

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

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

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

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

### 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**

- 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 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 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

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 8<sup>th</sup> through 12<sup>th</sup> 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](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.

### **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 exceed the charges allowed. This supplemental meal is intended to be only occasional when students forget to bring money and if it becomes excessive may be considered neglect on the parent's behalf and the school officials may need to set up a meeting with the parents or take other action. No lunch charges after May 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 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.

Changes/additions are in *italics*

**2011/2012**  
**HARRAH JUNIOR HIGH (HJH) SCHOOL SECTION**  
**DISTRICT OF CHAMPIONS**

**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.

**CHANGES AND DROPS IN CLASS SCHEDULES**

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

- The student should have a conference with the counselor first to see if the change is advisable.
- If the counselor approves, the student should discuss the change with his/her parents.
- The student must fill out an "Add and Drop" form. All affected teachers must approve and sign the form.
- The student's parents/guardians must sign the form before the changes are made.
- No subject will be dropped after the first week of each term.
- If change(s) are advisable and possible, students' schedules will only be changed at the term point.

**GRADING**

*Grading will be in accordance with the District's grading policy.* Teachers will use either a percentage system or a running total to determine students' grades. The teacher will record at least two grades a week, *average*. The final student grade will be based on the district scale which is located in the front of the student handbook. Progress reports will be sent home at 4 or 5 week intervals during the term.

**JUNIOR HIGH PROMOTION POLICY**

All Harrah Junior High students are required to take four core subjects each year: English (language art), mathematics, science and social studies. These subjects are worth two credits each, one at the end of the first term and one at the end of the second term. A credit is earned by making a passing grade in the core subjects. A grade of "D" (60%) or higher is considered a passing grade. Since there are four required subjects and two credits can be earned for each one, all students should strive to earn a total of eight credits by the end of the year. In order to pass to the 9<sup>th</sup> grade, an 8<sup>th</sup> grade student must receive at least six credits in the core areas. *Exceptions may be made for students who will turn sixteen (16) years of age while in the 8<sup>th</sup> grade. Ninth grade students who have not earned the needed six (6) credits in the core courses will be retained in the 9<sup>th</sup> grade for one more year. If, after being retained in the 9<sup>th</sup> grade, the student has not earned the needed credits, they will be advanced to the high school. There, they will be responsible for making up the required credits to graduate.* This may be done through summer school, GED work, alternative education, or correspondence courses. **EXCEPTION:** Students that will turn 17 years of age while in the 9<sup>th</sup> grade may be sent to the high school regardless of the number of core credits earned.

**TERM EXAMINATIONS**

At the close of each term, final exams will be given in all classes of HJH. The Principal will post a schedule for testing. Colleges and industries make use of tests and examinations to such an

Changes/additions are in *italics*

extent that students should be thoroughly schooled in this phase of education. All students *should* take these examinations.

*Final exams will be given only at the designated times. Only in cases of illness or extreme emergency will exams be given after the exam schedule has been completed.*

### **ATTENDANCE POLICY**

Students can be absent no more than *six (6)* times per class per semester to receive credit for that class. When a student misses school, and the absence is excused by the attendance office, the student will be allowed two days for each day missed to make up schoolwork. The student's parent/guardian must call each/every day a student is absent from school. Physician's notes must be turned in the day the student arrives back at school. Students may not receive credit for work missed due to unexcused absences. Students are responsible for obtaining and collecting work missed after absences. An unexcused absence is any absence for which a parent/guardian does not call the school the day of the absence. *A student that misses more than 20 minutes of a class period is considered absent.* The official school day ends at 3:00pm.

**Bell schedule, see page 25.**

### **NOTIFICATION PROCESS – EXCESSIVE ABSENCES**

The student and parent/guardian will be notified by a certified letter sent to the home address --as listed in the student information file in the office -- *stating that* absences for the semester have exceeded *six (6)* days.

### **APPEAL BOARD – EXCESSIVE ABSENCES (MORE THAN 6 TIMES PER CLASS PER SEMESTER)**

1. Responsibilities.
  - a. Their appeals or request for absences in excess of 6 days for the semester.
  - b. Review documentation and recommend no credit with a failing grade or recommend excusing the absence beyond the 6 days because of circumstances beyond the control of the student.
2. Composition. The appeal board will consist of:
  - a. Guidance office representative.
  - b. Faculty representative selected by the principal.
  - c. Faculty representative selected by the student.
3. Appeal Board Meetings.
  - a. Appeal board meetings will be held during the final two (2) weeks of semester.
  - b. The student's parent/guardian must be present at the meeting.
  - c. The decision will be presented in writing to the Principal the following school day.
  - d. The student/parent can receive the decision by contacting the Principal on the following school day.
  - e. The decision of the appeal board is final.

### **TRUANCY**

1. Any student is considered truant when the student leaves school without being officially checked out through the 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.

Changes/additions are in *italics*

2. Any student who fails to attend his/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. State law now requires that schools report students age fourteen through seventeen, for the purpose of canceling or denying those students' driving privileges, who withdraw from or drop out of school.

### **CHECK-IN/OUT, LEAVING SCHOOL**

If a student arrives at school after class has begun he/she will sign in at the office before proceeding to class.

- A. 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.
- B. Students will not be allowed to check out of school to attend school activities unless the parent or guardian checks the student out in person; then that student can attend the school-sponsored activity.
- C. Students will not leave the school grounds without permission. This applies from the time students arrive on campus in the morning until their dismissal at the end of the day. Students are not allowed to loiter across the street from the school. Once a student is visible from the school grounds he is considered to be at school.
- D. Students are not allowed to walk to or from the high school (except in rare circumstances) or be on the grounds at the High School unless there for a scheduled class.

### **TARDY POLICY**

Students should develop good habits by being prompt to each class. A student who is not in the classroom when the tardy bell rings, is considered tardy. Tardies are cumulative.

1. Teachers will record the tardy and inform the student of the number of tardies.
2. All tardies are unexcused unless the teacher or principal decides otherwise. Exceptions will be made for a doctor or dental appointment, at which time a doctor or dental statement will be required.
3. A student is considered tardy if he/she arrives during the first 20 minutes of class.
4. In order to be counted present for a class, a student must be present for at least 65 minutes of that class.
5. The teacher should handle the first two tardies by discussing the problem with the student. Parents will be notified by either a teacher or through *the automated calling system*.
6. Third tardy will result in 3 periods of detention (parents also notified).
7. Fourth tardy will result in 4 periods of detention (parents also notified).
8. Fifth tardy will result in 1 day of In School Restriction (ISR) and parent notification.
9. Sixth tardy will result in 3 days of ISR and parent/principal conference.
10. Seventh and subsequent tardies will be dealt with accordingly.

### **DISCIPLINE**

We have one basic rule of conduct. We desire that all students accept the responsibility of self-discipline. Students are expected to conduct themselves as young ladies and gentlemen at all times. Proper conduct is a sign of maturity and self-discipline. Take pride in yourself, your family, and your school.

Changes/additions are in *italics*

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, in-school restriction (ISR), suspension, and other measures are available for those students who find it difficult to conform to school policies.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection, to include hand-holding, are not permitted at HJH. Violations of this policy will result in disciplinary actions.

### **HARRAH JUNIOR HIGH SCHOOL STUDENT BEHAVIOR CODE**

All student behavior at HJH 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 further responsibility to behave in a manner appropriate to good citizenship everywhere. It is our belief that the home and school 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. Food and drink are to be consumed only in the cafeteria and forum areas.
2. The use or possession of tobacco and/or tobacco paraphernalia is prohibited at school or school activities.
3. Boy-girl relationships should be in good taste.
4. A student will not intentionally do bodily harm to any person or be involved in threats, intimidation, harassment or extortion.
5. Verbal abuse or profanity will not be tolerated.
6. Students are not permitted to bring cell phones, portable radios, tape players, pagers, headsets, laser devices, electronic games, mp3 players, or other electronic devices on campus. See page 24 for penalties for cell phone violations.
7. Gambling is not allowed.
8. In general, always respect the rights and property of others, including school property. Good citizens will help keep the school neat and clean.
9. Courtesy requires removal of all hats, caps, and headgear, etc. upon entering buildings.

### **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 warmth and support are provided for appropriate behavior. Maintaining acceptable school conduct is the responsibility of the students, parents, and the entire school staff.

Listed below are examples of student conduct misbehavior. This list is not intended to be all inclusive.

- Copying the work of another student (cheating)
- Dress code violation
- Excessive littering
- Excessively loud talking in class
- Failure to do assigned work
- Failure to bring necessary materials to class
- Hazing
- Inappropriate display of affection on campus

Changes/additions are in *italics*

- Leaving school grounds without permission
- Loitering/trespassing
- Sitting on desks/tables
- Profanity, offensive language
- Running in the halls
- Smoking/possessing 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 of school bus or leased bus
- Fighting
- Forgery
- Harassment of students or school personnel
- Immoral conduct
- Insubordination
- Obscene material possession, exhibition, or use
- Reckless conduct
- Truancy
- Unexcused absences or excessive tardies
- Arson
- Alcohol and/or drug use and possession
- Assault and/or battery of school personnel
- Blackmail
- Extortion, coercion
- False fire alarms and/or bomb threats
- Robbery, theft, or larceny of another person's property
- Sex violations
- Tampering with fire alarms and equipment
- Vandalism
- Possession of weapons or replicas
- Possession of drug paraphernalia
- Threats against other students or school personnel
- Improper statements about school personnel while on school grounds
- Language deemed inappropriate for a school setting

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 including work not related to the class
- Notes or calls to parents
- Conference with parent/teacher/student/principal
- Detention 1 to 10 days

Changes/additions are in *italics*

- In-school Restriction (ISR) 1 to 20 days
- Grade of zero
- Detention
- Exclusion from extra-curricular activities
- 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
- 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

### **DETENTION**

Minor infractions may result in assignment to detention. Failure to report to detention or being tardy will result in further, more stringent disciplinary action. Detention may be assigned by any teacher.

### **IN-SCHOOL RESTRICTION**

If a student's irresponsible behavior persists, the student will not be allowed to remain in the mainstream of school, but will be placed in the ISR classroom. Also, certain serious offenses (smoking, theft, possession or use of an illegal substance, etc.) will at least result in automatic assignment to ISR.

Unless specified by a particular policy, ISR may be assigned for up to 20 days. Parents will be responsible for providing transportation to the ISR location if a student does not ride the bus. The student will be instructed where he/she is to go for ISR.

### **ISR POLICIES AND PROCEDURES**

1. Tardies to ISR will result in a day of ISR added.
2. Students will remain in ISR until all work that was assigned is completed.
3. Students that are in ISR may not be eligible for extra curricular activities while in ISR.
4. Disciplinary actions while in ISR may result in out-of-school suspension and students will be required to finish the days of assigned to ISR upon return to school.
5. ISR is not appealable.

### **IMMEDIATE REMOVAL**

A student whose presence poses a continuing danger to persons or property or who continually threatens to disrupt the academic process may be immediately removed from school.

Changes/additions are in *italics*

## **SUSPENSION**

When determining whether cause exists 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 A STUDENT**

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

- Alcohol and/or drug use and/or possession
- Assault and/or battery of another student
- Assault and/or battery of Harrah Schools personnel
- Blackmail
- Extortion or coercion
- False fire alarms and/or bomb threats
- Possession or use of fireworks
- Robbery, theft, or larceny of another person's property or school property
- Immoral or indecent conduct
- Tampering with fire alarms and school equipment
- Arson
- Vandalism, destroying and/or defacing school property
- Possessing, using or exhibition dangerous weapons
- Open disrespect or disobedience to school personnel
- Gang related activities posing danger to others
- Violent outburst of temper and/or abusive language
- Displaying any conduct that is disruptive to the educational process
- Continual disrespect or disregard for school rules
- Commission of any act which would be a crime of moral turpitude under state or federal law if committed by any adult

The 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. A student that is suspended will not be allowed to participate in any school activity or attend school-sponsored functions until the suspension is completed.

Suspended students may have the right to appeal to the Board of Education.

Students facing suspension shall be afforded the due process clause of the Fourteenth Amendment of the U. S. Constitution. Specifically, students shall be given oral or written notice of the charge. Parents will be notified if a student is suspended.

### **SUSPENSION PLAN**

*All suspended students will be placed on an education plan so they may continue with their education while suspended. If the suspension is from one to five days, it is the student's responsibility to collect and organize the work from their teachers. Students suspended more than 5 days (other than for weapons or drug related suspensions) will be provided an education plan and the work will be gathered by the school for pick up by a person designated by the*

Changes/additions are in *italics*

*parents. The suspended student may not pick up or deliver his/her work.* This plan will cover the core subjects in which they are enrolled.

### **CELL PHONES/PENALTY FOR VIOLATION OF SCHOOL POLICY**

Students caught violating the cell phone policy will be subject to the following penalties:

- 1st offense -- 5 days lunch detention
- 2nd offense -- 5 days in-school restriction
- 3rd offense -- 3 days out-of-school suspension
- 4th and subsequent violation(s) -- penalty deemed appropriate by the administration

All students will have ample warning before the penalties are enforced. First day assemblies, home room briefings of the rules, and teachers' warnings all count as ample warning.

### **HARRAH JUNIOR HIGH 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 fashion, while at the same time limiting extremes and indecency in grooming and appearance that could distract from the main purpose of the educational program. Any attire that is viewed as disruptive to the education process is prohibited. Students must wear shoes at all times. However, cleats or any shoe that limits physical activity or safety will not be permitted. Students enrolled in PE classes must wear the appropriate athletic/gym shoes to participate in the activities of the class. The student dress code applies at school, on school conveyance, and at school-sponsored or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes they miss, if they must go home to change. The principal may need to make the final decision in cases of questionable attire. Violations may result in disciplinary action.

### **THE FOLLOWING IS INAPPROPRIATE ATTIRE AND IS PROHIBITED FOR WEAR AT SCHOOL**

1. Shredded, tattered, or clothing with holes that exposes or would expose undergarments or clothing showing skin at the waist or chest.
2. Biker shorts, short mini-skirts, or boxer shorts. Shorts and skirts higher than 6" above the top of the wearer's kneecap. Clothing with writing/pictures/symbols across the posterior.
3. Spaghetti straps, halter tops, tube tops, mesh shirts (or fishnet shirts unless with a T-shirt underneath), outer garments that have the appearance of underwear, clothing that shows skin at the waist or clothing made of thin see-through material. Tank tops with straps less than 2" inches wide and not covering undergarments. Pajama pants and house shoes.
4. 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.
5. All headgear within the school buildings or classrooms.
6. Apparel which is too tight or too loose, and/or revealing or does not cover undergarments. A school official will determine this.

Changes/additions are in *italics*

7. Any clothing or apparel the administration believes to be gang affiliated, e.g., bandanas, sagging or bagging pants, or clothing that could be considered as a display of gang "colors".
8. Jewelry or personal items that could cause harm to others. This includes chains, whether attached to clothing or not.
9. Unnatural hair color, facial jewelry that is a distraction to the educational process.
10. All shirts or blouses that are not tucked in must have the bottom two inches below the top of the bottom garment.

### **CLOSED CAMPUS**

Harrah Schools recognized 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. Students that are checking out during lunch period must be checked out by a parent or guardian, in person. No phone calls for lunch check-out will be accepted.

### **DRIVING**

Harrah Junior High students are not permitted to drive to and from campus during the regular school hours

### **PHONE CALLS**

Students will not be called out of class to accept phone calls. In emergency situations, (death, injury, sickness) a message will be taken and the student will be instructed to call the parent or guardian at the school's choosing. The school will attempt messages about changes in plans. We cannot guarantee the note will be delivered on time.

### **HALLWAY ACTIVITY**

The building opens at 7:20am each morning. If a student desires to enter at this time, he/she will go to the forum or, if needed, go to the library or the office for necessary business. Students may also go to the outside patio via the forum. Students are not to loiter in the hallways; this includes the central hallway leading to the forum. Students may go to their lockers at 7:45am. Students must have a hall pass to be in the hallways except during passing times or before and after school.

### **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. All school regulations are in force during such trips.

### **ACTIVITY PROGRAM**

HJH has one of the finest activity programs of any junior high school in Oklahoma. The activities offered by this school are: football, boys and girls basketball, boys and girls track, boys and girls soccer, golf, girls fast and slow-pitch softball, baseball, swimming, wrestling, tennis cheerleading, band, speech activities, academic teams, booster club, FFA, FCCLA, and vocal music.

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.

Changes/additions are in *italics*

### **ACTIVITIES ATTENDANCE POLICY**

If a student is absent because of a school-sponsored activity, it is their responsibility to collect their assignments before they leave for 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 (10) for any one class period of 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.

### **STUDENT-FREE AREAS**

In order to help maintain better control and to increase campus security and student safety, the following areas are designated Student-Free Areas (off limits) for students at HJH. Students are not to be in these areas without specific permission.

- North or west of the North Wing; west, south or east of the South Wing; south, east or north of the East Wing (except for the paved patio and grass area adjacent to the patio); north, west, and south of the West Wing except before and after school. Students are not to loiter in front of the school after arrival at school.
- Either parking lot.

### **ACTIVITY LETTERING PROGRAM REQUIREMENTS FOR LETTERING**

#### **AWARDS FOR ALL SPORTS/ATHLETIC LETTER 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.

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 letter that makes the first five for three dual matches and one tournament.

Changes/additions are in *italics*

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.

Swimming: Students will qualify for letters who have participated in ¾ of the individual 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 ¾ 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.

### **PROGRAM FOR MUSIC LETTER/AWARD VOCAL AND INSTRUMENTAL**

The purpose of the letter/award is to encourage the continual participation of music students in their respective organizations by recognizing the effort, dedication, and sacrifice of such participation. The letter/award is based on satisfactory participation as outlined below.

1. A student must have participated in all scheduled performances and/or events when requested to do so by the director.
2. 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.
3. 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.
4. 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.

### **HOMECOMING**

HJH will conduct one homecoming activity for all sports/activities for the entire year. HJH students will not participate in homecoming activities at the High School *unless they are members of the varsity team for a particular sport*. The following guidelines are to be followed for the Junior High Homecoming.

Each student organization, sanctioned club, and sport may nominate one boy and one girl from the 8<sup>th</sup> and the 9<sup>th</sup> grade to represent them in the running for Homecoming King and Queen. The nominees must be members in good standing with the organization/club/team *and must be academically and attendance eligible to participate*. The student body will vote for the finalists. Finalists will consist of three couples (male/female) from each grade. A final vote will be taken no later than three days before the homecoming to determine the winning couple. In all voting,

Changes/additions are in *italics*

counting will be done by disinterested parties chosen by the administration. The Homecoming King and Queen will come from the 9<sup>th</sup> grade candidates, may be any two of the six students and will consist of one boy and one girl. The principal can prevent any student from representing their club for cause.

### **HOME ROOM/PANTHER TIME**

During this time students will go to one of the following: an assigned homeroom, a tutorial time, or to detention. **Homeroom** is where the majority of students will go on a daily basis. There they will be allowed to complete homework, gather missing work from other teachers, attend meetings, or tend to school administrative requirements. All students will be assigned a home room. **Tutorial** will be during the same time as homeroom and will allow students to seek help in areas where they are deficient or may need help. All students on the failing list should attend tutorial. Students attending tutorial will check in with their homeroom teacher prior to going to the tutorial teacher. Once a student finishes the tutorial session for the day, he/she will return to their homeroom until dismissed. **Detention** – students are assigned detention by either a teacher or the principal. If assigned detention, students will report directly there after checking in with their homeroom teacher. If a student is assigned detention before lunchtime, he/she is to report to detention that day unless told to do otherwise. Failure to report as directed by a teacher will result in additional disciplinary action.

### **OUTSIDE FOOD/VENDING MACHINE FOOD**

For definition, outside food is any food or beverage brought on campus by someone other than the student. A bag lunch brought to school by the student to be consumed by that student is not considered outside food. Outside food must be brought to the office before it will be delivered to the student and it must be consumed in the cafeteria. Food/beverages purchased from the vending machines may be consumed either in the forum or in the cafeteria. No food/beverages may be taken from the forum. All cafeteria food will be consumed in the cafeteria unless specifically allowed to be removed for special occasions, e.g. club meetings, etc.

### **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

The NJHS is a nationally chartered organization open to any student that meets the qualification requirements of the Society. Students are admitted into the Society by being recommended by the faculty and selected by the faculty council. All requirements may be found in the Harrah Junior High School National Junior Honor Society Constitution. A student is a candidate until he/she is inducted at the annual induction ceremony.

### ***HIGH SCHOOL CREDIT FOR 8TH GRADE STUDENTS***

*Eighth grade students who take Algebra I may request their grade be recorded on their high school transcript, however, the credit will only count as an elective. The class must also be taught by a teacher certified to teach Algebra I to be considered for credit.*

Changes/additions are in *italics*

## **BELL SCHEDULE**

'10-'11 (Monday – Thursday)

7:30	Teachers report
7:45	1 <sup>st</sup> Bell Students report to 1 <sup>st</sup> period
7:50	1 <sup>st</sup> Period begins (tardy bell)
9:15	1st Period ends
9:20	2d Period begins (tardy bell)
10:45	2d Period ends
10:45	8 <sup>th</sup> Grade Lunch/9 <sup>th</sup> Graders to Home Room/Panther Time
10:50	9 <sup>th</sup> Home Room/Panther Time begins (tardy bell)
11:10	8 <sup>th</sup> Lunch Ends/8 <sup>th</sup> Grader to Home Room/Panther time
11:15	9 <sup>th</sup> Grade Lunch/8 <sup>th</sup> Grade Home Room/Panther Time begins (tardy bell)
11:40	9 <sup>th</sup> Lunch ends/Students to 3d period
11:45	3d Period begins (tardy Bell)
1:10	3d Period ends
1:15	4 <sup>th</sup> Period Begins (tardy bell)
2:40	4 <sup>th</sup> Period ends/students dismissed
3:00	Teachers dismissed

'10-'11 (Friday)

7:30	Teachers report
7:45	Students report to 1 <sup>st</sup> period
7:50	1 <sup>st</sup> Period (A1) begins (tardy bell)
8:30	1 <sup>st</sup> Period ends
8:35	2d Period (B1) begins (tardy bell)
9:15	2d Period ends
9:20	3d Period (A2) begins (tardy bell)
10:00	3d Period ends
10:05	4 <sup>th</sup> Period (B2) begins (tardy bell)
10:45	4 <sup>th</sup> Period ends 8 <sup>th</sup>
10:45	8 <sup>th</sup> Grade Lunch/9 <sup>th</sup> Graders to Home Room/Panther Time
10:50	9 <sup>th</sup> Home Room/Panther Time begins (tardy bell)
11:10	8 <sup>th</sup> Lunch Ends/8 <sup>th</sup> Graders to Home Room/Panther time
11:15	9 <sup>th</sup> Grade Lunch/8 <sup>th</sup> Home Room/Panther Time begins (tardy bell)
11:40	9 <sup>th</sup> Grade Lunch ends/All students to 5 <sup>th</sup> period
11:45	5 <sup>th</sup> Period (A3) begins (tardy bell)
12:25	5 <sup>th</sup> Period ends
12:30	6 <sup>th</sup> Period (B3) begins (tardy bell)
1:10	6 <sup>th</sup> Period ends
1:15	7 <sup>th</sup> Period (A4) begins (tardy bell)
1:55	7 <sup>th</sup> Period ends
2:00	8 <sup>th</sup> Period (B4) begins (tardy bell)
2:40	8 <sup>th</sup> Period ends/Students dismissed
3:00	Teachers dismissed

DUTY TEACHERS: Morning duty teachers are to be in position no later than 7:20 am. Those teachers will be released at 2:50 pm.

Changes/additions are in *italics*

Please complete this page, tear it out of the book, and return it to the school.

Student's Name: \_\_\_\_\_

I acknowledge that I have read the *Harrah Junior High School Handbook (2010-2011)*.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_