

H A N D B O O K

2011-2012

A handbook for the guidance of teachers, students and parents

HARRAH PUBLIC SCHOOLS
20670 Walker St.
Harrah, Oklahoma
73045

Harrah High School	347-2100
Harrah Junior High School	347-2900
Harrah Middle School	347-2700
Russell Babb Elementary	347-2200
Clara Reynolds Elementary	347-2500
Virginia Smith Elementary	347-2400
Administrative Offices	454-6244
Special Services	347-2824

NOTIFICATION STATEMENT

Harrah Public Schools does not knowingly discriminate on the basis of race, color, sex, religion, age, national origin, qualified individual with disability, or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training or apprenticeship, associated with employment. This policy also extends to the admission and access to educational programs and activities operated by the District.

This is in accordance with the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990. The Harrah Schools adheres to the equal employment opportunity guidelines set forth by the state and federal laws.

2011

July	August	September
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

October	November	December
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FIRST QUARTER

August 8 – October 7 (41-3)

Aug. 8, 9, 10 Professional Development

August 11 First Day of Classes

Sept. 5 Labor Day

Oct. 7 End of First Quarter

SECOND QUARTER

October 10 – December 20 (45-0)

Oct. 18 Parent/Teacher Conferences 4:00-7:00

Oct. 19 Parent/Teacher Conferences 8:00-12:00

Oct. 20 & 21 Fall Break

Nov. 21 – 25 Thanksgiving Break

Dec. 20 End of Second Quarter

Dec. 21 – Jan. 4 Winter Break

175 Days Taught

 5 Professional Development Days

180 Days

4 Snow Days

2012

January	February	March
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

April	May	June
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THIRD QUARTER

Jan. 4 – March 9 (45-1)

Jan. 4 Professional Development

Jan. 5 Classes Resume

Jan. 16 MLK Day (Holiday)

Feb. 20 Snow Day #2 (Presidents' Day)

March 9 End of Third Quarter

FOURTH QUARTER

March 12 – May 22 (44-1)

March 19 – 23 Spring Break

March 29 Parent/Teacher Conferences 4:00-7:00

March 30 Parent/Teacher Conferences 8:00-12:00

April 6 Snow Day #4

May 4 Snow Day #1

May 11 Snow Day #3

May 22 End of Fourth Quarter

May 23 Professional Development

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. Insuring 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 454-6244.

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 outline 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. 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 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 6 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

Grading will be in accordance with the District's grading procedure approved May 9, 2011. 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 during the fifth week of each grading period and report cards will be sent home by the students at the end of each nine weeks period.

Students in grades 8th through 12th will receive progress reports on the fifth, ninth and fourteenth week.

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 schools 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.

FREE TEXTBOOKS

District owned textbooks will be checked out for all students for each class. 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 using the computerized meal ticket system. 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, 454-6244 or 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 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 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 cell phones, radios, tape players, headsets, ipods, video cameras, laser devices, electronic games, MP3 players and other electronic devices on campus during the school day.

VISITORS

Students are not allowed to bring visitors to school. Visitors work a hardship on both 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.

VISITORS ON CAMPUS

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.

SMOKE FREE CAMPUS

Students shall not use, possess, conceal, or transmit tobacco or tobacco products in any form while on school property or while attending school sponsored activities.

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 in any form on school property or while at a school activity."

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 #3292.

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 #1125, 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 Paula Dunlap at 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 fund raisers 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

Students with parental permission may request to sit for a proficiency examination during the first five days of each term. Any student demonstrating a competency 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.

HARRAH HIGH SCHOOL SECTION
DISTRICT OF CHAMPIONS

SCHOOL DAY

The school day will begin with a tutorial period at 7:40, and four class periods beginning at 8:00am. The school day will end at 2:35 p.m. The schedule will be as follows:

Teachers Report	7:30
Tutorial	7:40 to 8:00
First Period	8:05 to 9:30
Second Period	9:35 to 11:00
Lunch	11:00 to 11:35
Third Period	11:40 to 1:05
Fourth Period	1:10 to 2:35
Tutorial	2:40 to 3:00
Teachers Dismiss	3:00

GRADUATION REQUIREMENTS

General Diploma

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	2 Units
Electives	<u>13 Units</u>
TOTAL	28 Units = 56 credits

College Preparatory

English	4 Units
Math	3 Units (Algebra I or higher)
Science	3 Units (Lab Sciences)
American History	1 Unit
Okla. History	½ Unit
Government	½ Unit
World History	1 Unit
Foreign Language (same) or Computer Science	2 Units
**The Arts	2 Units
*College Prep	1 Unit
Electives	<u>11 Units</u>
TOTAL	29 Units = 58 credits

Distinguished Diploma

English	4 Units
Math	4 Units (Algebra I or higher)
Science	4 Units (Lab Sciences)
American History	1 Unit
Oklahoma History	½ Unit
Government	½ Unit
World History	1 Unit
Non-required Social Studies	1 Unit
Foreign Language (same) or Computer Science	2 Units
**The Arts	2 Units
*College Prep	1 Unit
Electives	<u>9 Units</u>
TOTAL	30 Units = 60 credits

Distinguished Diploma

Minimum G.P.A. of 3.5
No grade lower than a "B" accepted
4 honors and/or AP Courses

*COLLEGE PREP INCLUDES:

Any non-required English, Math, Social Studies, Science, Foreign Language, or Computer Science courses.

**THE ARTS INCLUDES:

Art classes, Vocal, Band, Speech classes, Play Production, Competitive Academics, Foods & Trends, Desktop Publishing, Ceramics/Sculpting, History of Film & Debate, Graphic Arts, and Ag. Comm.

HONORS and AP COURSES WITH WEIGHTED GPA's INCLUDES:

Honors English II, Honors English III, AP English IV, Honors Algebra II, AP Calculus, AP Environmental Science, Physics, AP Chemistry, AP American History, AP European History.

The Weighted G.P.A. Scale will be used in the above Honors and AP Courses:

A = 5.0
B = 4.0
C = 3.0
D = 1.0
F = 0.0

The valedictorians and salutatorians shall be selected from the students earning a Distinguished Diploma. The students with the highest grade point average shall be declared as valedictorian;

the students with the second highest grade point average shall be declared as salutatorians. 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 third nine-week block of the graduating senior.

- Distinguished Valedictorians will have completed at least 4 Honors and/or AP courses.
- Math of Finance will not count as a required math towards the College Preparatory or Distinguished Diploma.
- 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.

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 these exercises, he/she must have completed a minimum of 55 credits, and completed all other requirements, but will not receive a diploma. (This includes all obligations - Financial, Discipline, Attendance, Academic (Grade), and Extra-Curricular.) The following guidelines have been adopted by the 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's 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 speak at graduation.

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

Seniors and Juniors may attend the EOC Tech center for three hours in the morning or three hours in the afternoon. Each course is a two-year program. Transportation by bus is provided between the high school and tech center, if needed. All students must submit a completed EOC Tech application, complete a vocational assessment, and have a counselor approval.

CONCURRENT ENROLLMENT

High School students wishing to concurrently enroll must complete the application for concurrent enrollment signed by their high school counselor, parent(s), and the high school principal confirming that the student is on track to meet all graduation requirements and college admission standards.

The students must bring all of the following completed forms/documents to the college before their application is considered complete: concurrent form with required signatures, an application for admission, and an official high school transcript that includes ACT/SAT scores.

Requirements for admission:

Option 1—Seniors may be admitted with an ACT composite score of 19 and juniors with a composite score of 21.

Option 2—Seniors may be admitted with a 3.0 GPA and a 19 ACT in the subject area that they wish to take a course in. Juniors may be admitted with a 3.5 GPA and a 19 ACT in the subject area that they wish to enroll in.

Students may only enroll in curricular areas where they have scored a 19 on the ACT exam. Students may not enroll in more than 6hrs of college course work unless they have received prior approval from the principal. Students are responsible for their own transportation. Depending on availability and demand some college courses may be offered via the distance learning lab at Harrah High School. Please see counselor for details.

ADVANCED PLACEMENT (AP) PROGRAM

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.

TUTORIAL PERIOD

Tutorial Period will be Monday thru Thursday morning from 7:40 to 8:00, and after school from 2:35 to 3:00. Attendance is highly encouraged for students with missing assignments and/or failing grades.

OHLAP

With OHLAP, The Oklahoma Higher Learning Access program, 8th, 9th, and 10th grade students whose annual family income is \$50,000 or less and who agree to meet certain academic requirements and conduct standards can earn free college tuition. In order to receive this scholarship you must apply and be accepted, complete the OHLAP core curriculum and obtain a 2.5 GPA, graduate with a 2.5 cumulative GPA, and meet the conduct standards. Once you have completed the program's requirements, OHLAP will pay your tuition at an Oklahoma public two-year college or four-year university. It will also cover a portion of tuition at an accredited private college or university or for courses offered at a public technology center that qualify for credit from a public two-year college.

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 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 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 anytime during the school hours without permission being granted at the principal's office.

Students who do not follow these rules may lose driving privileges, and/or be suspended. **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.**

TERM EXAMS

At the close of each term, final 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. Final exams will be given only at the time designated by the administration. No exam will be given early. In the case of illness or extreme emergency, the exam will be given after the exam schedule has been completed.

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 their parents.
- * The student must fill out an Add and Drop form.
- * No subject will be dropped after the first 3 school days.
- * Students are encouraged to enroll in only 1 OSSAA athletic period per block.

POLICIES

AUTHORITY OF TEACHERS

The teachers of a child attending a public school has the same right as a parent or guardian to control and discipline a child 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.

ATTENDANCE/ACTIVITY POLICY

Students must not be absent more than 6 times per class per semester in order to receive credit in that class. When a student misses school, 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. A Parent/Guardian must call each and every day a student is absent from school. Doctor's notes must be turned in the day the student arrives back to school. Students will not be allowed to make up assignments for unexcused absences. It is the student's responsibility to obtain work missed from the teacher the next day. Parents will be notified on a daily basis by phone if their student is absent. (School Messenger System) School activities are not included in this policy. If a student misses due to a school activity, it is that student's responsibility to pick up their work before the activity. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one-class period for each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

ATTENDANCE APPEAL BOARD

1. Responsibilities
 1. Their appeals or request for absences in excess of 6 days for the semester.
 2. Review documentation and recommend no credit with a failing grade or recommend excusing the absence beyond the 6 days because of circumstance beyond control of student.
2. Composition

The appeal board will be composed of the:

 1. School Counselor
 2. Faculty representative selected by principal
 3. Faculty representative selected by student.
3. Appeal Board Meetings
 1. Appeal board meetings will be held during the final 2 weeks of semester.
 2. The student's parent/guardian must be present at meeting.
 3. The decision will be presented in writing to the Asst. Principal the following school day.

4. The student/parent can receive the decision by contacting the Asst. Principal on the following school day.
5. The decision of the appeal board is final.

NOTIFICATION PROCESS

1. The student and parent or guardian will be notified by a certified letter sent to the home address as listed on student file in the office that absences have exceeded 6 days of the semester.
2. If the student chooses to appeal, a written request sent by certified mail must be filed with the Principal within 10 school days of the date the notifying certified letter is postmarked.

TRUANCY

1. Any student is considered truant when the student 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 parents or guardian.
2. Any student who fails to attend his or her class at the assigned time but 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
3. For each class period missed the student will be assigned one day of ISR.
4. State law now requires that school report students age fourteen through seventeen who withdraw from or drop out of school for the purpose of canceling or denying that student's driving privilege.

HARRAH HIGH SCHOOL STUDENT CODE & STUDENT BEHAVIOR

All student behavior at Harrah High School is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. It is our belief that the home, school and church must encourage young people to be law-abiding, productive citizens. When students fail in behavior, we attempt to see that the problems are handled efficiently, sensibly and in a just manner. Below are some guidelines that are conducive to a positive school environment.

1. A student will not intentionally do bodily harm to any person or be involved in threats, intimidation, harassment or extortion.
2. Verbal abuse or profanity will not be tolerated.
3. Students are not permitted to use **cell phones**, digital cameras, video cameras, CD players, DVD players, headsets, I Pods, MP3 players, laser devices, or any electronic devices, etc. on campus. (Any exceptions to the rule require prior approval from the office).
4. No gambling allowed.
5. In general always respect the rights and property of others, including school property. Good citizens will help keep the school neat and clean.
6. Good courtesy requires removal of all hats, caps, etc. when entering buildings.
7. Students are not permitted to bring outside food or drinks into the school. Example: Sonic, Taco Mayo, Subway. Sack lunches are okay. Parents that bring lunch must check all food and drinks in at the principal's office. Students must take approved food and drinks to the cafeteria to eat.
8. The use or possession of tobacco and/or tobacco paraphernalia is prohibited at school or school activities.

9. Boy-girl relationships should be in good taste.

CHECK-IN/OUT; LEAVING SCHOOL

1. If a student arrives to school after 8:05 they must check in at the attendance office.
2. In order to be counted present for a class, a student must be present for at least 65 minutes.
3. If a student has to leave the campus for an appointment or emergency, he/she must check out through the office. However, permission from the parent or guardian must be received.
4. **During Lunch a parent or guardian must check out the student in person.**
5. Students are only allowed to check out of school to attend school activities if the parent or guardian checks the student out in person; then that student can attend the school-sponsored activity.
6. Students will not leave the school grounds without permission. This applies from the time students arrive on campus in the morning until their dismissal in the afternoon. Students are not allowed to loiter across the street from the school, or in the student parking lot. Once a student is visible from the school grounds he/she is considered to be at school.
7. **A student who does not follow the above policies will receive I.S.R.**

TARDY POLICY

Students should develop good habits by being prompt to each class. A student who is not seated and ready for class with all class materials will be considered tardy.

1. All tardies are unexcused unless the principal decides otherwise. (Exceptions will be made for doctor visits with at note provided by the doctor.)
2. A student is considered tardy if he/she comes in during the first 20 minutes of class.
3. Students will be counted absent after 20 minutes.
4. In order to be counted present for a class, a student must be present for at least 65 minutes.

POLICIES AND RULES

In order to grow educationally, socially, and emotionally, students need to be in an environment in which firm, consistent, and positive limits are set; while support is provided for appropriate behavior. Maintaining acceptable school conduct is the responsibility of the students, parents, and the entire school staff.

Listed below are student conduct misbehaviors, though the list is not necessarily intended to be inclusive of all possible actions of misbehaviors. All conduct misbehaviors are subject to charges being filed with police.

- Copying the work of another student
- Sexual Harassment
- Using a cell phone and/or electronic device during school
- Dress code violation
- Littering
- Excessive talking in class
- Failure to do assigned work
- Failure to bring necessary materials to class
- Hazing
- Inappropriate display of affection on campus
- Leaving school grounds without permission

- Loitering/Trespassing
- Sitting on desk
- Profanity, offensive language
- Running, yelling, pushing in the halls
- Smoking/tobacco products
- Throwing objects
- Cheating
- Inappropriate bathroom behavior
- Wearing of any gang or gang related apparel
- Altering or destroying school records
- Boycotts, walkouts, and protests
- Defacing school property
- Defiance of authority of school personnel
- Disruption on school bus or leased bus
- Fighting
- Forgery
- Harassment of students or school personnel
- Pranks
- Immoral conduct
- Insubordination
- Obscene material-possession, exhibition, or use
- Reckless conduct/driving
- Truancy
- Unexcused absences or excessive tardies
- Arson
- Alcohol and/or drug use and possession
- Assault and/or battery of another student
- Assault and/or battery of school personnel
- Blackmail
- Extortion, coercion
- False fire alarms and/or bomb threats
- Robbery, theft, or larceny of another persons property
- Sex violations
- Tampering with fire alarms and equipment
- Vandalism
- Possession of weapons or replicas
- Possession of drug paraphernalia

Consequences for misbehaviors listed above will be assessed according to the type of offense, as well as the frequency of misbehavior.

POSSIBLE CONSEQUENCES

- In class disciplinary action
- Notes or calls to parents
- Conference with parent/teacher/student/principal
- Detention 1 to 5 days
- In school restriction 1 to 10 days (I.S.R.)

- Grade of zero
- Exclusion from extra-curricular activities
- Cell phone and/or electronic device confiscated
- Assigned school duties other than class tasks
- Hall pass revocation
- Corporal punishment
- Financial restitution
- Invoke penalties in policy for tardies and unexcused absences
- Student probation contract
- Suspension from bus
- Parent sits with student in class for designated time
- Referral for psychological services
- Loss of driving privileges
- Law enforcement
- Suspension with home study
- Suspension up to ten days
- Referral to alternative school
- Suspension for remainder of semester, or remainder of semester plus following semester
- Any other action deemed appropriate

DISCIPLINE

One of the most important lessons education should teach is discipline. At Harrah High School, we emphasize the 3R's: Respect, Responsibility, and Readiness! When a student chooses to disregard school policies, he or she will be held accountable for their actions. Take pride in yourself, your family and your school. The reputation of Harrah High School is determined by student conduct.

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. Such alternatives as detention, I.S.R. and suspension are available for those students who find it difficult to conform to school policies. **All disciplinary decisions are at the discretion of the administration.**

SUSPENSION

When determining whether cause exist for suspension or determining the length of suspension; the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

SUSPENSION OF STUDENT

A student may be suspended from the Harrah Public Schools for any of the following reasons:

1. Alcohol and/or drug use and/or possession
2. Assault and/or battery of another student
3. Assault and/or battery of Harrah Schools personnel
4. Bullying
5. Prom Infractions
6. Use and/or possession of tobacco
7. Reckless driving
8. Blackmail

9. Extortion or coercion
10. False fire alarms and/or bomb threats
11. Possession or use of fireworks
12. Robbery, theft, or larceny of another person's property or school property
13. Immoral or indecent conduct
14. Tampering with fire alarms and school equipment
15. Arson
16. School Pranks
17. Vandalism, destroying, and/or defacing school property
18. Possessing, using, or exhibiting dangerous weapons
19. Open disrespect or disobedience to school personnel
20. Gang related activities posing danger to others
21. Violent outburst of temper and/or abusive language
22. Displaying any conduct that is disruptive to the educational process
23. Continual disrespect or disregard for school rules
24. Commission of any act which would be a felon or crime of moral turpitude under state or federal law if committed by any adult
25. Sexual Harassment
26. Excessive school policy violations

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 graduation. Suspended students may have the right to appeal to the board of education. Students, if suspended for whatever cause, shall be afforded the due process clause of the fourteenth amendment of the United States constitution. Specifically, students shall be given oral or written notice of the charge. Parents will be notified if a student is suspended.

SUSPENSION PLAN

Students suspended for 1-5 days will be provided schoolwork; however, the work will count a maximum of 50%. Students suspended for more than 5 days (other than weapons or drug related suspensions) will be provided an education plan. This plan will cover the subjects in which they are currently enrolled. Students are responsible for picking up their assignments.

IN SCHOOL RESTRICTION

If a student's irresponsible behavior persists, the student will not be allowed to remain in the mainstream of school, and will be placed in the I.S.R. classroom. A tardy in I.S.R. will result in an extra day added to the I.S.R. assignment. Any disruption by the student while in I.S.R. will result in a three-day suspension.

DETENTION

Lunch Detention will be from 11:00 to 11:20. After School Detention will be from 2:40 to 3:00. Students assigned after school detention will be given a 1 day notice, and are responsible for their own transportation. A tardy in detention will result in another day being assigned, and any disruption by the student while in detention will result in ISR.

POSSESSION OR USE OF TOBACCO PRODUCTS

The use and/or possession of tobacco or tobacco products 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

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.

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

1. Every person who, without justifiable 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/her 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 (500) dollars, or both such fine and imprisonment.
2. 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/her duties shall upon conviction be guilty of a felony.

HARRAH HIGH SCHOOL DRESS AND GROOMING CODE

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general good taste. It is the intent to permit students to dress according to current fashions and at the same time restricts extremes and indecency in grooming which will distract from the main purpose of the educational program. 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 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 I.S.R. 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, short shorts and skirts, boxer shorts, flannel pants, pajama pants, or house shoes
3. All shorts and skirts must be no shorter than finger tip length with shoulders and arms relaxed by your side.
4. Spaghetti straps, halter tops, tube tops, 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. Shirt straps must be a minimum of two adult fingers in width, (about two inches).
5. 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.
6. At all times students must wear shoes. Cleats or any shoe that limits physical activity or safety will not be permitted.
 7. All headgear within the school buildings or classroom. NO HATS, NO BANDANAS
 8. Apparel which is too tight or too loose, and/or revealing or does not cover undergarments.
 9. Students may not wear gang "colors". Any known gang/cult related attire or personal attire such as bandanas as headgear or in pockets, and sagging pants.
 10. Jewelry or personal items that could cause harm to others. Absolutely no chains or spike/studded accessories
 11. Hair/eye contacts must be of a natural color.
 12. No duster/long trench coats
 13. No Costumes.

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 recognizes the pressing need for the safety and security for all students and has implemented a closed campus policy for all schools and students attending those schools. **A parent or guardian, in person, must check out students that are checking out during lunch. No phone calls for lunch check outs will be accepted.**

HALL BEHAVIOR

The buildings open at 7:30 a.m. each morning. If the student desires to enter at this time, they should go to the forum area or transact any business they might have in the office. Loitering in the halls is not permissible; students may go to their lockers at 7:40 a.m. When the first bell rings at 8:00 students should go immediately to their classrooms. The second bell at 8:05 is the tardy bell and students not seated and ready for class will be tardy.

STORM ALERT

THE SIGNAL WILL BE A LONG BELL

Students in the high school will go to the field house. Teachers will take classes to the basement dressing rooms and wrestling room. Teachers will accompany their students and take class roll to check for student safety. Teachers and their classes will be assigned to a specific room in the field house.

FIRE ALERT

THE SIGNAL WILL BE A LONG BELL FOLLOWED BY A SHORT BELL - REPEATED

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.

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.

STUDENT COUNCIL

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

LOST AND FOUND

The assistant principal's office is designated as the location for "Lost and Found" articles. Take ALL "found" items to that office and check there when you lose something.

SCHOOL PARTIES AND TRIPS

Each class may have one school sponsored party or trip per semester. All other school parties will be held on the school grounds. No class shall make an overnight trip during the school year.

HARRAH HIGH SCHOOL QUEENS

The respective boy's squads shall select the football, basketball, and soccer queen candidates. One attendant from the 10th and 11th grade will be selected to attend and represent their 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 "Queen Crowning" game designated on the schedule of each team.

It is recommended that the candidates being selected are active participants and/or supporters of said sport. In the event that an appropriate senior candidate cannot be designated, the individual sport may select underclassmen as candidates.

Any sport that does not have a ninth grade squad may include freshman as part of their homecoming court. Freshman will be governed under the same guidelines as stated above for underclassmen.

The high school wrestling squad will select the homecoming queen candidates. One sophomore, one junior, one senior, and one at-large candidate will be selected. The boy's from the individual classes will choose their respective class candidates. The at-large candidate will be chosen by the entire squad. The entire squad will then choose the homecoming queen from all four candidates. The queen will be crowned at the ceremony during the homecoming meet designated on the schedule for wrestling.

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.

The F.F.A. members shall select the F.F.A. Sweetheart. She will be honored at the F.F.A. spring banquet.

The "Band Queen" candidates must be members of the band. The band will select four candidates from grades 10, 11, and 12.

The "Choir Queen" candidates must be members of the Choir. The choir will select four candidates from 10, 11, and 12.

The Masque and Gavel Club in conjunction with Play Production and Advanced Speech will select the "Speech and Drama Queen" from grades 10, 11, and 12 to be honored at the

annual fall or spring performance.

All queens and candidates pictures will appear in the school yearbook.

Once a student has served as queen during the school year, they are ineligible to serve at royalty at any other time during that year.

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.

ACTIVITY PROGRAM (SECONDARY)

Harrah High School has one of the finest activity programs of any high school in Oklahoma. The activities offered by this school are: Football, Boys and Girls Basketball, Boys and Girls Track, Boys and Girls Soccer, Boys and Girls Golf, Softball, Baseball, Boys and Girls Swimming, Wrestling, Boys and Girls Tennis, Cheerleading, Dance, Band, Speech Activities, Academic Contest Teams, Booster Club, F.F.A., F.H.A., Vocal Music, T.S.A., School Plays, F.B.L.A., SADD, F.C.A., and Leo Club.

In order for a student to compete with other schools in these activities, under OSSAA rules, he/she must meet and maintain eligibility requirements adopted by the Harrah Board of Education. Eligibility includes maintaining a 90% current attendance record. 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 is reinstated by the appropriate principal.

ACTIVITY LETTERING PROGRAM REQUIREMENTS FOR LETTERING

AWARDS FOR ALL SPORTS/ATHLETIC LETTERS FOR STUDENTS

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

GENERAL STANDARDS

1. A student must meet all state and school requirements regarding academic work.
2. A student must remain out for a sport for the entire season unless excused by the head coach.
3. A student must meet all requirements of the head coach pertaining to attitude, conduct and training.
4. Student managers may qualify for a letter, which is, designated "MGR."
5. Recipients must be recommended by the head coach of the sport.
6. 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 post-season 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 they participate in spirit leadership during three fourths of the sporting events required and participate in regional competition each of the two years they participate in cheer.

Football:

An athlete will qualify for a letter if he 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/Vocal:

- A. A student must have participated in all schedule performances and/or events when requested to do so by the director.
- B. The letter/award will be made to each student who has participated satisfactorily during the current school year. The student must have participated for three or four years in grades nine through twelve with participation for the full year during the junior or senior terms being mandatory.

- C. Those students who transfer into the Harrah School system, having 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.
- D. In reference to item "B" above, 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.
- E. 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:

- A. 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.
- B. A student must have participated in at least three different categories over a three-year period.
- C. A student must compete in speech activities his junior and senior year.
- D. If a student does not complete the above requirements, but participates for three years, his award will be left up to the discretion of the coach and the administration.

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Handbook Verification

I have received and read the policies and procedures stated in the Harrah High School Handbook.

Student signature: _____

Parent signature: _____