

HENNESSEY PUBLIC SCHOOLS
Middle School & High School Student Handbook
2018-2019



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WELCOME TO HENNESSEY PUBLIC SCHOOLS

It's a great day to be an Eagle! Welcome back to school for the 2018-2019 school year. I look forward to working with you all this year as we strive to provide the best educational experience anywhere. As in any endeavor, when you have nearly 1200 students, staff and stakeholders in one place there arises a need for guidelines, policies and procedures. Hennessey Public Schools has consolidated school board policy into a student policy handbook chock-full of useful information, requirements and school rules. Please take the time to read and understand the student policy handbook and please ask your teacher, principal or superintendent if you need help with any of the school policies. Have a great year.

For the Kids,
Mike Woods, Superintendent
Hennessey Public School

ADMISSIONS

Acceptable evidence of adequate immunizations is a record provided by a licensed physician or public health authority that clearly indicates which immunizations have been received, the dates they were administered, and the signature or stamp of the physician or public health clinic that administered the immunizations or interpreted the child's immunization history. Effective as of the fall 1996 semester, the school requires children entering Kindergarten or, First Grade without attending Kindergarten, to have received five (5) doses of DTP or a combination of DTP and DTP vaccines totaling five (5) doses (unless the fourth DTP/DTP was received after the fourth birthday), three (3) doses of polio vaccine, and two (2) doses of measles vaccine, with the first dose received after 15 months of age. Effective as of August 1, 2018, the school will require students entering the district for the first time to have a mumps vaccine. Students entering the 7th grade MUST have a Tdap booster. A student entering Hennessey Schools for the first time must present certification of immunization and a copy of a state (not hospital) birth certificate. Exemption: Any minor child, through his/her parent/guardian, may submit to the health authority charged with the enforcement of the immunization laws, a certificate of a licensed physician, stating that the physical condition of the child is such that immunization would endanger the life or health of the child; or upon receipt of a written statement by the parent or guardian objecting to such tests or immunizations and said child shall be exempt from the provisions of this act. (70-1210.192)-Section 813 School Laws of Oklahoma

PARENT/STUDENT RESPONSIBILITIES

1. Make it a point to get to know your child's teacher and talk about things you could do to help your child learn.
2. Help your child with his/her homework and monitor his/her progress in school.
3. Instill respect for those in authority at school and support the teachers and administrators by understanding and backing up school discipline/behavior policies.

4. Provide supplemental educational opportunities for your child (trips to museums, zoo, private lessons or tutoring, etc.).
5. Read to your child, provide books at appropriate reading level and/or take your child to the public library frequently.
6. Vote in school board and bond elections.
7. Please communicate with your child before he/she leaves for school so that you both know what he/she is to do when school is out for the day.
8. It is the parent's responsibility to notify the school when their child is absent from school. The student must provide a parent note upon their return to school.

GENERAL RULES

When compiling a student handbook, not every rule can be mentioned. Therefore, other general rules will exist at Hennessey Public Schools. However, any rules of this nature will be discussed and explained to students. The administration reserves the right to add additional rules as the need arises.

SCHOOL CITIZENSHIP

It is expected that all students will act in the appropriate manner while in school. WE:

- do respect each other
- do call each other by the correct name
- do pay attention in class
- do listen to and respect every teacher and administrator
- do, at all times, respond in an honest and truthful way
- do walk and speak quietly in the halls
- do our best at all times
- do leave candy, toys, combs, make-up, games, trading cards, comic books, or any other non-educational items at home unless the teacher requests these to be brought to school.

CONTAGIOUS DISEASE POLICY

Any student afflicted with a contagious disease or head lice may be prohibited from attending Hennessey Public Schools until such time as he/she is free from contagious disease or head lice. (Section 815—School Laws of Oklahoma)

Any student found having either live lice or nits will be excluded from school with the student being counted absent. A health professional, which may be the school nurse, must examine each student before re-entry into school.

Documentation of treatment evidence must be signed by a health professional, which may be the school nurse, and accompany the student to school. This policy will be enforced to ensure the good health of all of our students. Hennessey Public Schools reserves the right to do random head checks as warranted.

SEARCH & SEIZURE

The superintendent, principal, or teacher, upon reasonable suspicion, may detain or search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled substances, intoxicating beverages, low-point beer, and wireless telecommunications devices. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee, or the school during school activities. The search shall be conducted by a person of the same sex witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed. The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student. Any dangerous weapon, controlled dangerous substance and intoxicating beverage, including low-point beer, shall be given to the police department for appropriate destruction. Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other property search. The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the administrative committee or board of education, in accordance with school policy.

DRUG FREE CAMPUS

The use of tobacco, alcohol, or any illegal drugs in any form is not permitted in the school building, on school grounds, or at any school activity. Drug dogs will be used for detection on all school properties and school functions. Any student found in possession of tobacco containers or using tobacco, alcohol, or illegal drugs on school property or within 500 feet of school property or on school time will be immediately suspended from school. House Bill 1204, prohibits the furnishing of cigars, snuff, chewing tobacco and other tobacco products to minors and requires minors to furnish the source of such products to law enforcement officials or teachers.

MEDICATION

The school does not provide medication (prescription or non-prescription) of any type. Medication, provided by the student or parent/guardian of the student, shall only be dispensed to a student with a signed Medical Release Form provided in the school office. All medication needs to be in the original container. All medications must be dispensed by the school nurse or office personnel, not by the student. No medicine will be dispensed without written parental permission. Consequences for medication violation: The purpose of this rule is to protect our students and therefore the intent of the person in possession will be taken into consideration in the determination of consequences. If the intent of possession is criminal in nature, consequences will become more severe and law enforcement will be notified. Student to student distribution of any medication, prescription or non-prescription, is considered a major offense.

BULLYING POLICY

Hennessey Schools will not tolerate bullying of any kind including electronic and cyber bullying.

1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” includes, but is not limited to, gestures, written, verbal, or physical acts, or electronic communications;
2. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
3. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer; and
4. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personal, or school property.

If bullying behavior persists, consequences will become increasingly severe. Infractions and possible consequences will be based on level one, two, and three according to student handbook.

SUSPENSION

An administrator may suspend a student when the student’s behavior is in violation of the District’s Student Conduct Policy, Administrative Regulations, student handbook directives, or directives received from school authorities, and the behavior occurs while the student is:

- A. in attendance at school or any function authorized or sponsored by the District;
- B. in transit to or from school or any function authorized or sponsored by the District;
- C. on any property subject to the control and authority of the District; or
- D. not on District property but the student’s actions:
 1. are a continuation of activity that was initiated under conditions A through C above,
 2. adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or District property,
 3. are any form of communication specifically directed at students or District personnel and concerns harassment, intimidation, or bullying at school, or
 4. disrupt school operations.

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parents or guardians if the student is under 18 years of age, with written notice of the decision to suspend which shall state the length of the suspension and the right to appeal the administrator's decision as set forth below. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

Appeal of Suspension: A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is a suspension for more than ten (10) days. If the decision of the administrator is averse to the student, the student shall be notified of the right to appeal the administrator's decision as follows:

A. Short Term Suspensions

1. A student may appeal a short-term suspension to a local committee at the school site where the student attends school. The local committee shall be comprised of those administrators or administrators and teachers at the school site who did not participate in the recommendation regarding the student's suspension. The appeal to the local committee shall consist of a review of any statements submitted on behalf of the administrator recommending the suspension and the student. After having reviewed the statements submitted, the committee shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the committee shall be final and shall not be appealable to the Board of Education.

B. Long Term Suspensions

1. A student may appeal a long term suspension to the Suspension Review Committee by submitting a written request for an appeal to the building administrator within three (3) days after receipt of the building principal's decision to impose a long term suspension.
2. Upon receiving a timely request for an appeal, the building principal shall schedule a hearing to be held during regular school hours and conducted by the Suspension Review Committee. The

Suspension Review Committee shall consist of an administrator and two teachers not involved in the decision to suspend. The building principal shall notify the student and/or the student's parent or guardian in writing of the date, time, and place of the hearing. Please notify the building administrator if the student will be represented by legal counsel at the hearing. The building principal who recommended the suspension shall attend the hearing and may be represented by District's legal counsel.

3. The Suspension Review Committee shall conduct an informal hearing as to the student's suspension which shall include a presentation by the administrator as to the student's conduct, the policy, rule, or regulation violated by the student's conduct, and any evidence and/or witnesses that support the principal's decision to suspend the student. The student and/or the student's parent or guardian shall then be given an opportunity to respond to the testimony and evidence presented and to present any evidence and/or witnesses in support of the student's position. The building principal or designee shall make a recording of the informal hearing.
4. After the conclusion of the hearing, the Suspension Review Committee may deliberate in private and render a decision as to the guilt or innocence of the student and the reasonableness of the term of the suspension. The Suspension Review Committee shall issue a decision to either uphold, modify, or revoke the suspension decision of the principal. The building principal shall insure that a copy of the written decision of the Suspension Review Committee is mailed to the student or the student's parent or guardian and provided to the administrator recommending the suspension.
5. Within five (5) days of receipt of the decision of the Suspension Review Committee, a student or the student's parent or guardian may submit to the Superintendent a written appeal of the decision of the Suspension Review Committee. The appeal shall state the reason for the appeal and any applicable facts.
6. An appeal of the decision of the Suspension Review Committee to the Board of Education must specify the portion of the Suspension Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following:
 - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
 - b. The reasonableness and length of the suspension.
7. If no appeal is received within the five (5) calendar-day period, the decision of the Suspension Review Committee will be final and non-appealable.

Upon receipt of a timely appeal of the decision of the Suspension Review Committee, the Superintendent will provide each Board member the evidence submitted to the Suspension Review

Committee, a tape of the hearing conducted by the Suspension Review Committee, and the written statements of the student and administration, if submitted.

1. Each Board member shall review the information provided individually.
2. At the next available board meeting, the Superintendent shall place an item on the agenda to consider and vote on the appeal of the long-term suspension. Board members may vote on the appeal based on their review of the record. If, at the meeting, the Board wants to discuss the appeal among themselves, it must be discussed in open meeting unless the student or parent(s) have requested such discussion to be in executive session. If not already in open session, the Board shall then return to open session prior to taking any action on the appeal.
3. The Board shall render a decision stating whether the decision of the Suspension Review Committee is to be upheld, overturned, or modified. The decision of the Board shall be final.
4. Pending an appeal hearing on a long-term suspension, the student may attend school subject to “in-house” restrictions. However, if the administrator who determined to suspend the student believes that the attendance of the student would be dangerous to other students, teachers, or school property or would substantially interfere with the educational process, the student may be prohibited from attending school pending the appeal hearing.

Effect of Suspension: Except as otherwise provided, a student who has been suspended shall not be allowed on District property without prior approval by the administration and may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A student who is suspended shall be allowed to make-up assignments and tests given during the suspension period. When a student is suspended from school for longer than five (5) days, the administration shall develop and provide to the student and/or the student’s parent or guardian an education plan which includes assignments in core unit subjects that should be completed and returned to the school on a regular basis. The student will receive full credit for all work correctly performed.

CORPORAL PUNISHMENT

State law protects the right of school officials to administer corporal punishment. Such punishment is authorized by the Board of Education for use only in cases when other attempts of controlling behavior have been unsuccessful. Such punishment shall not be administered in a cruel, unjust, or malicious manner, or over the objection of the parent or guardian. It is the responsibility of the parent or guardian to notify the school if corporal punishment is an unacceptable form of discipline for their child. When it is determined that corporal punishment is necessary to enforce school discipline, it shall be carried out by the school administrator using the following procedure:

- a) Check files to see if parents have contacted the school in regards to not spanking student.
- b) The student will be removed to a place of privacy.

- c) The student will be informed of the reason for the corporal punishment and it will be administered in the presence of a witness who must be a full time certified employee of the school district.
- d) An official report on corporal punishment will be filed in the school office listing the name of the student, name of the person administering the punishment, and the name of the witness.
- e) No student will receive corporal punishment without parent notification.

CONDUCT AT SCHOOL FUNCTIONS

Students attending school functions as participants, or as spectators, are expected to follow the same rules for proper behavior they follow during the regular school day. Failure to abide by these rules may result in the loss of the privilege of attending school functions for the remainder of the school year or other disciplinary actions as determined by the school principal. An individual who has either graduated or remains in high school may not attend prom if he or she is 21 years of age or older.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately. With few exceptions, the school will furnish instructional materials in all subjects at no charge. Students who lose or damage instructional materials shall pay for the instructional materials at the amount necessary to replace the instructional materials.

GRADES AND GRADE POINT AVERAGE ON THE PERMANENT RECORDS

All grades recorded on the permanent records will remain on the permanent records as recorded, unless changed by the principal and only then with the teacher(s) having knowledge of the change being made. All grades recorded on the permanent records will be averaged together to determine the student's GPA. All high school grades recorded on the permanent record will be recorded as letter grades.

ACCIDENT OR ILLNESS

If a student develops an illness after reaching school, an attempt will be made to notify a parent. It is IMPORTANT that the school be given up-to-date telephone numbers so that someone can be reached in case of an emergency or if a parent cannot be reached. Regular attendance at school is important. However, for his/her own interest and the interest of other students, your child should be kept home if he/she shows signs of an illness. The school will administer minimum first-aid with proper medical documents on file. Paramedics may be notified at the discretion of school officials.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from school must return all books, technology items, and/or library materials before getting a withdrawal slip from the principal. It must be signed by each of the student's teachers and returned to the principal. Any student who withdraws or is dismissed from the school before the end of the semester will receive no grades or credits for their classes.

BUS RIDER RULES

1. Be on time at the designated school bus stop — keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Keep hands and head inside the bus at all times after entering and until leaving the bus.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
10. Bus riders should never tamper with the bus or any of its equipment.
11. Leave no books, lunches or any other articles on the bus.
12. Keep books, packages, coats and other objects out of the aisles.
13. Help look after the safety and comfort of small children.
14. Do not throw anything out of the window.
15. Bus riders are not permitted to leave their seats while the bus is in motion.
16. Horseplay is not permitted around or on the school bus.
17. Bus riders are expected to be courteous to fellow pupils, the bus driver and the patrol officers or driver's assistant.
18. Keep absolutely quiet when approaching a railroad crossing stop.
19. In case of road emergency, children are to remain in the bus.
20. After leaving the bus:
 - a. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross the road.
 - b. Students living on the right side of the road, should immediately leave the bus and stay clear of traffic.
 - c. Help look after the safety and comfort of small children.
 - d. The driver will not discharge riders at places other than the regular bus stop except by proper authorization from the parent or school official.

The routine procedure for disturbances or violations of the rules is as follows.

1. Talk to the students.
2. Notify the parents.

In more severe cases, principals may take any of the following actions but not specifically in this order:

1. Corporal punishment.
2. Suspend for a short period of time from bus privileges (one or more weeks).
3. Suspend for a longer period of time from bus privileges (one or more months).
4. Suspend for the remainder of the school year from bus privileges.

Any or all of these steps may be skipped, depending on the seriousness of the violation. The driver has the authority to determine if the student's actions impair his/her driving skills. The attitude of the parents is most crucial in correcting the behavior of their children, and the bus driver must have the parents' support and cooperation.

All corporal punishment and suspensions will be done by the principal for the building that the student attends.

LUNCHES

Meals can be purchased in the high school cafeteria all day. Students, school employees, and staff will be allowed to charge a maximum of five (5) charges, except at the end of the school year when no charges are allowed.

Reminders are sent home with the students (Monday, Wednesday, Friday for Elementary students, Tuesday and Thursday for Middle and High School students). Cafeteria office staff will call parents if their accounts need money.

STATUTORY AUTHORITY

a) O.S. (70-15-117): Powers and Duties — Rules and Regulations —

The Board of Education of each school district shall have power to... make rules and regulations ... governing the system of the school district.

b) O.S. (70-6-114): Control and Discipline of Child —

The local Board of Education shall adopt a policy for the control and discipline of all children attending public school in that district. Such policy shall provide options for the methods of control and discipline of the students. The parents or guardian of every child residing within a school district shall be notified by the local board of education of its adoption of the policy and shall receive a copy upon request. Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other function authorized by the school district or classroom presided over by the teacher.

c) O.S. (21-844): Ordinary Force for Discipline of Children permitted —

Provided, however, that nothing contained in this Act shall prohibit any parent, teacher or other person from using ordinary force as a means of discipline, including but not limited to spanking, switching or paddling.

d) O.S. (70-24-101): Pupils — Suspension — Appeal —

Any pupil who is guilty of immorality or violation of the regulations of a public school may be suspended by the principal teacher of such school, which suspension shall extend beyond the current school semester and the succeeding semester; provided, the pupil suspended shall have the right to appeal from the decision of such principal teacher to the Board of Education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final.

e) O.S. (24-102): Pupils — Dangerous Weapons — Dangerous Substance —

The superintendent or principal of any public school in the state of Oklahoma, or any teacher or security personnel, shall have the authority to detain and authorize the search of any pupil or pupils on any school premises or while in transit under the authority of the school, or at any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act and hereinafter referred to as controlled dangerous substances. The superintendent or principal authorizing such search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The search shall be conducted by a person of the same sex as the person being searched. The superintendent or principal authorizing the search shall have the authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or pupils or to preserve any dangerous weapons or controlled dangerous substances. Any pupil found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section.

f) O.S. (21-643): Force Against Another Not Unlawful When Self-Defense of Property —

To use or attempt to offer to use force or violence upon or toward the persons of another is not unlawful in the following case. When committed by a parent or the authorized agent of any parent, or by any guardian, master or teacher, in the exercise of a lawful authority to restrain or correct his child, ward, apprentice or scholar, provided restraint or correction has been rendered necessary by the misconduct of such child, ward, apprentice or scholar, or by his refusal to obey the lawful command of such parent or authorized agent or guardian, master or teacher, and the force or violence used is reasonable in manner and moderate in degree.

g) O.S. (21-1272): Penalties —

Any person who intentionally, knowingly, or recklessly carries on his person any weapon in violation of Section (a) above shall be guilty of a felony punishable by a fine not to exceed One Thousand Dollars (\$1,000.00) or imprisonment in the penitentiary for a period not to exceed Two (2) years or both such fine and imprisonment.

h) O.S. (23-11-): Recovery of Damages by Political Subdivisions From Parents of Minors —

The state or any county, city, town, municipal corporation or school district, or any person, corporation or organization, shall be entitled to recover damages in any amount not to exceed One Thousand Five Hundred Dollars (\$1,500.00) in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization.

WEAPONS FREE POLICY

It is the policy of the Hennessey School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school sponsored transportation, will be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer, or (D) any destructive device including any explosive or incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below: "Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other offensive weapon." Hennessey Public Schools would include pocket knives along with the above listed weapons. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. An exception to this policy may be made for students participating in an authorized co-curricular activity or team involving the use of firearms or archery equipment. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

Section 492. Pupils — Dangerous Weapons — Dangerous Substances — Electronic Paging Devices.

The superintendent or principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, 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, non-intoxicating beverages, as defined by Section 1632.2 of Title 37 of the Oklahoma Statutes, electronic paging devices or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be

allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. The superintendent or principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property that might be in their possession including the authority to authorize any other persons, they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property. Any pupil found to be in possession of dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

Section 516. Orders to Leave School Property.

The superintendent or principal of any secondary, middle or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school buildings or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred Dollars (\$500.00), or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment.(70-24-131)

Section 153. Assault on School District Employees

- A. As used herein, school employee shall mean any duly appointed person employed by or employees of a firm contracting with a school system for any purpose, including such personnel not directly related to the teaching process and school board members during school board meetings.
- B. Every person who, without justifiable or excusable cause, knowingly commits any assault, battery, or assault and battery upon the person of a school employee of a school district or threatens and places such employee in immediate fear for bodily harm while such employee is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding six (6) months, or by a fine not exceeding Five Hundred Dollars (\$500.00), or by both fine and imprisonment.
- C. Every person who, without justifiable or excusable cause, knowingly commits any aggravated assault and battery upon the person of a school employee while such employee is in the performance of his duties, shall upon conviction be guilty of a felony. (70-6-113)

Section 889. Assaults at Athletic Contests.

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, or assault and battery upon the person of a referee, umpire, timekeeper, coach,

official, or any person having authority in connection with any amateur or professional athletic contest is guilty of a misdemeanor and is punishable by imprisonment in the county jail not exceeding one (1) year or by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. (21-650.1)

GUIDELINES FOR RESPONSIBLE USE OF THE INTERNET

Hennessey Public Schools: Acceptable Use Policy (AUP)

Hennessey Public Schools technology is to be used to enhance and enrich learning opportunities. The district is committed to allowing responsible, learning-centered use of technology to support student learning. Access to the Hennessey Public Schools computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of network privileges.

The Internet links thousands of computer networks around the world, giving Hennessey students access to a wide variety of computer and information resources. Hennessey Public Schools does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Hennessey Public Schools Board of Education and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Hennessey Schools specifically deny any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Guidelines for use:

- A. The School Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups, or areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- B. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- C. Use of the computer (including Instant Messaging or chatting) for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- D. Internet computer games (non-instructional) are prohibited in classes, study hall, and the library during regular school hours.
- E. Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any

questions about what constitutes a copyright violation, please contact an administrator, media specialist, or teacher.

- F. If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
- G. Computers may not be used to make sound recordings or take pictures without the consent of all those who are being recorded.
- H. Students may use their own headphones to listen to music, etc., if they have instructor permission.
- I. The school has a limited amount of information that it can transfer at any one time. Students are to avoid downloading or uploading large files over the Internet or backing up files to the server or cloud.
- J. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, videos, commercial software or graphic files that are not for a school project or activity should not be stored on the school computer systems.
- K. Students may access only those files that belong to them or for which they are certain they have permission to use.
- L. Deliberate attempts to degrade the Hennessey Public Schools network or to disrupt system performance will result in disciplinary action.
- M. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- N. Hennessey Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:
 - *The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.*
 - *The user shall not let other persons use his/her name, logon, password, or files for any reason.*
 - *The user shall not use or try to discover another's password or another person's email or other files.*
 - *The user shall not use district computers or networks for any non-instructional purpose.*
 - *The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.*
 - *The user shall not copy, change, or transfer any software or documentation provided by district schools, teachers, or other students without permission.*
 - *The user shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computers memory, file system, or software.*

- *The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software.*
- *The user shall not tamper with computers, networks, printers, or other associated equipment, except as directed by the teacher.*
- *The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.*
- *All information on any school or district computer or network is considered property of Hennessey Public Schools. Students and staff shall have no expected right to privacy for any information created, stored, or used on any district system.*

STUDENT TECHNOLOGY LOAN AGREEMENT
HENNESSEY PUBLIC SCHOOLS

Providing technology for instructional use by Hennessey School students is an exciting venture. Guidelines are necessary to protect the technology, the school network, and to ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

- The student agrees to follow all Hennessey School regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- This equipment is the property of Hennessey Public Schools and is herewith being loaned to the student for educational purposes only for the Academic School year. The student may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer.
- The student will have access to the technology in August when necessary fees have been paid and attendance at an orientation session by the student and parent together has occurred. The computer will be checked in on the last day of school in May or the last attendance day for the student.
- The computer is the property of Hennessey Public Schools. If a student withdraws from school prior to the end of the loan period, the laptop computer is to be returned to school officials by the student prior to withdrawal.
- Technology not returned in an appropriate manner will be filed as missing and turned over to the proper authorities as theft.
- The student shall not remove or alter any Hennessey Schools identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
- The student agrees to handle the computer carefully and protect it from potential sources of damage.

- The student and parent will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged or returned with any accessories missing, Hennessey Schools may charge the student the lesser of the repair or the replacement cost. By signing the loan agreement, the parent/guardian agrees to be responsible for the loss/damage to the technology, or the cost of repair for such damage, while in the student’s possession.
- The student must report theft (or suspected theft) of the technology, loss of the technology, damage to the technology, or malfunctioning of the technology to school personnel immediately. Parents/guardians/students are not authorized to attempt repairs themselves or to contract with any other individual or business for repair of the laptop.
- The student and parent agree to indemnify Hennessey Schools against any claim, suit or damage occurring during or resulting from student’s possession or use of the computer, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student’s use of the District’s computer.
- Upon request, the student agrees to deliver the technology to Hennessey Public Schools staff for technical inspection or laptop audit.
- Hennessey School is not liable for lost data or time spent on data.

HENNESSEY SCHOOLS STUDENT TECHNOLOGY LOAN AGREEMENT

I have read and agree to abide by all Hennessey Public Schools policies and regulations for the use of equipment including the Acceptable Use Policy Agreement. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I understand that if the technology or any accessory is lost, damaged, or stolen, I am responsible for the replacement cost or repair, whichever is less. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel.

I also understand my responsibility to use the Internet in a responsible and informed way, conforming to network etiquette, customs and courtesies. Should I fail to adhere to these guidelines, my privilege of accessing the Internet at school will be revoked.

Technology Description: _____

Property Sticker Number _____

Computer Serial Number: _____

School: _____

Student Name: _____

Permanent Address: _____

Signature of Student: _____ Date: _____

Parent or Guardian *(Must be read and signed if student is under the age of 18)*

As the parent or guardian of this student, I have read and understand the Hennessey Public Schools Acceptable Use Policy (AUP) and the Student Technology Loan Agreement. I understand that this access is designed for educational purposes and that the Hennessey Public School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for

the Hennessey Public Schools to restrict access to all controversial materials, and I will not hold the school or the Internet provider responsible for materials acquired on the network. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this for is correct.

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FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and "eligible students" over 18 years of age certain rights with respect to their child's educational records. They are:

- The right to inspect and review the child's education records within 45 days from the day the school district receives a request for access.

Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.

- The right to request correction of the child's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the child's privacy rights.

Parents or eligible students may ask the school district to amend a record they believe is inaccurate, misleading, or otherwise in violation of the child's privacy rights. They must submit a written request to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the child's privacy rights.

If the school district decides not to make changes in the record as requested, the school district must notify the parent or eligible student of the decision and advise them of their right to a formal hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

- The right to consent to disclosures of personally identifiable information contained in the child's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR§ 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the school 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 school 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 legitimate educational interests if that official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request.) School districts may disclose, without consent, "directory" information; however, school districts must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the school not disclose directory information about that child.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook, and/or other means left to the discretion of each school district.

- The right to file a complaint with United State Department of Education concerning alleged failures by the school district to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
United State Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920.

CHILD FIND

Child Find is an on-going search for children from birth to 21 years of age who may have disabilities and who are not receiving a free and appropriate public education. Call Florence Conway, Director of Special Services at (405) 853-4306 or the Superintendent at (405) 853-4321 for more information.

TELEPHONE OR ADDRESS CHANGE

Please notify the school immediately if there is a change in your address, telephone number, baby-sitter, or emergency contact person. This information is very important in the case your child becomes ill or injured.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements of the Hennessey school district are hereby notified that this district does not discriminate on the basis of race, color, national origin, age gender, or disability in admission or access to, or treatment or employment in, its programs, activities or benefits. Any person(s) having inquiries concerning the district's compliance with the regulations implementing

title VI, IX, the Americans with Disabilities Act, the Age Discrimination Act, or section 504 may contact: Mike Woods at Hennessey Public Schools, or phone (405) 853-4321. This person has been designated by the school district to coordinate efforts to comply with these federal statutes and regulations.

ASBESTOS INSPECTION

Notice: This serves notice that Hennessey Public Schools has asbestos on the campus grounds. In compliance with A.H.E.R.A. on the third week of January and the third week of July of each fiscal year, an inspection of the facility is done by a licensed A.H.E.R.A. inspector to insure safety of all occupants. Notification of any emergency response actions to inform students, parents, and employees shall be done immediately upon such action. For further information, you may contact the superintendent of Hennessey Public Schools.

HIGHLY QUALIFIED TEACHER

At the beginning of each school year, any district that receives funds under NCLB Title 1 shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or the provisional status through which State qualifications or licensing criteria have been waived;
2. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
3. Whether the child is provided services by paraprofessionals and, is so their qualifications and certifications.

In addition, parents may request and be provided with the following:

1. Information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and
2. Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided or explained in a language that the parents can understand.

Hennessey Middle & High School

SCHOOL HOURS

School hours are from 8:00-3:00 on Monday-Thursday, 8:00-2:00 on Friday. Morning supervision of students will begin at 7:30. It shall be the responsibility of the parent/guardian of the student to see that their child does not report to the school prior to 7:30. All students need to report to the cafeteria area until released to go to their classroom at 7:55.

VISITORS

All visitors must report to the office upon entering the building where they will be provided a visitor's badge. Students will be called out of class and brought to the office at the parent's request. The school welcomes Hennessey graduates back to their school but prefers that they stay out of the halls and classrooms during the school day. Visitation by non-enrolled students is not permitted. Non-enrolled students may not attend classes at any time and are not permitted on school property.

ASSIGNMENTS/HOMEWORK

Concepts are best learned through application. In most cases, students are given adequate time during the school day to complete their work. There are times that work needs to be completed at home. In most cases, this work is due the next day unless specific directions to the contrary are given. Lowered grades and other consequences may result from late papers.

PARENT-TEACHER CONFERENCES

Hennessey Schools encourage communication between home and school. Every effort will be made to confer with parents/guardians if they will call the school to set up an appointment with the teacher(s). Scheduled parent-teacher conferences will be yearly. Parents/Guardians will be notified in advance of specific dates and times.

LUNCHROOM BEHAVIOR

1. Due to health and safety concerns for your child, students will NOT be permitted to share drinks or food items with other students.
2. Please do not send glass containers in your child's lunch.
3. At the principal's discretion, a child may be removed from the lunchroom situation for inappropriate behavior.
4. All food and drinks must remain in the cafeteria.

VEHICLE SEARCH WARNING

Any vehicle entering Hennessey Public Schools property is subject to search by school authorities and law enforcement personnel. Such search may be conducted without warrant. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

CLUBS, CLASSES OR ORGANIZATIONS

1. All regularly-enrolled undergraduates who are enrolled in Hennessey High School for the entire current school year and have no grade lower than a "C" the preceding semester are eligible to run for class President and Student Council Representatives.
2. The school may sponsor and promote several clubs and organizations. These groups will be governed by the school rules and their individual rules or bylaws.
3. A student must maintain a passing grade in every class to hold a major office (President, Vice-President, Secretary, Treasurer, Reporter, or Student Council Office). These will be checked at the end of each nine weeks.
4. Each class will elect a President, Vice-President, Secretary, Treasurer, Reporter and two Student Council Representatives. (President and Student Council Representatives are members of the Student Council and must meet the same requirements as Student Council Officers.) To run for other offices (Vice-President, Secretary, Treasurer and Reporter) a student must have been enrolled in Hennessey High School for the majority of the school year and must have had a passing grade in every class the preceding semester.
5. All funds must be deposited through the school activities secretary. Also, all bills to be paid must be given to the activities secretary for payment.
6. All organizations shall file a copy of their constitution and bylaws in the school office.
7. The Student Council will conduct all class officer and student council elections. These elections will be held in the spring of the school year (for the officers for the next school year). This is for grades 8 through 11.

ROYALTY, FAVORITES, WHO'S WHO

Eligibility: Students must be academically eligible at the time of election for any of the following honors.

1. Band Queen and King: Must be a senior member of the band. Both are selected by a secret vote of the band members.
2. Basketball King and Queen: Must be seniors and members or managers of the basketball team. Candidates are selected by the boys' and girls' basketball teams. The King and Queen are selected from the candidates by a secret vote of the members of the boys' and girls' basketball

teams.

3. Football King and Queen: King and Queen must be a senior boy and girl. Candidates are selected by the football team. The King and Queen are elected from the candidates by the student body. King must be a member of the football team.
4. FCCLA Sweetheart and Beau: These are selected at the end of the school year from the junior boys girls who are FCCLA members. They will be the Sweetheart and Beau during their senior year. They are selected by a secret vote of the members of the FCCLA.
5. Prom King and Queen: These must be a senior boy and girl and are selected by a secret vote of the senior class.
6. Prom Prince and Princess: These must be a junior boy and girl and are selected by a secret vote of the junior class.
7. Chorus King and Queen: These must be a senior boy and girl and must have been in chorus two years. They are selected by a secret vote of the members of the chorus.
8. Class Favorites: Each class will select from its class a boy and girl as its class favorites. The selection will be made by secret ballot.
9. Who's Who: The senior class will select from its class a boy and girl for each of the following: Most Likely to Succeed, Most Talented, Flirtiest, Quietest, Most Athletic, Most Cooperative, Class Clown & Friendliest. A student cannot have more than one Who's Who honor. The selection is done by secret ballot.

Additional Rules for the Selection of Royalty

1. Elections for royalty titles will be handled by the sponsors or coaches of the organization that the royalty will represent. Ballots for royalty titles will be counted by adults.
2. Ballots will be kept on file, for inspection for a period of one week after the coronation.
3. The organization that the royalty represents is responsible for the purchase of crowns, flowers, etc., for the coronation.

ELIGIBILITY RULES

These rules are set by the Oklahoma Secondary Schools Activities Association and are not subject to change. You are NOT eligible to participate in co-curricular activities:

1. If you are 19 years old before September 1.
2. Student eligibility will be in effect starting the fourth (4th) week of each semester. Students participating in co-curricular activities are required to be passing all subjects to be eligible. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled in can be no less than four (4).
3. Students are required to pass a minimum of five (5) subjects at the end of each semester to maintain eligibility. Any student that does not meet the minimum criteria will be ineligible for the first six (6) weeks of the following semester.
4. If you have participated in a contest where professionalism is being practiced or cash or merchandise awards were offered, given or paid to individuals or to the team.
5. If you have participated in a contest under an assumed name.
6. If you have attended eight semesters in grades 9 through 12.
7. If you have participated in the sport for four seasons, or have had four seasons of

- opportunity in the sport.
8. If your parents are not bonafide residents of the high school district where you are attending, unless a co-op agreement has been reached with the sending school.
 9. If you have participated in athletics at any time other than the public high school of the district where your parents reside.
 10. If you have participated in organized practice or a game of football or basketball before a present season opens, or after the season closes.
 11. If you do not have on file a physical examination and parental consent certificate for the present school year.
 12. If you belong to a fraternal, sorority, or secret society in violation of the State Law of Oklahoma or the regulations of the local Board of Education.
 13. If you have not attended classes 80 percent of the time for the semester.

LOCKERS

Every student will be assigned a locker. Locker assignments may be changed the first week of school with permission of the principal. Lockers are semi-private, and students should stay out of lockers not assigned to them. Lockers are school property and may be inspected by school officials at any time.

STUDENT ACTIVITY PARTICIPATION

An eligibility roll will be taken every week. Students involved in activities governed by Oklahoma State Secondary School Activities Association must meet all requirements. THIS IS A STATE LAW. Students cannot miss more than 10 days of any one class period per year for co-curricular activities.

CO-CURRICULAR ACTIVITIES

Students are encouraged to have assignments ready to be turned in upon their return to school but will be allowed one (1) additional day, if necessary. Students attending extended school activities of two consecutive days or more will be given an additional day of makeup time for each day absent. Students who attend a co-curricular activity as a spectator and not a participant are required to have their homework complete upon their return.

Students who are ineligible will not be allowed to attend co-curricular activities during school hours. Any violation will result in an unexcused absence.

All students participating in school-sponsored activities, away from the school will use school-provided transportation going and coming unless cleared through the school official in charge of the activity. Exceptions will be considered in emergencies or extreme cases only.

If students representing the school in co-curricular activities are caught drinking alcohol, using harmful drugs, stealing, or in any way bringing discredit to the school, that student may be suspended from

participation in co-curricular activities for a period not to exceed the present semester plus the succeeding semester. (This rule also applies to students riding school buses.)

ABSENTEE POLICY – EXTRACURRICULAR ACTIVITIES

The official policy of the Hennessey Board of Education for the Hennessey Public School activities program is as follows (as enacted by the O.S.S.A.A.):

Students cannot miss more than 10 days per school year for extra-curricular activities. State qualifying activities do not count towards the ten days.

In the event a student has used the 10 days allowed for non-qualifying events, the Hennessey Board of Education designates the following staff members to serve on the internal review committee to consider individual requests for additional day/days.

1. Superintendent of Schools
2. Principal of building involved
3. Athletic Director
4. Sponsor of event involved
5. Four professional staff members

This committee shall review individual requests for additional days and make recommendations to the Hennessey Board of Education. The granting of any exceptions to the ten (10) day rule rests with the Hennessey Board of Education. All Oklahoma Secondary School Activity Association rules shall apply.

EAGLE TIME

High School

Eagle Time is designed to help students who need intervention or remediation.

Students will be required to attend if...

1. They have a grade below a 75.
2. They fail to turn in any homework throughout the week.
3. If a student has two or more Verified Absences or one or more Unverified/Truant, they must attend Eagle Time.

Consequences for not attending Eagle Time are as follows:

Student will attend After School Detention as scheduled by the teacher or principal. If student does not attend the scheduled After School Detention, they will be assigned Saturday School. If they do not attend Saturday School, they may be suspended from school for a period of three (3) days.

Middle School

Eagle Time is designed to encourage students to read.

Students will be required to:

1. have an item to read each day (book, magazine, newspaper;)
2. be reading during the allotted time quietly.

Consequences for not following Eagle Time expectations are as follows:

Student will attend After School Detention as scheduled by the teacher or principal. If student does not attend the scheduled After School Detention, they will be assigned Saturday School. If they do not attend Saturday School, they may be suspended from school for a period of three (3)

days.

SEMESTER TESTS

All students will be required to take the end of the semester tests. A student's grade will be dropped one letter grade if they fail to show up for semester tests.

HIGH SCHOOL GRADUATION REQUIREMENTS

(See appendix Graduation Credit Check Sheet)

Students shall meet the requirements for the college preparatory/work ready curriculum as established below and must earn a minimum of 24 graduation credits. A student may enroll in the core curriculum for high school graduation in lieu of the requirements of the college preparatory/work ready curriculum for high school graduation upon written approval of the parent or legal guardian of the student.

COLLEGE PREPARATORY / WORK READY CURRICULUM

(Title 70 O.S. § 11-103.6; OAC 210:35-25-2)

CORE CURRICULUM FOR HIGH SCHOOL GRADUATION

(Title 70 O.S. § 11-103.6 and State Board of Education Regulations)

GRADUATION EXERCISES

All students who have completed the requirements for graduation may participate in graduation exercises at the time the student would have normally completed eight semesters of high school, including students who completed requirements early. Students may participate in the graduation exercises if they are within one credit of graduation.

Participating in graduation exercises is a privilege and may be revoked if any of the following violations are observed:

1. Decoration on hat or robe.
2. Wearing of flip-flops or tennis shoes.

OKLAHOMA PROFICIENCY TESTS

Students will be offered two opportunities per year to take the Oklahoma Proficiency Tests for higher grade placement or high school credit. Tests will be administered in August and May of each year. Test notification will be posted in student handbook and on school website.

RETAKEING PART OF A CLASS

A student may elect to or be required to retake only the semester of a course that he/she failed in order to obtain needed credit, unless the student failed the second semester of a Mathematics class, in which case the student will retake the entire course. Retaking a class does not replace the grade of the previously failed course on the transcript.

CONCURRENT ENROLLMENT

Those interested in taking college courses during their junior or senior year should see the High School Counselor for application and details. This coursework may be taken to fulfill high school graduation requirements and also will begin their college transcript. Students electing to take college coursework will be responsible for any college fees and materials for coursework taken. Tuition charges for up to 18 credit hours are currently waived for eligible students taking coursework taken during the summer following the 11th grade year and during 12th grade year.

GRADING SYSTEM

Letter grade	Numeric Grading Scale	Standard Grading Scale
A	90-100	4.00000
B	80-89	3.00000
C	70-79	2.00000
D	60-69	1.00000
F	59 and below	0.00000

Any incomplete grades must be completed within two weeks or they will become “F” grades, unless arrangements have been made with the individual teacher and the principal. Grades for student aides and students with a work permit will be Pass/ Fail.

A cumulative Grade Point Average (Standard GPA Scale) will include all A-F coursework taken in grades 9-12. This G.P.A. will determine a student's class rank.

No graduation credit will be awarded for courses in which a student receives an F, NC or I.

WEIGHTED COURSES

A weighted course is an honors level course with advanced rigor. These courses will be awarded an additional .5 to 1.0 point over the standard grading scale mark, creating a separate weighted G.P.A. for the purpose of Valedictorian determination.

For Class of 2018-2020: The following courses will be denoted as weighted:

Physics, Anatomy/Physiology, Trigonometry, Calculus-and Pre-AP Courses (4.5 scale/.5 weight added)
Approved concurrent college courses (4.575 scale/.575 weight added)
AP Courses (5.0 scale/1.0 weight added)
For Class of 2021 and beyond: The following courses will be denoted as weighted:
Pre-AP Courses (4.5 scale/.5 weight added)
Approved concurrent college courses (4.575 scale/.575 weight added)
AP Courses (5.0 scale/1.0 weight added)

ADVANCED PLACEMENT (AP) COURSES

Students at Hennessey High School can take AP classes either through Hennessey High School or through the Oklahoma School of Science and Math. Completion of summer assignments may be required. OSSM candidates must apply in March of the previous school year.

AP classes offered at Hennessey High School

1. AP English Literature & Composition (must have taken Pre-AP English III **and** passed Pre-AP English III research paper)
2. AP United States History
3. AP Psychology
4. AP Biology
5. AP Physics (OSSM)
6. AP Calculus (OSSM)

ACADEMIC AWARDS

Honor Roll

At the end of each semester, honor roll lists will be published.

Superintendent's Honor Roll—only students with all A's;

Principal's Honor Roll— no grade less than a B.

The Oklahoma Honor Society is made up of the upper 10 percent of the student body. For sophomores, juniors and seniors, the grades are based upon the last semester of the previous year and the first semester of the current year.

Academic Cord Awards will be given to the seniors who have completed eight semesters, maintained an un-weighted 3.0 GPA and have not failed or received a No-Credit in any class.

The Oklahoma Academic Scholar Award will be given to seniors earning a 3.7 GPA or higher and at least a 27 on the ACT test based on the first 6 semesters.

The Certificate of Distinction is awarded upon graduation for students that complete 4 units each of English, Mathematics, Social Studies, and Science. In addition, they will complete 2 units of Foreign Language, and 2 units in the area of Technology, the Humanities, or the Arts. Students must have a minimum of 3.25 grade point average on a 4.0 scale and achieved a satisfactory or advanced score on all

state exams. Applicable career-tech classes offered by comprehensive high school career-tech programs qualify for technology, science, and mathematics units. Students enrolled in the programs may use one unit of their six concentrated career-tech curriculum units for one unit of mathematics required and one unit of their six concentrated career-tech curriculum units for one unit of science required. Advanced Placement classes or Concurrent College courses in the subject areas may be substituted on a course-by-course basis to satisfy the academic units required for a Certificate of Distinction.

HHS HONORS PROGRAM:

(See appendix Honors Program Checklist)

The Hennessey Public Schools Honors Program recognizes students dedicated to academic achievement during their four years in high school. In order to be enrolled and maintain that enrollment in the Honors Program, the following rules and regulations shall apply.

1. Students must be on the college prep/work ready diploma plan.
2. Students must maintain an un-weighted cumulative grade point average of 3.50. Grades will be based on the first seven semesters.
3. Students must score proficient on all state tests and/or at college readiness benchmark on the ACT test.
4. Students may not have a grade lower than a “C”, or a No Credit. A grade lower than a “C” or a No Credit will result in the removal of the student from the honors program.
5. Students must take all of the following classes:
 - 4 courses of English
 - 3 courses of Math taken in grades 9-12 (limited to Algebra I, Geometry, Algebra II, Algebra III/Trigonometry, Calculus or other honors committee approved course)
 - 3 courses of Science (limited to Biology, Chemistry, Anatomy/Physiology, Physics, AP Biology or other honors committee approved course)
 - 3 courses of History or Social Studies
 - 2 courses/items from the following list approved by the Honors Program Committee:
 - An advanced science in addition to the three required units
 - An advanced math in addition to the three required units
 - A third year of a foreign language (excluding Proficiency Testing credit)
 - Any AP course
 - Two semesters of approved concurrent college coursework

Honors Recognition

Students that successfully complete requirements of the Honors Program shall be recognized in the following ways:

- A. Diploma marked with Honors Program Graduate
- B. Transcript marked with Honors Program
- C. Special Recognition at graduation

VALEDICTORIAN PROGRAM:

The valedictorian and salutatorian will be selected on the following basis:

1. Only those that are in the Honors Program are eligible to be valedictorian and salutatorian.
2. Use the first seven semester grades.
3. The grade point average will be figured to the nearest hundredth.
4. Using the weighted GPA, the students above a 4.0 and/or top 5% of the graduating class will be valedictorian(s).
5. In the event that two or more students tie for an honor, they will share that honor equally.

SCHEDULE CHANGES

Changes in class schedules may be accommodated if requested within one week from the beginning of the semester only if the change works within the schedule. Changes must be approved by the principal, counselor, and the teachers involved.

WORK PERMIT

Work permits for a period may be issued to seniors who are passing in all subjects. The permit may be issued after a conference with the principal where the conditions of the permit will be worked out. The permit may be revoked if student does not abide by the agreement.

ABSENTEEISM

It is the responsibility of the parents to see that their students attend school. All work missed, FOR ANY REASON, must be made up.

- 1 Absences will be labeled as following.
 - A. Verified Absence - when a parent or guardian notifies the office of the reason for the absence. A parent/guardian must notify the office within three days to verify the absence.
 - B. Unverified/Truant Absence - when no contact with the office has been made to verify the absence. Unverified absences will result in truancy.
 - C. Excused Absence – must have doctor’s note or proof that they have attended funeral (DOES NOT COUNT TOWARDS FIVE (5) DAYS). Proof must be turned into the office within one week of the absence, or it will be counted as a verified absence. Students are allowed only 5 Excused absences per semester.
2. **Any student who has more than five (5) absences labeled as Verified and Unverified per semester will receive no credit for the class. Excused absences with a doctor’s note may not exceed 5 additional absences per semester in order to receive course credit.**
3. A student who is absent without valid excuse four (4) or more days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester will be reported to the student’s parent/guardian and the Kingfisher County District

Attorney. Every absence a student has after five (5) will be marked truant unless the student has a note from a doctor. The parents may incur legal liability regarding their failure to compel the student to attend school.

4. Students who have been absent are required to report to the office upon their return. The student will sign in to confirm the absence. The student must either bring a note from a parent/guardian explaining the absence upon returning to school or the parent/guardian must telephone the office. The absence will be considered unverified/truant if there is no note or phone call. The consequence of unverified/truancy will be lunch detention until the absence is verified. Parents of students who are ill for an extended period of time should notify the principal. The principal can make arrangements for a possible homebound education and petition the Absentee Committee. The Absentee Committee will be comprised of three teachers selected by the building principal. The Absentee Committee's decision is final unless appealed to the Board of Education in writing within two days.
5. A student who is unverified/truant for a regular class period will receive a grade of zero for that period. If a test was missed, then a zero will be recorded for the test. Otherwise, the student will receive a zero regarding daily work for that period.
6. Students who leave during school hours must check out through the office using a parental note or parental phone call. Students who do not check out properly will be considered truant for each period for which they were absent. They will also be assigned a day of after-school detention.
7. Seniors, after taking the ACT or SAT, are allowed two college days for enrollment and/or visitation during the school year. All college days must be coordinated in advance through the counselor. The student must return a form to the counselor, which is signed by a college official documenting the student's visit. These absences, when properly documented, are considered excused activity absences.

TARDY POLICY

For each tardy to school or to any class, a lunch detention will be assigned to be served that day if it occurs prior to lunch. If the tardy occurs after lunch, the detention will be served at lunch the next day. Students who are late for class must bring a note from the teacher who detained them or from the office. Students who do not provide a note will be counted as tardy. Students who are tardy more than 10 minutes will be counted as absent.

MAKEUP WORK

All work not completed due to absences will be made up. Students will have the days missed plus one day for each day of absence to make up work. Work not made up will become a zero. Any student enrolling in school after the official opening date of school, who has not attended another school that school year, must make up all work missed.

STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school. The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of established policy. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few results in neglecting the majority.

The following are responsibilities, which HHS students are expected to follow at all times:

1. To obey all rules and regulations pertaining to students of HHS while on the school campus, while using district transportation and when representing HHS in a school-sponsored activity.
2. To apply themselves to the established course of study by doing this following.
 - be prompt and regular in attendance
 - complete school assignments on time
 - pay attention to teachers
3. To respect the authority of the administration, faculty and staff of HHS.
4. To respect school property. Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Academic misconduct
4. Using profanity or expressing vulgarities
5. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
6. Blatant disrespect toward faculty or staff
7. Public display of affection
8. Physical altercation/fighting while at school or at a school activity
9. Assault and battery
10. Insubordination or defiance
11. Dress code violation
12. Misuse of wireless communication device
13. Other disruptive or insubordinate behavior
14. Misuse of the internet and/or local area network computer
15. Vandalism/arson
16. Theft
17. Gang-related behavior, including gestures, language or dress
18. Sexual, physical and verbal harassment, threats or threatening behavior, bullying,

- intimidation, hazing, racial slurs or stalking of students or employees
19. Possessing or distribution of pornography
 20. Use or possession of tobacco products and/or vaping on campus or school activity
 21. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
 22. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
 23. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
 24. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapons
 25. An act of violence
 26. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
 27. Parking lot violations
 28. Failure to comply with the teacher or school administrator.

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Lunch Detention
5. Referral to counselor
6. Behavior contract
7. After School Detention
8. Temporary removal from class
9. Community service
10. Financial restitution for lost, stolen or damaged property
11. Restriction of privileges
12. Saturday School
13. Corporal punishment
14. Referral to police and/or citations issued
15. Short-term suspension
16. Long-term suspension
17. Other appropriate disciplinary action as required and as indicated by circumstances

Regardless of the method of discipline utilized, the alternatives chosen will be reasonable and appropriate to the student’s violation. When, in the judgment of the school administrator, student infractions are serious in nature, the parent(s) or guardian(s) shall be notified by telephone or written communication of the nature of the infraction and the disciplinary measures taken. All discipline is at the discretion of the administrator. The failure of the student to serve the discipline will result in the student receiving an alternative consequence.

ACADEMIC MISCONDUCT

You are cheating if you:

- Copy assignments that will each be turned in as "original."
- Exchange assignments by print-out or digital device, then submit as "original."
- Write formulas, codes, and keywords on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use programmed material in watches, calculators, or digital devices when prohibited.
- Exchange answers with others (either giving or receiving answers).
- Take someone else's assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the name of the author/artist and/or source (e.g., plagiarizing or submitting work created by family, friends, or tutors).
- Do not follow additional specific guidelines on cheating as established by department, class, or a particular teacher.

Consequences for academic misconduct:

- First offense: Student will receive a zero for assignment and will be assigned a detention.
- Second offense: Student will receive a zero for assignment and will be assigned Saturday School. Parent will be notified.
- Third offense: Student will receive a zero for assignment. Student will lose all academic honors. These include but are not limited to, National Honor Society and Honors Program. Student will be removed from Student Council and/or Class Office.

GRADES AND GRADE POINT AVERAGE ON THE PERMANENT RECORDS

All grades recorded on the permanent records will remain on those records as recorded. All grades recorded on the permanent records will be averaged together to determine the student's GPA. All high school grades recorded on the permanent record will be recorded as letter grades.

GROOMING GUIDELINES

The dress code at Hennessy Schools is a part of our total educational program. Our goal is to create a safe school environment conducive to learning.

The following dress guidelines are listed to inform students of appropriate dress expectations. A student who fails to meet appropriate standards or to maintain good grooming may be asked to correct a violation. Repeated violations of the guidelines may result in disciplinary action.

Final determination of appropriate dress is the responsibility of school administrators.

1. Students must keep hair from restricting vision.
2. Skirts/Pants/Shorts. Clothing is to be worn at the natural waistline; no sagging or rolling the tops under will be permitted. Clothing is to be free of tears, holes or fringing which expose the body or create a safety issue. Gaping holes, tears and/or fringing above the knee are prohibited. Shorts, skirts, and dresses should be no shorter than mid-thigh; they should extend past the index finger when worn at the natural waist. If a student chooses to wear leggings, a shirt must cover the entire area of the waist and hips to the mid-thigh.
3. Shirts/Blouses/Tops. Clothing should appropriately cover the shoulders and upper body. Tops will be long enough to cover the midriff area with arms raised. Tube tops, halters, and backless tops are not appropriate. No oversize arm holes will be permitted unless an appropriate shirt is worn underneath. No cut-off sleeves will be permitted. Tank tops of permitted garments must be a minimum width of four fingers, determined by using the fingers of the person wearing the garment. Plunging necklines are not permitted.
4. Sheer clothing is to be worn with appropriate clothing underneath. Undergarments should not be visible.
5. Clothing and/or accessories with suggestive or offensive patches, badges, or printing are not permitted. No written slogan of profanity or advertisement of tobacco, alcohol, or drugs shall be worn. Sexually suggestive articles are not permissible.
6. All students must wear shoes to, from, and during school.
7. Caps, hats, visors, hoodies, stocking caps or other head covering are not permitted within the school building unless approved by the school administration.
8. Sagging pants below the waistline are not permitted nor is the wearing of chains permitted.
9. The administration may act on any improper dress using discretion and good judgment for the general well-being of the students and school system.
10. This guideline may be adjusted by the principal for special occasions.

Consequences for Violating the Grooming Guidelines:

First violation-may result in a warning and correction of the violation.

Second violation-may result in detention and correction of the violation.

Third violation-may result in corporal punishment or suspension.

ELECTRONIC DEVICE POLICY

Students are allowed to have cell phones at school. Students shall not use their device unless permission is given by the teacher. Failure to follow the cell phone policy-may result in disciplinary action.

PARKING AND DRIVING REGULATIONS

The Hennessey Board of Education considers the students' use of motor vehicles, in and about the campus area, a convenience and a privilege — but not a right. The following policies are imposed to ensure the safety and welfare of everyone.

1. All city, state and high school traffic rules and regulations governing the use of motor vehicles must be complied with on all parts of the campus at all times day or night. The speed limit on the campus is five (5) miles per hour. Pedestrians shall, at all times, have the right-of-way. School buses will have the right-of-way over all other vehicles.
2. All students driving to school are required to park their vehicle on campus and in an identified student parking area. Students are not allowed to park in designated faculty/visitor parking, fire lanes, handicapped or No Parking areas. If a student's vehicle is parked illegally, the student may be issued a citation.
3. Students who drive motor vehicles to school must register their vehicle at the beginning of each school year. Registration should be considered part of the enrollment process. Proof of both driver license and insurance verification are required. Copies will be made of each and retained in the high school office.
4. Students are not to be in the parking lot or in vehicles at any time during the school day and will not move their vehicles without permission from the administration.
5. Students enrolled in Vo-Tech or OSSM may drive their own vehicles to Autry Technology Center after their parent/guardian has signed and placed in the principal's office a permission form for the student to drive.
6. Students understand that school officials have the right to inspect the vehicle and its contents upon request.
7. Students who violate any of the above regulations are subject to disciplinary action which may include but is not limited to:
 - a. after-school detention
 - b. suspension
 - c. vehicle being impounded or towed at the owner's expense
 - d. loss of driving privileges on school property or to Vo-Tech
 - e. contact of law enforcement

FIGHTING

Any physical violence or altercation will not be tolerated at Hennessey Public Schools. Any student fighting during school, on or off school grounds, or during any school activity may face immediate disciplinary action. Law enforcement will be contacted in cases of assault.

Consequences for fighting:

First offense:	Three day suspension
Second offense:	Ten day suspension
Third offense:	May lead to suspension for the rest of the semester and next

GANG POLICY

No student will be allowed to engage in gang-related activities while at school. Symbols, colors, signs, gestures, etc. may result in the student's suspension for up to a semester.

LUNCH DETENTION

Students serving lunch detention will eat lunch and work on assignments provided by the principal. The school principal or teacher assigns lunch detention. Students who fail to serve lunch detention on the date assigned will receive an extra day of lunch detention and/or other possible consequences as assigned by the school principal.

AFTER-SCHOOL DETENTION

There will be a 50-minute detention after school where students will work on individual assignments or disciplinary assignments provided by the school principal. It will be from 3:05 – 3:50. Students who fail to serve after-school detention on the date assigned will receive an extra day of detention and/or other possible consequences as assigned by the school principal.

RULES FOR IN SCHOOL DETENTION

1. No talking/communicating with others.
2. Remain in assigned seats.
3. No sleeping
4. Work on assignments. The ISD teacher will give additional assignments if the student completes the regular teacher's assignments.
5. Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISD teacher, which prohibits contact with students in the regular education setting.
6. Work not completed satisfactorily while in ISD will be returned to the student to complete and/or correct. Students shall not exit ISD until all work is deemed satisfactory.
7. ISD cannot be appealed.

SATURDAY SCHOOL

Students may be assigned Saturday School by the principal. The time of Saturday School will be from 9:00am – 12:00pm. Saturday School will be used for the following:

1. Homework assistance
2. Discipline

Failure to attend Saturday School as scheduled by the principal will result in a (3) three day suspension.

PUBLIC ADDRESS SYSTEM

Students who wish to have an announcement made must submit the announcement to the principal or the secretary. Announcements will not be made during class, except in case of emergency.

All High School students will automatically be enrolled to take the College Prep/Work Ready Curriculum as follows:

COLLEGE PREPARATORY / WORK READY CURRICULUM
(Title 70 O.S. § 11-103.6; OAC 210:35-25-2) minimum 24 credits

English (4 credits required)

___ English 1 ___ English 2 ___ English 3 ___ English 4
OR ___ Pre AP Eng 1 ___ Pre AP Eng 2 ___ Pre AP Eng 3 ___ AP Eng Lit

Mathematics (4 credits required in grades 9-12)

___ Algebra 1 (9th grade) ___ Geometry ___ Algebra 2
 ___ Algebra 3 ___ Calculus ___ Other _____

Science (3 credits required including Biology and at least 1 “physical” science)

___ Physical Science ___ Biology ___ Chemistry ___ Physics
 ___ Anatomy/Physiology ___ AP Biology ___ Other _____

History (3 credits required)

___ ½ Oklahoma History ___ ½ US Govt ___ 1.0 US History **AND** 1 other:
 ___ ½ Other (Modern Hist) + ___ ½ Other _____ Other _____

Computer Technology (2 credits required) OR Foreign Language (2 credits required)

___ Year One _____ ___ Year Two _____

Additional Core Academic Class from those listed above (1 credit required)

Fine Arts or Speech (1 credit required)

___ / ___ / ___ / ___ Art ___ / ___ / ___ / ___ Band ___ / ___ / ___ / ___ Music
 ___ Speech ___ / ___ / ___ Competitive Speech & Debate ___ Other _____

Other (6 credits minimum required)

___ / ___ / ___ / ___ _____
 ___ / ___ / ___ / ___ _____
 ___ / ___ / ___ / ___ _____

Other: _____

Other Requirements

___ Personal Financial Literacy
 ___ CPR/AED
 ___ State Mandated District Tests
 ___ Required State testing/ ACT Scores: Rdg ___ Math ___ Composite ___

Other NOTES

Eligible concurrent college courses may be substituted to meet HS course graduation requirements listed above. See the School Counselor for details.

HHS HONORS PROGRAM CHECKLIST

3 Credits Mathematics (Alg I and above during grades 9-12)

- Algebra 1 (if taken in 9th grade) Geometry Algebra 2
 Algebra 3 Calculus AP Calc
 Concurrent College Algebra Other Approved Math _____

3 Credits Science (Biology and above in Rigor)

- Biology* Chemistry* Physics
 Anatomy/Physiology AP Biology OSSM AP Physics
 Other Approved Science Course _____ (*=Required)

Plus the following Additional Requirements

- College Prep/Work Ready Curriculum/Diploma plan
 Unweighted GPA of 3.5 or higher based on first 7 semesters
 Complete two (2) of the coursework requirements from the following in addition to those above:
- One additional advanced science course
 - One additional advanced math course
 - A third year course in Foreign Language (excluding proficiency testing)
 - Any AP course
 - Two approved core college concurrent courses
(example: 1 Fall semester course + 1 Spring semester course)
- No grade lower than a C; no "NC" or "W" on transcript

VALEDICTORIAN and SALUTATORIAN Requirements:

CLASS of 2018-2020 - VAL- Eligible Honor program graduates earning 4.0 weighted GPA or higher **OR** top 5% weighted GPA using the first 7 semester grades (greater of two options).
SAL- Eligible Honor program graduates earning highest weighted GPA below Valedictorian.
Class of 2021 and Beyond - VAL- Honor program graduates earning 4.0 weighted GPA or higher **OR** student with top weighted GPA. No Salutatorian will be recognized.

Weighted Coursework:

AP coursework (5.0 scale) and approved concurrent college core classes (4.575 scale); Pre AP and designated Honors courses (4.5 scale) will earn additional weight for determination of Val/Sal. This weight does not affect standard unweighted GPA or student rank.

SIGNATURE PAGE

Student Name: _____ Grade: _____

ASBESTOS HAZARD EMERGENCY RESPONSE ACT"

Federal law requires that schools be inspected for asbestos and asbestos-containing materials, and that a management plan be written which tells the results of the inspection and what actions will be taken. The A.H.E.R.A. Asbestos Management Plan is available during working hours for viewing and is located in the Superintendent's office.

STATEMENT OF UNDERSTANDING THE HANDBOOK

I have read and understand the policies, procedures, and statements present in the Student Information Booklet 2017-2018, including the policy on giving medications.

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize officials of Hennessey Public School to release information in the record and files of the above listed student, upon request by prospective employers and/or other educational institutions.

STATEMENT OF UNDERSTANDING FOR PERSONAL SEARCH

All school property is subject to search and no one should assume a right to privacy when involving any school property.

STATEMENT OF UNDERSTANDING FOR STUDENT CATALOG INFORMATION

Guardians must notify the school in writing if they choose to withhold any directory information. Forms are available in the school office.

STATEMENT OF UNDERSTANDING FOR INTERNET PERMISSION

I have read and understand the code of conduct for the use of internet or any computer access.

ATTENDANCE POLICY

I have read and understand the district attendance policy and the consequences of not attending.

(Parent initial if granted)

AUTHORIZATION TO RELEASE PHOTO

I grant Hennessey Public Schools permission to use any photographic, video or audio image of myself in efforts by the school district to announce accomplishments of the students, to educate the public, to promote services, or in other ways deemed necessary.

Signature of Student

Date

Signature of Parent/Guardian (When applicable)

Student's age on Last Birthday

