

We want to welcome you to Heavener Public Schools and the educational opportunities that will be afforded you during your public school experience. We, the faculty, staff, administration, and Board of Education of Heavener Public Schools, are committed to planning, developing, and implementing the most effective educational experiences for each of you. Our goal is to challenge you to raise your expectations to achieve more than you thought you were able to achieve. In everything we do we want to "Strive for Excellence" and with students, teachers and parents working together we can achieve these "Great Expectations".

Mr. Ed Wilson
Superintendent

**Heavener High School
2018-2019**

Sr. Class President _____

Vice President _____

Treasurer _____

Jr. Class President _____

Vice President _____

Treasurer _____

Sr. Class Sponsors: Rachel Hudleston & Renee Farmer

Jr. Class Sponsors: Vallerie Martin & Michelle Miller

So. Class Sponsors: Brandi Brown & Brenn Hardin

Fr. Class Sponsors: Carrie Alexander & Mandy Watkins

Student Council President: Adrianna Luman

Student Council Vice President: Selsa Jacinta

A sincere effort has been made to provide a Student Handbook that is in agreement with the policies and regulations of the Heavener Board of Education; however, final interpretation and application of the contents within this handbook are within the discretion of the Board of Education. If any conflict is found between the handbook and board policy, the policy shall take precedence. All situations can not be placed in this handbook.

WELCOME TO HEAVENER HIGH SCHOOL

We are happy to welcome you to this special year and the graduating class of 2019!

Our goal this year is to make Heavener High School the best High School it can possibly be by emphasizing student success. We as educators, expect all of our students at Heavener to be successful academically in all of their classes. The purpose of a school is to provide guidance and education to all of our students and to send clear, strong signals to each one to keep them on the right course to be successful.

Equally as important as the teacher providing the guidance and direction is the

willingness of the student in need of help to accept the guidance given. Without both the teachers and the students working together, we can not reach our goal of student success. Our hope for this year is that we will find ways to help all students achieve success and at the same time, demonstrate to teachers and students that their efforts, talents and dedication are appreciated.

Our school welcomes you to its ranks and we hope you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us have the spirit to do the things that will make it outstanding.

HEAVENER HIGH SCHOOL'S PROMISE.....
WE WILL DEVELOP STUDENTS TO:
Excel Academically
Reason and solve problems rationally
Act responsibly
Display good character
Display good citizenship

HEAVENER SCHOOL EXPECTS EACH STUDENT WILL BE TAUGHT TO UNDERSTAND THEIR EXPECTATIONS AND COMMITMENTS:

1. That the most significant understandings and goals in life are choosing the kind of person one wants to become and choosing the qualities of character and inner strength one wants to develop.
2. The importance of self discipline and of being responsible and accountable for one's own behavior, and the courage to stand by one's beliefs without giving in to peer pressure.
3. The importance of being trustworthy and of keeping commitments, and being honest in all relationships.
4. The importance of developing habits which promote physical, mental, and emotional health.
5. The importance of treating individuals of every race, class, nationality and religion with kindness, care and respect.
6. The importance of showing respect for the property of others-personal property, school property, and community property.
7. The major purpose of the school district is to promote excellent education and encourage superior student achievement.

PHILOSOPHY

HEAVENER HIGH SCHOOL....

1. Believes in providing a basic educational program of instruction which permits each student to attain his or her academic potential.
2. Believes that the education of our students is a responsibility shared equally by students, their families and staff members, with the expectation that all will actively support and participate in the development of our students.
3. Encourages all students to participate in school programs and activities for the purpose of discovering personal strengths and abilities and developing well-rounded interests.
4. Believes that patriotism, responsible citizenship, self-discipline, respect for authority and respect for others will be emphasized.
5. Expects that each staff member will be a model of commitment to professionalism and a model and example of good citizenship to students, community and to one another.
6. Believes that it is the responsibility of the Board to establish Policy and Direction for the District and to delegate the management and operation of the District to the Superintendent and the Staff.
7. Recognizes and respects the financial trust placed in the Board of Trustees by the taxpayers of the District and expects that the District will be operated in a fiscally responsible manner.

8. Graduates from this school must be prepared to work and/or to continue their education. There is a strong commitment to providing career awareness and guidance to students from elementary through high school. We want students to have the opportunity to think about and explore a wide variety of career options so that they are better prepared to make informed career decisions when appropriate. Heavener schools strive to enable students to realize their full potential and make maximum use of their individual talents in fulfilling career and personal goals.
9. Heavener Public Schools put the need of students and teachers first. We strive to focus and organize all of the school's educational programs and instructional efforts around the clearly defined outcomes we want all students to demonstrate when they leave school.

We believe in the basic thrusts of the national education movement, American 2000, as well as the Oklahoma goal of "First By the Twenty-First." In order to meet these challenges, our students must be good problem solvers, critical thinkers, effective communicators, collaborative workers, community contributors, effective users of technology and possibility thinkers. We also strive to plant a seed of desire for continuing to learn throughout life and the importance of lifelong learning will be to one's career and personal satisfaction. We recognize our central focus is the vital role that a healthy body contributes in becoming a productive worker. Striving to become physically and mentally fit insures our ability to meet our life goals at work, at leisure as well as at home with our families.

SCHOOL COLORS: Purple and Gold

**NONDISCRIMINATION POLICY
AND NOTIFICATION**

It is the policy of the Heavener Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disability, or veteran in its educational programs/activities and provide equal access to designated youth groups. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Ed Wilson, Compliance Coordinator.

Heavener Public Schools
P.O. Box 698
Heavener, OK 74937
918-653-7223

ASBESTOS INSPECTION

We attempt to provide a safe environment for boys and girls to attend school.

In compliance with federal law, Heavener School District has conducted an inspection of all buildings to determine the presence of asbestos. No friable asbestos was found at the Heavener School Site.

The district has the plan available for interested persons to view.

If you desire more information, call the Superintendent at 918-653-7223.

CHAIN OF COMMAND

Any issue or concern expressed by a stakeholder will be addressed through a chain of command. The chain of command will be in the following order: teacher, building principal, superintendent, and finally school board.

SECTION II - ENROLLMENT/ATTENDANCE ACCREDITATION

Heavener High School is fully accredited by both state and regional accrediting agencies offering more than eighty (80) units of credit. In addition to being accredited by the State Department of Education, Heavener High School is also a member in good standing of Advanced ED, an organization comprised of nineteen (19) states.

Membership in Advanced ED is voluntary for member schools and is dependent upon each school maintaining the high principles and standards set forth in the association's guidelines.

ADMISSION

Students are admitted to regular standing when records showing prior requirements for the grade level have been attained. An accurate cumulative record of all academic work and health records and birth certificate must be in the Principal's Office. All records are treated confidentially and are used for the purpose of the individual.

All students must live in the Heavener School District, unless they have been approved by the Superintendent and Principal as transfer students into the Heavener District. Each student is required to furnish evidence of all the required immunizations or a valid exemption before they may be allowed to enroll and attend school in Oklahoma (State Statute 1210.191). Students may enroll from outside the district provided the person in Heavener's district has been awarded full custody by a municipal court. If a parent only gives a P.O. Box # they must also provide a utility bill for documentation of residency. Immunization requirements are evidence of having received or in the process of receiving at least three (3) DPT shots, three (3) polio vaccine doses, and one (1) dose of measles and rubella vaccine given after the first birthday. Oklahoma State law now requires a 2nd dose of (MMR) mumps, measles and rubella prior to entering school, as well as 2 hepatitis A, 3 hepatitis B.

See chart below.

The Oklahoma School Immunization Law

Vaccines required by school year and Grade Level in Oklahoma.

K – 12	2 nd dose of measles, mumps and rubella
7 – 12	3 DPT's & 3 Polio's
K – 6	5 DTP / DTaP & 4 Polio
K – 4	3 doses of Hepatitis B
7 – 12	3 doses of Hepatitis B
K – 4	2 doses of Hepatitis A
7 – 11	2 doses of Hepatitis A
K – 4	1 dose of Varicella

- The second MMR must have been administered on or after the child's 4th birthday.
- If the 4th dose of DTP/DTaP and/or 3rd dose of Polio are administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP and /or 4th dose of polio are not required.
- Hepatitis A vaccine must have been administered on or after the child's second birthday.
- A parental history of a child having had varicella disease is acceptable in lieu of varicella vaccine.

ENROLLMENT POLICY

It is the policy of the Heavener Board of Education that students must be accompa-

nied by their parent(s) or guardian(s) during school enrollment. Parental signatures indicating agreement with the planned schedule of classes are required. Exceptions will be made only in cases of emergency or extremely unusual situations and must be approved by the appropriate principal. Parental signatures are also required for any class changes.

* All students must be enrolled in six core classes. They may be an aide one period or enroll in concurrent classes. Seniors may work one period with parent and principal approval.

MAJOR INFRACTIONS

Truancy, Fighting, Every third (3rd) tardy, Cell phones, Classroom Disruptions, Public Display of Affection, Dress Code Violations (all as reported to the office through office report documentation.)

TRUANCY

A student is truant when he/she is absent without prior permission from school officials and is not in his/her assigned class during the designated time. Examples of truancy include the following:

- Missing school without permission of parent and school
- Obtaining permission from a teacher to go to a certain place and not reporting there
- Leaving school without permission, etc.

The student who has missed school due to truancy will receive a zero and no make up. Truancy is considered a major infraction. Truancy infractions continue throughout the school year.

SUSPENSION

OUT-OF-SCHOOL SUSPENSION - The principal has authority to suspend a student out of school for a period of up to, and including, 10 school days. Before a student may be suspended out of school for 10 days or less, the student has the right to appeal the principal's decision to a suspension appeal committee designated by the Heavener Public School Superintendent. The decision of the suspension committee is final & cannot be appealed to the Board or any other school official. Before a student may be suspended out of school for over 10 days, the student has the right to appeal the principal's decision to the Board. The decision of the Board is final.

A student shall be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. A student that is suspended from school shall not be allowed on school property, or to participate in or attend extra-curricular activities during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

A student shall receive a grade of zero (0) on all work, during the period of out-of-school suspension for which the student would have normally received a grade for out-of-school suspensions for 5 days or less. A student shall not make up work for credit that was assigned during the period of suspension nor shall the student complete additional work for credit to compensate for the work on which the student received a grade of zero (0). A student may complete the work for the student's own benefit, however a score of zero (0) will be given for that work. The grade of zero (0) will be calculated into the other grades of the student.

A student shall receive an educational plan of the core curriculum in which the student is enrolled at the time of the suspension of days suspended beyond 5 days. The parents/legal guardians shall bear the responsibility for monitoring the student's progress until the student is re-admitted into school.

As part of any suspension students may be required to attend counseling to meet all discipline requirements.

STEPS TO FOLLOW WHEN ABSENT

1. Have a parent or guardian phone the school before 8:30 A.M. and report the reason for the absence or the school must contact the parents and find out the reason for the absence.
2. If the parent does not call the school and if the school is unable to contact the parent, then the absence will be an unexcused absence and treated as a truancy.
3. Students need to be in the office before the first bell rings to receive their admit. If a student arrives in class tardy due to acquiring an admit, that student will receive an unexcused tardy for that class.
4. Students will be able to make up any work missed. No loss of grade will result if the student checks with their teacher and all work are made up within one (1) to two (2) days. Students will receive one day for each day absent up to two days max.
5. Students must come to office prior to 8:00 a.m. to turn in note explaining absence.

ACTIVITY ABSENCES

Students are limited to ten (10) activity absences for any one class each year. Class absences for student's participation in state and national contests, as defined by the OSSAA, shall be excluded from the ten (10) class period limit. More than five (5) activity absences during the first semester will require approval from the *Internal Review Committee*. See page 17 for more information.

TARDINESS

Students have five minutes passing time between classes. Students are to be in the classroom when the tardy bell rings at the end of the passing time. Teachers will RECORD each tardy in the grade book/computer. Student must come to the office and get a tardy slip before being allowed into class.

Excessive offenses (3 total) will be considered a major infraction and students may be required to attend after school detention, ISD, Corporal Punishment or suspension. Every 3rd tardy = 1 unexcused absence. Tardies start over each semester.

LEAVING SCHOOL

No student is to leave the school without signing the checkout sheet in the office. Leaving school without checking out will be considered truancy. Leaving at noon without proper permission will be considered truancy. Students checking out between 12:00 noon and 1:00 PM must have a parent come to the office.

VISITORS ON CAMPUS

Visitors on campus will register in the office. The principal may request identification from any person on school property and may ask any person to leave campus. Parents may visit classrooms with permission from the principal. Students from any other high school or college will not be allowed to visit the school during regular school hours, without permission from the office.

STUDENT ACTIVITIES ELIGIBILITY

Only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers will update daily grades for eligibility

purposes utilizing *PowerSchool*. The office will check eligibility every Thursday by 1:30 PM. If a student is failing in one or more solid subjects, the student has a probationary period of one (1) week to allow the student to bring the grade to a passing level. Students failing to improve their work to an acceptable level will be deemed ineligible (Teachers may update until 9:00 a.m. Monday morning.) The procedure will be as follows:

1. Grade checks will be made weekly by the teachers. The eligibility period is from Monday - Sunday.
2. Each teacher submits a list of those students who have a failing grade average in his/her class.
3. The Administrative Assistant checks the lists for students who are on probation or ineligible.
4. A list of students on probation or ineligible is given to sponsors, teachers, and coaches.
5. The Athletic Director will confer with the High School Principal when an eligibility question is in need of clarification.
6. A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.

EXTRA-CURRICULAR ACTIVITIES

Section 1 - Scholastic Eligibility Rules

Scholastic eligibility requires a student to pass five (5) classes at the end of the semester to be eligible the first day of school of the following semester. Failure to successfully complete five classes will result in ineligibility for the first six (6) weeks of the following semester. At the end of the six weeks a student must be passing all his/her classes to remain eligible to participate. All students will have a week of grace or probation once a failing grade is reported to correct the grade or become ineligible.

The following is a list of questions that have frequently been asked since the new rule was passed.

1. Does physical education and competitive athletics count towards the semester grades if a student has already been given two credits as a freshman and sophomore?
Answer - YES
2. May a student participate while on probation?
Answer - YES
3. Is a student on probation for two consecutive weeks when he/she fails a course one week and a different course the following week?
Answer - NO
The student would be ineligible the second week as it is impossible to be on probation two consecutive weeks.
4. Is there a limit to the number of probationary weeks a student may have during a semester?
Answer - NO
5. Does the scholastic eligibility rule apply to students in all Extra-Curricular Activity?
Answer - YES
6. Does the weekly grade check apply to grades a student made during one week period of time?
Answer - NO
The weekly grade check is an average of all the grades made during the specific semester.
7. If a school checks grades on Friday and a student shows up as failing a class, would he/she be eligible to participate that Friday night?

- Answer - YES
8. If a student is on ineligibility and makes up the failing grade on Thursday of that week, would he/she be eligible to participate on Friday of the same week?
- Answer - NO
9. If a student is ineligible to start the next semester and school begins its new semester on Thursday, does the two days that first week count as a complete week?
- Answer - YES
10. Does the new rule apply to a Junior High School, also?
- Answer - YES

SECTION III - STUDENT CONDUCT

ASSEMBLIES

Two types of assemblies are held: Pep assemblies and General assemblies. At Pep assemblies the students are active participants in the programs. These assemblies are to show our support and enthusiasm for our Heavener Wolves/Lady Wolves representing the school. The General assemblies are to provide information to students or to provide opportunities for students to hear and see special music groups, speakers, etc. Students should show their respect for the speaker or group by becoming quiet when the first person approaches the microphone and by listening attentively throughout the presentation. A mark of maturity is the realization of your responsibility as a host to the varied types of assemblies which are presented. Students may be removed for disciplinary reasons and possible suspension will result.

SCHOOL DANCES

* Only Heavener High School students are allowed at regular dances. School dances will be held periodically during the school year. Students in the top four grades (9th-12th) may attend dances. Once students leave the dance, they will not be readmitted. Students who have been drinking or under the influence of alcohol or possess alcohol will be removed and disciplined. Certified teacher sponsors will have discretion to stop any inappropriate dancing.

PROM

Junior or Senior students who invite other students to the prom must be with them during the prom and be responsible for their actions. Junior and Senior students may earn cost of ticket. Cost of dates will vary from year to year. Guests must be no younger than 9th grade and not over 20 years of age or less unless they are a spouse. The school reserves the right to refuse admission to anyone who is not a student in good standing. The students will sign an agreement when buying tickets to not dance inappropriately. Discretion will be given to certified teacher sponsors and the principal.

PDA

Public Display of Affection will be considered a major infraction.

STUDENT DRESS REGULATIONS/GUIDELINES

The District's student dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Any student dressed in a manner that inappropriately exposes the body

may be considered a dress code violation / infraction. Including but not limited to the following; blouses or pants which are too tight, skirts which meet the fingertip rule but are too revealing.

The district prohibits appearance and dress which in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The following standards will serve as a guideline for student dress with the exception of grades PK-3, dress code is at the Principal's discretion:

1. Students shall be dressed in a groomed manner that is clean and neat and that will not be a health or safety hazard to themselves or others.
2. The District prohibits pictures, emblems, or writings on clothing that:
 - a. Are lewd, offensive, vulgar, or obscene;
 - b. Advertise or depict tobacco products, gangs, alcoholic beverages, drugs, or any other substance prohibited by policy.
3. Students may wear shorts above the knee provided they meet the following criteria:
 - a. In a standing position arms to sides reaching toward the hem, shorts must touch mid-thigh. Jeans with holes must also be mid-thigh and below.
 - b. No soft style shorts.
4. All shirts must be able to be tucked in when the arms are extended above the head. Sleeveless shirts may be worn as long as arm opening fits snug. Shirts must have collars or be crewneck style. Muscle shirts, undershirts, sleeveless undershirts or fish net shirts are not to be worn alone as outer garments. Shirts must cover mid-riff area (skin, undergarments, or tops of jeans, shorts, or skirts should not show while student is standing or sitting). Skirts and dresses must meet the fingertip rule given for shorts.
5. Pajamas/house shoes should not be worn to school except for special events.
6. Cut-offs will not be accepted. Tears, rips or holes in pants may be worn from the knee down. Cut-off shorts or sleeves must be hemmed.
7. Hats or bandanas are not to be worn in the school buildings. This rule applies to both male and female students. Hats may be worn on the school campus while outside of the buildings and may be carried to your locker. It is recommended that the locker be locked if hats are to be stored in it. (Several students may not wear the same type scarf). Violations of the hat/scarf rule will be as follows:
 - 1st offense: Hat or bandanas will be taken (no warnings) to the office and the student may retrieve it at the end of the day.
 - 2nd offense: Hat or bandanas will be taken for the semester.
8. Shorts or pants that are noticeably sagging will not be worn on campus.
9. Nose rings, tongue rings, etc., will not be worn on campus. A single nose stud may be worn provided that it does not create a distraction to the educational process of any student.
10. Overalls must be snapped and worn as designed with both straps over the shoulders.
11. Girls must wear a shirt under spaghetti strap tops.
12. All shirt straps must be at least the width of a standard ruler as defined as one and one-eighth (1 1/8) inch in width if worn alone as an outer garment.
13. No stretch pants/leggings/tights may be worn without shirt/top meeting the shorts/skirt fingertip rule.

When faculty or administration detect a student is not dressed in the manner he/she should be, appropriate action will be taken. The student shall be given an opportunity to correct the problem at school. Until corrected, the student will not be allowed to attend class.

1. A parent or designee may bring an acceptable change of clothing to school.
2. In minor violations, the student may be advised to change dress before returning the next day.
3. In extreme cases, the student may be sent home immediately for correction.

Violation of dress code is a major infraction. As much as possible, checks of possible violations will be made by same sex teachers / administration.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

STEALING

1ST Offense: 2 days ISD, plus payment of losses. (Police may be called). (Student may be suspended).

2nd Offense: 2 days suspension plus 3 days of ISD and payment of losses. (Police may be called). (Student may be suspended).

TOBACCO

Oklahoma State Law prohibits tobacco on school property at any time. Tobacco in any form (smoke, smokeless, herbal/tobacco-less snuff or electronic cigarettes) shall not be used nor in possession of students on school property. The school will take care of and dispose of any tobacco found. Students using or that have tobacco in any form in their possession will be disciplined as a major infraction and the resource officer may issue a citation.

USE OF TOBACCO

State law prohibits minors from possessing tobacco products of any kind; therefore, students may not possess or use tobacco products at any time while they are under the supervision of the school. This includes normal school hours and extracurricular activities while riding the school bus to and from school. All students will follow these guidelines regardless of age.

DRUGS AND ALCOHOL

The use, possession, or distribution of illicit drugs and alcohol on school grounds or at school activities is considered harmful and is strictly prohibited. Disciplinary actions will be imposed on students who violate this policy. The school may require counseling as part of the discipline. This may be through a school counselor as available or through a partnership available to the school.

Disciplinary actions will be consistent with local, state and federal laws, up to and including probation, suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office or through the counselor.

Students in grades 7-12 who are involved in any extracurricular activity will be subject to a monthly random drug test to be performed by an outside agency.

SEARCH OF STUDENTS

If the principal believes that a student has in his/her possession a dangerous weapon or substance or stolen property, he/she may request that the student freely surrender the item. If the student does not give the item requested to the principal or a designee, the principal may authorize the search of a student's person or personal property and the seizure of illegal or harmful items in his/her possession while on the school premises or at a school activity assigned to a specific student (locker, desk, etc.) , and the seizure of items which violate the regulations of Heavener

School.

WEAPONS-FREE SCHOOL

Any student who possesses a firearm or weapon at school or a school related function, will be subject to a full year suspension.

THREATENING SCHOOL EMPLOYEES

Oklahoma State Law requires felony charge(s) to be filed against any person(s) committing an aggravated assault or battery upon any school employee. Title 70 O.S. § 6-113

BUS RIDER RULES

Students are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

WHILE ON THE BUS:

1. Keep all parts of your body inside the bus at all times after entering and until leaving. Assist in keeping the bus safe and sanitary at all times.
2. Remember that loud talking and laughing and unnecessary confusion diverts the driver's attention and may result in a serious accident.
3. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
4. Bus riders should never tamper with the bus or any of its equipment.
5. Leave no books, lunches, or other articles on the bus.
6. Keep books, packages, coats, and all other objects out of the aisles.
7. No inflated balloons on the bus.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus windows.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow students, the bus driver, and the patrol officers or driver's assistants.
13. Keep absolutely quiet when approaching a railroad crossing stop.
14. In case of a road emergency, students are to remain on the bus, except when it may be hazardous to their safety.

AFTER LEAVING THE BUS

1. When crossing a road, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross the road.
2. Go home immediately and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

EXTRA-CURRICULAR TRIPS

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a chaperon appointed by school officials.
3. Students who create multiple discipline problems may be withheld from any extracurricular trip, unless required for a grade.

DISCIPLINE

- A. In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this reflect an order or sequence of events in disciplinary actions.
 1. Conference with student

2. Conference with parent
 3. Behavioral contract for student to improve conduct.
 4. Changing student's seating assignment or class assignment.
 5. Requiring the student to make financial restitution for damage or loss.
 6. Requiring the student to clean or straighten facilities he or she damaged.
 7. Restriction of privileges of school activities.
 8. Involving the police (Students who engage in a fight will be arrested, suspended for three days, and/or two days In School Detention)
 9. Referring the student to an appropriate social agency.
 10. Referral to counselor.
 11. Detention before (BSD), in school detention (ISD), or after (ASD) school and noon.
 12. Corporal Punishment.
 13. Suspension.
- B. Students with extensive discipline problems will have those discipline cases carried over to the next year.
- C. Discipline For Major Infractions
1. Two swats or one day After School Detention (ASD) and notify parents.
 2. One day ASD.
 3. Three swats or two days ASD.
 4. Three days ASD.
 5. Three days suspension.
 6. 5 days suspension and parent conference
 7. 8 days suspension.
 8. 10 day suspension (Notify parents of the next consequences.
 9. Recommend a 45 day suspension.
 10. Recommend remaining portion of the semester and all of the next semester.

FIGHTING

- A. First Offense:
1. Student may be arrested.
 2. Student may be suspended for three days and/or assigned to two days of ISD or ASD.
- B. Second offense:
1. Student will be arrested.
 2. Student may be suspended for 5 days and assigned 45 days of alternative school. (If there is insufficient time left in the spring semester for 45 days, the student may attend summer school to satisfy the days or complete them in the fall semester of the next year.)
- C. Third Offense:
1. Student will be arrested.
 2. Student may be suspended the remainder of the current semester and all of the next semester.

Distracting Devices: Pen lights, Skate Boards, Etc.

Students will not bring these types of lights or devices that distract people to school. They will be taken and returned at a later date.

THREATS, HARASSMENTS AND BULLYING

It is the policy of this school district that harassment, bullying or threats will not be tolerated. Harassment is intimidation by threats or actual physical violence.

Harassment or threats may include but is not limited to the following:

1. Verbal, physical, or written harassment, threats or abuse.
2. Repeated remarks of a demeaning nature.
3. Implied or explicit threats concerning ones grades, achievements, etc.

4. Demeaning jokes, stories or activities directed at the student.
5. Unwelcome physical contact.
6. Victims may be provided counseling upon request. This would be a school counselor or one provided through a school partnership.

Discipline may consist of suspension expulsion and or police involvement.

* **Misinformation** - Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent).

1st OFFENSE: Lunch detention, corporal punishment, ASD, or ISD per the circumstances.

SUBSEQUENT OFFENSES: ISD, ASD, corporal punishment or out of school suspension per the circumstances.

SECTION IV - GENERAL INFORMATION

MOMENT OF SILENCE

Senate Bill 815 requires local boards of education to ensure that all school sites observe approximately one minute of silence each day. The minute of silence is for the express purpose of allowing each student time to reflect, meditate, pray, or engage in other silent activity.

BULLETINS

The daily bulletin will be read to students during the first and fifth periods by the class room teacher and will be posted on the bulletin board. In addition, the weekly bulletin which comes out Monday lists all the activities for that week. The intercom will be used **only** as needed. Announcements for the next day's bulletin must be in the office by 3:00 each day. The intercom will be used only at the end or beginning of a class period.

LOCKERS

Lockers are provided for each student. Lockers should be kept closed except when in use. Do not leave valuables or money in the lockers. Any malfunction of the locker is to be reported to the office. A key must be given to the office if you install a lock. Personal locks will only be allowed on a case by case circumstance. The school has the right to inspect lockers for any reason at any time. Students who mark on lockers will pay for repair. Locks are available for all students and must be used. In the event items are missing, lost, stolen, or damaged due to the student's failure to use the lock, the student will assume all responsibility. The school locks must be returned at the end of the school year or at withdrawal to avoid a \$5.00 fine. Students are not to share lockers.

IDENTIFICATION OF STUDENTS

Students will not be required to wear identification badges. Those who would like one for meal and library use may request one by signing up in the office.

TEXTBOOKS

All textbooks are loaned to the student for the duration of the course. All textbooks shall be returned to the teacher at the end of the course. Textbooks lost or damaged must be paid for by the student. **Turn in all extra books to office.**

* *The student will only be issued one unless he or she pays for a lost or damaged*

textbook.

TELEPHONE

Students will not use the office phone for personal calls except in an emergency. In the event a student receives a call, he/she will be called out of class only in case of an emergency. Students are restricted to three (3) minutes use. Teachers notify office for long distant calls.

ELECTRONIC DEVICES, PAGING DEVICES & CELL PHONES

Students are prohibited from using cell phones, I-pods, or other electronic devices during regular class periods. Students may use electronic devices before school, during lunch, or after school. Devices will not be visibly displayed or worn by students during regular class periods. The purpose of this policy is to eliminate potential interruption of instructional time as well as instances of academic dishonesty (cheating). Should the classroom teacher require the use of one or more of these devices as a part of the instructional process, the rule will be waived. Further exceptions to this guideline will be at the discretion of the building principal.

Students found to be in violation will have the device confiscated until the end of the school day. Multiple violations of this policy will result in major infraction consequences, confiscation of the phone and requiring the phone to be picked up at the office by a parent/guardian. Use of an unauthorized device during testing may result in a loss of academic credit for that test. A student's failure to comply with faculty directives concerning the use of these devices will result in more severe consequences up to and including suspension.

Heavener Public Schools will not be responsible for lost or stolen electronic devices. Students are encouraged to not bring these devices to school.

In the event of family emergencies parents may request a cell phone daily pass from the building principal.

SEARCH OF STUDENTS

The Principal or Teacher shall have the authority to search a student and a student's property when there is a reasonable suspicion for such searches.

CHEATING

Students will receive a zero on test or daily work. Parents will be called. Grade tampering by a student will result in a zero recorded on any grade changed and declared ineligible in extra-curricular activities for two weeks.

PARKING/DRIVING

When students arrive on campus they must leave car and report to designated areas. Students will not return to cars until time to leave campus at the end of the day.

CLOSED CAMPUS

Students at Heavener High School do not leave campus during the school day unless they are checked out through the Heavener High School Office by parent or guardian.

LUNCH

Students are dismissed at 12:40 p.m. for lunch and the tardy bell is at 1:15 p.m. Students may eat lunch in the cafeteria or Student Center. Heavener High School is a closed campus high school. Students are not to leave campus without office

approval. Students may not go to the parking lot during the lunch period.
Anyone bringing food to school for students during the school day must check in and leave the food at the cafeteria (PAC).

LIBRARY

The library will be open at 8:00 a.m. each morning until 3:15 p.m. daily except for lunch. At lunch the library may be opened at the librarian's discretion. At lunch students will need to enter by the outside door near the commons area. Students are encouraged to use the library as much as possible. However, the library is not a visiting place; it is for study, reading and research. The atmosphere is to be conducive to learning with a minimum of noise and disturbance. Any student using the library during class must have a pass from the sending teacher, presented at the main desk in the library. The librarian is there to help you learn and use the library most efficiently, so ask when you need help. The checkout period for all student materials is two weeks. After two weeks the item should be returned for circulation or renewed for another two week period. The HHS Library assesses fines of 5 cents per day for overdue materials.

INSURANCE

Student accident insurance is available on (1) a twenty-four hour basis which includes coverage for all sports except football, or (2) an at school basis which covers the student during school hours. Athletic Insurance will be made available to all students at student expense. Any student participating in athletics must sign an insurance waiver or purchase the policy made available at the school. The Board of Education does not assume responsibility and is not liable for any injuries to students.

FIRE DRILLS

Fire drills will be conducted once every nine-week period. The signal is the intercom, three whistle blasts, or the fire alarm. Students are to exit the building at the nearest exit and move to a safe distance away from the building. In the event of an actual fire, move to the Safe Room.

TORNADO DRILLS

Tornado drills will be conducted at regular intervals. The signal for a tornado drill is the intercom or several short whistle blasts (5 or more.)

Students should move quickly and orderly to the Safe Room. There, students are to position themselves standing as close knit to the center to allow everyone to enter safely. Should the emergency be so sudden to not allow time to move to the safe room enter the nearest rest room. There, if room permits, student should position them selves against the wall. This would permit the placing of heads, hands, etc. between the knees for less exposure. Students should stay away from doorways or areas of windows and glass.

Gym and cafeteria areas should not be used due to the type of construction. Students in these areas will be advised of approaching tornadic activity. If this is not possible, students in the gym should be moved into areas such as dressing rooms, preferably southwest and southeast dressing rooms, where greater wall support and two exits are available.

Before School:

Students may enter the main building at 8:00 a.m. unless turning in absence excuse in the main office. Restrooms by main office will be open for student use.

compete if they have an incomplete or "I" on grade.

GRADE POINT AVERAGE

Beginning in the ninth grade year, all students maintain a grade point average (GPA) that is listed as a part of their permanent record. Each student's GPA is based upon semester grades received in each class and is calculated upon completion of each semester that the student is in attendance. The GPA is used to determine student acceptance into such groups as Oklahoma Honor Society, National Honor Society, and other school organizations, as well as being one of the criteria for holding a class or student council office. GPA is also used to determine each student's rank in class, and indication of how that student compares with others in his/her class academically. GPA and rank in class are almost always among the criteria upon which a student's college admission is based.

Students may check their cumulative GPA and class rank in class at any time through the counseling office.

CLASS RANK

All students will be listed in a class rank order using a "simple rank" method. This rank order will be based upon cumulative 7 semester grade point average from all subjects taken during the 9th, 10th, 11th, and first semester of the 12th grade years.

GRADES TO GRADE POINTS

60 to 69 = 1.0
70 to 79 = 2.0
80 to 89 = 3.0
90 to 100 = 4.0

HONOR ROLLS

Superintendent's Honor Roll - 4.0 in each class for first or second semester.

Principal's Honor Roll - All students having a 3.0 to 3.9 average for the first or second semester with no course grade below a "C".

Oklahoma Honor Society - The upper ten percent in each class grades for the second semester of the previous year and the first semester of the current year.

National Honor Society - Only sophomores, juniors, and seniors are eligible. In addition to a 3.75 or better average, students must have demonstrated excellence in character, leadership, and service. (No course grade below a "C")

VALEDICTORIAN AND SALUTATORIAN SELECTION

1. All students who keep a 4.0 in each class for four years, pass at least 4 of the 7 state required End Of Instruction tests by the beginning of their senior year and complete at least 3 1/2 of the Honors courses by the end of the first semester of their senior year will be considered for Valedictorian. In the event no student has fulfilled these requirements, the student(s) with the highest class ranking will be considered. The next highest student(s) will be recognized as the Salutatorian(s). The top ten percent of the graduating class will be recognized as Honor Students. (If no 4.0 students - then highest G.P.A.)
2. Students with the highest number of grade points at the end of the first semester of their Senior year will be considered as the Top Ranked Students.
3. In considering selection of valedictorian and salutatorian, only those students who have been enrolled in Heavener High School from the beginning of their junior grade year or longer will be considered.
4. We encourage students to apply for the regional math/science school at Kiamichi Technology Center. Students who are accepted will be given a pass or fail grade upon completion. Each semester will count as 1 and 1/2 honors credit toward the honors course requirements upon completion.

GRADUATION REQUIREMENTS

The Heavener Board of Education will set the graduation requirements for Heavener Public Schools in compliance with Oklahoma State Law and State Department of Education regulations. Students and parents will be informed of graduation requirements each year during enrollment. Students will also be made aware of college entrance requirements so that if they choose to attend college, they will be prepared. The following are Graduation requirements and College Entrance requirements:

*** All Students must take six (6) core classes.**

All seniors must have 21 credits reported to the high school office by the end of the 3rd 9 week grading period of their respective school year to be considered eligible to walk in graduation, to be placed in the yearbook as a senior, to order cap and gown, or to be placed on the senior panel.

Graduates must pass four of the seven Oklahoma Core Curriculum End-of-Instruction exams in order to receive a standard high school diploma upon completion of the required number of credits for graduation. Two of the four EOI exams passed must be Algebra I and English II. The remaining two may be from: Geometry, Algebra II, US History, English III, or Biology I.

Graduation Requirements

English	4 Units
Math (Alg. I, Math Finance, Alg. II, Geometry, Alg. III/Trig, Calculus) *Math Finance will count as a Math credit for graduation purposes but will not meet the requirements for college entrance.	3 Units
Science (Biology I & two additional Science classes: Physical Science, Biology II, Anatomy/Physiology, Chemistry)	3 Units
History (½ Unit Oklahoma History, ½ Unit Government, ½ Unit of Geography or Economics, 1 Unit World History, 1 Unit of U.S. History)	3.5 Units
Fine Arts	2 Units
Computers	1 Units
Financial Literacy	.5 Units
Electives	8 Units
Total:	25 Units for Graduation

OKLAHOMA STATE COLLEGE ENTRANCE REQUIREMENTS

English	4 units
Math (Algebra I, Algebra II, Trig., Geometry, Calculus, Math Analysis, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission.)	3 units
Science (Bio I & II, Phys/Anat, Chemistry, Physics or any lab science course with content	3 units

and/or rigor equal to or above Biology and approved for college admission.)

History and Citizenship Skills: 3.5 units
(1- World History, ½ Oklahoma History, 1-U.S. History, ½- U.S. Govt., and 1/2 to 1 from the subjects of History, Govt., Econ., Civics, or Non-Western Culture.)

Foreign Language 2 units
(must be the same language)

or
Computer Technology 2 units
(must be approved for college admission)

Additional Units 1 unit
One unit from the above classes or career and tech education courses approved for college admission.

2 Arts 2 Units
Fine arts which may include, but not limited to, music, art, or drama, or 1 unit of Fine Arts, and 1 unit of Speech.

Electives *****
Elective units must be equal to a minimum of 25 total units.

STUDENT CLASSIFICATION

Senior:	18 Credits
Junior	13-17 Credits
Sophomore	6-12 Credits
Freshman	0-5 Credits

PROFICIENCY BASED PROMOTION TESTS

Students, parents, guardians, or educators may request the opportunity for a student to demonstrate proficiency in one or more core curriculum areas. The core curriculum as defined in HB1017 includes: Social Studies, Languages, The Arts (Music/Art), Language Arts, Mathematics, and Science.

Who should take the tests?

Students who have outstanding academic ability, make high grades in the class, or who have exceeded the grade level requirements of a particular subject area.

When are the tests given?

One week in the Fall and one week near the end of school in the Spring

What tests are used?

1) Multiple choice tests called Oklahoma Proficiency Tests published by The Riverside Publishing Company
2) Some subject areas also require the student to perform or demonstrate skills. Laboratory sciences will require students to perform relevant laboratory techniques. The criteria for performance or demonstration assessments will be available two weeks prior to test administration.

How many tests can be taken?

Proficiency tests may be taken in more than one subject area.

How to apply?

Submit a Notification of Intent to Participate to the Counselor no later than two weeks prior to the testing week. Students must be legally enrolled in Heaven-er Public Schools to be eligible to participate.

What is a passing score?

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% and/or comparable level of competency on a performance assessment or demonstration.

What is a Promotion?

Students who score 90% or above in a subject area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

NOTE: "Next level of study " may or may not mean the next grade level.

GIFTED AND TALENTED PROGRAM

The goal of the Heavener Public School Gifted and Talented Program is to identify and provide necessary differentiated curriculum at all grade levels that provide educational challenges and enrichment for each participating student. The objectives of the program are for students to demonstrate at least one of the following:

1. Abilities in creative thinking and problem solving.
2. Leadership ability.
3. Abilities in intellect and in specific and general academics.
4. Appreciation and production of fine and visual arts.
5. Outstanding abilities in visual and/or performing arts.
6. Citizenship and leadership in school and community.

At the high school level, students will be identified as follows:

1. Those students who score on or above the 97th National Percentile on any state or national standardized test of intellectual ability or achievement test.
2. Those students who excel in one or more of the following categories:
 - A. Creative thinking ability
 - B. Leadership ability
 - C. Visual and performing arts ability
 - D. Specific academic ability

The curriculum of the Gifted and Talented Program will be provided through regular classroom instruction. The curriculum may be the same used with all students but the pace, breadth, or depth of the topics covered may be modified as appropriate to meet the needs of the gifted and talented students. It is also acceptable for the curriculum to be different from what is studied by other students in the classroom.

SECTION VI - EDUCATIONAL NOTIFICATIONS

CHILDREN WITH SPECIAL PROBLEMS HAVE THE RIGHT TO AN EDUCATION

Your child has the right to a free public education. Without exception. This is now the law of the land. This includes the child with a special problem or "handicap". The handicaps may be due to a physical, mental, emotional, or learning problem.

All children have the legal right to a free appropriate public education, even children with special problems, no matter how serious. The children deserve the chance to reach their full potential. Since they have special needs, they can benefit from exceptional education programs.

Here's the first step:

A child's problem may not be obvious, and, in the child's early years, the parents may be the only ones who know if the child has a special problem. This may also be true for school age children whose problems have kept them out of school. All

states are required by law to find handicapped children who are not getting an education.

Which children are we looking for?

We are looking for children with problems who are not getting special education. This includes children in and out of school, whether living at home or in institutions. By children, we mean individuals from birth through 21 years of age. Public Law 101-476, The Individuals with Disabilities Education Act, defines children with disabilities as:

“Children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities who by reason thereof need special education and related services.”

The Heavener Public School District is committed to identifying, locating, and evaluating those individuals with disabilities from birth through 21 years of age, within its district, who are in need of special education and related services.

How search and find works:

If you think your child has a special problem, contact the school at East Avenue G and 4th Street or call 653-4307. We can help, but first we must find the child.

After you have contacted the school, we will send a form for you to request an initial screening for your child. This screening will be provided at no cost to you.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING & EVALUATION

This notice is to inform parents of the child identification, location, screening and evaluation activities to be conducted throughout the year by the local school district coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities.

Referral

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Early intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 21 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide service Information System (OASIS), through a toll free number (1-80042-OASIS); also provides statewide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

(1) Readiness Screening

Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to

parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

(2) Educational Screening

Educational Screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

Educational screening is implemented for all first grade students each school year.

Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic test administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

1. To inspect the student's education records;
2. To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights;
3. To consent to disclose education records, except where consent is not required authorizing disclosure;
4. To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR & 99.1-99.67); and
5. To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact Heavener Public Schools, East Ave. G & 4th, Heavener, OK 74937; Elementary Principal, Diane Cox, 653-4313; High School Principal, Aaron Alexander, 653-4307.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Parents and eligible students have the following rights under the FAMILY EDUCATION RIGHTS AND PRIVACY ACT and Heavener Board of Education Policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Health, Education, and Welfare;
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy will transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

IT IS THE INTENT of the Heavener School District to limit the disclosure of information contained in a student's education records except; (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

The student's parent or an eligible student has the right to seek to correct parts of the student's education records which is believed to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request.)

Any person has the right to file a complaint with the Department of Health, Education, and Welfare if the school district violates the FERPA.

Parents or an eligible student may obtain copies of this policy by contacting the administrative office of Heavener Public Schools located in the Glenn Scott Educational Center at West 2nd and Avenue C. The mailing address is P.O. Box 698 and the phone number is 653-7223.

SCHOOL DIRECTORY INFORMATION

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

1. The student's name

Parents or eligible students have two weeks after this notification to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

LOCATION OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Elementary Office High School Office	Elem. Principal H.S. Principal
Cumulative Records (Former Students)	High School Office	High School Principal
Health Records	Elementary School	School Nurse
School Transportation Records	Bus Barn	Transportation Director
Speech Therapy Records	Elementary School	Speech Therapist
Psychological Records	Elementary School High School	Special Education Instructors

Translations of this notice to non-English speaking parents will be made by the school district upon request.

DISCRIMINATION COMPLAINTS PROCEDURES

The following procedures will be used by any person, including personnel and students for the filing, processing, and resolution of alleged discrimination complaints.

Definitions:

1. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, national origin, sex, disability, veteran status, or other perceived discrimination.
2. Student Grievant: A student of the Heavener Public School District who submits a complaint alleging discrimination based on race, color, national origin, sex, or disability.
3. Employee Grievant: An employee of the Heavener Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, disability, or veteran status.
4. Public Grievant: Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, origin, religion, sex, age, disability, or veteran status.
5. Compliance Coordinator (Coordinator): the person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Title VI of the civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity. The Compliance Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
6. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
7. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Pre-Filing Procedures

Prior to the filing of a written complaint, the grievant is encouraged to visit with the

compliance coordinator, and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints

- A. Grievant Submits written complaint to Coordinator stating name, nature and date of alleged violation; names of person responsible (where know); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in all school offices and in each counselor's office.
- B. Coordinator Notifies respondent within 10 days and asks respondent to:
 1. Confirm or deny facts,
 2. Indicate acceptance or rejection of grievant's requested action, or
 3. Outline alternatives.
 4. Respondent Submits answer within 10 days to Coordinator.
 5. Coordinator within 10 days after receiving respondent's answer, Coordinator refers the written complaint and respondent's answer to the building principal or other designee.
 6. Principal, Grievant, Respondent, & Coordinator Hearing is conducted.
 7. Principal within 10 days after the hearing, issues a written decision to the grievant, respondent, and Coordinator.
 8. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the superintendent requested.
 9. Coordinator within 10 days of receiving a request for a hearing, schedules a hearing with the grievant, respondent, and superintendent.
 10. Superintendent, Grievant, Respondent, & Coordinator Hearing is conducted.
 11. Superintendent issues a decision within 10 days following the hearing.
 12. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the board requested.
 13. Coordinator Notifies board within 10 days after receiving a request for hearing. Coordinator schedules the hearing with the board. The hearing is to be conducted within 30 days from the date of notification to the board.
 14. Board of Education or hearing panel established by the board, Grievant, Respondent, & Coordinator. Hearing is conducted
 15. Board of Education: Within 10 days after the hearing, issues a final written decision regarding the validity of the grievance and any action to be taken.

General Provisions

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be not more than 180 days.
2. Access to Regulations: The Heavener Public School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, sex, age, disability, or veteran status upon request.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No record shall be entered in the personnel files. Complaint records shall be maintained on file for three years after complaint resolution.
4. If respondent and principal are the same person, the above procedures are adjusted accordingly with the first hearing being with the superintendent.

**HEAVENER BOARD OF EDUCATION
ATTENDANCE POLICY (REGULATION)**

In accordance with the policy of the Board of Education, each student is required to attend each class a minimum of 89% of the time in order to receive credit for that class. A maximum of 10 days a semester may be missed for excused absences or truancy in any one class. Any variation from this policy will be at the principal's discretion.

EXCUSED ABSENCE

1. Medical appointments with a note from the Doctor.
Parent and student need to provide appointment slips the day they return and receive an admit to class. A maximum of 3 days will be provided for the slip to be turned into the office after the student returns to school. A fax will be sufficient; however, the school reserves the right to contact the doctor to see if the student needs to miss for multiple hours.
2. One College day per semester.
3. One Military Induction day.
4. Three days for Immediate Family Funeral.
5. School Nurse sends you home for sickness.
6. Weather conditions.
7. Activity Absence - maximum five (5) days per semester allowed by state law.

It is the responsibility of the parent to notify the school by 9:30 a.m. if a child is to be absent for one of the above reasons. The school will attempt to contact those students' parents who do not call. Contact must be made before the student will have an excused absent. The student may make up all work missed without a penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. Absences without note or parental contact will be considered a truancy. Parent contact must be made on day student returns.

Absent w/o valid excuse four or more days or parts of days within a four-week period, or ten or more days or parts of days within a semester, the attendance officer (truancy officer, principal or head teacher) shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes (70 O.S. § 10-106; S.L.O. § 232) Local Board attendance policies have the effect of law. Attendance officer makes the determination of excused or unexcused absence.(70 O.S. § 10-108; S.L.O. § 233)

Unexcused absence reporting procedure:

1. 4 days (or parts of days) within 4 week period; or 10 days (or parts of days) within a semester; then
2. Oral and documented or written warning to the last-know address of parent, guardian or custodian that attendance of such child is required at some public, private or other school;
3. 5 days report such absences to the district attorney if parent, guardian or custodian does not comply. (Misdemeanor) (70 O.S. § 10-106; S.L.O. § 232)

**ACTIVITY ATTENDANCE POLICY FOR
HEAVENER SCHOOL**

- I. In accordance with the policy of the board of education, the following shall govern student attendance:
 1. **SCHOOL ACTIVITY:** These are extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class more than half of a class period.

2. The total number of student activity absences from any one class period, without permission from the Internal Review Attendance Committee or approved by the local board, shall be five (5) for the 1st semester.
3. Once a student has had ten (10) activity absences from any one class period, the student must be reported to the Principal's Office.

Activity Absences:

- a. The student will be allowed to be absent from the classroom for a maximum of ten (10) days per school year to participate in activities sponsored by the school.
 - b. The student will be allowed to make up any work missed while participating using the same guidelines as an excused absence.
- II. The criterion for continuing beyond the 5 day first semester absence limit and the 10 day absence limit shall be as follows:
- a. A student must have a numerical grade of 70 or better in the subject he wants to miss.
 - b. Before a student is given permission to be absent beyond the 5 day or 10 day limit, even though he has a 70 or better, his record must show that his grade was not adversely affected by the previous 5 or 10 days (whichever applies) of absence and he has turned in all required work missed on previous days out.

III. The policy of the board of education does not set a maximum number of activity absences to be allowed per student. However, unreasonable request upon the committee for exemptions will not be considered.

IV. Teachers shall have the following responsibilities:

1. Keep a record of all absences but distinguish between student activity absences and regular absences.
2. When a student has accumulated three (3) student activity absences per semester, advise the student and note it in the Grade or Plan Book.
3. When a student has obtained his activity absences, the student's name is to be submitted to the Principal
4. Each teacher who anticipates requesting students be taken out of the classroom for any extracurricular activity should file an activity calendar stating the probable dates.

V. Activities excluded from the ten day rule are:

1. Class meetings; assemblies; field trips involving the class period only. In order to attend an activity with some one other than your class period teacher, students must have a numerical average of 60 in each class they will miss.
2. Programs to help children get off of the eligibility list may be an exception.

HEAVENER HIGH SCHOOL ATTENDANCE POLICY

When students have acquired four (4) absences, a letter will be sent to their parents to tell the parents that when the student has eleven (11) absences they will receive no credit. When a student acquires eight (8) absences they will be called to the office and given a letter to notify them that they will lose credit for that class for the semester if they miss three (3) more days in that class. A letter will be sent to the district attorney and the student must give up their driver license.

Any truancy will count toward the ten (10) day rule plus discipline procedures will be enforced.

When a student misses school for truancy after they have missed ten (10) days they will lose credit for all classes missed over (10) days for the semester. There is no appeal for a truancy situation over the ten (10) for either one of more periods.

When a student misses school more than the (10) days allowed and no more than (15) days and the parents or student appeal the (10) day rule, the faculty attendance committee will review the students absence record and decide if the absences will count against the student or if any absence will be overturned provided the student provides a valid reason for the absences in question and has a passing average in the course being appealed.

Any student who is absent more than fifteen (15) times in a course without valid reason as deemed by attendance committee will not receive credit for that course.

The attendance committee has the option of assigning the student to summer school for an appropriate number of days if the student has a passing grade or something similar if summer school is not available.

All appeals are due the last week of the current attendance semester. Any appeals past the appeal committee must be requested by the end of the month after the semester involving the attendance in question. The fall semester should be addressed by January 31 and the spring semester by June 30 during the current school year. Students will only have one (1) opportunity per school year to appeal absences, either fall semester or spring semester not both.

* Alternative Education students attending Vo-Tech follow this same policy for their Vo-Tech classes.

Testing Exemption Policy

The following scale allows students to be "exempt" from taking semester tests only:
2 absences exempt with an A
1 absence exempt with a B

All students must take the first semester test for all courses that have end of instruction tests as required by the state department. End of instruction tests will be defined by the state department. Some of these already defined are Algebra I, Algebra II, Geometry, English II, English III, Biology, and United States History. Any student that has been suspended at any time during the semester will not qualify for exemptions of semester tests.

Students scoring a satisfactory score, as determined by the teacher and principal, on the spring EOI exams may be considered exempt from the spring semester test in that particular subject.

BPA Winter Charity Ball

The Business Professionals of America sponsor the Winter Charity Ball as a charity fund raiser. This event is open to Heavener High School students and their dates. Dates may be students from other high schools, Heavener Junior High eighth grade students, or graduates no older than 21, unless a spouse of a student. Although this dance is held off campus, the handbook rules will apply because the event is school sponsored. Dress code rules will also apply. Tickets must be purchased in advance and once students leave the dance they will not be readmitted. Alcohol beverages and drugs are forbidden and offenders will be removed and disciplined appropriately. Cost may vary from year to year. The students will sign an agreement when buying a ticket to not dance inappropriate dances. The discretion will be given to teacher certified sponsors and the principal.

Heavener High School Homecoming Dress Code Policy

At Heavener High School, we believe we are preparing our students to be successful in their future endeavors. We have established a dress code so as our students enter the business world through the work study program, internships, or after they graduate, they will have had the preparation for appropriate dress and grooming. Likewise, at special events held at school, such as homecoming, we wish for our students to dress appropriately for the occasion. Therefore, these specific changes are in effect for the remainder of the 2007-08 school year and beyond.

Girls involved in the homecoming royalty will be asked to wear a formal gown that is of good taste for the occasion. If the attire is questionable, students are encouraged to show their formal to the administration beforehand to determine if it is appropriate for the occasion.

Boys involved in the homecoming royalty will be asked to wear their appropriate uniform provided by the school district (football, basketball, band). The only exception for the boys would be if all agreed to wear shirt, ties, slacks and dress shoes.

Again, if the attire is questionable, girls are encouraged to show their formal to the administrators beforehand to determine if it is appropriate for the event.

Students not adhering to the homecoming dress code policy will not be allowed to participate as a member of the homecoming royalty.

Senior Graduation Dress Code Policy

Students eligible to participate in the Heavener High School graduation ceremony will be asked to dress appropriately for the occasion. Girls will be asked to wear a dress, skirt/blouse, or slacks/blouse. Boys will be asked to wear slacks/shirt/tie. Flip-Flops and shorts will not be worn during graduation. Graduation is the culmination of much hard work and perseverance, we at Heavener High School feel that all involved with graduation should dress appropriately for this formal occasion.

Student Aide Policy

Students interested in being a teacher's aide will be required to meet certain requirements before being allowed to enroll as an aide. Priority will be given to senior students who are in good standing for graduation. Senior students must have a 3.0 GPA or higher. Juniors may also be an aide provided they too are in good standing for graduation and have obtained a 4.0 GPA. All students considered for an aide position must have a good discipline record. No more than one aide will be assigned to a teacher per class period. Any deviation from this policy will be at the discretion of the principal. All requests for student aide must be approved by the teacher, counselor, and principal.

School Day Pictures/Senior Picture Policy

All students will have two different opportunities on which to get their picture taken for the yearbook. Students who do not take their pictures on these dates will not have their photo in the yearbook.

Seniors who miss the provided senior picture days will not have their senior portrait in the yearbook or senior panel. It may be possible to make arrangements with the portrait studio for an alternate picture. This responsibility would fall on the senior student. All questions regarding this policy need to be forwarded to the building principal or yearbook advisor.