

**2017-2018  
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 retrain 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**

- 1<sup>st</sup> Violation – Student will be sent to the principal for reprimand or counseling. Parents will be notified.
- 2<sup>nd</sup> Violation – Student will be sent to the principal for a parent conference and shall lose bus privileges for a minimum of three days.
- 3<sup>rd</sup> Violation – Student shall be removed from the bus for a minimum of ten days.
- 4<sup>th</sup> 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 5<sup>th</sup> 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](http://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 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 exceeded 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 1<sup>st</sup>.

### **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 extra curricular 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.

### **FUND RAISERS**

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 fund raiser.

### **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. Re-instatement shall occur only after a conference with the school administration. A plan to improve behavior will be developed before any individual will be re-instated.

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 inquires 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](mailto: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](mailto: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 reasonable 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 date; 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 3<sup>rd</sup> 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](mailto:OCT.KansasCity@ed.gov)

# **ELEMENTARY SCHOOL SECTION**

## **STATEMENT OF PHILOSOPHY**

The teachers and administration of the Harrah Elementary Schools feel there is no more important task than that of properly educating our children. We believe, support and reinforce the teacher's right to teach and the child's right to learn.

Our purpose is to ensure that the elementary schools will assist the children, and provide rich and varied experiences which will prepare our students to meet with a successful future. The welfare of the child is at the center of our thinking and all of our endeavors. The conviction that every child can succeed is at the core of our philosophy.

Parents are the keys to a child's success in school. Parents, teachers, and students will work together to provide an environment that positively impacts student achievement. Communication will strengthen parent, student, and school relationships, and parental involvement will promote a shared decision making process. Parent participation is critical in determining the overall effectiveness of our school, and parents are encouraged to volunteer to support activities and programs. Parents and educators will work cooperatively in pursuit of joint educational goals for our students.

## **MISSION STATEMENT**

In partnership with its families and community, we will strive to establish a secure and positive environment. Teachers and staff will facilitate learning opportunities that challenge every student to be a problem solver and active learner which will help them develop into a confident and productive citizen.

## **EXPECTATIONS**

1. We will value one another as unique and special individuals.
2. We will not laugh or make fun of a person's mistakes, use sarcasm or putdowns.
3. We will use good manners saying please and thank you, excuse me, and let others go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the life principles.

## **ACADEMIC AND BEHAVIORAL STANDARDS**

**As a student, it is my responsibility:**

- to attend school every day and be on time to all classes,
- to treat teachers and classmates with respect and dignity,
- to follow directions, work cooperatively, and use total time productively,
- to maintain a positive attitude toward learning and believe in my ability,
- to respect my myself and the rights and property of others.

**The staff accepts the responsibility:**

- to act and teach in a professional manner,
- to provide a quality instructional program for every student,
- to provide a safe and orderly school,
- to assist parents in helping their children develop the self-discipline, self-respect, and self-confidence to participate in school as a responsible manner,
- to keep parents informed.

**As a parent/guardian, it is my responsibility:**

- to send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed,
- to support and reinforce the school in its efforts to maintain a productive educational environment,
- to check my child's work and homework on a regular basis,
- to offer positive suggestions and share concerns,
- to provide encouragement for my child's efforts.

**ACADEMIC GUIDELINES**

Daily work is due the day assigned. Homework assignments are due the next day for full credit. Students will be given two days to make up work for each day absent. Papers with no names will be docked five points. An academic contract will be signed by the student and/or his/her guardian and placed on file for each year at Clara Reynolds Elementary and Russell Babb Elementary.

**LATE ASSIGNMENT NOTICE/ZERO POLICY  
FOR RUSSELL BABB ELEMENTARY**

Students are given ample time to finish their assignments. Unfinished assignments may be brought home to be completed and returned the next day for full credit. Work handed in one day late will be accepted, but for a maximum credit of 70%. Work handed in two days late will only be worth a maximum credit of 50%. After two days late, the student will receive a zero. Parents will be contacted immediately when students receive a late notice or "zero alert." Contact may be made by phone, email, text, or note home.

**ACADEMIC HONESTY**

Students are expected to do the very best they can at all times. They are considered to be cheating when they copy the work of another student or use a gimmick or trick in doing work for a classmate that has not been approved by the teacher. If a student is caught cheating, they may receive a zero for the work done. In addition, the teacher may contact the parent or guardian and follow the procedure indicated in the "Code of Conduct."

## **SCHOOL DAY**

Class instruction will begin at the time designated at each site. Those who choose to eat breakfast at school will do so 20 minutes prior to the bell. All other students will report directly to their classrooms upon arrival at school.

Students who arrive prior to site designated opening times are **NOT** supervised and the school **CANNOT BE RESPONSIBLE** for their welfare or safety.

Your child's safety and security is a priority with each of us. Please assist us in providing a safe environment. **Please do not check your child out early unless it is a scheduled appointment or emergency.**

### **THE FOLLOWING PROCEDURES ARE TO BE USED WHEN A STUDENT HAS BEEN ABSENT:**

It is requested that parents call the school and report when a student is absent. This procedure will assure both the home and the school that your child is not lost and is absent for a valid reason. It is very important to the student that he be in regular attendance. Absences should be for illness and valid family matters only. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL ILL!** When students are late for school the parent must bring the student to the office and secure an admit slip. All absences - Call before 9:00 a.m.

### **TARDIES**

Students who are not at school on time are considered tardy without excuse. Students must report to the office for a tardy pass. Parents will not be allowed to accompany their child to class after the bell rings. Students who come to school tardy will be given a verbal warning. Persistent tardiness will result in the parent being notified by letter. Proper authorities will be notified of persistent tardiness. Students with excessive tardiness may be required to do after school detention or alternative detention.

### **STUDENT DEPARTURES DURING THE SCHOOL DAY**

Under **NO** circumstances will a teacher release a student to parent/guardian or any other person without permission from the principal's office. Parents are strongly urged to appear in person at the office to check out their child. If this is not possible, a note signed by the parent/guardian stating who the person is and the reason for checking the student out will be necessary. Students will be discharged from the office and the office staff may ask for identification before dismissing a student. Please work with us and support us in this very important matter!

Sometimes we face the problem of a child telling the teacher he/she is suppose to go someplace other than the normal way of going home from school. We require the parents to either send a note or call the school if there are any changes from the normal routine. We will not rely on the child's say alone because often time he/she gets confused.

1. Normal Routine - no phone call necessary.
2. Change of plans - send a note.
3. Phone calls regarding a change of plans should be made prior to 2:00 p.m.

## **BICYCLES AND MOTOR SCOOTERS**

Virginia Smith Elementary and Clara Reynolds Elementary do not have the facilities for these vehicles, and students are prohibited from bringing them to school. Bicycle racks are provided at Russell Babb Elementary. Individual locks are encouraged. Bike riders will be released following the departure of the buses.

## **SCHOOL VISITATION**

Parents are encouraged to visit the school.

1. Notify the teacher prior to the intended visit.
2. Check in at the office before entering the classroom. A pass will be issued. Identification passes are required.
3. Make an appointment with the teacher for discussing your child's progress.

## **WITHDRAWALS**

When you, as parents, know that you are moving from this school district, please notify the school secretary the date so that the necessary withdrawal forms can be completed. A two day notice is requested.

## **PARTIES**

Each elementary school will designate the dates for classroom holiday parties at the beginning of each school year. Parties will be limited to three: one in the fall, winter, and spring. All food items should be commercially prepared for health reasons. No other children are allowed. Birthday parties for children are not allowed.

## **RESTRICTED ITEMS**

Toys, collectibles, glass containers, animals, including pets are not allowed at school. Unapproved items will be collected by the teacher. Exceptions will be items approved by the classroom teacher. Disruptions to the school day are discouraged. Gifts or flowers will remain in the office until the end of the school day. Students may not transport glass containers, flowers, toys or balloons on the bus for safety reasons. Personal correspondence (ex. Party invitations) may not be distributed at school.

## **SCHOOL DISCIPLINE**

Students are expected to abide by school rules. It is essential that the parents support and reinforce these rules for the total benefit of the child. Major violations will be brought to the attention of parents by a Discipline Notice Report, by mail or personal phone call. A discipline contract will be signed by the student and/or his/her guardian and placed on file for each year.

## **SCHOOL BUS ASSIGNMENTS**

A school district may provide transportation to public educational facilities. A student should ride his/her assigned bus. Students may not ride an alternate bus for personal/social reasons. Example: Overnight visits, parties, private lessons. A bus pass will be issued from the office when a change is necessary. Bus change requests must be made in writing by the parent or guardian.

## **FIELD TRIPS**

Field trips are an extension of the educational program. Attendance will be taken prior to departure. All students are required to be transported to the field trip on the bus. This is an opportunity for parents to participate in their child's development as a sponsor. Only students enrolled in the class will be allowed to participate. No preschoolers or older children will be allowed. Parents who supervise other children must agree to stay with the group to the conclusion of the trip.

Students released with a parent or guardian from a field trip must be checked out in advance from the school office.

Students who are behind on assignments or have discipline concerns may not be allowed to attend.

## **CAFETERIA**

The school cafeteria is maintained as a vital part of the health and wellness program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price. Milk is provided and must be taken as part of the school lunch. Soft drinks are not allowed. Each family should complete a free or reduced lunch application form. Those who qualify for the program will be notified. Confidentiality is maintained regarding this application. If, during the year, your financial circumstances change, additional forms are available in the office. District policy states that lunch and breakfast fees must be paid on a regular basis. There will be no charging after May 1<sup>st</sup>.

No food may be eaten anywhere other than the cafeteria unless given permission by a staff member. Students should clean up their table and area around their table as they are dismissed. Students who do not use the cafeteria properly will be held accountable.

## **MALT/BISTRO**

Reservations should be made through the office for special occasions such as birthdays. A table will be reserved in the child's name. The table will accommodate the adult, your child and two guests.

## **DRESS AND GROOMING CODE**

Any attire which disrupts the educational process is prohibited. The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to:

1. No shredded, tattered, or holey clothing worn independently or with other clothing.
2. No biker-shorts, short mini-skirts, or boxer shorts. Shorts/skirts lengths should be finger tip length. During PE/Recess shorts should be worn with dresses.
3. Students are not permitted to wear halter tops, off-the-shoulder tops, bare midriffs, tube tops, spaghetti strap, muscle shirts, mesh shirts (or fishnet unless with a t-shirt underneath), backless garments, or outer garments that have the appearance of underwear.

4. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drugs, guns, weapons, 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, backpacks, etc. will not be allowed. No body or hair paint, no writing, stickers or drawing on body. Unnatural hair colors will not be allowed.
5. Students must wear shoes. Cleats and skate shoes will not be permitted. Shoes that limit physical activity or safety will be discouraged.
6. All headgear (examples, but not limited to: caps, headbands, bandannas, and sunglasses, etc) may not be worn in the school buildings.
7. Apparel which is too tight to too loose, and/or revealing or does not cover undergarments may not be worn. Jeans, slacks, pants or sagging garments worn below the waist are prohibited.
8. Any known gang/cult related attire or personal grooming including headgear, colors, sagging, trench coats, etc. is prohibited. Students may not wear colors, clothing or identified articles denoting violence, gang/cult membership.
9. Jewelry or personal items or manner of dress which could cause harm to others. Examples of this are but not limited to: chains which are excessively lengthy and/or heavyweight and/or connected to keys, wallets, backpack zipper pulls/toys, etc.
10. Flannel pants, pajama pants, house shoes should not be worn.