as the student boards a district bus or arrives on district property. Therefore, a parent/guardian or authorized individual must check the student out through the attendance office before the student can leave campus for any reason. To be checked out for lunch, the parent or guardian must check the student out in person due to the closed campus policy adopted by the Harrah School Board.
2. A student must be present at least forty (40) minutes of a class period to be counted present for that period. If the student is more than ten (10) minutes late to class, it is an unexcused absence. A parent or guardian must contact the attendance office to request a change to unexcused absences or tardies.
3. Any student is considered truant when he/she leaves school without being officially checked out through the attendance office or when the student remains away from school without the school being notified and without the knowledge or consent of the student's parent(s) or guardian(s).
4. Any student who fails to attend his or her class at the assigned time and spends the class period in some other area of the building or campus without proper authorization is considered truant and will be subject to disciplinary action.
5. One class period of truancy will result in one day of in-school restriction (ISR).
6. Students must not be absent more than nine (9) times per class per semester in order to receive credit in that class. This includes all absences (excused or unexcused), doctor visits included.
7. Students must not be absent more than ten (10) times per class per semester for school activities, excluding state and national levels of competition.
8. When a student is absent and the absence has been **excused** by the attendance office, the student will be allowed two days for each day missed to make up schoolwork.
9. Parents/guardians must call when their student is absent from school.
10. Students will not be allowed to make up assignments for unexcused absences.
11. Notes or documentation from appointments must be turned in within ten (10) school days of returning to school.
11. Parents will receive an automated notification if their student is absent or tardy.
12. Only academically eligible students and students that are in good standing regarding attendance will be allowed to receive an excused absence, with the submission of a ticket stub, for attending state athletic competitions in which Harrah High School is represented.

COLLEGE VISITS

College days for must be pre-arranged with the counseling office at least 2 weeks in advance. No college days will be permitted on semester test days. College visit absences must have prior approval through the counseling office.

TARDIES

1. A student is tardy when he/she arrives to school after the tardy bell has rung and before the first 10 minutes of class.
2. Students are allowed two (2) tardies per class per semester. The third unexcused tardy will result in four days of lunch detention that will last the entire lunch period. Each subsequent tardy will result in a four day lunch detention. After two (2) lunch detentions, three days of ISR will be assigned.

3. Discipline for unexcused tardies will start over each semester.
4. The high school principals reserve the right to adjust discipline as the situation dictates.

GENERAL POLICIES AND GUIDELINES

CELL PHONES AND ELECTRONIC DEVICES

Harrah High School students may possess a cellular telephone and electronic devices while on school premises. While on school premises students shall use proper etiquette and ensure their use of said device does not impede upon student learning. During class students are only allowed to use cellphones and other electronic devices under teacher direction for educational purposes. Students are not allowed to make calls, use camera, video, or recording functions/applications at any time during school unless under the specific direction/supervision of a teacher/administrator. Students needing to make a phone call must report to the office before placing the call.

Cell phones shall be turned off and out-of-sight in locations deemed “private areas.” “Private areas,” include, but are not limited to testing areas, restrooms, changing rooms, and locker rooms. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cellphone or any other electronic device out in a “private area” shall immediately report this behavior to a teacher or administrator.

Students found to be using any cell phone or other electronic device for any illegal purpose, violating privacy, sending or receiving personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or harassing or intimidating students or staff members shall be subject to discipline, and the device shall be confiscated and not returned until a parent conference has been held. Using a cellphone or any other electronic device for harassment purposes includes using a device’s features such as text, picture, social media, internet uploading and downloading, camera, and/or audio/video recording features. Students found using a phone for harassment purposes will not be allowed to carry any electronic device including a cellphone, and will face disciplinary action.

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by texting, sexting, emailing, and social media sites may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

School personnel have the authority to detain and search or authorize the search of any student when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored or authorized by the school upon reasonable suspicion that the student is improperly using a cell phone/electronic device. School personnel searching or authorizing the search of a student upon reasonable suspicion that the student is improperly using a cell phone/electrical device shall have the authority to remove the item from the student’s possession.

Students improperly using a cell phone/electronic device in violation of this policy shall be

subject to disciplinary consequences that includes, but not limited to*:

- Confiscation of device and picked up at the end of the school day
- Confiscation of device with parent/guardian required to obtain the device from administration
- Classroom consequences
- Lunch Detention
- ISR
- Out-of-school suspension
- Referral to Tri-City Youth and Family First Offenders' Program
- Criminal prosecution

***Administration and staff reserve the right to adjust consequences as needed.**

POSSESSION OR USE OF TOBACCO PRODUCTS

The use and/or possession of tobacco, tobacco-related products, or vapors are prohibited. This policy shall apply to all students before, during, and after school hours, in any school building, and/or any school premise; on 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 activities, or during any time when students are under the supervision of school personnel.

The penalty for this violation of this policy shall be:

1st offense --- 3 days suspension out of school

2nd offense --- 5 days suspension out of school

3rd offense --- 10 days suspension out of school

4th offense --- Suspension for the remainder of the semester

POSSESSION OR USE OF A DANGEROUS CONTROLLED SUBSTANCE, NARCOTIC, MARIJUANA, AND/ OR ALCOHOL*

Students are NOT to be in possession of, or under the influence of, a dangerous controlled substance, narcotic, alcohol and/or a dangerous weapon.

1st Offense – 45 day suspension and referral to Tri-City Youth and Family First Offenders' program.

2nd Offense – 90 day suspension.

3rd Offense – Suspended the remainder of current semester and all of the following semester.

WEAPONS-FREE SCHOOL*

Any student 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 may be removed from school for one full calendar year or longer.

***Administration reserves the right to adjust consequences as needed.**

DRESS AND GROOMING CODE

Any attire that disrupts the educational process and/or elevates concerns of maintaining a

safe school environment is prohibited. The student dress code applies at school, on school vehicles, and at school-sponsored or authorized activities. The principal will use his/her judgment in cases of questionable attire. Violations may result in disciplinary action. First offense will be a warning, and the student will change clothing, and a parent will be contacted. Each offense thereafter will result with the student being sent to ISR for the remainder of the day.

The following is inappropriate attire and is prohibited:

1. No shredded, tattered, or clothing with holes worn which exposes or would expose undergarments.
2. No biker-shorts, boxer shorts, flannel/pajama pants
3. No leggings, spandex or yoga pants, or any variant of tights will be allowed unless the aforementioned apparel are worn under shorts or skirts that meet the fingertip length requirement.
4. All shorts and skirts must be no shorter than fingertip length with shoulders and arms relaxed by your side.
5. NO SLEEVELESS SHIRTS ALLOWED, mesh shirts, any garment made of fishnet material, and outer garments that have the appearance of underwear, clothing that shows skin at the waist and/or chest, or clothing made of see-through material. Dresses that have straps are permissible; however, the straps must be at least two fingers in width.
6. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drugs, or tobacco, or carry connotations of immorality, vulgarity, obscenity, or nudity, or promotion of violence and/or gang/cult activity on any person or article of clothing, belt buckles, autos, jewelry, school materials, etc.
7. At all times students must wear shoes. House shoes are not permitted.
8. No headgear within the school buildings or classroom. *NO HATS, NO BANDANAS*
9. Apparel which is too tight or too loose, and/or revealing or does not cover undergarments.
10. Any known gang/cult related attire/colors or personal attire such as bandanas as headgear or in pockets, and sagging pants.
11. Jewelry or personal items that could cause harm to others. Absolutely no chains or spike/studded accessories.
12. No duster/long trench coats.
13. No costumes.
14. No blankets.

CLOSED CAMPUS

After arrival at school each day, high school students are not allowed to leave campus without properly checking out through the assistant principal's office. "Campus" is that area immediately surrounding the high school building property, and students are not allowed to go to the field house, baseball field, parking lot, etc. except for that time of day when the student is scheduled to be in those areas. Accessible areas for students outside of the classroom before, during, and after school are the cafeteria, courtyard, and forum. Students are not allowed south of the high school buildings. Students will eat lunch on campus. The Harrah schools recognize the pressing need for the safety and security for all students and have implemented a closed campus policy for all schools and students attending those schools. Any food or drink purchased outside the Harrah High School must be brought to the high school main office or attendance office by a parent or guardian to be checked. **A parent or guardian, in person, must check out students**

that are checking out during lunch. No phone calls for lunch check out will be accepted.

DRIVING

All students who drive a vehicle to school must register it with the attendance office. Each student who drives must have on file a copy of their license and tag number for each vehicle driven to school. All vehicles parked in student parking must have a parking permit issued by the school. Parking permits are available in the attendance office.

Students driving cars or any type of motor vehicle to school must have a valid driver's license. The vehicle must be parked properly in a designated space in the lot north of the gym when first arriving and not moved until school is dismissed in the afternoon. Any emergency for moving a vehicle must be approved through the office. Every driver is expected to obey all traffic and implied safety rules when on the parking lot or on the streets adjacent to the school. After arriving at school in the morning, students will not accept rides in cars or motor vehicles during the lunch period or at any time during the school hours without permission being granted at the principal's office. Students who do not follow these rules will face disciplinary action.

DRIVING TO SCHOOL IS A PRIVILEGE. DO NOT ABUSE IT. THERE WILL BE NO LOITERING IN THE PARKING LOT AT ANY TIME. LOITERING AT A VEHICLE MAY BE JUST CAUSE FOR A SEARCH.

DISCIPLINE

When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary action. A student's disciplinary history will be considered when assigning consequences. **All disciplinary decisions are at the discretion of the administration.**

IMMEDIATE REMOVAL

A student whose presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process may be immediately removed from school.

POSSIBLE INFRACTIONS

Listed below is an incomplete list of possible student conduct misbehaviors, which could result in lunch detention, ISR, suspension or expulsion. All conduct misbehaviors are subject to charges being filed with police.

- Cheating/plagiarizing
- Abuse (verbal, physical, or sexual) of student or staff
- Sexual harassment/misconduct
- Improper use of cell phone and/or electronic device during school
- Dress code violation
- Disorderly conduct on a district campus, bus, or rented venue (i.e. prom)
- Unprepared for class
- Hazing/bullying
- Inappropriate display of affection on campus

- Loitering/trespassing
- Obscene language(profanity) or material
- Possession and/or use of tobacco products, to include electronic or vapor cigarettes; alcohol; drugs or drug paraphernalia; weapons or replicas
- Gang associated clothing or activities
- Altering or destroying school records
- Fighting/violent outburst
- Forgery
- Harassment of students or school personnel
- School pranks
- Immoral or indecent behavior
- Insubordination/disrespect to faculty/staff
- Truancy (ditching class/school)
- Arson
- Assault and/or battery of another student or school personnel
- Blackmail
- Extortion, coercion
- False fire alarms and/or bomb threats
- Robbery, theft, or larceny of another person's' property or school property
- Tampering with fire alarms and equipment
- Vandalism (destroying/defacing school property)
- Gambling
- Reckless driving
- Possession and/or use of dangerous weapons/explosives (to include fireworks)
- Behavior detrimental to the educational process
- Commission of any act which would be a felony or crime of moral turpitude under state or federal law if committed by any adult
- Social media comments/pictures insinuating harm to individuals and/or to the school
- Excessive school policy violations

POSSIBLE CONSEQUENCES*

- Classroom discipline
- Before or after school classroom detention
- Parental contact
- Office referral
- Lunch detention – entire lunch period
- ISR
- Suspension – not allowed on school premises or school sponsored activities for duration of the suspension
- Referral to Tri-City Youth and Family Center First Offender program
- Referral to Alternative Education – student assigned to Harrah Alternative Education
- Expulsion – suspension lasting a semester or longer

***Administration reserves the right to adjust consequences as needed.**

SUSPENSIONS

Minimum time suspended is at the discretion of the school principal; however, the principal shall not suspend a student in excess of two weeks (ten school days) without first consulting the superintendent of schools. A student may be suspended for the remainder of the semester and the succeeding semester if the administration deems it advisable and in the best interest of the school as a whole. Suspended students may also lose certain school privileges including attendance at school sponsored events to include prom and graduation. Suspended students may have the right to appeal to the superintendent. Parents will be notified if a student is suspended. Students suspended for one to three days will receive 0% credit for assignments missed during the suspension. Students suspended for four to nine days will be provided assignments missed during the suspension and be able to receive a maximum of 70% credit on completed assignments. Students suspended for more than nine days will be placed on an education plan. This plan will cover the subjects in which they are currently enrolled. Students on an IEP will continue to receive service and will not be academically punished during his or her suspension. A parent/guardian or designated representative are responsible for picking up the student's assignments.

STORM ALERT

Faculty, staff and students at the high school will go to the safe rooms or gymnasium. Teachers will escort their classes to their assigned areas in safe rooms or gymnasium dressing rooms while maintaining accountability.

FIRE ALERT

Students in the high school will evacuate the building according to the diagram posted in each room (i.e., nearest exit).

Teachers will take their classes at least one hundred feet from the building and call roll to insure student safety. Students not in their room (library, office, hall, etc.) should find their teacher upon evacuating the building.

EXTRACURRICULAR ACTIVITIES

In order for a student to compete with other schools in any extracurricular activities, he/she must meet and maintain eligibility requirements adopted by the Harrah Board of Education. Eligibility is defined as maintaining a minimum of 90% attendance and 60% grade average in enrolled classes. Any student who is ejected from a contest for poor sportsmanship or whose conduct is an embarrassment to the school will be immediately suspended from further participation until such time he/she is reinstated by the administration.

ACTIVITY TRIPS

Students will go and return in the school bus or school transportation provided. Special arrangements may be made in advance with the principal or sponsor for the students to return from the activity with their parents. School regulations are in force during such trips. Sponsors must turn in a list of all students attending the activity to the attendance office.

CLASS OFFICERS

Officers and members of the student council will be elected according to the student council constitution. The council is the students' governing body. It deals with the assemblies, social activities, student behavior, and student welfare of Harrah High School.

Class sponsors will conduct class elections for class officers between May 1st and September 1st. Class sponsors will accept candidates for a one week period followed by one week of campaigning. Elections will be held on the Friday of the campaign week. Students may only run for one position. Votes will be tallied by the administration.

HARRAH HIGH SCHOOL QUEENS

The respective teams shall select the football, basketball, wrestling, band, and soccer queen candidates. One attendant from the 9th, 10th and 11th grade will be selected to attend and represent her class. Three candidates from the 12th grade will be selected, and one of the three candidates will be selected as queen. The queen will be crowned at the "Homecoming" game designated on the schedule of each team.

Two weeks prior to homecoming, a meeting will be held in the principal's office with team members to nominate attendants and candidates. The queen will be determined by popular vote of the student body on the day of homecoming. All queens' and candidates' pictures will appear in the school yearbook. Once a student has served as queen during the school year, she is ineligible to serve as royalty at any other time during that year.

The prom king and queen candidates will be nominated by the junior class from the senior student body. A queen candidate is only eligible if she has not served as queen in another capacity during the school year. The winning couple will be chosen by popular vote from an election conducted within the senior student body.

Only the above-mentioned queens will be recognized in the yearbook as the official royalty of Harrah High School.

Request for changes to the above stated policy must be approved by the administration prior to the given ceremony.

REQUIREMENTS FOR LETTERING

Students must qualify in both general and specific standards before receiving an "H" Letter Award.

GENERAL STANDARDS

- A student must meet all state and school requirements regarding academic work.
- A student must remain out for a sport for the entire season unless excused by the head coach.
- A student must meet all requirements of the head coach pertaining to attitude, conduct and training.
- Student managers may qualify for a letter, which is, designated "MGR."
- Recipients must be recommended by the head coach of the sport.
- Letters shall be given for varsity participation only. The exception would be for seniors who have participated in a particular sport for four years.

SPECIFIC STANDARDS

Baseball

- Students will qualify for letters who participate in 1/3 of the varsity games played throughout a season, or should win individual honors in district or conference.

Basketball

- Players who make the varsity team and participate throughout the complete season and postseason play will qualify for letters.

Cheer/Pom

- A student must serve at least two of the four years as a cheerleader/mascot during their four years of high school (9th, 10th, 11th, 12th). A student will qualify for a letter if he/she participates in spirit leadership during 3/4 of the sporting events required and participates in regional competition each of the two years they participate in cheer.

Football

- An athlete will qualify for a letter if he/she participates in at least sixteen (16) quarters of varsity football, offense or defense, or should win individual honors in district or conference.

Golf

- Students will qualify for letters who make the first five for three dual matches and one tournament.

Soccer

- Students will qualify for letters who participate in a majority of halves (i.e., eleven halves in a ten match schedule, etc.).

Softball

- Students will qualify for letters who participate in 1/3 of the varsity games played throughout a season or should win individual honors in district or conference.

Special Olympics

- Students will qualify for letters who have participated in 80% of the training activities designated by the sponsor and attended area and state games during the year.

Swimming

- Students will qualify for letters who have participated in 3/4 of the invitational swim meets during the year or have scored any points in regional or state meets.

Tennis

- Students will qualify for letters who make the first six for three dual matches and one tournament.

Track

- Students will qualify for letters who have participated in 3/4 of the invitational track meets during the year or have scored any points in regional or state meets.

Wrestling

- Students will qualify for letters who participate in six (6) dual or invitational matches, "place" in a varsity tournament, or "place" in regional or state competition.

Music

- A student must have participated in all scheduled performances and/or events when requested to do so by the director.
- The letter/award will be made to each student who has participated satisfactorily during the current school year.
- Students who transfer into the Harrah School district and have participated elsewhere in equivalent organizations should be considered eligible for the letter/award at the

discretion of the music director and approved by the administration and/or activities committee.

- It is further stipulated that in order to qualify for the senior award, a student must have served three years in band and/or three years in vocal music. Although the student may participate in both band and vocal music, participation in one organization will not count in the other.
- Satisfactory participation includes the absence of severe disciplinary action, faithful attendance in rehearsals and performances, and generally those qualities of attitude deemed essential by the music director.

Speech

- Students must participate in three tournaments a year to earn a letter or award, or a combination of six tournaments over their freshman, sophomore, junior or senior year.
- A student must have participated in at least three different categories over a three-year period.
- A student must compete in speech activities his/her junior and senior year.
- If a student does not complete the above requirements, but participates for three years, his/her award will be left up to the discretion of the coach and the administration.

Handbook Verification

I have received and read the policies and procedures stated in the 2018- 2019 Harrah High School Student Handbook.

Student signature: _____

Parent signature: _____

Please return this form to the attendance office.

2018-2019
GENERAL SECTION
HANDBOOK
HARRAH PUBLIC SCHOOLS

FORWARD

Students old and new, we extend you a hearty welcome to Harrah Public Schools. This is your school handbook which has been prepared to acquaint you with the school and to guide you and new students as they enter our school. The sooner each of you become informed about our activities, traditions, customs and regulations, the happier and more successful you will be in our school. Assure yourself of making the most of your years in school by being familiar with the contents of your handbook. Parents, this handbook has been published for you as well as for your child. Its purpose is to provide you with information that may prove useful in understanding the policy of Harrah Schools. As a parent, it is important that you get an overview of your child's school and its activities. The contents of the handbook will answer many questions that may arise from time to time in the home and will increase your knowledge of the school program.

PHILOSOPHY

We, the staff, and Board of Harrah Public Schools believe that all students can learn. We, as a public school system, accept the responsibility to professionally guide the mental and physical development of every student. We believe our function is to assist in the acquisition of fundamental skills and knowledge that prepares each child for productive participation in our democratic society.

MISSION

Our mission is to assist in the acquisition of fundamental skills and knowledge that prepares each child for productive participation in our democratic society.

STUDENT OUTCOMES

Student will acquire knowledge in the arts, listening, speaking, reading, writing, mathematics, science, social science, and the use of technology. Students will apply the acquired knowledge to become productive citizens. Students will be self-directed learners who demonstrate personal, social, environmental and civic responsibilities.

****** STUDENT RESPONSIBILITIES******

The following are responsibilities which students are expected to accept:

- **QUALITY OF WORK:** Students must do their best each day and complete assigned lessons including homework and assignments missed because of absence.

- **SCHOOL RULES:** Each student must conform to school rules and regulations and accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility. Students must also conform to school rules at all times when they are on the way to and from school and at school activities at home or away.
- **CARE OF SCHOOL PROPERTY:** A modern, fully-equipped school building designed for beauty and utility is a part of the heritage of the Harrah student body. It belongs to many generations and is not the sole property of any annual group of students. It is the privilege and obligation of every student to carefully use, preserve faithfully, and pass to future generations, the building, its grounds and its equipment, without blemish. Anyone who damages or defaces any school property will replace or pay for the property damaged or lost.

PARENT RESPONSIBILITY

The ultimate responsibility for student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given to health, personal cleanliness and appropriate dress.
2. Maintain an active interest in the student's work. Make it possible for them to complete assigned homework particularly by providing a quiet place and conditions for study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
4. Insure that your children attend school regularly without unnecessary absences and arrive at school punctually each day.
5. Cooperate with the school in attending conferences set up for planning for its continuous maintenance and improvement.

It is the belief of the administration that the most effective discipline is self-discipline. Students in Harrah Public Schools are treated as young ladies and gentlemen who are expected to prove to be such by their actions and by their response to the school society.

Every teacher is responsible for discipline at all times. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary. Disciplinary infractions of a serious nature may be referred to the Principal.

In cases where a student has been unable to adjust to his school environment and where his behavior has become so objectionable that the problem cannot be resolved otherwise, he will be referred to the Principal. Through conferences, every effort will be made to assist the student in overcoming this difficulty. Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the group. If all these efforts fail to obtain the desired results, the principal will make a final disposition of the case in line with the best interest of the individual student and the school as a whole.

ASBESTOS ABATEMENT

- As a result of our asbestos removal program, we are happy to announce that all identifiable friable asbestos has been removed from the Harrah Public Schools buildings.
- There are some non-friable materials which have been determined or assumed to contain asbestos but pose no immediate health risks as long as they remain non-friable
- In the interest of your future safety and in compliance with EPA and State Department of Health regulations, we will be monitoring all identified and assumed asbestos-containing building materials every six (6) months to verify that they have not become friable or damaged.
- The AHERA Asbestos Management Plan for each Harrah school is available for viewing in the office of the Principal of that school and a master management plan for the entire Harrah School District is available for viewing in the office of the Superintendent. Should you have any questions please call the Asbestos Manager or the Superintendent at 405-347-2820.

DISCIPLINE

Disciplinary actions will be commensurate with the infraction as is evidenced by “discipline” becoming more severe as “infractions” increase in number; however, students should **not** conclude that they cannot receive a long-term suspension simply because it is the first infraction of a rule or policy. Students are responsible to abide by every rule, regulation or policy listed in the Student Handbook, and/or given in a classroom. Learn these rules and abide by them – IGNORANCE IS NOT AN EXCUSE!

SCHOOL LAWS OF OKLAHOMA PUPILS – SUSPENSION – APPEAL:

“Any pupil who is guilty of immorality or violation of the regulations of a public school may be suspended by the principal teacher of such school, which suspension shall not extend beyond the current school semester and the succeeding semester; provided, the pupil suspended shall have the right to appeal from the decision of such principal teacher to the board of education of the district, which shall upon a full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final.” (70-24-101)

In accordance with the school code set by the 1970 Oklahoma Legislature, the Harrah Board of Education lists the specific offenses which may result in expulsion or suspension of students from the Harrah Public School System. Offenses include but are not limited to:

1. Conduct which jeopardized the safety of others.
2. Possession, threat or use of a dangerous weapon/explosive device.
3. The possession, use, transmission or visible evidence of using narcotic or unauthorized drugs, alcohol or intoxicants of any kind. The chemical abuse policy of the Harrah Public Schools will apply.
4. Fighting, assault and battery or threat of violence.
5. Immorality or profanity.
6. False identification.
7. Theft or possession of stolen property.

8. Destroying or defacing school property.
9. Truancy.
10. Showing disrespect for faculty members, staff members or other school employees.
11. Repeated violations of school policies.

DUE PROCESS PROCEDURE

Any student accused of violating any rule that may require suspension will be brought to the principal. The principal will hear the evidence and will then decide the action to be taken. If the initial evidence supports long term suspension, the principal will notify the parent/guardian and advise them of such. The student's parent/guardian or legal counsel may request, in writing, a hearing. Hearings are to be held in compliance with the due process of laws.

PUPILS – DANGEROUS WEAPONS/DANGEROUS SUBSTANCES

“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 authorized 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 weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act and hereinafter referred to as control dangerous substances. The superintendent or principal authorizing such a search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The search shall be conducted by a person of the same sex as the person being searched.”

“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 dangerous substances that might be in their possession including the authority to authorize any other persons deemed necessary to restrain such pupil or pupils to preserve any dangerous weapons or controlled dangerous substances.”

“Any pupil found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section.” (70-24-102) **It is a violation of federal law to bring a firearm on or within 1,000 feet of school property. Violators are subject to imprisonment for up to five years, a \$5,000 fine or both fine and imprisonment. Violators will be prosecuted to the full extent allowed by law.**

GUN-FREE SCHOOLS STUDENT SUSPENSION POLICY

It shall be the policy of the Harrah Board of Education to suspend any student who brings a firearm to a school which is under the jurisdiction of the school district for a period of not less than one year. It is also provided that the chief administering office may modify the suspension requirement on a case-by-case basis. (Gun-Free School Act 1994) ESEA (1965)

The enforcement of the policy shall be consistent with state and federal laws dealing with discipline of students with disabilities as outlined in the Policies and Procedures for Special Education.

For the purpose of the policy, the following procedures shall be followed:

1. The name of the school will be reported.
2. The law enforcement agency (LEA) must keep a detailed description of the circumstances.
3. The number of students suspended will be documented.
4. The type of weapon involved will be stated.

REFERENCE: Gun Free Schools Act of 1994
Part B of the Individuals with Disabilities Education Act
Section 504 of the Rehabilitation Act Policies and
Procedures of Special Education of Oklahoma

ASSAULT ON SCHOOL DISTRICT EMPLOYEES OKLAHOMA SCHOOL LAWS – SECTION 126 (70-6-113)

1. Every person who, without justifiable or excusable cause, knowingly commits any assault (threat), or assault and battery upon the person of a school employee of a school district while such employee is in the performance of his duties as a school employee, is punishable by imprisonment, in the county jail for a period not exceeding six (6) months, or by a fine not exceeding Five Hundred Dollars (\$500.00), or both such fine and imprisonment.
- 2.
3. Every person who, without justifiable or excusable cause, knowingly commits any aggravated assault and battery upon the person of a school employee while such person is in the performance of his duties shall upon conviction be guilty of a felony.

TRANSPORTATION

The Harrah Schools provide safe transportation to all students who are legally eligible to ride to and from school. SAFE SCHOOL BUS RIDING RULES INCLUDE:

1. Leave home early enough to arrive at your bus stop before the bus arrives.
2. Wait for your bus in a safe place – well off the roadway.
3. Wait for your driver to motion you across the roadway.
4. Enter your bus in an orderly manner and take your seat.
5. Follow the instructions of your school bus driver or bus monitor.
6. Remain in your seat while your bus is in motion.
7. Keep your head and arms inside the bus at all times.
8. Keep aisles clear at all times.
9. Remain quiet and orderly.
10. Be courteous to your school bus driver and fellow passengers.
11. Students should cross the roadway at least 10 feet away from the front of the bus.

12. Parents should not approach the driver regarding a problem.

The driver of the school bus represents the Principal of the school and Director of Transportation in providing a safe, wholesome atmosphere on the bus. Students who violate the Bus Riding Rules and fail to respond to the driver's direction shall lose transportation privileges.

BUS DISCIPLINE PROCEDURES FOR HARRAH PUBLIC SCHOOLS

- 1st Violation – Student will be sent to the principal for reprimand or counseling. Parents will be notified.
- 2nd Violation – Student will be sent to the principal for a parent conference and shall lose bus privileges for a minimum of three days.
- 3rd Violation – Student shall be removed from the bus for a minimum of ten days.
- 4th Violation – Student may lose bus privileges for the remainder of the current term and succeeding term.

All violations of an extraordinary or emergency nature will be immediately referred to the principal for adjudication. The principal has the authority to impose disciplinary action from any level depending on the severity of the infraction.

Students are to ride the bus assigned, and are to be picked up and delivered only to their place of residence or designated area. Only students regularly assigned may ride a scheduled bus route. Exceptions to this procedure must be approved in advance by the building principal, and must be of an emergency or extraordinary nature. Items such as flowers, balloons, glass containers, etc. that may cause injury, distraction or impede the Driver's vision will not be transported.

Parents will be responsible for any alternative transportation needs. Alternative transportation needs may include private lessons, overnight visits and group party activities.

CLOSED CAMPUS

The Harrah Schools, recognizing the pressing need for the safety and security for all students, have implemented a closed campus policy for all schools and students attending these schools.

SEVERE WEATHER – SCHOOL CLOSING

In case of severe weather, snow, or low temperatures, the official announcement for school closing may be heard over the radio or television stations.

ATTENDANCE

Secondary students must not be absent more than 9 times per class per semester in order to receive credit in that class. This includes all absences (excused or unexcused). Doctor visits included. (Exception may be made for a prolonged home confinement or hospitalization if verified by a doctor – Adopted by Board of Education, June, 1972. Updated: July 9, 1979.) If a student is absent during the instruction school day, participation in school sponsored events are at the discretion of the principal or designee.

Students in Pre-K through 5th grade must not be absent more than 6 times per 9 weeks. Proper authorities will be notified as needed in the case of excessive absences according to state law.

GRADING SYSTEM

The recommended grading system used in the Harrah Schools shall be based upon the following scale in grades 1-12

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>GRADE POINTS</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	0
W	Withdrawal	0
I	Incomplete	0

GRADE REPORTING

Progress reports for each student will be provided on the fifth, ninth and fourteenth week of each grading period and report cards will be sent home by the students at the end of each semester.

HONOR ROLL

Students making all “A” shall be placed on the Superintendent’s Honor Roll. Students making no grade below a “B” shall be on the Principal’s Honor Roll.

The students who are in the top 10 percent of the student body at the High School, Junior High, and the Middle School shall be members of the State Honor Society.

ACTIVITIES, ORGANIZATIONS, CLUBS, AND ATHLETIC TEAMS & DRUG TESTING

Harrah Public Schools offer students many opportunities to participate in many activities with its organizations, clubs and athletic teams. You can find information about the organizations, clubs and teams by accessing the school website at www.harrahschools.com (HB1826). All students in grades 7-12 who choose to participate in any school sponsored activity, organization, club or athletic team will be subject to random drug testing.

ELIGIBILITY

Harrah students must meet and maintain scholastic and attendance eligibility requirements adopted by the Harrah Board of Education and the Oklahoma Secondary Schools Activity Association (OSSAA) for participation in all activities including sporting events that are governed by the OSSAA.

TEXTBOOKS

District owned textbooks will be checked out as needed. The student is responsible for the care of his books. They must be turned in at the close of the school year. If damaged or lost, the student must pay for the books. If the book(s) are later found, a refund of the charge will be made to the student.

STUDENTS OWING FOR TEXTBOOKS WILL NOT BE ASSIGNED ADDITIONAL TEXTBOOKS UNTIL ALL OBLIGATIONS ARE CLEARED.

GUIDANCE SERVICE

Harrah Schools offer its students a comprehensive guidance service. Principals, counselors, and special services personnel are ready to assist the students in future planning and problems at all times. Various tests are given to students during the year to assist in making decisions on their enrollment and future educational and employment questions.

Each student or his parents may request an appointment with the counselor to explain the meaning of test scores and the grades made by the individual student. Communication between the parents and the school staff is necessary for the proper advancement of all students.

Each student is pre-enrolled and counseled during the semester preceding the actual enrollment at the beginning of school.

SNACKS, CANDY AND GUM CHEWING

Eating candy, gum, drinks or snacks is not permitted in the classroom except when approved by the building principal.

CAFETERIA

Students may pay for lunch and breakfast each day or in advance. Advance payments will be accepted by the site cafeteria manager or district cafeteria manager. Please pay in advance by the week, month, or meal. Charges are not encouraged and allowed only with advance permission from parents. Please make checks payable to HARRAH FOOD SERVICE. Questions may be referred to the Food Service Director, 405-347-2825. All parents are encouraged to complete the free and reduced application.

CAFETERIA CHARGE POLICY

Each student will be limited to three (3) day charges. Students who exceed this limit will not be able to charge in the cafeteria. Rather than allow a child to go without a meal, the school will provide a peanut butter and jelly sandwich and milk when students wish to eat in the cafeteria but have exceed the charges allowed. This supplemental meal is intended to be only occasional when students forget to bring money and if it becomes excessive may be considered neglect on the parent's behalf and the school officials may need to set up a meeting with the parents or take other action. No lunch charges after May 1st.

MEDIA CENTER REGULATIONS

Students and their parents/guardians shall be informed that it is a misdemeanor under Oklahoma Law to remove or attempt to remove any library material from the premises of a library facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library materials, or to fail to return any library materials which have been loaned to said person by the library facility, within seven days after demand has been made for the return of the library materials.

1. All pupils in school are entitled to use the media center and to check out materials.
2. Most reference books are to be used in the media center.
3. Designated books may be checked out overnight or for the weekend.
4. All other books may be retained for 3 weeks with re-check privileges.
5. Five cents per school day is charged for overdue books; check out privilege is revoked for those owing fines or with overdue books.
6. Damage beyond repair or loss of materials must be paid for by the student.
7. No materials may be taken from the media center without being checked out.

SCHOOL ACCIDENT INSURANCE

Harrah Public Schools offer its students an opportunity to participate in a school group accident policy. The company will provide the school with this policy.

24-Hour/12 Month Protection.....cost to be announced.

At School Protection.....cost to be announced.

Each student participating in athletics must be covered by insurance or the parents must sign a release stating they will take care of all medical expense incurred. The insurance policy describes the coverage in detail.

HEALTH SERVICES

A designated school employee will be available to the students for minor injuries and dispensing medication. Students are not to carry medication with them during the school day (This includes non-prescription drugs). The designated employee will dispense medicine in accordance with the state statutes and School Board Policy.

If students should need special care at school due to some condition such as diabetes, epilepsy, asthma, rheumatic fever, or a heart condition, they will be given special consideration if they will give the necessary information to the counselor or principal with a statement from their parents or doctor concerning the difficulty. This statement must be updated each school year. If students become ill during the day, they should go to the office where their parents will be contacted and their absence will be excused. State Health Department regulations apply to contagious conditions.

An important part of a school health program is the prevention and control of communicable disease. Good health is more important than a perfect attendance record. We encourage parents to keep sick children at home. Children are excluded when suffering from or exhibiting the following symptoms:

1. a fever above 100 degrees Fahrenheit (a child running a fever should be excluded until he is fever-free for 24 hours.)
2. a sore throat or tonsillitis
3. any eruption of the skin or rash unless under treatment
4. any nasal discharge accompanied by fever
5. a severe cough and
6. any inflammation of the eyes,
7. head lice

Any child needing medications to be taken during school hours must have a note from the parent stating name of the child, name of medicine and dosage, when the medicine is to be given. This will apply to each time a student is placed on a new medication. Only the designated school personnel will dispense the medicine. The parent must bring the signed note and medicine form to the school office.

DIABETES

The appropriate school staff should be aware of students with diabetes. A history should be obtained and an emergency care plan developed at the time of enrollment. Parents should provide the school with necessary documents. Please contact your school administrator/guidance office for further information regarding the steps to take to ensure your child's safety.

PETITIONS

No petitions for any cause may be circulated in the school or at school activities.

LAW ON PRIVACY RIGHTS

The law reads as follows: "Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have reasonable expectation of privacy rights towards school officials in school lockers, desks, and other school property."

STUDENT RECORDS

Only that information which is pertinent to the individual's educational progress and those items required by law are to be maintained in the student's file.

A student's records are open for inspection by the student, his parents or guardians, school officials and certified employees of the school district.

Copies of records shall be furnished to authorized agencies upon written request of parents, guardians or students of legal age in accordance with the FERPA policy.

Students are to be enrolled by their legally given name and all school records will be recorded by that name.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (F.E.R.P.A)

This policy and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Harrah School District is committed to the implementation of the policy and procedures.

The Board of Education authorizes the school superintendent to inform parents, students, and the public of the policy and to exercise his administrative resources to implement the policy as well as to deal with individuals who violate it.

In case a parent of a student, an eligible student, or a citizen of the Harrah School District believes that the district is violating the FERPA, that person has a right to file a complaint with the Department of Health, Education, and Welfare. The address is:

The Family Educational Rights and Privacy
Act Office
U.S. Department of Education
Room 4511 Switzer Building
Washington, D.C. 20202
The telephone number is: (202)245-0233

PARENT AND STUDENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; 6) have a hearing on the issue if the school refuses to make the amendment; and 7) to be informed about FERPA rights.

The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

DIRECTORY INFORMATION

The Harrah Independent School District proposes to designate the following personally identifiable information contained in the student's education record as "directory information" and it will disclose that information without prior written consent.

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (i.e., first grade, tenth grade, etc.)

5. The student's extracurricular participation
6. The student's achievement awards and honors
7. The student's weight and height, if a member of an athletic team
8. The student's photograph

TELEPHONE

No student will be allowed to use the telephone, except in the case of an emergency. Important messages will be delivered.

ELECTRONIC DEVICES

Students are not permitted to have radios, tape players, headsets, iPods, video cameras, laser devices, electronic games, MP3 players and or any other electronic devices on campus during the school day. Cell phone restrictions will be administered on a case by case basis. Otherwise, cell phones shall be turned off and put away.

VISITORS

Students are not allowed to bring visitors to school. Visitors can be a distraction for teachers and pupils. Parents are always welcome, but are encouraged to make an appointment with the principal to see a teacher or visit their children's classes. **All** visitors are required to report to the principal's office. A visitor's pass must be issued. Visitors will not be allowed to remain on a campus without a pass.

THE ENTIRE SCHOOL DISTRICT FACILITIES ARE DESIGNATED AS NON-SMOKING. USE OF TOBACCO

Harrah School's tobacco use policy is as follows: "Students shall not use, possess, conceal, or transmit tobacco or tobacco products of any form; to include simulated smoking devices and/or smoking paraphernalia, while on school property or while attending school sponsored activities."

Students are hereby warned that disregard for this regulation will result in disciplinary action. Violations of this rule will result in the following disciplinary measures taken:

1. First Offense: Three days suspension out of school.
2. Second Offense: Five days suspension out of school.
3. Third Offense: Ten day suspension out of school.
4. Fourth Offense: Suspension for the remainder of the semester.

DRUG FREE CAMPUS

Student and employee safety is of paramount concern to the Board of Education. Students or employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the board of education shall not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances.

Therefore, drug sniffing dogs will be used unannounced from time to time to detect the presence of drugs. Anyone found possessing drugs on their person, in their locker, or in their automobile will be subject to the penalties of state and local law, plus suspension from school.

School operations are disrupted by the possession, usage or distribution of fake or replica substances represented by students to be controlled drugs. Accordingly, students are subject to disciplinary action, including out-of-school suspension, for the possession, usage or distribution of counterfeit, fake, replica or “turkey” drugs or any item represented by a student to be a controlled drug. “Reporting Students Under the Influence of/or Possessing Non-intoxication Beverages, Alcoholic Beverages or Controlled Dangerous Substances” Policy #FNCE.

HAZING

No student organization or any person associated with any organization sanctioned or authorized by the School Board of Harrah Public Schools shall engage or participate in hazing of any type.

SEXUAL HARASSMENT

Sexual harassment of students or employees is prohibited by School Board Policy #FB and #DA, state, and federal law. Sexual harassment includes verbal or physical sexual advances, including subtle pressures for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented “kidding,” “teasing,” double meanings, and jokes. Such violations may result in suspension of the student and suspension or termination for the employee.

Any sexual harassment complaints should be directed to the Special Services Director at 405) 347-2824 or your school administrator.

EQUAL OPPORTUNITY

It is the policy of the Harrah School system 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, admissions, educational services, financial aid, and employment. Inquiries concerning Section 504 and/or the Americans with Disabilities Act may be referred to Special Services Director, Coordinator of Title IX, and Section 504 and ADA Compliance Officer, Harrah School District, 20679 W. Walker, Harrah, Oklahoma, 73045. Telephone 405-347-2820.

FUNDRAISERS

Sales of items for fundraisers on campuses will be limited to those approved by the school board. No other sales will be allowed. Students are financially responsible for items to be sold and/or delivered. Parental permission must be obtained in writing for a student to participate in a fundraiser.

PROFICIENCY PROMOTION

Secondary students with parental permission may request to sit for a proficiency examination during the first five days of each term. Any student demonstrating a competence level of ninety percent, as measured by a teacher-made test approved by the district, will be awarded a grade of "A" for that grade or subject.

SCHOOL BULLYING POLICY

All students and employees shared the right to attend or work at school without being subject to threat of injury or intimidation of any kind that affects the school environment. Incidents of physical assault, intimidation, and bullying, harassing and/or other negative behaviors will not be tolerated. Any student or employee, who interferes with, intimidates, bullies, harasses, or injures another individual either at school, during school functions, or en route to or from such functions will be subject to disciplinary action. Extreme or repeated violations may result in permanent suspension of the student or employee. Reinstatement shall occur only after a conference with the school administration. A plan to improve behavior will be developed before any individual will be reinstated.

Such person or persons may also be charged with violation applicable to school regulations, municipal, state and even federal laws.

NON DISCRIMINATION

The Harrah Public School District does not discriminate on the basis of disability, race, color, religion, national origin, sex, age or veteran status in its programs and activities and provides equal access to the Girl Scouts, Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Title:	Director of Special Services
Responsibilities:	Handles concerns and complaints regarding race, color, national origin, sex or age for students, employees, and others, Handles disability issues related to students. Also, non-student related disability issues are addressed through this office.
Address:	20670 Walker Street Harrah, Oklahoma 73045
Phone No.:	405-347-2820
Email:	grievance@harrahschools.com

Should individuals wish to file a complaint directly with the Office for Civil Rights (OCR) you may do so at the following information;

U.S. Department of Education, Office of Civil Rights
One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, Missouri 64106-2106
Telephone: (816) 268-0550 Fax: (816) 268-0599
TTY: (877) 521-2172 Email: OCR.KansasCity@ed.gov

DISCRIMINATION/CIVIL RIGHTS, COMPLAINT PROCEDURES

The Harrah Public School District complies with the Civil Rights laws, including but not limited to, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990, in assuring the students and employee of the District and all other persons that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to

coordinate the District's efforts to comply with this assurance. The District shall promptly investigate discrimination complaint; take appropriate action against any student or employee who violates this policy; and take any other action reasonably calculated to end and prevent further discrimination against students, employees, or others. All employees shall cooperate with any investigation of alleged discrimination conducted under this procedure or by an appropriate state or federal agency.

Definitions:

- A. **Complaint:** A written complaint provided on a Complaint Form (available on the District's website), and attachment(s), that is submitted to the Compliance Officer alleging that a policy, procedure, or practice of the District discriminates on the basis of race, color, national origin, sex, religion, age, or disability.
- B. **Compliance Officer:** An employee designated by the Superintendent to coordinate compliance efforts with Title VI, title IX, and Section 504 and to authorize or undertake an investigation of allegations of discrimination under this policy. The Special Education Director is designated Compliance Officer for Harrah Public Schools. In the event the Special Education Director is the subject of the complaint, The Superintendent will designate another Administrator to serve as the alternate Compliance Officer.
- C. **Complainant:** A student or an employee of the District or any other person who submits a Complaint alleging discrimination on the basis of race, color, national origin, sex, religion, age, or disability.
- D. **Respondent:** The person alleged to be responsible for the violation alleged in the Complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. **Day:** Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays and holidays.

Informal Pre-filing Procedures:

Prior to the filing of a Complaint, any student, employee or other person who believes he or she has been discriminated against on the basis of race, color, sex, national origin, disability, religion, or age is encouraged to visit with the Compliance Officer and to make a reasonable effort to informally resolve the problem or concern.

Formal Complaint Procedures:

Level One

- 1. Any students, employee or other person who believed he or she has been discriminated against on the basis of race, color, sex, national origin, disability, religion, or age, who desires to proceed with a Complaint, shall, within thirty (30) days of an alleged violation, submit a Complaint to the Compliance Officer at Harrah Public Schools Administration Building, Special Education Services. The Complaint shall state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, and the requested action.
- 2. Upon receipt of a Complaint, the Compliance Office, Shall
 - A. Immediately authorize or undertake an investigation. The investigation shall be completed as soon as possible, which should not be later than thirty (30) days after receipt of the Complaint. An impartial party, which could be an individual employed by the District or a 3rd party retained by the district for the purpose of investigating the Complaint, must conduct the investigation. The Complainant and Respondent will be given an opportunity to present witnesses and other evidence during the investigation.
 - B. Notify the Respondent of the Complaint within ten (10) days, to which, Respondent shall submit to the Compliance Officer, within fifteen (15) days of said notification, an answer which shall confirm or

deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action and/or outline alternatives.

C. Determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the complainant from the person who allegedly discriminated against the person, suspending the implementation of a policy, practice, or procedure and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified.

D. Issue a written report to the Superintendent or Designee upon completion of the investigation. If the Complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a summary of the evidence, a determination of whether the allegations of discrimination are substantiated, and recommendations for corrective action, if any.

3. Upon receipt of the Compliance Officer's investigation report, the Superintendent or Designee Shall:

A. Within fifteen (15) days of receiving said report, issue a decision regarding whether discrimination has occurred. The decision must be provided in writing to the Complainant and Respondent. If the Superintendent or Designee determines that discrimination occurred, prompt and appropriate action shall be taken to address the remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or termination.

Level Two

1. If the Superintendent or Designee determines that no prohibited discrimination occurred, the Complainant

May appeal the Superintendent or Designee decision to an impartial Administrative Hearing Officer.

A. The Complainant must file his/her notice of appeal with the Compliance Officer within ten (10) days of receiving the Superintendent or Designee decision. The notice of appeal shall be in writing and be a specific statement of the basis for the appeal. A copy of the original Complaint and Level One written decision shall be filed with the appeal.

B. Within ten (10) days of the notice of appeal, each party shall furnish the Compliance Officer, Administrative Hearing Officer, and other party with copies of exhibits and list of the names of any witnesses he or she will present at the hearing. Said copies and list shall be delivered to and disseminated by the Compliance Officer.

C. The Administrative Hearing Officer shall be free to admit any testimony, evidence, or exhibits deemed relevant or to exclude the same, in order to build as complete a record as necessary before rendering a decision.

D. Within thirty (30) days of receiving the notice of appeal, the Compliance Officer shall schedule a hearing with the Complainant and the Respondent before the Administrative Hearing Officer.

2. Within fifteen (15) days of conducting the hearing, the Administrative Hearing Officer shall render a written decision with findings of fact and conclusions and shall provide a copy of the same to the Compliance Officer, Complainant and Respondent.

Level Three

1. Within ten (10) days of receipt of the Administrative Hearing Officer's written decision, if either the Complainant or the Respondent is not satisfied with the Level Two written decision of the Administrative Hearing Officer, either may file his/her notice of appeal with the Board of Education and copy to the Compliance Officer. The notice of appeal shall be in writing and be specific statement of the basis for the appeal. A copy of the original Complaint, and the Level One, and the Level Two written decisions shall be filed with the appeal.

A. Within ten (10) days of receiving an appeal request to the Board, the Compliance Officer shall notify the Board of the request and shall schedule a hearing to be conducted by the Board. Such hearing shall be conducted within forty-five (45) days of the date on which the Compliance Officer receives said appeal request.

2. Within ten (10) days of conducting the hearing, the Board shall render a written decision on the complaint; the decision of the Board shall be final.

Extension of Time: Any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved. However, the total number of days from the date that a complaint is filed until the complaint is resolved shall not exceed one hundred eighty (180) days.

Confidentiality of Records: All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or the District, such records may become public in accordance with law. Information pertaining to complaints shall be maintained for three (3) years after resolution of the complaint.

Non-retaliation Provision: No person filing a complaint nor anyone participating in the complaint process under this policy will be subjected to any form of reprisal, retaliation, intimidation, or harassment because he or she has utilized this complaint procedure in good faith or because he or she has in any way participated in any investigation of hearing involving or related to any complaint filed under this policy. The School District will discipline or take appropriate action against any student, employee, agent, or representative of the District who is determined to have engaged in such retaliatory behavior.

For further information you may also contact:
Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut, Suite 320
Kansas City, Missouri 64106-2103
Telephone: (816) 268-0550 Fax: (816) 268-0599
Email: OCT.KansasCity@ed.gov