STUDENT/PARENT HANDBOOK
2026-2027

MISSION STATEMENT

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

STATEMENT OF PHILOSOPHY

The philosophy of education at Hartshorne Public Schools 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 potential. We further believe the relationships between student and student, student and teacher, teacher and administrator, faculty and community, should be of mutual respect for the rights and opinions of members from each group.

CAREER AND TECHNICAL EDUCATION (CTE)

Hartshorne Public Schools is dedicated to preparing young people to become useful and productive citizens. Opportunities for career exploration and planning are provided for students throughout the year through field trips to colleges and technical schools, classroom instructional 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/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/daughter attends regularly.
2. You further help the school to serve your child's interest by:
    a. Making it your business to know your child's teachers.
    b. Calling the office to report absences.
    c. Writing full explanations with dates of absences and signing them yourself.
    d. Providing medical notes UPON RETURN TO CAMPUS to allow students the ability to make-up their assignments. Providing supporting documentation for absences whenever appropriate, upon the student's return to school.
    e. Sign up in the office to receive access to the online gradebook.
    f. Studying his or her progress reports and report cards carefully.
    g. Attend Parent-Teacher Conferences. This allows parents and teachers the ability to communicate student performance in a timely manner.
    h. Refrain from connecting with students electronically (phone, text, social media) during the school day.

ELECTRONIC/DIGITAL COMMUNICATION WITH STUDENTS

The board of education shall designate school-approved platforms for electronic or digital communication between students and staff. "Electronic or digital communication" includes, but is

not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication. 74 O.S. § 840-8.1, 70 O.S. § 6-401.

The board of education has approved the following platforms for communication between students and staff: School email (Gmail), Google Classroom, SylogistEd, and the texting applications Remind, GroupMe, and TeamReach. The complete policy regarding electronic communications between students and staff is available in the Superintendent's Office.

DRESS CODE

Purpose
Students are expected to dress in a manner that is appropriate for the school environment and supports a safe, respectful, and positive educational atmosphere. Clothing and personal appearance should not disrupt the educational process or interfere with the safety and well-being of students or staff.

Students who do not comply with the dress code may be required to change clothing, correct the violation, or be sent home until the violation is corrected.

Head Coverings
Hats, caps, hoods, and other head coverings are not permitted inside school buildings unless approved by school administration for religious, medical, educational, or school-sponsored activities, spirit days, or other special events.

Students may wear hooded sweatshirts or other hooded garments; however, **hoods must remain down while inside school buildings during the instructional day.**

Shirts, Tops, and Upper Body Clothing
The following are **not permitted**:

- Tank tops with oversized arm openings (basketball jersey style)
- Spaghetti strap tops
- Shirts or tops that expose the midriff, navel, chest, or back when standing normally or when arms are raised
- Shirts or blouses without complete backs
- See-through or sheer garments unless worn over appropriate clothing
- Undergarments that are visible

Shorts, Skirts, Dresses, and Pants
Shorts, skirts, dresses, and similar garments must provide appropriate coverage and be of sufficient length to maintain modesty while standing, walking, or sitting.

As a general guideline, garments should extend beyond the student's fingertips when standing upright with arms resting naturally at the sides.

Athletic-style shorts that do not meet the fingertip guideline may be permitted with principal approval when worn over compression shorts ("sliders") that extend at least to mid-thigh.

Pants and shorts must be worn at the waist.

Jeans or pants with holes, tears, or distressing above the fingertip guideline must have fabric underneath or otherwise meet the same coverage requirements as shorts.

Leggings and other form-fitting garments may be worn when paired with a shirt or top that extends below the buttocks when the arms are raised.

Pajama-style pants may be permitted at the discretion of the principal.

Clothing and Accessories
The following are not permitted:

- Clothing or accessories displaying profane, vulgar, obscene, or offensive language or images
- Clothing or accessories promoting or advertising tobacco products, vaping products, alcohol, illegal drugs, drug paraphernalia, dangerous weapons, or other prohibited items
- Boxer shorts worn as outerwear
- Non-prescription dark sunglasses worn inside the building
- House shoes
- Blankets
- Trench coats

Jewelry and Body Piercings
Body piercings and jewelry must not create a safety hazard or substantially disrupt the educational environment.

Administrative Authority
School administrators may determine that clothing, accessories, hairstyles, or other attire not specifically addressed in this policy are inappropriate if they disrupt the educational environment, create a safety concern, or interfere with the orderly operation of the school.

TOYS, SKATEBOARDS, ETC.

Toys, skateboards, rollerblades, and 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 or well-being of persons or property on 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/HAZING

All students have the right to attend Hartshorne Public Schools 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.

BULLYING POLICY

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Isolated action does not meet the state’s definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention

5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse.
2. Repeated remarks of a demeaning nature.
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student.
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment.
2. The expeditious correction of the conditions causing such harassment.
3. Establishment of adequate measures to provide confidentiality in the complaint process.
4. Initiation of appropriate corrective actions.
5. Identification and enactment of methods to prevent reoccurrence of the harassment.
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

A copy of this policy will be furnished to each student and teacher in this school district.

CYBER-BULLYING

Cyber Bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

1. Sending mean or threatening messages via email, IM (Instant Messaging), social media, or text messages.
2. Spreading rumors about others through email, IM, social media, or text messages.
3. Creating a web site, Facebook or Twitter (or other social-networking) account that targets another student or other person(s).
4. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the web.
5. Stealing another person's login and password to send mean or embarrassing messages from his or her account.
6. Any use of technology to audio/video record other students or staff members will result in disciplinary action. Sharing or the intent to share these audio/video files with others will be considered a violation of this policy and will result in disciplinary action.

The most common places where cyberbullying occurs:

- Social Media such as Facebook, Instagram, Snapchat, and Tik Tok
- Text Messaging and messaging apps on mobile phones or tablet devices

It shall be the policy of Hartshorne Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents or guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

SEXUAL HARASSMENT

All students have the right to attend the Hartshorne Public Schools without the 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 DISCIPLINE POLICY

Purpose

Hartshorne Public Schools is committed to providing a safe, orderly, and respectful learning environment where all students can learn and grow. Student discipline is intended to promote responsible decision-making, protect the educational environment, and encourage students to learn from their choices while maintaining high expectations for behavior.

Discipline will be administered fairly, consistently, and in accordance with district policy, applicable law, and the individual circumstances of each situation.

Classroom Management Expectations
Teachers are expected to:

- Clearly communicate behavioral expectations in the classroom, on school property, and during all school-sponsored activities, whether students are participating or attending as spectators.
- Inform students of the consequences of inappropriate behavior.
- Consistently enforce classroom expectations.
- Conference with students when appropriate before referring behavior to the office.
- Implement appropriate classroom interventions and, when appropriate, refer the matter to the building principal.

Determination of Disciplinary Consequences
When determining appropriate disciplinary consequences, school administrators may consider the student's age, intent, overall disciplinary history, including previous disciplinary referrals, vaping offenses, personal electronic device violations, and other documented misconduct. Administrators may also consider the severity of the violation, the student's current disciplinary status, and other relevant circumstances. Disciplinary consequences will be assigned based on the totality of the circumstances and in accordance with district policy.

Possible Disciplinary Responses
The disciplinary responses listed below serve as general guidelines. Depending on the nature and severity of the misconduct, disciplinary responses may be used individually or in combination. The building principal may assign other appropriate disciplinary consequences consistent with district policy, applicable law, and the individual circumstances of each situation.

Category 1 – Classroom and School-Based Interventions
One or more of the following disciplinary responses may be assigned:

- Advise parents or arrange a parent conference
- Assign bus seating
- Behavior reflection activities
- Corporal punishment* (Not currently in use at Hartshorne Public Schools. Should corporal punishment be implemented in the future, all applicable state and federal laws will be followed.)
- Detention (before school, during lunch, or after school)
- Disciplinary/Behavior Contract
- In-School Suspension (ISS)
- Isolation within the classroom
- Removal from an activity, classroom, lunchroom, or bus
- Warning
- Other appropriate interventions consistent with district policy.

Category 2 – Short-Term Out-of-School Suspension
A student may be assigned a short-term out-of-school suspension for up to ten (10) school days.

The following conditions apply:

- Students may not participate in school activities during the suspension.
- Students may not be on school property during the suspension.
- Parents/guardians are responsible for obtaining assignments and ensuring completed work is returned unless other arrangements are approved by the building principal.
- A short-term suspension may be extended up to fifteen (15) days when permitted by law.
- Parents/guardians may request a due process hearing in accordance with district policy and applicable law.

Category 3 – Long-Term Out-of-School Suspension
A long-term suspension may include:

- More than fifteen (15) school days
- The remainder of a quarter (nine-week grading period)
- The remainder of a semester
- The remainder of a semester plus the succeeding semester
- Up to one (1) calendar year for violent offenses involving firearms or other weapons, as permitted by law

Students assigned long-term suspension:

- May not be on school property during the suspension.
- Are entitled to applicable due process procedures.

Category 4 – Law Enforcement Involvement
Law enforcement may be contacted whenever required by law or when deemed appropriate based on the nature or severity of the offense.

Category 5 – Financial Restitution
Students and/or parents may be required to provide restitution for damage to or theft of school property or other property when appropriate.

Additional Administrative Authority
The disciplinary responses described above are intended as guidelines and are not exhaustive. Depending on the circumstances of the incident, the building principal may:

- Combine disciplinary categories when appropriate.
- Assign other disciplinary consequences consistent with district policy and applicable law.
- Make reasonable exceptions for first-time offenders when appropriate.
- Consider the student's age, disciplinary history, intent, severity of the misconduct, and other relevant circumstances when determining an appropriate disciplinary response.

Common Behavioral Infractions
The behaviors listed below are intended as general guidelines. Depending on the nature and severity of the misconduct, one or more disciplinary categories may be assigned. This list is not exhaustive, and other behaviors may result in disciplinary action as determined by the building principal.

Academic Dishonesty
Possible Categories: See the Academic Integrity section of this handbook.
Cheating, plagiarism, unauthorized use of artificial intelligence, or other academic misconduct shall be addressed in accordance with the Academic Integrity section of this handbook.

Alcohol, Low-Point Beer, or Controlled Substances
Possible Categories**:** 1, 2, 3, 4
Possession, use, distribution, sale, conspiracy to sell or possess, or being in the chain of sale or distribution.

Assault or Threats of Violence
Possible Categories: 1, 2, 3, 4
Includes physical or verbal assault or threats toward students or staff.

Bus Misconduct
Possible Categories**:** 1, 2, 3

Classroom Disruption or Misconduct
Possible Categories**:** 1, 2, 3
Includes misconduct in class, assemblies, on school property, or during school-sponsored activities.

Cutting Class
Possible Categories**:** 1, 2, 3

Derogatory Comments
Possible Categories**:** 1, 2, 3
Comments concerning race, ethnicity, gender, socioeconomic status, or body type.

Disrespect Toward Students or Staff
Possible Categories**:** 1, 2, 3
Includes inappropriate language, insubordination, rude or disrespectful behavior, or other conduct that disrupts a respectful school environment.

Failure to Comply with Disciplinary Consequences
Possible Categories**:** 1, 2, 3
Refusal to comply with disciplinary consequences or failure to follow reasonable directions related to disciplinary action.

Felony or Act of Moral Turpitude
Possible Categories**:** 2, 3, 4
Commission of any act that would constitute a felony under state or federal law if committed by an adult, or any act involving moral turpitude.

Fighting
Possible Categories**:** 1, 2, 3, 4
Fighting is not tolerated at Hartshorne Public Schools. Both participants in a fight will be punished with appropriate severity. Incidents involving multiple aggressors against one individual may result in increased disciplinary consequences.

Firearms
Possible Categories**:** 3, 4
Possession of a firearm on school property or at a school-sponsored activity may result in disciplinary consequences as provided by district policy and applicable law.

Leaving School Without Permission
Possible Categories: 1, 2, 3, 4

Lunchroom Misconduct
Possible Categories: 1, 2, 3

Personal Electronic Device Violations
Possible Categories: See the Personal Technology and Electronic Device Policy section of this handbook.

Smoking, Vaping or Tobacco Possession/Use
Possible Categories: 1, 2, 3
For vaping offenses, see the Vape Policy.

Theft, Vandalism, or Destruction of Property
Possible Categories: 1, 2, 3, 4, 5
Includes theft of or damage to school property or the property of others.

Truancy
Possible Categories: 1, 2, 3, 4

Unexcused Tardy
Possible Categories: 1

Weapons and Dangerous Instrumentalities
Possible Categories**:** 1, 2, 3, 4
Includes possession, use, or threats involving knives, ammunition, explosives, gunpowder, pellets, or other dangerous instrumentalities.

IN-SCHOOL SUSPENSION (ISS)

Purpose
The In-School Suspension (ISS) program is designed to address behaviors that interfere with a student's educational progress while allowing the student to continue academic work in a structured and supervised environment.

The objectives of ISS are to:

- Reduce out-of-school suspensions when appropriate.
- Provide students with supervision and behavioral support.
- Allow students to continue academic work without unnecessary loss of instructional time.
- Assist teachers and administrators in addressing inappropriate behavior.

Students may be assigned from one (1) to twenty (20) days of ISS for a single offense. Students may serve a maximum of twenty (20) days of ISS during a school year. After twenty (20) days, additional disciplinary consequences may include out-of-school suspension.

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 time offenders by the building principal.

Academic Expectations

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.

Student Expectations

1. Students are expected to remain quiet. Reasonable questions related to assignments may be directed to the ISS instructor.
2. Students who drive or walk to school shall report to the ISS room by 7:55 am. If you ride a bus or arrive prior to 7:55 am, you will report to a designated area chosen by the principal.
3. Lunch break will be at a time that does not coincide with other student's lunch periods.
4. During the time you are in ISS you are excluded from all school classes and activities, unless approved in advance by the building principal, including extra-curricular activities (all sports, band, vocal music, cheerleading, etc.) and may not visit or be on the school campus (except the ISS room) without the prior permission from the administrative staff except when you are accompanied by 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 materials 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.

Off-campus Conduct

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 result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Behavior Contracts

A discipline contract may be used for serious offenders.

Activity Expectations

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 for: Football, Basketball, Track, Baseball, Softball, Cheerleading, Instrumental Music, Vocal Music, FFA, FCCLA, Student Council, Academic Team, etc.

Teacher Referrals

If a student refuses the disciplinary action prescribed by the teacher, the building principal will determine the appropriate disciplinary response.

PERSONAL TECHNOLOGY AND ELECTRONIC DEVICE POLICY

Purpose
The Board of Education is committed to providing a safe, secure, and distraction-free learning environment that maximizes instructional time and student engagement.

In accordance with Oklahoma's **"Bell to Bell, No Cell"** law (Senate Bill 139, as amended), Hartshorne Public Schools prohibits the use of personal electronic devices during the instructional day except as permitted by law or district policy.

The purpose of this policy is to reduce distractions, protect instructional time, promote meaningful student engagement, and maintain a safe and focused educational environment.

Definitions
For purposes of this policy, **personal electronic devices** include any personal device capable of connecting to a smartphone, the Internet, a cellular or Wi-Fi network, or directly connecting to another similar device.

Personal electronic devices include, but are not limited to:

- Cellular phones
- Smart watches
- Smart headphones or earbuds
- Tablets
- Laptops
- Smart glasses
- Other wearable or AI-enabled devices capable of recording, transmitting, receiving, storing, displaying, or generating information

School-issued or school-approved instructional devices are not considered personal electronic devices when used as authorized by the school.

Student Expectations
All prohibited personal electronic devices must remain **powered off** and secured in the student's locker or left in the student's vehicle from bell to bell.

For purposes of this policy, **"bell to bell"** means from the first bell beginning the instructional day until the dismissal bell ending the instructional day.

Exceptions may be granted only by the building principal or as otherwise authorized by the Superintendent, the Board of Education, applicable law, or an approved educational, medical, or disability-related accommodation.

Academic Integrity and Privacy
Students found using personal electronic devices for any illegal purpose, violation of privacy, or to send or receive messages, data, images, artificial intelligence-generated content, or other information that contributes to or constitutes academic dishonesty on assignments, quizzes, tests, examinations, or standardized assessments shall be subject to disciplinary action, and the device may be confiscated.

Students should refer to the **Academic Integrity** section of this handbook for additional expectations regarding the use of technology, artificial intelligence, and electronic devices during academic work and testing.

The unauthorized use of personal electronic devices or electronic video devices to photograph, record, livestream, or otherwise capture audio or video of students or staff members is prohibited and may also constitute a violation of the district's Cyberbullying Policy, resulting in additional disciplinary action.

Consequences
Violation of this policy may result in the following disciplinary consequences:

First Offense

- Personal electronic device confiscated.
- Device delivered to the principal's office.
- Parent/guardian may be required to retrieve the device before the end of the school day.
- Student may be assigned up to three (3) days of In-School Suspension (ISS).

Second Offense

- Personal electronic device confiscated.
- Device delivered to the principal's office.
- Parent/guardian may be required to retrieve the device before the end of the school day.
- Student may be assigned up to five (5) days of In-School Suspension (ISS).

Third and Subsequent Offenses

- Personal electronic device confiscated.
- Device delivered to the principal's office.
- Parent/guardian may be required to retrieve the device before the end of the school day.
- Student may be suspended from school.

Determination of Consequences
The consequences listed above serve as general guidelines. In accordance with the Student Discipline Policy, school administrators may consider the student's cumulative disciplinary record, current disciplinary status, the severity of the violation, and the totality of the circumstances when determining the appropriate disciplinary consequence.

POLICY ON DEADLY WEAPONS - DRUGS OF ABUSE – SMOKING

The superintendent, 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, of 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. Huffing is becoming an increasingly prevalent problem with school-age children and will not be tolerated at Hartshorne Public Schools. Huffing of any type will result in suspension at the discretion of the building principal and superintendent.

VAPE POLICY

This vape policy includes all e-cigarettes, e-cigars, e-hookahs, vapor (vape) pens, and other products.

Hartshorne Public Schools are 24/7 tobacco, alcohol and drug free campuses. The administration and board of education have determined that vaping products pose a significant risk to the safety of students, staff and guests. Hartshorne Public Schools utilize detectors, CCTV cameras and other methods to restrict the use of these items at school facilities. Failure to follow school policies can result in individuals or groups being prohibited from attending, participating, or using school facilities. Some violations may require involvement of law enforcement.

The following progressive discipline process will be utilized for all incidents involving vaping products.

1st Offense: Up to 3 days ISS, required conversation with parent/guardian, required student meeting with the BHA and/or School Nurse, and completion of other programs as deemed necessary by the school principal.

2nd Offense: Up to 5 days ISS, required conversation with parent/guardian, required participation in the Breathe Easy Vape Prevention Program through the Youth Emergency Shelter (4 week in person program).

3rd Offense: Up to 10 days OSS, required conversation with parent/guardian, required participation in the IN-STEP Program through the Youth Emergency Shelter (12 hour program completed through 6 in person sessions).

Additional Offenses: Minimum of 15 Days OSS up to Remainder of School Year.

Determination of Consequences: While the consequences outlined in this policy serve as general guidelines, school administrators may adjust disciplinary consequences based on the student's cumulative disciplinary record, current disciplinary status, severity of the violation, and other relevant circumstances. In accordance with the Student Discipline Policy, administrators may consider the totality of the circumstances when determining appropriate disciplinary consequences.

[1] Direct observation of vaping is not required. Reasonable suspicion by a staff member may justify investigation and disciplinary action by principal (suspicious behaviors, alerts from vape detectors, and/or eyewitness accounts).

[2] Incidents where vapes test positive for drugs will fall under the handbook policy for possession and/or use of drugs. Refusal to produce the vape/device for testing may be considered as possessing illegal drugs on campus.

[3] Incidents involving distribution of vapes (sharing and/or selling of vapes with other students) may have additional disciplinary actions.

[4] Any student caught vaping in any school vehicle may be suspended from all school transportation for a period determined by the school principal.

[5] Failure to comply with any assigned programs listed above will result in additional disciplinary action.

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:

1. Violation of a school regulation
2. Immorality
3. 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
4. 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 reasonably suspected to have been taken from a student, a school employee, or the school during school activities
5. 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 the superintendent. Students who are suspended out of school for more than ten (10) days have the right to appeal the suspension to the superintendent and to the Board of Education.

STUDENT ATTENDANCE AND ABSENTEEISM

The policy of Hartshorne Public Schools 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 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 higher grades and are much more employable after leaving high school.

Attendance Expectations

Students are expected to maintain regular attendance. Students who accumulate eight (8) or more unverified absences during a semester are subject to the academic and extracurricular consequences outlined in this policy. Each day a student is absent is a missed opportunity for learning and development. Chronic Absenteeism has been a growing concern, and this policy adjustment brings us in line with State and Federal guidelines. Chronic absenteeism means missing at least 10% of the school year, which in our district is 16 days. Students who miss this much school are at a higher risk of not reading at grade level by third grade, failing courses by middle school, and potentially dropping out by ninth grade.

Excused and Unexcused Absences
The terms “excused” and “unexcused” will be used to determine if a student is allowed to make up work after an absence. The terms “excused” and “unexcused” will not be used to alter the total number of days a student is absent each semester. Both “excused” and “unexcused” absences count toward the total days absent. The only difference is students with an “excused” absence will be allowed to make up work missed during that absence and students with an “unexcused” absence will not.

The principal will consider several factors such as, reason for absence, pattern of absenteeism, parental knowledge, etc., in determining whether an absence is recorded as “excused” or “unexcused”. Parents must call to inform the office their child is absent or send a signed note with the student upon their return to class otherwise it will be recorded as “unexcused”. However, a phone call or note may not necessarily result in an excused absence.

Attendance Procedures
Hartshorne Public Schools, in conjunction with the Pittsburg County District Attorney, have established the following attendance procedures:

- Students who are absent four (4) or more days, or parts of days within any four-week period will be referred to the Hartshorne Attendance Committee for review.
- Students who are absent ten (10) or more days, or parts of days during the semester will be referred to the Pittsburg County District Attorney.
- Students who are absent eleven (11) or more days, or parts of days for the school year will be referred to the Pittsburg County District Attorney.

Attendance Notifications
To encourage regular attendance and ensure parents remain informed of attendance concerns, the district will communicate as absences accumulate. The general notification schedule is as follows:

- Fifth absence – Letter sent to parent/guardian.
- Seventh absence – Letter sent to parent/guardian.
- Ninth absence – Parent conference with school administration or law enforcement.
- Eleventh absence – Report filed with the Pittsburg County District Attorney.

Students who are suspended due to refusal to comply with school rules and regulations will follow these same procedures.

Attendance Committee Review and Appeals
The Hartshorne Attendance Committee reviews student attendance records and any supporting documentation to determine whether absences can be verified for purposes of awarding course credit and determining extracurricular eligibility.

When the Hartshorne Attendance Committee determines that a student has accumulated eight (8) or more absences that cannot be verified through appropriate documentation during a semester, the building principal will notify the parent or guardian of the committee's determination, the student's attendance probation status, and the right to appeal the decision to the Hartshorne Board of Education.

A parent or guardian who wishes to appeal this determination must contact the Superintendent's Office and request to be placed on the agenda for the next regularly scheduled meeting of the Hartshorne Board of Education prior to the published agenda deadline.

Parents or guardians **must** attend the scheduled appeal hearing.

If the Board grants the appeal, the student's attendance probation shall be removed.

If the Board denies the appeal, if no appeal is requested, or if the parent or guardian fails to appear for the scheduled appeal hearing, the attendance determination shall become final. The student shall receive an "F" and no credit for the affected course(s) and shall become ineligible for extracurricular activities effective the next school day.

Supporting Documentation
Parents or guardians should submit documentation supporting a student's absence (such as physician statements, court documentation, funeral notices, counseling appointment verification, military documentation, hospital discharge papers, or other appropriate verification), whenever possible, immediately upon the student's return to school.

Failure to provide supporting documentation before the Hartshorne Attendance Committee reviews the student's attendance record may limit the committee's ability to verify an absence and may limit the information available during the appeal process.

Make-Up Work
Students will be given one (1) day 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.
Students are expected to comply with the Assignment Completion, Late Work, and Academic Responsibility policy regarding deadlines for make-up and late assignments.

Attendance and Extracurricular Participation
Absences resulting from participation in approved school-sponsored activities are exempt from the attendance limits described in this policy.

Students placed on attendance probation remain eligible to participate in extracurricular activities while awaiting the outcome of a timely requested appeal before the Hartshorne Board of Education.

If the Board denies the appeal, if no appeal is requested, or if the parent or guardian fails to appear for the scheduled appeal hearing, the student shall become ineligible for extracurricular activities effective the next school day.

Ineligible students may also be prohibited from participating in non-competitive school activities and events (see below).

PARTICIPATION IN SCHOOL ACTIVITIES/EVENTS

Participation in non-competitive activities/events (school trips, assemblies, etc.), whether on or off campus, for students who are ineligible due to grades or attendance is at the discretion of the administration. Participation in competitive activities for ineligible students will follow our

attendance and/or OSSAA policies regarding eligibility. Additionally, the administration may consider discipline referrals when determining whether a student can participate in non-competitive activities/events, either on or off campus. Note that suspended students are prohibited from coming onto campus, attending any school functions, or being present anywhere Hartshorne students are competing or participating in school activities.

TARDINESS

Expectations
Students are expected to arrive to class on time and ready to learn. Excessive tardiness disrupts the educational environment and may result in disciplinary action.

Students who are detained by a teacher should obtain a pass or note from that teacher and present it to the teacher of the class they are entering. Such tardies will be considered excused.

Students must be present for at least 30 minutes of a class period to be counted present for that class. Attendance and tardies are determined by the amount of instructional time missed, whether at the beginning, middle, or end of the class period.

Unexcused Tardies
An unexcused tardy is a tardy without a valid reason or without authorization from a parent/guardian or school staff.

Students are allowed two (2) unexcused tardies per class during each nine-week grading period.

Beginning with the third unexcused tardy, the following consequences will apply:

- The student will be referred to the principal for disciplinary action.
- Every three (3) unexcused tardies in the same class will equal one (1) unexcused absence for that class and will count toward the district's attendance policy.
- Parents/guardians will be notified of excessive unexcused tardies.

See the Student Attendance and Absenteeism section of this handbook for additional attendance expectations and procedures.

CLOSED CAMPUS POLICY

All students will be required to stay on campus. Students are expected to remain on campus during the school day unless checked out in accordance with district procedures. The student's parent or legal guardian may come to the Principal's office in person and sign the student out. Once a student is checked out, they may not return that day without a doctor's note or prior approval from the principal.

LEAVING SCHOOL WITHOUT PERMISSION – ALL STUDENTS

Students who leave school after once arriving on campus must sign out in the high school or middle school office. Students who leave campus without following the procedures outlined above may be subject to disciplinary action. See the Student Discipline section of this handbook.

FOOD & DRINK POLICY

Beverages
All water bottles or tumblers brought to school must be **clear and transparent** to allow visibility of their contents. Only water is permitted for consumption during the instructional day, with the exception of school-approved fundraisers.

Students bringing a packed lunch from home may also bring a beverage; however, all food and drinks from home must be consumed **only in the cafeteria during the student's assigned lunch period**.

Energy drinks (including, but not limited to, Alani Nu, Monster, Red Bull, Bang, and similar products) are prohibited at school regardless of the source due to their high caffeine content and potential health risks.

Food and Deliveries
Outside food and drinks are not permitted during the school day. Students may be required to discard unauthorized food or beverages brought into the school.

Food or drinks may not be dropped off or delivered during the school day except for essential items, such as a forgotten lunchbox or medically necessary items. Outside commercial food (fast food, restaurant meals, etc.) may not be delivered or brought to students during school hours.

STUDENT VEHICLE AND PARKING ON CAMPUS POLICY

Hartshorne students are required to park in designated areas on campus. Use of vehicles is prohibited from 7:50 am until 3:15 pm unless granted permission from the principal.
All vehicles on Hartshorne campus are subject to canine sniff search. If detection is made by the canine, this gives reasonable suspicion for administration or a designated employee to search the vehicle for prohibited 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 principal or his/her designee at any time and for any reason deemed appropriate by the principal or the Superintendent of Schools. Any student who refuses 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.

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, Event Center, Maintenance, Football Practice Field, or Art building. Students are not allowed to sit in cars on school property before school, during lunch 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 into the school building. Motorcycles may be ridden but must be parked upon arrival and not moved until school is dismissed for the day. Students are not allowed to leave campus during the lunch break either in a motor vehicle or on foot unless picked up by parents and approved through the office.

STUDENT LOCKERS

Purpose
Hartshorne Public Schools provides lockers as a convenience for students to store books, school supplies, and personal belongings during the school day. Students are expected to use lockers responsibly and help maintain a safe, orderly, and respectful school environment.

Student Responsibilities
Students are expected to:

- Use only the locker assigned to them.
- Learn and properly use their locker combination.
- Keep lockers securely locked when unattended.
- Keep lockers clean and free of trash, food, and prohibited items.
- Report locker damage or mechanical problems promptly.
- Remove all personal belongings at the end of the school year or upon withdrawal.
- Respect school property and avoid damaging or defacing lockers.

Lockers may not be shared unless assigned by the principal.

Students are responsible for the care of their assigned locker and for all items stored inside, regardless of ownership.

Locker Combinations and Care
School staff will provide instruction and reasonable assistance to help students learn to operate their lockers; however, students are expected to become independent in opening and securing their lockers. Locker combinations are confidential and should not be shared with other students.

Students may personalize the interior of their locker provided decorations do not damage school property and can be removed without leaving residue or other damage. Stickers, paint, permanent markers, or other materials that damage lockers are prohibited.

Students shall not exchange lockers or alter locker assignments without administrative approval.

School Property and Searches
Lockers remain the property of Hartshorne Public Schools. Students have no reasonable expectation of privacy regarding the contents of lockers, desks, or other school property. School officials may inspect school property at any time as necessary to promote the safety, security, and welfare of students.

Personal Property
Students are encouraged not to bring unnecessary valuables to school. Personal items, including electronic devices required to be stored in lockers during the school day, remain the responsibility of the student. Hartshorne Public Schools is not responsible for lost, stolen, or damaged personal property.

Students shall store personal electronic devices in accordance with the **Personal Technology and Electronic Device Policy**.

SEMESTER EXAMS

Students in MS/HS will take Semester Exams and they will count for 20% of the student's overall average. The semester exam will cover all content taught for that semester and students will be required to take them unless they meet the following criteria. Note that suspensions will count in the total number of days absent.

1) Students with an average of 90-100 (A) will be exempt from the semester exam if they have 4 absences or less in that class.

2) Students with an average of 80-89 (B) will be exempt from the semester exam if they have 3 absences or less in that class.

3) Students with an average of 70-79 (C) will be exempt from the semester exam if they have 2 absences or less in that class.

4) Students with an average below 70 will NOT be exempted from semester exams.

SCHOLASTIC ELIGIBILITY RULES

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

1. 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 the 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, FCA, FFA, FCCLA, TSA, Music, Speech, Student Council, Journalism, School Assemblies, other organizational activity absences will be counted at the discretion of the principal.
2. For exceptions to the ten (10) days regulation the following requirements shall apply:
    a. The student must have at least a cumulative GPA of 3.0 or better.
    b. The student must be passing his/her current classes with a "C" or better.
    c. The student shall have less than 8 days absent per semester.
    d. The student sponsor must submit in writing the reasons for the exception to the Hartshorne Board of Education for approval.
    e. A student who holds an office above the local district level, in an activity will be exempt.
3. In the event a student has exhausted his/her allotted ten (10) days, the following will apply:
    a. The student will be ineligible for any further activities during school hours and will not be recognized as a representative of the Hartshorne School District.
    b. An absence from school on the day of a scheduled activity in which the student participates will be unexcused. An exception will be granted only for an illness or a provable emergency.
4. Weekly eligibility will begin the 3rd week of each semester. Eligibility will be turned in by teachers on Friday afternoon and eligibility lists for the following week will be available to sponsors and coaches Friday by 4pm. Eligibility runs from Sunday through Saturday. Students will not be removed from the list mid-week. The weekly eligibility list applies only to OSSAA scholastic eligibility based on academic performance. Attendance

eligibility shall be determined in accordance with the Student Attendance and Absenteeism policy.

5. Students must also meet the attendance requirements outlined in the Student Attendance and Absenteeism section of this handbook. Attendance eligibility, probation, appeals, and resulting extracurricular eligibility shall be determined in accordance with that policy.
6. Students who do not pass five courses during a semester will be ineligible for participation for six weeks at the beginning of the subsequent semester.

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 his/her parent/legal guardian in order to withdraw. A withdrawal slip will be issued and should be carried to the appropriate personnel.

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 (Under Title VI of the 1964 Civil Rights Act), sex, age, disability (Under Section 504 of the Rehabilitation Act of 1973), 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. Superintendent Jason Lindley is the Title IX Coordinator for Hartshorne Public Schools. He can be reached by phone at (918) 297-2534, by email at jlindley@hartshorne.k12.ok.us, or by mail at 520 S 5th St., Hartshorne, OK 74547.

SECURITY/LOCKDOWN DRILLS

SOFT LOCKDOWN

This is for circumstances in which there is no imminent risk of danger but we need students and staff to remain in their rooms with doors locked to limit movement in the school. Situations for a soft lockdown are many, including police activity near the school or a medical emergency in the hallway or a classroom. Unless other instructions are given, teachers can continue to teach as normal, with their lights on, during a soft lockdown.

1. The principal, or other designated personnel, will make an announcement indicating we are in a soft lockdown
2. Teachers will immediately lock classroom doors
3. Designated personnel will check restrooms and open unsecured areas such as gyms, hallways, etc. for students and direct them to the nearest classroom
4. Assigned staff will lock exterior doors
5. Students and teachers will remain in their classrooms with doors locked until the "all clear" is given.

HARD LOCKDOWN

This is for circumstances in which there is an imminent threat inside the building or on campus.

1. The principal, or other designated personnel, will make an announcement indicating we are in a hard lockdown.
2. Teachers will immediately lock classroom doors, turn off the lights, and move their students away from windows and doors. Blinds/curtains, if applicable, will be closed. Students will be instructed to remain quiet. In a real emergency, it may also be necessary to barricade the door. Further instructions may be given over the intercom, depending on the situation.
3. Designated personnel will check restrooms and open unsecured areas such as gyms, hallways, etc. for students and direct them to the nearest classroom
4. Assigned staff will lock exterior doors
5. Students and teachers will remain in a secured area with doors locked until the “all clear” is given.

FIRE DRILLS

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

1. Three bells (fire bells or class bells) sounded in quick succession – clear the building
    a. It is the responsibility of the teacher to make all students leave the classroom in a safe and orderly fashion
    b. Teachers will lock classroom doors behind them
    c. Students are to remain together as a group after leaving the building and move to the area designated by the teacher
    d. Students should not run or talk while leaving the building
    e. Teachers are to lead their students from the building and check roll with their grade book or class roster when outside, then report missing students to administration
2. Two bells is the signal to return to classes

TORNADO DRILL

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

1. Two long bells (fire bells or class bells) will sound – clear the building
    a. It is the responsibility of the teacher to make all students leave the classroom in a safe and orderly fashion
    b. Teachers will lock classroom doors behind them
    c. Students are to remain together as a group after leaving the building and move to the Event Center
    d. Students should not run or talk while leaving the building
    e. Teachers are to lead their students from the building and check roll with their grade book or class roster once they arrive at the Event Center, and report missing students to administration

Procedure:

1. No pushing or shoving
2. Keep quiet so that instructions can be given and roll can be taken

LIBRARY USE REGULATIONS FOR STUDENTS

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:

1) Time Schedule Policy:
    a. The library will be open at 8:00 a.m. and remain open until 3:10 p.m.
    b. If there is a change in the schedule, a 24 hour notice will be given if at all possible. This is usually on short notice.
2) Admittance Policy:
    a. 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.
    b. Students come with the entire class and teacher to do group work.
    c. 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.
    d. Some textbooks will be made available for check-out through the library. Textbooks may be checked out for 1 week at a time.

3) Check-out Policy:
    a. Students may check out only two books at the same time unless they obtain permission from the librarian or librarian aides.
    b. Books may be checked out for 2 weeks only. Books may only be rechecked once.
    c. Lost or damaged books must be paid for by the student.
    d. Reference books or encyclopedias are for use in the library only. Older editions of encyclopedias may be checked out for one week.

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 when necessary. 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 for a student will be recorded 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.

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.

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 trips, (Athletics, Band, OSSAA Competitive Clubs, Cheerleading, 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. Currently, Hartshorne Public School is partnering with CREOKS and Pittsburg County Youth Emergency Shelter for counseling services.

LICE POLICY

Head lice is an ongoing problem that all schools must contend with, however, with cooperative effort it can be controlled. If a student is diagnosed as having head lice, the parent will be contacted concerning removal of the student from school and proper treatment of the hair. The student must be checked by office personnel before re-entry.

A student sent home with head lice will be required to have a note from a health care facility stating they are lice and nit free before returning to school.

CLASSIFICATION OF STUDENTS

Students are classified according to the number of credits earned at the beginning of each school year. Classification remains the same throughout that school year.

Students Entering Grades 10–12 (Classes of 2027–2029)

MINIMUM CREDITS	CLASSIFICATION
5	Sophomore
11	Junior
16	Senior

Students Entering Grade 9 in 2026–2027 and Thereafter (Class of 2030 and Beyond)

MINIMUM CREDITS	CLASSIFICATION
5	Sophomore
12	Junior
17	Senior

GRADUATION REQUIREMENTS

Beginning with students entering Grade 9 during the 2026–2027 school year (Class of 2030), Oklahoma graduation requirements changed.

Note: During the transition to Oklahoma's new graduation requirements, Hartshorne Public Schools maintains two graduation plans. Please refer to the plan that corresponds to your student's expected graduation class.

Students Entering Grades 10–12 (Classes of 2027–2029)
24 Credits Required

Subject	Credits
English	4
Mathematics	3 (including Algebra I)
Science	3 (including Biology I)
U.S. History	1
Oklahoma History	1/2
Government	1/2
Additional History (World History, etc.)	1
Fine Arts	1
Electives	10
Total Credits	**24**

Students Entering Grade 9 in 2026-2027 and Thereafter (Class of 2030 and Beyond)
26 Credits Required

Subject	Credits
English	4
Mathematics	4 (including Algebra I and Algebra II or Geometry)
Science	3 (including Biology I)
U.S. History	1
Oklahoma History	1/2
Government	1/2
Additional History (World History, etc.)	1
Fine Arts	1
Pathway Courses	6
Electives	5
Total Credits	**26**

Pathway courses are aligned with a student's Individualized Career and Academic Plan (ICAP). Required pathway courses are determined by the pathway selected by the student in consultation with the student's parent/guardian and school counselor.

CONCURRENT ENROLLMENT

Juniors and seniors are provided with the opportunity to gain college credit while completing their high school education. Please see the counselor for the current regulations for participation in concurrent enrollment. The counselor must verify that prerequisites are met and that enrollment in the college courses has been completed, prior to adding the concurrent enrollment on the student's high school schedule. The decision of whether or not a student is allowed to enroll in a concurrent class is up to the counselor and principal.

Hartshorne High School Juniors and Seniors (11th & 12th grade) may enroll with an ACT composite score of 19 and an ACT score of 19 in the area of enrollment or an unweighted 3.00 GPA in courses other than English, Math, or Science and no ACT score is required. Eastern Oklahoma State College is now accepting Pre-ACT scores to satisfy the ACT requirements for admission into concurrent classes. Juniors (11th grade) and Seniors (12th grade) are eligible for a tuition waiver offered by the State Regents of Oklahoma for up to 18 hours, including the summer term following their junior year as well as the fall and spring semesters of their senior year (Juniors may receive waivers for up to 9 hours, Seniors may receive waivers for up to 18 hours). Students with Choctaw Nation CDIBs AND tribal membership are also eligible for tuition assistance and more information can be obtained by contacting the Choctaw Nation Higher Education Office in Durant at (800) 522-6170.

College courses taken may substitute for a Hartshorne High School course to meet graduation requirements, but in order to substitute they must be 3-hour courses. Courses being substituted for Hartshorne Public School classes must be calculated in the GPA. 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. Students wishing to enroll at other colleges besides EOSC should contact the HS Counselor before enrolling.

A student will no longer be allowed to participate in concurrent enrollment if any of the following circumstances occur:
1. A student is enrolled in a concurrent class and receives a failing grade (F).
2. A student drops a concurrent class without notifying the principal or counselor within one week of dropping the course.
3. A student drops more than one concurrent class.

COLLEGE ENTRANCE REQUIREMENTS

English – 4 years
Math – 3 years (Algebra I, Geometry, Algebra II, Trigonometry, or Calculus)
Science – 3 Lab Sciences
Social Studies – 1 year U.S. History, 1 year World History, 1 semester Oklahoma History, 1 semester Government
Recommended four credits from the following:
Priority Academic Elective: 2 years of the same Foreign Language OR 2 years Computer Technology
Art, Music, Drama, or Speech – 1 year
Other acceptable electives: Computer Science, Economics, English, Geography, Government, History, Humanities, Math, Science, Speech, Sociology, Psychology

HONORS STUDENTS

Middle School

To be eligible for Valedictorian and Salutatorian at Hartshorne Middle School, the student must be enrolled in and complete four (4) consecutive semesters (1st and 2nd semesters of both, 7th and 8th grade years). They must also be enrolled in and complete the highest level courses offered during their 6th, 7th and 8th grade years (example – Honors classes or advanced coursework determined by the principal).

The Valedictorian would have the highest grade point average on a 4.0 scale beginning in the 6th grade through the 1st semester of their 8th grade year. The Salutatorian would have the next highest grade point average.

All students competing for Valedictorian and Salutatorian must be enrolled in advanced math courses. Students not taking advanced coursework are not eligible for Valedictorian or Salutatorian honors.

High School

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 beginning in the 9th grade through the first semester of the 12th grade year. The Salutatorian would have the next highest grade point average.

To be eligible for Valedictorian and Salutatorian at Hartshorne High School, the students must be enrolled in and complete four (4) consecutive semesters (1st and 2nd semesters of both, 11th and 12th grade years).

College courses taken may substitute for a Hartshorne High School course to meet graduation requirements, but in order to substitute they must be 3-hour courses. College credit and grade will not be used toward the calculation of GPA for Valedictorian and Salutatorian unless that course is replacing a required class. College courses will be counted to fulfill the seven (7) period day of instruction requirement for Valedictorian and Salutatorian.

Beginning with the Class of 2025, Valedictorian/Salutatorian candidates must be enrolled in Advanced Math courses and complete Geometry, Algebra II, Trigonometry, and Pre-Calculus/College Algebra. Students who enter high school without an Algebra I credit may take an extra math course during their sophomore or junior year to meet these requirements and be eligible for Valedictorian/Salutatorian honors.

Graduation Requirements for Honors Students

Honors students who will wear honors stoles must meet the graduation requirements below. In addition, they must be in the top 10% of the graduating class determined by using the cumulative GPA from the first seven (7) high school semesters. The valedictorian and salutatorian will represent the honors students who have the highest cumulative GPA.

English: (4 credits) English I, English II, English III and English IV (or Concurrent Comp I & Comp II)

Math: (4 credits) Algebra I; Algebra II; Geometry; Trigonometry, Calculus, or Higher Mathematics (as determined by administration) (Some Concurrent)

Science: (4 credits) Physical Science, Biology I, Biology II, Chemistry I, Chemistry II, Physics (Some Concurrent)

Social Studies: (3 credits) One semester of Oklahoma History, One year of World History/World Economics, One year of American History, and One semester of US Government

Additional Credit: (1 Credit) Computer Science, History, Concurrent Enrollment, Advanced Placement, or Higher Level Math or Science

Total of 16 required courses

Electives: (8 credits) Must include the following: Fine Art (1) and Foreign Language (2 of the same language)

GRADING SYSTEM

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

OKLAHOMA HONOR SOCIETY

Membership in the Oklahoma Honor Society is based on the grade point average of the first semester of the current year and the second semester of the preceding year. Middle school students must be in 7th or 8th grade and rank in the top 10% of the building. High school students must be in the 10th, 11th, or 12th grade and also rank in the top 10% of the building.

NATIONAL HONOR SOCIETY SELECTION PROCEDURES

The National Honor Society chapter of Hartshorne High School is a duly chartered and affiliated chapter of the National Honor Society.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected for membership by majority vote of a 5-member Faculty Council, appointed annually by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year. The chapter adviser, Mrs. Milligan, is also appointed by the principal and facilitates all selection procedures and chapter activities during the year.

Students in 10th, 11th, and 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Candidate Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council obtains additional professional input. First, official school disciplinary records are reviewed. Second, members of the faculty are requested to provide their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms and the Candidate Forms are carefully reviewed by the Faculty Council to determine whether each candidate meets the criteria for membership. A majority vote of the Council is necessary for selection. Following a review of the results of the

Faculty Council voting by the principal, candidates are notified regarding selection or non-selection according to a predetermined schedule.

Once the notification process is completed, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

PROGRESS REPORTS

Progress reports will be available for parents at each Parent-Teacher Conference. As these notices are issued at the 5th week, students have sufficient time to improve their work and earn passing grades.

MAKE-UP WORK

Students who are absent from school are responsible for making arrangements to complete all missed assignments. Unless other arrangements have been approved by the classroom teacher, students will be given one (1) school day to complete make-up work for each day of an excused absence or approved school-sponsored activity. Students who know they will be absent for an approved school-sponsored activity are encouraged to communicate with their teachers in advance and complete assignments prior to the absence whenever reasonably possible. It is the responsibility of the student to contact each teacher regarding missed assignments and to complete the work within the established timeline. Students are expected to comply with the **Assignment Completion, Late Work, and Academic Responsibility** policy regarding deadlines and expectations for make-up and late assignments.

REPORT CARDS, TESTS AND GRADING

1. The school year is divided into two semesters. Midterm report cards (end of 1st 9 weeks and end of 3rd 9 weeks) are snapshots of where the student stands midway through the semester. In arriving at the students' final grades, the midterm exam will count as 10%. Homework, daily work, quizzes and weekly tests will combine to count as 70% (to be approved by administration). The final 20% of the semester grade will come from the semester exam (if the student is required to take it).
2. Semester grades are a cumulative average kept from the beginning of the semester until grades close at the end of the semester. This is the grade that is recorded on high school transcripts.
3. Incomplete grades will change to an "F" if not made up.

ASSIGNMENT COMPLETION, LATE WORK, AND ACADEMIC RESPONSIBILITY

Philosophy

Hartshorne Public Schools believes that learning is best supported when students complete assignments on time, teachers provide timely feedback, and parents are informed before missing work becomes a barrier to success. The district recognizes that unexpected circumstances occasionally occur and believes students should be shown grace when appropriate. However, grace should promote learning and responsibility—not procrastination. Consistent expectations for assignment completion help prepare students for future academic, career, and life responsibilities.

Academic success is a shared responsibility among students, parents, teachers, and school staff. Students are expected to complete assignments on time, teachers are expected to provide clear expectations and timely communication, and parents are encouraged to monitor their child's academic progress and partner with the school when concerns arise.

Student Responsibilities
Students are expected to:

- Complete assignments by the teacher's established due date.
- Communicate with teachers when circumstances prevent timely completion of an assignment.
- Take responsibility for requesting and completing make-up work following an excused absence.
- Complete approved late work within the district's established timeline (10% penalty 1st day, 20% penalty 2nd day, 30% penalty 3rd day, 40% penalty 4th day)

Meeting deadlines is an important part of developing responsibility, time management, and work habits necessary for success in school and beyond.

Late Work
Teachers are not required to accept late work. Late work must be approved. Late work is intended to provide students with an opportunity to recover from occasional circumstances that prevent timely completion of an assignment. **It is not intended to serve as an extension of the original due date or as a routine practice.**

Students with excused absences will continue to receive one (1) day to complete make-up work for each day of excused absence as outlined in the Attendance Policy.

Assignments submitted after the original due date may receive reduced credit in accordance with district late work procedures. Unless approved because of extenuating circumstances, late work must be submitted within **four (4) school days** of the original due date. Work submitted after that deadline may not receive credit.

Students should not expect every assignment to be eligible for late submission. Teachers may identify certain assignments, projects, presentations, performances, laboratories, or assessments that must be completed on the assigned date because of instructional objectives or the nature of the assignment.

Waiting until the end of a grading period or semester to submit multiple overdue assignments is not an acceptable practice.

Teacher Responsibilities
Teachers are expected to:

- Clearly communicate assignment expectations and due dates.
- Establish consistent late work expectations in accordance with district policy.
- Monitor missing assignments throughout each grading period.
- Make reasonable efforts to communicate concerns with students and parents or guardians before excessive missing work accumulates.
- Provide timely feedback whenever reasonably possible so students have an opportunity to improve.

Patterns of Missing or Late Work
A pattern of missing or late assignments may indicate that a student needs additional academic support or intervention. Repeated failure to complete assignments by the established due date may result in parent conferences, academic interventions, or other administrative supports designed to improve student success.

The district reserves the right to require additional academic interventions or parent conferences when a student's pattern of missing or late work indicates a need for additional support, regardless of whether individual assignments are ultimately completed.

Administrative Discretion
School administration may approve exceptions to this policy when extenuating circumstances exist.

ACADEMIC INTEGRITY

Academic Expectations
Hartshorne Public Schools is committed to promoting honesty, responsibility, and integrity in all academic work. Students are expected to complete assignments, projects, assessments, and examinations using their own knowledge and abilities unless collaboration or the use of specific resources has been expressly authorized by the classroom teacher.

Students are expected to demonstrate honesty in all academic work and to seek assistance from teachers when they need help rather than misrepresenting the work of others as their own. Academic integrity is an essential part of learning and is expected of all Hartshorne students.

Examples of Academic Dishonesty
Academic dishonesty includes, but is not limited to:

- Copying another student's work or allowing another student to copy your work.
- Plagiarizing printed, digital, or online materials without proper acknowledgment.
- Using Artificial Intelligence (AI) or other technology to complete assignments or assessments without teacher authorization.
- Using unauthorized notes, calculators, personal electronic devices, smart watches, smart glasses, earbuds, or other technology during quizzes, tests, examinations, or standardized assessments.
- Photographing, recording, reproducing, or distributing quizzes, tests, examinations, or other assessment materials without authorization.
- Providing or receiving answers or other unauthorized assistance during an assessment.
- Altering grades, academic records, or school documents.
- Any other act intended to gain an unfair academic advantage or to misrepresent a student's own work.

Standardized Testing
Students participating in Oklahoma State Assessments (OSTP), the ACT, College Board assessments, or other standardized testing must comply with all testing security procedures established by the testing organization, the Oklahoma State Department of Education, and Hartshorne Public Schools. Violations of testing security procedures may result in invalidation of

test scores, disciplinary action, and any additional consequences permitted by district policy or applicable testing regulations.

Consequences
Violations of this policy may result in academic consequences, disciplinary action, loss of testing privileges or test invalidation when applicable, or other consequences as determined by the classroom teacher and/or school administration in accordance with district policy.

Students are expected to complete assignments in accordance with the Assignment Completion, Late Work, and Academic Responsibility policy.

MIDDLE SCHOOL ADVANCED MATH REQUIREMENTS

The honors pathway (valedictorian/salutatorian) requires students to complete an advanced curriculum in the field of mathematics. Students will be placed into the advanced courses based on their previous academic performance, standardized testing results, and class ranking. To accurately place students with the aptitude to complete the advanced math curriculum, the following criteria will be followed when placing students into the program.

Students coming from outside the district

1. Any student who comes from a district where they were enrolled in advanced math or honors math, can be admitted to the advanced math program if their previous grades place them in the competition for valedictorian/salutatorian at Hartshorne MS/HS.
2. Any student who comes to Hartshorne with grades that place them in the competition for valedictorian/salutatorian AND scored “Advanced” or “Proficient” on the most recent Oklahoma State Math Test at their previous school.
3. Students not meeting the 1st or 2nd criteria can elect to take a Star Math Exam to qualify. A student must score on grade level AND drop an elective to enroll in a 2nd math class. (Example: 7th Grade must score a GE 7.0, a sophomore must score a GE 10.0).

Parents must understand that the curriculum and the work expected from the advanced math class will be the same for ALL students. Students who elect to drop the advanced course must do so no later than the end of the 5th week of the semester or they will be required to finish the semester regardless of grades. The teacher and administration may remove a student from advanced math at the end of the 5th week of the semester or at the end of the semester, if the student’s grade falls below a 70.

Students coming from Northward Elementary or parent request

1. Students who score “Advanced” or “Proficient” on the most recent Oklahoma State Math Test will be automatically qualified to enroll in the advanced math program.
   Applies to students who completed Jones Academy Elementary
2. Parents may request admittance into the advanced math program with the following requirements:
   *Applies to students who completed Jones Academy Elementary
   a. Student will have to take a Star Math Test and score must be on grade level or higher AND…
   b. Student could lose an elective class to enroll in the regular grade math class, as well.

Parents must understand that the curriculum and the work expected from the advanced math class will be the same for ALL students. Students who elect to drop the advanced course must do so no later than the end of the 5th week of the semester or they will be required to finish the

semester regardless of grades. The teacher and administration may remove a student from advanced math at the end of the 5th week of the semester or at the end of the semester, if the student's grade falls below a 70.

Hartshorne students not participating in the program the prior year

Students who did not qualify or chose not to participate in the advanced math program during the previous school year, may request admittance by meeting the following criteria: The student must take a Star Math Test and score must be on grade level or higher AND student could be required to lose an elective to enroll in the regular math class for their grade level. The math teacher from the previous year must also recommend the student for advanced math placement based on the advanced math placement rubric.

Parents must understand that the curriculum and the work expected from the advanced math class will be the same for ALL students. Students who elect to drop the advanced course must do so no later than the end of the 5th week of the semester or they will be required to finish the semester regardless of grades. The teacher and administration may remove a student from advanced math at the end of the 5th week of the semester or at the end of the semester, if the student's grade falls below a 70.

All students will be reevaluated each year for continued placement in the Advanced Math Program based on OSTP math score, academic performance in math, and teacher recommendation.

COURSE CLOSURE POLICY

In an effort to meet the needs of all students and staff, Hartshorne Public Schools reserves the right to dissolve any course/class being offered if the enrollment is less than 10 students. Arrangements will be made to accommodate students through either an online course (Edgenuity) or by allowing them to choose from existing course offerings, subject to administrative discretion.

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. Information regarding all types of scholarships is available from the High School Counselor. Announcements regarding scholarships are made periodically to seniors through notices on bulletin boards in the hallway as well as class meetings and on the HS Counselor's school webpage.

STUDENT ORGANIZATIONS AND ACTIVITIES

Participation in student organizations, clubs, and extracurricular activities is considered a privilege for Hartshorne Public Schools students. Students participating in these activities are expected to comply with all district policies, school rules, and the eligibility requirements established by Hartshorne Public Schools, the Oklahoma Secondary School Activities Association (OSSAA), and the governing organization of the activity, when applicable.

OSSAA Competitive Clubs
The following competitive clubs have been established by the Hartshorne Board of Education to provide students with opportunities to participate in OSSAA-sponsored competitions.

These clubs operate under the Hartshorne Public Schools umbrella and are supervised by a designated Club Sponsor, who may or may not be a school employee. Students participating in these clubs must meet all Hartshorne Public Schools and OSSAA eligibility requirements.

The following OSSAA Competitive Clubs are currently offered:

- Cross Country
- Golf
- Wrestling

Student Organizations
Academic Team
Open to eligible high school students. Students are expected to meet all district eligibility requirements and comply with the rules and expectations established by the Academic Team sponsor.

Cheerleading
Cheerleaders are elected by outside judges that rank all those who tryout. Any boy or girl may tryout for cheerleader provided he or she meets the requirements as outlined by the cheerleader's constitution.

FCCLA
Open to boys and girls. Student must be enrolled in, or have completed at least one unit of Family and Consumer Science classes. Student is subject to rules and regulations as set forth by the organization. Check with the F.C.C.L.A. advisor.

FFA
Open to boys and girls. Students 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.

Native American Club
Open to all middle school and high school students who are interested in learning about Native American culture and heritage.

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. The Student Council has a Board of Education approved set of By-Laws that will give more detail about requirements and qualifications.

Qualifications For Student Council Officer
1. Grade average of 60 or above in academic subjects required before election and must be maintained throughout school year.
2. Have attended Hartshorne Schools one semester prior to taking office.
3. Must be in attendance 90% of the time.

JUNIOR/SENIOR PROM

All Juniors are required to work in the concession stand at the home football games. Anyone who is unable to work must get someone to work in their place or pay a fee of $75.

AGE LIMITS FOR THE JUNIOR/SENIOR PROM

1. Freshmen 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 a 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 HS/MS GRADUATION & BACCALAUREATE

Boys: Dress pants, dress shoes (boots), dress shirt, and tie are suggested.
Girls: Dresses (or dress pants) and dress shoes are suggested.
Students may wear jeans as long as they are neat in appearance — no holes, rips, frayed hems, or noticeable fading. No shorts or casual shoes (flip-flops, slippers, etc.). Some slip-on style shoes and athletic shoes may be allowed by principal if approved in advance. NO EXCESSIVELY WORN, DIRTY, OR DAMAGED FOOTWEAR WILL BE CONSIDERED APPROPRIATE.

(References to caps and tassels below only refer to high school graduation. Middle school students do not wear caps and tassels.)

The only items that can be worn by graduates, in view of the audience, are the school approved cap, tassel, and gown. General cap decorations are not allowed. Gowns must remain closed and zipped during the ceremonies. The only stoles permitted are those provided by the school for the valedictorian, salutatorian, students receiving honors, and, for high school students, those provided by the military to students entering military service. The only cords allowed are those approved by Native American tribal governments and those provided to all of the students of a particular school-sponsored activity. Students can only wear the school-approved tassel worn by all graduates; other tassels will not be permitted. The only medals, pins, or other awards allowed to be worn are those provided by the school for the valedictorian and salutatorian. ANY OTHER ITEMS A STUDENT WOULD LIKE CONSIDERED MUST BE REQUESTED IN WRITING TO THE PRINCIPAL NO LATER THAN MONDAY, APRIL 1, 2025. Tribal regalia approved by Native American tribal governments will be allowed at both Baccalaureate and Graduation, even if some items are generally prohibited. These items still require prior approval as noted above. Lack of notification may result in the item being prohibited.

For Baccalaureate and Graduation dress code purposes, a “school-sponsored activity” refers to one that is funded by the school where all Hartshorne students have the opportunity to be considered for participation. School activities include, but are not limited to, FFA, FCCLA, GEAR UP, Choir, Band, and Athletics. Programs at partner institutions, such as Jones Academy and Kiamichi Technology Center, are also considered school-sponsored activities for Baccalaureate and Graduation dress code purposes.

Students who fail to meet dress code for graduation or baccalaureate ceremonies may be prohibited from participating in that event.

ALMA MATER

Near the mountains old and grand
Neath 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 ne'er 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 Ace (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.

Jason Lindley
Superintendent of Schools

FERPA RIGHTS AND NOTIFICATION

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 education records. They are:

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.

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.

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 is 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 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.

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 written 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
11. The school or school district the student attended before he or she enrolled in the Hartshorne School District.

After the parents or eligible students 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 records 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.

SCHOOL SAFETY REPORTING

The safety and security of our students, staff, and visitors is a shared responsibility. Hartshorne Public Schools encourages students, parents/guardians, employees, and community members to report any safety concern, suspicious activity, or potential threat as soon as possible.

If you see something, say something.

Safety concerns may be reported to:

- Any teacher, counselor, administrator, coach, or other trusted school employee
- The school office or building principal
- The School Resource Officer (SRO), when available
- Local law enforcement or 911 in the event of an emergency

Anonymous reports may also be submitted through Oklahoma's statewide school safety reporting system by:

- Texting "OKS Threat" to 226787
- Using the Protect OK mobile app
- Calling 1-855-337-8300 - The Oklahoma School Security Institute (OSSI) monitors a 24/7 tipline where reports can be submitted and disseminated to appropriate parties for additional investigation.

Reports may include, but are not limited to:

- Threats of violence
- Weapons
- Bullying or harassment
- Suspicious activity
- Planned acts of violence
- Concerns about student safety or school security

All reports will be taken seriously and investigated as appropriate. Reporting concerns promptly helps Hartshorne Public Schools maintain a safe and secure learning environment for everyone.

Knowingly making a false report may result in disciplinary action and/or referral to law enforcement, as appropriate.

Hartshorne High School/Middle School
Combined Bell Schedule

First bell..... 7:50

1st hour..... 7:54-8:39

2nd hour..... 8:43-9:28

3rd hour..... 9:32-10:17

4th hour..... 10:21-11:06

High School	*Middle School*
Lunch*.....11:10-11:50	5th hour.....11:10-11:55
5th hour.....11:54-12:39	Homeroom.....11:55-12:10
	Lunch.....12:15-12:39

6th hour.....12:43-1:28

7th hour.....1:32-2:17

Enrichment..2:21-2:35

8th hour.....2:35-3:20

*HS Lunch:

11:10-11:30 1st lunch (last name A-L in gym, M-Z in cafeteria)

11:30-11:50 2nd lunch (last name A-L in cafeteria, M-Z in gym)

HARTSHORNE PUBLIC SCHOOLS ACTIVITY
STUDENT DRUG TESTING POLICY

The Hartshorne Board of Education in an effort to protect the health and safety of its extra- curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Hartshorne Public School District, proposes to adopt the following policy for drug testing of activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Hartshorne Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra- curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Hartshorne Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at the Hartshorne Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.

2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.

3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.

4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.

5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Hartshorne Public School District. For the safety, health and well-being of students in extra- curricular activities the Hartshorne Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 7-12.

The administration may adopt regulations to implement this policy.

I. Definitions

"*Activity Student*" means a member of any middle school or high school Hartshorne Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents Hartshorne Schools in any extra-curricular activity in interscholastic competition, such as Academic Team, Athletics, Cheerleading, FCCLA, FFA, Band/Color Guard, Student Council, Tech Connect, and Vocal.

"*Drug use test*" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

"*Random Selection Basis*" means a mechanism for selecting activity students for drug testing that:

A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"*Illegal drugs*" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "*Illegal drugs*" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"*Performance-enhancing drugs*" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "*performance-enhancing drugs*" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

"*Positive*" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance- enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"*Reasonable suspicion*" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

II. Procedures

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a urine sample: (a) as part of the student's annual physical or for eligibility for participation; (b) when the activity student is selected by the random selection basis to provide a urine sample; and (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and
for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Drug use testing for Activity Students will also be chosen on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities. The Hartshorne Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance- enhancing drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Hartshorne Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director may designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall in some situations. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

III. Confidentiality

The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Hartshorne Public School District will rely on the
opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

V. Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. *For the First Offense:*

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

B. *For the Second Offense:*

Suspension from participation in <u>all</u> activities covered under this policy for (14) calendar days, and successful completion of four (4) hours of substance abuse education/counseling provided by the school. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

C. *For the Third Offense:*

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is the longer.

VI. Providing a False Sample or Tampering with a Sample

Any student who provides a false sample (sample that is not their own) or attempts to tamper with a sample in any way will be determined to have failed that test.

VII. Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

****

Hartshorne Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Hartshorne Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.