

STUDENT HANDBOOK

2009-2010

MISSION STATEMENT

Prepare all students for living, learning and growing in the 21st century.

STATEMENT OF PHILOSOPHY

The philosophy of education of Hartshorne High School is to provide each student the opportunity to develop a favorable self-image, to encourage positive attitudes toward school and to provide a clean, safe and caring academic environment in which the student can grow into a self-sustaining, productive individual. By teaching basic skills and encouraging the development of individual talents, we believe our overall purpose is to educate each student for complete living in a democratic, automated society with the ability to function as an effective citizen. We believe that all children can achieve and that there is a common concern that students want and need challenges to reach their full potentials. We further believe the relationships between student and student, student and teacher, teacher and administrator, faculty and community, should be on of mutual respect for the rights and opinions of members from each group.

CAREER AND VOCATIONAL EDUCATION

Hartshorne Public Schools is dedicated to preparing young people to become useful and productive citizens. Opportunities for career-vocational exploration and planning are provided for students throughout the year through field trips to colleges and vocational schools, classroom instruction units, one to one counseling, and other group activities.

A MESSAGE TO THE PARENTS

Your objectives as a parent and the objectives of the school in respect to your son or daughter are the same; to give him or her the best possible guidance toward the realization of his or her highest capacities. To accomplish that goal, full cooperation between home and school is essential. The following suggestions are intended to help you make the fullest possible contribution to your child's success in school.

1. **REGULAR AND PUNCTUAL ATTENDANCE** is the greatest single factor in school success; therefore, your first concern should be to see to it that your son or daughter attends regularly.
2. You may further help the school to serve your child's interest by:
 - a. Making it your business to know you child's teachers.
 - b. Calling the office to report absences.
 - c. Writing full explanations with dates of absences and signing them yourself.
 - d. Studying his or her progress reports and report cards carefully.
 - e. Refraining from telephoning students during the school hours except for emergencies.

DRESS CODE

Students shall observe modesty, appropriateness, and neatness in clothing and personal appearance. A student is not appropriately dressed if he or she is a disruptive influence in class or school because of his or her mode of dress or appearance. The student who does not comply with this code will be sent home unless he or she conforms to it.

We expect you to remove your hat, hood or any type of head garment when you enter our school building. We will make special exceptions for special dress-up or fun days. We expect you to wear clothing that is appropriate to a school setting just like you would wear on any other job where you meet the public. The following are not suitable or in good taste for school and are expressly not permitted:

1. Hats or headwear are not permitted at school.
2. Tank tops (Basketball jersey type with low cut underarms)
3. Clothes which expose the midriff, naval, buttock, or chest.
4. Non-prescription dark glasses.
5. Clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive of obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low point beer, drugs, drug-related items or paraphernalia.
6. Spandex or skin-tight clothing
7. See-through garments.
8. Boxer Shorts – as outerwear.
9. Under garments should not be exposed.
10. Clothing should be worn in proper manner.
11. Shirts or blouses that don't have sleeves or complete backs.
12. Body piercing jewelry, except earrings.
13. Pajama, house shoes, blankets, and trench coats are not permitted.
14. Heeley's shoes are not permitted.

The following will be permitted:

1. Culottes
2. Jams and shorts
3. Sweats
4. Mini dresses and skirts

The garment must be of a length so that from a standing position it measures no more than 6 inches from the knee, except for approved uniforms. Pants or shorts should be pulled up the waist line.

RADIOS, WALKMANS, TOYS, AND SKATEBOARDS

SKATEBOARDS, ROLLERBLADES, ROLLER SHOES are not allowed at school.. We request that toys of any kind, or any article that causes a distraction or disruption, not be brought to school. Items of this nature will be confiscated and the student may be disciplined, depending upon the situation.

GANG ACTIVITY

Membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs, which initiate, advocate, or promote activities which threaten the safety well being of person or property of school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including out of school suspension.

STUDENT INITIATION

All students have the right to attend Hartshorne High School without the threat of personally degrading and/or potentially dangerous initiation "pranks". Consequently, "hazing" of one student by another student or group of students will in no way be tolerated.

HARASSMENT AND BULLYING

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group or students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

SEXUAL HARASSMENT

All students have the right to attend the Hartshorne Public Schools without fear of being sexually harassed by other students, school officers, or employees.

Examples of sexual harassment can include but are not limited to: remarks, touching, written statements, (notes), and physical gestures. Any student who is or has been subject to sexual harassment is encouraged to report it to his or her building principal, counselor or teacher. All sexual harassment complaints will be investigated.

STUDENT ATTENDANCE AND ABSENTEEISM

The policy of Hartshorne School District is that attendance at school is the responsibility of students and their parents. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop the habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve high grades and are so much more employable to after leaving high school.

The terms “excused” and “unexcused” are not used. Students will be given a minimum two days for each day missed to make up work. It is the responsibility of the student, not the teacher, to make arrangements for make up work. After 9 absences from any class period during a semester, the teacher will fill out a form letter and forward it to the principal. A copy of the letter will be filed and the original mailed to the parents.

After the tenth (10) absence from any one class during the semester, the student will be required to make up time after school or attend Saturday school. If a student fails to make up time they will receive an “F”. There will be no exceptions other than catastrophic circumstances as determined by the Principal. School activities are exempt and will not count toward the total ten absences. However, a student should not be encouraged to participate in school-sponsored activities if he or she has excessive absences.

Parents will call, preferably the day the student is absent, with the reason the student is not in school.

CLOSED CAMPUS POLICY

All students will be required to stay on campus. No exceptions will be made unless the student’s parents or legal guardian for some special reason needs the student. The student’s parent or legal guardian may come to the Principal’s office in persona and sign the student out.

FOOD & DRINK POLICY

No one will be allowed to deliver food or beverages to students at school. Exceptions will be made for students who have medical conditions that require special diets.

STUDENT VEHICLE AND PARKING ON CAMPUS POLICY

Hartshorne students and required to park in designated areas on campus. Use of vehicles are prohibited from 7:55 a.m. until 2:40 p.m. unless granted permission from the principal.

Parking stickers will be issued to vehicle drivers and will need to be displayed in the lower passenger front window of vehicles. First sticker will be free, but any additional stickers will need to be purchased from office. No vehicle will be allowed to park on campus without a parking sticker.

All vehicles on Hartshorne campus are subject to canine sniff search. If detection is made by the dog, this gives reasonable suspicion for administration or a designated employee to search the vehicle for items. “Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property, is deemed to authorize a search of such vehicle by the school principal or his/her designee at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any students who refused to peaceably submit his or her vehicle to a search when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive his or her vehicle onto school property. The student’s parents will be called and, if they also refuse to allow a search of the vehicle, the police will be contacted.”

LOCKERS

Students have no reasonable expectation of privacy towards school administrators or teachers in the contents of school lockers, desks or other school property. School personnel shall have access to school property in order to properly supervise the welfare of students. 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.

LEAVING SCHOOL WITHOUT PERMISSION

ALL STUDENTS

Students that leave school after once arriving on campus must sign out in the high school or junior high office. If students don't follow this procedure they will be disciplined.

TARDINESS

Tardiness is not a good habit. Illness or emergencies are excusable. Excessive tardiness will result in appropriate disciplinary action. Should you be detained by a teacher, obtain a note from that teacher and present it to the teacher in charge of the class you are entering. Such tardies will be excused.

UNEXCUSED TARDIES

An unexcused tardy is a tardy without written or verbal permission from parent or teacher, or without reason or merit. Student will be allowed two unexcused tardies per nine weeks. Any additional tardies will be recorded by office and punishment administered as follows.

Third unexcused tardy for nine weeks will be: One day after school detention and any additional days will be punished by days in after school detention or possible ISS or out of school suspension.

Three unexcused tardies will count as one day unexcused absence from school and will count toward days on the ten (10) day per semester attendance policy.

Parent will be notified of excessive unexcused tardies.

SCHOLASTIC ELIGIBILITY RULES

Our rules are determined and set by the O.S.S.A.A. requirements. Coaches of each sport will have this information available.

Regulation I

- A. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period for each school year. Excluded from this number are state and national levels of school sponsored contests 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 Hartshorne Board of education.") Absences for education field trips by non-activity classes shall be waived. The activities shall include, Athletics, Band, F.C.A., F.F.A., F.H.A., F.T.A., Music, Pep Club, Speech, Student Council, Journalism, School Assemblies, other organizational activity absences will be counted at the discretion of the committee.

- B. For the exceptions to the 10 days regulation the following requirements shall apply:
1. The student must have at least a cumulative G.P.A of 3.0 or better.
 2. The student must be passing his/her current classes with a C or better.
 3. The student shall have less than 10 days absent per semester.
 4. The student sponsor must submit in writing, the reasons for the exception to the Hartshorne Board of Education for approval.
 5. A student who holds an office above the local district level, in an activity will be exempt.
- C. In the event a student has exhausted his/her allotted ten days the following will apply.
1. The student will be ineligible for any further activity during school hours and will not be recognized as a representative of the Hartshorne School District.
 2. An absence from school on the day of a scheduled activity in which the student participated will be unexcused. An exception will be granted only for an illness or a provable emergency.

WITHDRAWALS

A student withdrawing from school should report to the principal's office at the beginning of the last full day he or she is in school with a note from the parent in order to withdraw. A withdrawal slip will be issued to him or her to be carried to appropriate personnel.

STUDENT DISCIPLINE POLICY

Steps of Discipline:

1. Inform students of rules and regulations and expectations in classroom, on school property, and as participants in extra-curricular activities, including as spectators.
2. Inform students of consequences of his or her actions.
3. Be consistent in enforcing your expectations upon students.
4. Conference with students individually to inform him/her of possible consequences.
5. Administer discipline or take action as chosen by teacher or principal.

IN SCHOOL SUSPENSION

The ISS program is designed to alter attitudes and habits that are detrimental to student's educational progress. ISS provides an environment in the objectives of ISS include the following:

1. To reduce the number of out-of-school suspensions.
2. To provide the students with individual supervision and counseling.
3. To provide a setting within the school in which the student may continue his or her academic

work without grade loss.

4. To assist the faculty in working with a student who displays unsatisfactory behavior.

A student can serve from 1 to 20 days for any offense. Student will be allowed a maximum of 20 days in ISS per school year. After 20 days the out of school suspension policy will be followed.

Procedures:

1. All ISS students will report immediately to the ISS room upon arrival and leave the campus immediately when dismissed.
2. The students will be allowed to participate in the lunch program.
3. ISS students will not be allowed to participate in practices or school activities such as assemblies, athletics, dances, field trips, etc. unless special approval is made for first offenders by building principal.

Curriculum:

1. A Student will be required to complete all assignments from his or her classroom teachers as well as assignments from the ISS instructor.
2. The ISS instructor will reinforce curriculum designed by regular teachers. Laboratory teachers will provide written or alternative assignments.

IN SCHOOL SUSPENSION RULES

1. There will be no talking. If there are problems with assignments you may ask reasonable questions (reasonable determined by ISS instructor).
2. If you drive or walk you are to report to the ISS room by 8:00 a.m. If you ride a bus you will report immediately to the ISS room and not be anywhere else on campus.
3. Lunch break will be at a time that does not coincide with other students' lunch period.
4. During the time you are in ISS you are excluded from all school classes and activities, unless with prior approval by building principal, including extra-curricular activities (all sports, band, vocal music, cheerleading, etc.) and may not visit or be on the school campus (except ISS room) without prior permission from the administrative staff except when you accompanied by a parent or guardian.
5. ISS is a probationary period for the student. Any discipline problems will not be tolerated and will lead to suspension out of school.
6. Students will report to ISS with all books and materials needed for their classes. All books and material will remain in the ISS room while the student is in ISS.
7. All rules of the school system exist in ISS along with these rules.

TYPES OF DISCIPLINE

1. Detention during lunch hour.

2. Detention after school or before school.
(Students are responsible for transportation.)
3. Remove from class to principal's office.
4. Isolation within room.
5. Warning student of consequences.
6. Advise parents or arrange parent conference.
7. In-house suspension.
8. Probationary period.
9. Short term out of school suspension.
 - a. For up to ten school days,
 - b. Extended to 3 weeks.(No participation in school activities on days of suspension.)

Students are not allowed on school grounds during suspension.

The parent or guardian of a suspended student will be required to obtain and return class assignments to school on a daily basis, at a designated central location, unless other arrangements are made with the building principal.

10. Long term out of school suspension
 - a. Remainder of semester
 - b. Remainder of semester plus the succeeding semester
 - c. One calendar year for offenses involving firearms.
11. Remove from activity, classroom, lunchroom or bus.
12. Financial restitution.
13. Involve law enforcement.
14. Assign seats on bus for 2 weeks.
15. Remove from bus for 1 to 2 weeks.
16. Remove from bus for the remainder of semester.
17. Disciplinary contract.
18. Corporal Punishment

ANY OTHER DISCIPLINE ACTION DECIDED APPROPRIATE BY THE PRINCIPAL FOR

SITUATIONS NOT COVERED BY THE LISTED INFRACTION.

Principal can make provisions for first time offenders to participate in after school activities.

The item that is chosen will be determined by the principal. Students' past disciplinary history will be considered when making decisions.

1. Unexcused Tardy 2,3,5,6,7,8,18
2. Disruption or misconduct in class, assembly, on school property or while engaged in school sponsored activity 1,3,4,5,7,8,9,18
3. Lunchroom misconduct 1,2,3,4,5,6,7,8,9a,18
4. Smoking or other use of possession of tobacco on school grounds or while engaged in school sponsored activities 2,6,7,9,18
5. Cutting class 2,5,6,7,8,18
6. Leaving school 2,5,6,7,8,18
7. Truancy 1,2,3,4,5,9a,9b, 10, 18
8. Bus misconduct 2,5,6,7,8,11,14,15,16,18
9. Failing to accept discipline prescribed by the principal 7,9a,9b,10a,18
10. Theft or destruction of school property 6,7,9a,9b,10a,10b,12,13,18
11. Assault-physical or verbal abuse 2,7,9a,9b,10a,10b,18
12. Fighting is an action that cannot be tolerated in a school society. Both participants in a fight will be punished with appropriate severity. Fighting involving two ore more students against one will change the severity of punishment prescribed.
 - Fighting – high school 7,9a,9b,10a,10b
 - Fighting – Middle School 2,7,8,9a,9b,18
13. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.); use or being under the influence of alcoholic beverages, low-point beer and/or controlled substances 3,6,9a,9b,10a,10b,11,13
14. Possession, distribution, sale, conspiracy to sell or possess, or being in the chain of sale or distribution of alcoholic beverages, low-point beer and or controlled substances 6, 10a,10b,13
15. Assault to a teacher:
 - a. Physical: 6,9b,10,10b
 - b. Verbal: 6,7,9a,9b,10a,10b,18

16. Possession of any firearm on campus 10c
17. Commission of any act which would be a felony under state or federal law if committed by an adult or any act of moral turpitude 9,10a,10b

In Addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also request in disciplinary action, which may include in-school placement options or out-of-school suspension.

In addition to the above:

A discipline contract may be used for serious offenders. Directors of elective activities have specific expectations and prescribe different disciplinary action than those described here. Participants in these activities must meet the expectations of the activity director, Activities; Football, Basketball, track, Pep Club, Cheerleaders, Instrumental Music, Vocal Music, FFA, FHA, Student Council, Academic Teac, etc.

If a student refuses the disciplinary action prescribed by the teacher then the principal will be responsible for prescribing the disciplinary action to be taken.

ELECTRONIC EQUIPMENT-ELECTRONIC WIRELESS

TELECOMMUNICATION DEVICE

The Board of Education promotes an environment for instructional learning that is safe and secure. Therefore the district establishes the following rules for the of Cellular Phones, Pagers, Personal Digital Assistants (PDA), CD Players, MP3 Players, Radios, Cassette Players, Tape Players, Walkmans, etc.

All the above devices will not be allowed on school premises during the school day, but may be kept in student's car in the parking lot. Exceptions can be made by the Principal and Sponsor.

The penalty for a violation of this policy shall be:

First offense - The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus the student will be assigned ISS for 3 days

Second Offense - The electronic device will be seized. the Device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus the student will be assigned to ISS for 5 days.

Third Offense - The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus the student will be suspended.

POLICY ON DEADLY WEAPONS

The superintendent or, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, or any pupil or property in the possession of the pupil when said pupil is on any school premises or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating

beverages, low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication or for missing or stolen property if said property be reasonable suspected to have been taken from a pupil, a school employee or the school during school activities.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property may be suspended out of school by the superintendent or principal.

TITLE IX/OTHER DISCRIMINATION COMPLAINTS

Title IX of the Education amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. The School District has adopted grievance procedures for filing, processing and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, national origin, sex, age, disability, and veteran status. Any student or parent who believes he or she has been discriminated against based upon one of these protected categories is encouraged to file a discrimination complaint. Contact the school principal or superintendent to obtain a copy of the grievance procedures or for further information concerning the grievance process. All grievances will be promptly investigated by appropriate representatives of the School District in compliance with the School District's grievance procedure. Students and parents may obtain a copy of the grievance procedure by contacting their school principal.

STUDENT DUE PROCESS POLICY

Students who are guilty of any of the following acts may be suspended out of school by the administration of the School District for:

- a. violation of school regulation;
 - b. immorality;
 - c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "non-violent offenses" as specified in Section 571 of title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
 - d. possession of an intoxicating beverage, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonable suspected to have been taken from a student, a school employee, or the school during school activities;
- and
- e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out of school suspension as provided in the District's policy related to firearms. Students shall have the right to appeal a short term suspension out of school to a suspension review committee. Students who are suspended out of school for more than ten days have the right to appeal the suspension to the Superintendent and to the Board of Education.

FIRE/EMERGENCY DRILLS

We are required to have a number of fire and emergency drills throughout the year. The following instructions will be used:

1. The following signal will be used:
 - a. Three bells (fire bells or class bells) sounded in quick succession – clear the building.
 - b. Two bells is the signal to return to classes.
2. It is the responsibility of the teacher to make all students leave the classroom in a safe and orderly fashion.
3. Students are to remain together as a group after leaving the building and move to the area designated by the teacher.
4. Students should not run or talk while leaving the building.
5. Teachers are to lead their students from the building and check role with the grade book when outside.

TORNADO DRILL

Rule 1. Signal will be 2 long rings on school bell.

All clear will be 2 short bells.

Rule 2. Sit down next to hallways, lower head as far as possible, and cover head with hands.

Rule 3. Teacher will take roll.

Rule 4. All students from outside buildings will move into the main hall and line up against wall using same procedure as above. Further information is posted in each classroom.

Procedure:

1. Each class will line up against the walls designated just outside the classroom doors.
2. No pushing or shoving
3. Keep quiet so that instructions and roll call can be given.

SIGNAL WILL BE TWO LONG RINGS ON SCHOOL BELL.

STUDENT REGULATIONS CONCERNING USE OF THE LIBRARY

The library has varied collections of books and other materials on many subjects for recreational, inspirational, and informational reading for the student. Courtesy and cooperation in all library relations will assure all students equal opportunities to use the library materials.

The operating policy of the library will be:

- A. Time Schedule Policy.

- i. The library will be open at 8:00 a.m., remain open during lunch and remain open until 3:10 p.m.
- ii. If there is a change in the schedule, a 24 hour notice will be given if at all possible. The library will be closed before school, at lunch, and after school when weather conditions warrant.

(This is usually on short notice.)

B. Admittance Policy:

- i. Students come individually by pass from a classroom and return as directed by the teacher issuing the pass. Students must have a pass to get in the library. They must sign their name and their teacher's name in a register.
- ii. Students come with the entire class and teacher to do group work.
- iii. Students come before school, during lunch, and after school.
- iv. Students who do not conduct themselves properly or deface materials or furniture will be asked to leave and library privileges will be withheld for a period of time decided upon by the librarian.

C. Check-out Policy:

- i. Students may check out only two books at the same time unless they obtain permission from the librarian or librarian aides.
- ii. Books may be checked out for 2 weeks only. Books may only be rechecked once.
- iii. Students should sign book cards legibly and see that their books are stamped with the correct due date before leaving the library.
- iv. A fine of five cents a day is charged on overdue books which have been checked out for one week. Lost or damaged books must be paid for by the student.
- v. Reference books or encyclopedias are for use in the library only. Older editions of encyclopedias may be checked out for one week.
- vi. Periodicals may be checked out for two days. A fine of 2 cents a day will be charged on overdue periodicals.
- vii. Vertical file materials may be checked out for one day. A fine of 2 cents a day will be charged on overdue materials.
- viii. Charges will not included holidays, week ends, or time when school is not in session.

LOST AND FOUND

All articles including books found on the school ground or in the halls of the school building should be taken to the office. Lost articles are to be claimed during the lunch period or immediately after school. All

articles not claimed at the end of the school year will be disposed of through proper channels.

TELEPHONE

Because of the large volume of essential business which must be transacted over the office telephones, students are not to ask for use of the telephones except for real emergencies. A student will not be called to the telephone during a class period unless it is for the purpose of receiving an emergency message.

TEXTBOOKS

Most textbooks are issued by the state at no cost to the student. They are the property of the state and must be properly covered and kept according to the state law. Lost textbooks must be paid for at a price set by the Oklahoma Education Agency for new books. No grades will be recorded for a student until the textbook record is clear. The student should keep a record of his/her textbook numbers for identification purposes. He or she shall also write his or her name in ink in the textbook at the time it is issued. The condition of the book should be recorded as it is issued. A fee will be assessed for any excessive damage done to the book while it is in his/her possession. If you find a book that you have already paid for, bring the book, your receipt, and student book form to the office for the refund.

SCHOOL CALENDAR OF EVENTS

To prevent conflicts during the year, it is necessary that all activities be scheduled on the activity calendar in the office of the principal at the beginning of the school year, or as soon thereafter as possible.

CARS AND MOTORCYCLES

There is no objection to students driving cars to school if they are operated safely. Those who are reported for unsafe driving near the school or the school buses will forfeit their right to drive to school for a designated period of time. All vehicles are to be parked in the High School parking lot, not at Agriculture, Bus Barn, or Art building.

Students are not allowed to sit in cars on school property before school, during noon break, or after school. Students are required to get out of their cars in a reasonable amount of time after parking the car and come onto the school ground.

Motorcycles may be ridden but must be parked upon arrival and not removed until school is dismissed for the day.

Students are not allowed to leave the campus during the noon break either in a motor vehicle or on foot unless picked up by parents approved by through the office.

BUS DRIVER POLICIES

1. The driver shall maintain discipline on the bus at all times.
He or she shall report daily any misconduct of the pupils to the principal.
2. Any item prohibited at school is also prohibited on school vehicles.

SCHOOL SPONSORED TRIPS

On school sponsored trip, (athletics, band, pep squad, etc.) all students shall go and return on the bus

except under special conditions that may arise. The student will be released to the parent or guardian only.

COUNSELING SERVICES

Counselors are employed by the school to advise in the planning of a high school program for the student, in discussing scholastic problems, choosing a college, obtaining scholarship, evaluation and interpreting test results, choosing a career, and any other problems which may concern the student.

CLASSIFICATIONS OF STUDENTS

Students are classified by the number of credits that they have at the beginning of the school year. This classification shall not change throughout the year. According to the Oklahoma Education Agency, students are classified in the following manner.

MINIMUM CREDITS	CLASSIFICATION
5	Sophomore
11	Junior
16	Senior

GRADUATION REQUIREMENTS

A total of 24 credits is required for graduation. Students graduating from Hartshorne School will be required to meet the following requirements.

REQUIRED CREDITS:

English – 4 units

Math – 3 units

Science – 3 units (1 Biology 1)

Am. History – 1 unit

Oklahoma History – ½ unit

World History – ½ unit

Humanities – 1 unit

U.S. Government – 1 unit

14 Credits

10 Electives

24 Credits Required

REQUIRED SUBJECTS:

FRESHMAN

English

Science

Intermediate Algebra I

Ok. History/World History

3 Electives

SOPHOMORE

English

Humanities

Math: Geometry, Algebra I, Algebra II or Core Algebra

Science: Biology I

2 Electives

U.S. Government

JUNIORS

Science

U.S. Government

Math

English

3 Electives

U.S. History

SENIORS

U.S. History

English

6 Electives

2008-2009 freshmen must meet ACE testing requirements as mandated by the State of Oklahoma. These students must pass four of the seven tests included in the test battery. Testing areas include Algebra I, English II, English III, Algebra II, Geometry, United States History, and Biology I. Of the four tests required for a standard High School Diploma, two of these tests passed must be Algebra I and English II.

CONCURRENT ENROLLMENT

Hartshorne High School Seniors (12th grade) may enroll with an ACT composite score of 19 and an ACT score of 19 in the area of enrollment or a 3.00 GPA and an ACT score of 19 in the area of enrollment. Juniors (11th grade) may enroll with an ACT Composite score of 21 and an ACT score of 21 in the area of enrollment or a 3.50 GPA and an ACT score of 21 in the area of enrollment.

Only Seniors (12th grade) are eligible for a tuition waiver for up to six hours a semester, including the summer term following their junior year as well as the fall and spring semesters of their senior year.

Students enrolled in concurrent classes are responsible for all paperwork and payment for college classes. Students enrolled in concurrent college classes will be responsible for their attendance in college classes. Extra-curricular or other school activities will not excuse students from attending college classes. If high school is not having school, but college is, the student will attend classes at the campus of the college from which the course is being offered. This will be the only time students will travel to the campus, other than enrolling.

COLLEGE ENTRANCE REQUIREMENTS

English – 4 years

Math – 3 years – Algebra I – Geometry – Algebra II, Trig., or Calculus

Science – 3 Lab Science

Social Studies – American History – Oklahoma History – One Semester – World History – One Semester – U.S. Government.

Recommended four credits from the following:

Priority Academic Elective:

Foreign Language (2 years same language)

Other acceptable electives:

Computer Science, Economics, English, Geography, Government, History, Math, Science, Speech, Sociology, Psychology, Experience in THE ARTS is strongly recommended.

VALEDICTORIAN – SALUTATORIAN

The Valedictorian and Salutatorian must meet the course requirements for entrance into college as set forth by the State Regents for Higher Education.

The Valedictorian would have the highest grade point average calculated on a 4.0 scale, on 24.5 consecutive credits of course work, beginning in the 9th grade, through the first semester of the 12th grade. The Salutatorian would have the next highest grade point average.

Valedictorian and Salutatorian will be required to complete 28 course credits by the time of graduation.

Starting the 2003-2004 graduating class college courses will not be counted towards the 28 credits, or calculated into the grade point average.

- English: (4 years) English I, English II, English III, and English IV
- Math: (4 years) Algebra I, Algebra II, Geometry, Trigonometry or Calculus or Higher Mathematics
- Science: (4 years) Biology I, Biology II, Chemistry I, Chemistry II, Physics, AP Biology or Higher Science
- Social Studies: (3 years) American History, One semester of Oklahoma History, One semester of World History and US Government
- Required Electives: (1 year) Computer Science, Economics, Speech, Foreign Language, Geography, or Higher level of math or science

Total of 16 required courses.

Electives: 8 – course which will come from other courses needed for graduation.

GRADING SYSTEM

90-100 – A 80-89 – B 70-79 – C 60-69 – D All below 60 – F

NATIONAL HONOR SOCIETY

Election to the National Honor Society is based on scholarship, service, leadership, character and citizenship. An eleventh grade student who has attended Hartshorne Schools for one full semester, and whose scholarship average in academic subjects and citizenship is 90 (no fraction less) or above with no grade below 85, is eligible then to be considered for election to the National Honor Society.

OKLAHOMA HONOR SOCIETY

Based on first semester of current year and second semester of preceding year and is in the top 10 % of Junior High & High School enrollment.

PROGRESS NOTICES

Midway in each 9 week period, progress notices will be sent to parents. As these notices are issued at the 5th week, students have sufficient time to improved their work and earn passing grades.

MAKE-UP WORK

You should use your own initiative in seeing that worked missed because of illness is made up. Students will be given two days for each day missed to complete necessary make up work. Work not made up in the time limit will not be accepted and will remain a zero. It is the responsibility of the student to contact the teacher regarding make-up work. (Unless different arrangements are made with the teacher.)

REPORT CARDS, TESTS AND GRADING

The school year is divided into two semesters of two 9-week periods each. A report card is issued at the end of each period. In arriving at the 9 weeks grade, the 9 weeks test will count $\frac{1}{4}$, and homework, daily work, quizzes and weekly test will count $\frac{3}{4}$.

2. Semester grades will be compiled from the average of the two nine weeks grades.
3. Incomplete grades will become failures if not made up.

PROFICIENCY BASED PROMOTION

Hartshorne Schools provide for proficiency based promotions.

SCHOLARSHIPS

Institutional scholarships and grants are available at many colleges and universities. Many organizations and firms also make scholarships available to high school graduates. Announcements regarding all types of scholarships are made periodically to seniors through notices on bulletin boards in hall.

ORGANIZATIONS

Membership in any extra-curricular activity is considered a privilege to all high school students and not a requirement. Therefore, each member will be required to meet all rules and regulations as set forth by that organization.

STUDENT COUNCIL

The student council is an organization of students elected by the students to represent them and to speak for them in many activities of the school.

QUALIFICATIONS FOR STUDENT COUNCIL OFFICER

1. Grade average of 70 or above in academic subjects required before election and must be maintained throughout school year.
2. No grades below 60.
3. Citizenship average of 90 or above.
4. Have attended Hartshorne Schools one semester prior to taking office.
5. Carry a full subject load.
6. Must be in attendance 85% of the time.

CHEERLEADERS

Cheerleaders are elected. Any boy or girl may “tryout” for cheerleader providing he or she meets the requirements outlined by the cheerleader’s constitution.

PEP CLUB

Open to boys and girls. Anyone interested in becoming a member will be subject to rules and regulations as set forth by the organization. Check with the Pep Club sponsor.

F.F.A

Open to boys and girls. Student must be enrolled in Home Economics. Student must be enrolled in an Agricultural subject in order to be a member. Student is subject to rules and regulations as set forth by the

organization. Check with the F.F.A advisor.

F.H.A

Open to boys and girls. Student must be enrolled in Home Economics. Student is subject to rules and regulations as set forth by the organization. Check with the F.H.A advisor.

Notice: Any subject offered in the high school is available to either sex. There is a course description and related job opportunities available in each elective course in high school. For information on each course see your Counselor or Principal.

JUNIOR – SENIOR PROM

All juniors are required to work in the concession at the home football games. Anyone who is unable to work must get someone to work in their place or pay a fee of \$20.00.

AGE LIMITS FOR THE JUNIOR/SENIOR PROM:

1. Freshman and Sophomores may attend the prom if invited by a Junior or Senior.
2. No one twenty-one (21) years or older will be allowed to attend the prom unless they are a spouse of a Junior/Senior of Hartshorne High School.

DRESS CODE FOR THE HHS PROM:

1. Males attending must wear suit and tie/bolo or tuxedo. Colored jeans are permitted if it is part of the suit outfit. No tennis shoes.
2. Females must wear dresses or formal wear. No tennis shoes.

DRESS CODE FOR 12th GRADE GRADUATION & 12th GRADE BACCALAUREATE

BOYS: Dress pants, shoes, dress shirt, tie are suggested. Dark jeans are permitted. Not tennis shoes.

GIRLS: Dresses, dress shoes, are suggested. No tennis shoes.

ALMA MATER

Near the mountains old and grand

Near the sky of blue,

Stands Hartshorne High School,

With her spirit ever true.

Here where knowledge is her guide,

Friendships will stay true,

Here we'll always look upon

The shining White & Blue.

SPIRIT SONG

Cheer, Cheer for ole Hartshorne High

Give three cheers for ole Hartshorne High,

Loyal, Faithful, brave and true,

We'll always be in love with you

You taught us wisdom we'll never forget,

Year after year we'll still love you yet,

You'll always be our ideal school,

So rah rah for Hartshorne High.

ASBESTOS NOTICE TO THE GENERAL PUBLIC

Hartshorne Public School has been inspected for asbestos using the Asbestos Hazard Emergency Response Act (AHERA) guidelines.

At this time, I am able to report to you that asbestos has been found in several areas of the school district facilities. The asbestos, its locations, and the approved handling techniques are discussed in the management plan that has been written for this school district. A copy of the entire Management Plan, as submitted to the Department of Health, is on file and is open for inspection in the Superintendent's office.

Mark Ichord,

Superintendent of Schools

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent to disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the District has contracted to perform a special task (such as an with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION

600 Independence Avenue, SW

Washington, D.C. 20202-4605

DIRECTORY INFORMATION

The Hartshorne School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior consent:

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

7. The student's extracurricular participation;
8. The student's achievement awards or honors;
9. The student's weight and height, if a member of an athletic team;
10. The student's photograph; and
11. The school or school district the student attended before he or she enrolled in the Hartshorne School District.

After the parents or eligible student have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools Office) of any or all of the items they refuse to permit the District to designate as directory information about that student. At the end of the two week period, each student's record will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent of the eligible student.

SAFETY HOTLINE INFORMATION

STUDENTS: IF YOU ARE CONCERNED ABOUT YOUR SAFETY OR THAT OF YOUR FRIENDS, OR KNOW OF A THREAT TO YOUR SCHOOL, PLEASE CALL TOLL FREE: 1-877-SAFE-CAL(L) 1-877-723-3225 A FREE CALL IN ALL 77 COUNTIES. ANONYMOUS AND CONFIDENTIAL.

THIS CONFIDENTIAL SCHOOL SAFETY HOTLINE IS A SERVICE OF THE OKLAHOMA STATE DEPARTMENT OF EDUCATION, SANDY GARRETT, STATE SUPERINTENDENT OF PUBLIC INSTRUCTION IN COOPERATION WITH COMMISSIONER OF PUBLIC SAFETY BOB RICKS.

BELL SCHEDULE 2006-2007

8:00.....	FIRST BELL
8:05.....	TARDY BELL - BEGIN 1ST
HOUR	
8:50.....	END OF 1ST HOUR
8:55.....	TARDY BELL - BEGIN 2ND
HOUR	
9:40.....	END OF 2ND HOUR
9:45.....	TARDY BELL - BEGIN 3RD
HOUR	
10:30.....	END OF 3RD HOUR
10:35.....	TARDY BELL - BEGIN 4TH
HOUR	
11:20.....	END OF 4TH HOUR - BEGIN

H.S. LUNCH

11:25.....TARDY BELL - BEGIN H.S.
HOME ROOM

11:45.....END OF J.H. LUNCH - END H.S.
HOMEROOM

BEGIN H.S. LUNCH

11:50.....TARDY BELL - BEGIN J.H.
HOMEROOM

12:15.....END OF J.H. HOMEROOM -
END OF H.S. LUNCH

12:20.....TARDY BELL - BEGIN 5TH
HOUR

1:05.....END OF 5TH HOUR

1:10.....TARDY BELL - BEGIN 6TH
HOUR

1:55.....END OF 6TH HOUR

2:00.....TARDY BELL - BEGIN 7TH
HOUR

2:45.....END OF 7TH HOUR