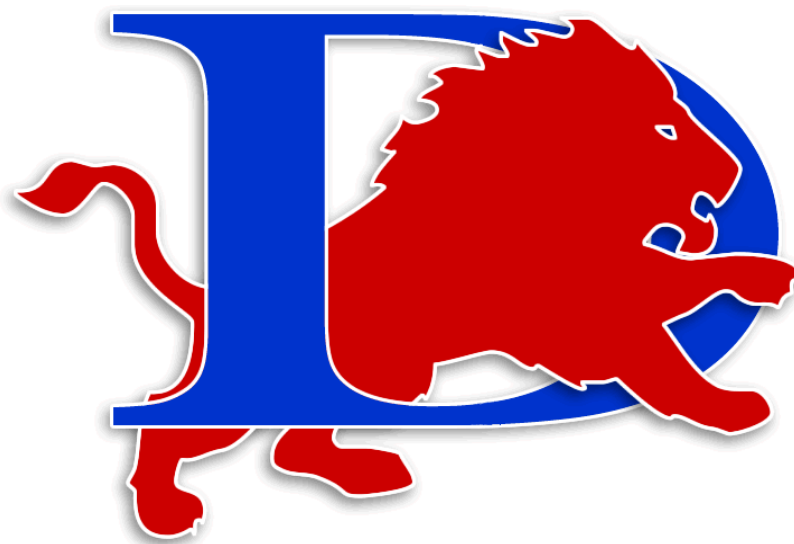


# DURANT HIGH SCHOOL

*Pride, Passion and Purpose*



## STUDENT HANDBOOK

**2014-2015**

**Durant High School does not discriminate on the basis of race, color, religion, natural origin, gender or age.**

**DURANT PUBLIC SCHOOLS MISSION STATEMENT**

The Mission of our learning community is to work together to assure that every child feels important and is empowered to be a happy, successful and responsible human being.

# **STUDENT HANDBOOK**

**2014-2015**

## **Durant High School**

**950 Gerlach Drive**

**Durant, OK 74701**

**(580) 924-4424**

### **DURANT HIGH SCHOOL MISSION STATEMENT**

Durant High School will provide a learning community that challenges ALL students to realize their greatest potential.

## Welcome

Dear DHS students and families:

Welcome to the 2014-2015 school year! We expect this year to be a great one for all of you. To achieve academic success, we must make sure our school is safe and orderly. Our expectation of each student is responsible, ethical behavior at school so all students can learn. This will help create an environment that nurtures learning and achievement. The DHS student policy handbook specifies Student Rights, Responsibilities and Character Development indicating what we expect from every student. This handbook may be used as a ready reference to the Durant Board of Education policies that directly affect students. We hope that its use will result in a clear understanding of what is acceptable, expected and required of our students. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building policies. Durant High School will not waive students' responsibilities simply because a state regulation, district or building policy is not included in this handbook.

The policies are written to comply with both federal and state statutes; therefore, policies may be added or amended during the school year. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the student's responsibility to know the rules that they must live by in this school. If you have any questions regarding the policies, please feel free to contact the office.

The staff wishes each student a successful school year. We encourage open communication between parents and teachers, and we ask parents to bring their concerns to the school's attention so they can be resolved at the lowest level. We also encourage each parent or guardian to become involved in your child's education, not only by reading this handbook but also by visiting Durant High School. Our doors are always open. Our goal as a district is to educate every child, every day for a better tomorrow – and that future begins today with the start of school. Thank you for choosing DHS and have a great school year!

Sincerely,

Cheryl Conditt  
Principal

**Durant High School**  
**2014-2015**  
*Student Rights, Responsibilities and Character Development Handbook*  
**CODE OF STUDENT CONDUCT**

**Student and Parent Acknowledgement and Pledge**

The *Code of Student Conduct* has been developed to help your child receive quality instruction in an orderly educational environment. The school needs your cooperation in this effort. Therefore, please (1) review and discuss the *Code of Student Conduct* with your child and (2) sign and return this sheet to your child's school. Should you have any questions when reviewing the *Code of Student Conduct*, please contact your child's school principal. You may access an electronic copy of the handbook on the DHS website: [www.durantisd.org](http://www.durantisd.org) . You may also access a paper copy at your child's school.

**NOTE: FAILURE TO RETURN THIS ACKNOWLEDGEMENT AND PLEDGE WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN FROM BEING RESPONSIBLE FOR KNOWING OR COMPLYING WITH THE RULES CONTAINED WITHIN THE *CODE OF STUDENT CONDUCT*.**

I have reviewed the *Code of Student Conduct*, and I understand the rights and responsibilities contained therein.

Parent: \_\_\_\_\_

To help keep my school safe, I pledge to show good character, work to the best of my ability and adhere to the guidelines established within the *Code of Student Conduct*.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

## Character Traits

Character education is the deliberate effort to help people understand, care about and act upon core ethical values. An intentional and comprehensive character education initiative provides a lens through which every aspect of school becomes an opportunity for character development.

Benefits:

- It promotes character development through the exploration of ethical issues across the curriculum.
- It develops a positive and moral climate by engaging the participation of students, teachers and staff, parents, and communities.
- It teaches students how to solve conflicts fairly, creating safer schools that are freer of intimidation, fear and violence, and are more conducive to learning.\*

The following character traits are essential for students to compete locally, nationally and internationally! These traits should be modeled and maintained by adults and students.

### **Respect, Responsibility and Caring**

*These are the cornerstones of good character!*

#### **Respect**

*Showing high regard for self, others and property.*

#### **Responsibility**

*Being accountable for individual behavior.*

#### **Honesty**

*Being truthful in word and action.*

#### **Caring**

*Showing concern for the well-being of others.*

#### **Justice and Fairness**

*Demonstrating impartial, unbiased and equitable treatment for all*

#### **Citizenship**

*Being an informed, responsible and caring participant in the community.*

#### **Courage**

*Doing the right thing in the face of difficulty and following the conscience instead of the crowd*

#### **Perseverance**

*Staying the course and not giving up; demonstrating commitment, pride and a positive attitude in completing tasks.*

#### **Hope**

*Believing in success.*

# Student Rights and Responsibilities

## *Safe and Orderly Educational Environment*

### **Student Rights**

To attend school in a positive educational environment

---

To have school staff that is willing to hear the needs and concerns of students

---

To feel safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination at school

### **Student Responsibilities**

To only engage in behaviors which support a positive educational environment

---

To express needs and concerns appropriately

---

To understand and follow school behavior expectations and to report instances of bullying and dangerous/unsafe situations to school administrators

## *Attendance*

### **Student Rights**

To be informed of school board policies and school rules about absences, recovery and tardiness

---

To arrange to make up classwork/tests for credit within five days of returning from an absence

### **Student Responsibilities**

To attend school and class daily and to be on time

---

To provide documentation of the reason for an absence.

To request make-up work for an absence and arrange to complete it within five days of returning to school

## *School Counseling Services*

### **Student Rights**

To be informed about school guidance services

---

To have access to school counselors

---

To request counseling when needed

### **Student Responsibilities**

To utilize guidance services for educational improvement

---

To request counseling or advisement when needed

---

To work cooperatively with school staff

## *Free Speech/Expression*

### **Student Rights**

To express views (in written or verbal form) without being obscene, disruptive, discriminatory or provocative

---

To choose to participate in patriotic observances such as the Pledge of Allegiance

---

To have religious beliefs respected

### **Student Responsibilities**

To respect the rights of others when they express their views

---

To behave respectfully during patriotic observances

---

To respect the religious beliefs of others and to to refrain from activities that hold religious beliefs up to ridicule

---

To follow the rules of responsible journalism under the guidance of an advisor and administrator, including refraining from publishing material that is inappropriate for the school environment

---

To refrain from bullying, intimidating and threatening conduct

To help develop and distribute publications as part of the educational process

To be protected from bullying, intimidation and threats

## *Privacy and Property Rights*

### **Student Rights**

To have personal possessions remain private unless school staff have reason to believe that a student is in possession of items prohibited by the *Code of Student Conduct*, other school policy or the law

---

To have personal property respected

### **Student Responsibilities**

To keep prohibited items away from school and school functions

---

To respect the personal property of others

# STUDENT HANDBOOK

## ASSEMBLIES

Students are required to sit with their current class during an assembly.

## ATHLETIC LETTERS

The following requirements must be met in order for an athlete to be awarded a letter in any sport:

- Athletes must conform to all eligibility requirements.
- Athletes must meet the specific lettering requirements for each sport.
- Athletes must complete the entire sports season for that sport.

## ATTENDANCE

Students are required to attend at least 90% of the days a class is held in order to receive credit and in order to be eligible to participate in extracurricular activities.

Regular attendance is of high importance. Parents/guardians **are asked to** make every effort to schedule medical and other appointments so as to not create an absence. Please note: DOCTOR/DENTIST APPOINTMENTS ARE ABSENCES AND COUNT TOWARD THE TOTAL NUMBER OF ABSENCES ALLOWED PER SEMESTER. Exceptions will be made for extenuating circumstances, such as hospital stays, death of immediate family members or court mandates. **If a student misses 15 or more minutes of a class period, the student will be counted absent.**

Parents should call the school attendance office (580) 916-7049, if a student is absent from school. If the parent does not call the office, the absence will be marked *unexcused*. The student will then be sent to the **dean of students** immediately upon returning to school. The **dean of students** will contact the parent to verify the reason for the absence.

Doctor's notes or other documentation must be presented immediately to the attendance office on the day the student returns to school. Students with excused absences will be allowed to makeup the course work missed.

The decision to excuse an absence is at the discretion of the school administrator.

This policy applies to all absences, whether for all or part of a school day. Classes missed for approved school activities are not considered absences and are not subject to the above rules.

Students may not leave the campus during the school day without checking out through the attendance office. The school must be able to contact a parent for approval prior to allowing a student to sign out of school.

Students who miss classes due to participation in approved school activities are responsible for making arrangements for make-up work. Work previously assigned for the day missed is due on the day of the student's return to school. Students will not be given additional time to make-up work or tests as a result of an activity absence.

Students are limited to ten absences per class each year for participation in school



activities. Students must make a choice as to which activities to select. **Students are not allowed to miss a class in which they are failing (when averaging their grade at the end of any week during the semester) to participate in a school activity.** Students may also not miss a class in which the total number of days present is less than 90% of the class days held up until that point. For example, if a class has been in session 15 days, the student must have attended at least 13 of those days and have no more than 2 absences, excused and unexcused absences combined.

## BELL SCHEDULE

### “A” LUNCH DAILY SCHEDULE

TUTORIAL 7:50 – 8:10  
1<sup>ST</sup> PERIOD 8:15 – 9:05  
2<sup>ND</sup> PERIOD 9:10 – 10:00  
3<sup>RD</sup> PERIOD 10:05 – 10:55  
A-LUNCH 11:00 – 11:30  
4<sup>TH</sup> PERIOD 11:35 – 12:25  
5<sup>TH</sup> PERIOD 12:30 – 1:20  
6<sup>TH</sup> PERIOD 1:25 – 2:15  
7<sup>TH</sup> PERIOD 2:20 – 3:10

### “B” LUNCH DAILY SCHEDULE

TUTORIAL 7:50 – 8:10  
1<sup>ST</sup> PERIOD 8:15 – 9:05  
2<sup>ND</sup> PERIOD 9:10 – 10:00  
3<sup>RD</sup> PERIOD 10:05 – 10:55  
4<sup>TH</sup> PERIOD 11:00 – 11:50  
B-LUNCH 11:55 – 12:25  
5<sup>TH</sup> PERIOD 12:30 – 1:20  
6<sup>TH</sup> PERIOD 1:25 – 2:15  
7<sup>TH</sup> PERIOD 2:20 – 3:10

### “C” LUNCH DAILY SCHEDULE

TUTORIAL 7:50 – 8:10  
1<sup>ST</sup> PERIOD 8:15 – 9:05  
2<sup>ND</sup> PERIOD 9:10 – 10:00  
3<sup>RD</sup> PERIOD 10:05 – 10:55  
4<sup>TH</sup> PERIOD 11:00 – 11:50  
5<sup>TH</sup> PERIOD 11:55 – 12:45  
“C” LUNCH 12:50 – 1:20  
6<sup>TH</sup> PERIOD 1:25 – 2:15  
7<sup>TH</sup> PERIOD 2:20 – 3:10

### ADVISORY SCHEDULE

TUTORIAL 7:50 – 8:10  
1<sup>ST</sup> PERIOD 8:15 – 8:55  
2<sup>ND</sup> PERIOD 9:00 – 9:40  
ADIVSORY 9:45 – 10:10  
3<sup>RD</sup> PERIOD 10:15 – 10:55

### PEP RALLY SCHEDULE

6<sup>TH</sup> PERIOD 1:25 – 2:00  
7<sup>TH</sup> PERIOD 2:05 – 2:40  
PEP RALLY 2:45 – 3:10

## CAMERAS

Cameras are not allowed on campus without permission of the principal's office. Students are not allowed to use the camera on their cell phone to take pictures or videos without permission of the principal's office. **Students who take pictures or videos without permission will be subject to disciplinary action.**

## CELL PHONES AND OTHER ELECTRONIC DEVICES

(DISD POLICY 6580 - WIRELESS TELECOMMUNICATION DEVICES - STUDENTS)

**The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects students to limit**

their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, laptops, recorders, etc.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

### Students

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. Campus Administrators may require teachers to provide a designated area within the classroom during class time to store cellular devices. No student will be permitted to access his/her personal wireless device during class time except with teacher permission due to an emergency. Students may use their personal wireless devices during breaks and lunch.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device to:

- \* Send or receive answers to test questions;
- \* Record conversations or events during the school day, on school property or at school activities;
- \* Threaten, harass, intimidate or bully;
- \* Take, possess, or distribute obscene or pornographic images or photos;
- \* Engage in lewd communications;
- \* Violate school policies, handbook provisions or regulations.

Warning: Possessing, taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images, photographs or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images, photographs or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Students should inform the Counseling Office immediately of any change in home address or telephone number.

## **CLOSED CAMPUS**

It is the policy of the Durant Board of Education that the schools will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the day.

Each student should plan to arrive at school before the first bell, allowing time to get **organized** for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. **Sitting in a vehicle is not permitted.**

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to change clothes unless extenuating circumstances exist.

Before permission can be granted for a student to leave at any time other than **during the lunch period**:

1. The principal's office must have received a note or a phone call from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in soon enough to be verified).
2. The principal or office personnel must talk personally with the parent/guardian.
3. The principal will then issue a slip, which verifies the student's right to leave campus.
4. The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

Before permission can be granted for a student to leave the campus during the lunch period:

1. Only the parent/guardian may pick up the student.
2. The parent/guardian must sign the student out through the principal's office before the student is allowed to leave.
3. The student must sign back in upon returning to campus.
4. Students are not permitted to drive from the campus at noon if planning to return for afternoon classes.

Any student who fails to abide by these policies will be considered truant and could be subject to discipline.

## **COLLEGE CLASSES**

Concurrent enrollment allows a junior or senior who is enrolled in an accredited high school and meets the college admission requirements as set by the State Department of Education to attend a college or university in the Oklahoma State System of Higher Education. All courses that are taken concurrently will be added to the student's transcript and the grades(s) will be calculated as part of the high school GPA. Any

student who drops a course **MUST** inform the counselor's office the day the course is dropped. Tuition and fees associated with concurrent courses are the responsibility of the student.

## **DANCES**

School dances must be sponsored by the Student Council and have the approval of the principal. Students may bring a date from another school by completing an out-of-school date form and securing the approval of the principal or assistant principal three days prior to the dance. Guests must be under 21 years of age.

## **DETENTION**

Detention may be assigned as a disciplinary action by classroom teachers and administrators. Detention is a study period where students must bring books, paper, pencil or an assignment in order to be admitted. No talking or any form of misbehavior or violation of school rules is allowed. Students will be dismissed and considered as a "no show" if talking or misbehavior occurs. Students are not allowed in detention late. Students who fail to arrive on time are considered "no shows." A student must receive permission to miss detention from the assigning person. Students who miss detention without permission will be considered "no shows." Students are responsible for notifying their parents that detention has been assigned.

- Afternoon detention is held from 3:15 p.m. to 4:05 p.m.
- Morning detention is held from 7:00 a.m. to 7:50 a.m.
- Failure to serve detention will result in further disciplinary action.
  - First "no show": Detention is doubled and student is reassigned. Parent/Guardian notification attempted.
  - Second "no show": Further disciplinary action will take place.

## **DIPLOMAS**

Diplomas will be issued at the end of each school year to all seniors who have fulfilled graduation requirements. Diplomas will not be mailed. Students may pick up diplomas in the counseling center the week following graduation.

## **DISCIPLINE CODE**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage.
3. Assault (whether physical or verbal) and/or battery

4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because of race, color, religion, ancestry, national

origin, disability, gender or sexual orientation, including but not limited to: (a). assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possession or distribution of obscene materials
30. Possession, without prior authorization, of a wireless telecommunication device
31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
32. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content
33. Possession of illegal and/or drug related paraphernalia
34. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
35. Profanity
36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
38. Theft
39. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts including
40. Truancy
41. Use or possession of tobacco in any form
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

- 43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
- 44. Vandalism
- 45. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
- 46. Vulgarity
- 47. Willful damage to school property
- 48. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

## **DISCIPLINE PLAN**

We believe that all of our students can behave appropriately in school. We will not allow any student to prevent a teacher from teaching or to keep other students from learning. In order to guarantee all our students an environment conducive to learning, the following Discipline Plan will be utilized.

### **RULES FOR A PRODUCTIVE AND POSITIVE ENVIRONMENT**

1. Students will follow directions.
2. Students will bring all necessary materials.
3. Students will stay in their seats and talk only with permission.
4. Students will be courteous and respectful to others, keeping their hands, feet, and other objects to themselves.
5. Students will move quietly, orderly and efficiently in the halls, restrooms and cafeteria.

### **Breaking of rules will result in the following consequences:**

1 <sup>st</sup> Infraction	-	Warning
2 <sup>nd</sup> Infraction	-	Parent conference
3 <sup>rd</sup> Infraction	-	1 hour detention
4 <sup>th</sup> Infraction	-	Referral to administrator
Severe Infraction	-	Immediate referral to administrator

## DRESS CODE

The dress code is designed for all students with emphasis on good grooming, cleanliness, safety, and proper dress. This code is an integral part of the student's educational process, which tends to enhance one's appearance and personal image in the school. The students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to students' safety or to the safety of others.

Compliance with the dress code is a responsibility of every student and parent. The code is to be enforced by every **certified** staff member.

- Students may not wear halter-tops, midriff shirts or blouses, tank tops, pajama type tops or bottoms, or other revealing clothing. Shirts and blouses must cover the abdomen. When a student raises his/her arms, the stomach or back cannot be exposed. Basketball jerseys may be worn over a T-shirt.
- All undergarments must be covered completely.
- Sleeveless shirts or blouses are permitted if they have fitted armholes. No tank tops or strapped tops allowed.
- Students must wear shoes. Shoes with cleats or rollers are not allowed inside the school building. House shoes are not acceptable footwear.
- Students may not wear clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar, repulsive, or obscene, or that advertises or promotes **violence**, dangerous weapons, tobacco, alcoholic beverages, low-point beer, illegal or illicit drugs, drug-related items, drug paraphernalia, or other items or activities that are illegal for the general population or for minors.
- **Hats, caps, scarves, bandanas and hoods may not be worn inside the school building except for medical reasons, or when deemed to be necessary equipment for a class.**
- Students wishing to change their hair color will be restricted to those colors, which are considered naturally occurring. Also, hairstyles that are substantially distracting are prohibited.
- Chains are not permitted as belts, decorative items, or attached to clothing.
- Students may wear earrings, except long or sharp earrings that create the possibility of injury in hallways or activities. All other visible body piercing jewelry is also prohibited. Flesh tunnels, gauges, plugs or any other devices that facilitate these instruments are prohibited.
- Shorts, skirts and dresses must be **KNEE LENGTH**. Biking shorts, leggings, **yoga pants** or tight fitting knitwear **must** be covered with a garment that is **knee** length.
- The waistband of shorts or pants must be worn at the waistline. Sagging is not permitted. **PANTS WITH HOLES LOCATED ABOVE THE KNEE ARE NOT PERMITTED.**
- Sunglasses may not be worn inside school facilities unless prescribed by a doctor for inside wear.



When a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodations shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

At the start of the school day, the faculty will enforce the dress code with a principal making the final decision. Any student with a **first time** violation of the dress code who cannot reach a parent to bring them appropriate clothing will have one of the following consequences: 1.To be provided alternate clothing. 2. Assigned to the alternative classroom- **Students will not be allowed to leave campus to change clothes for violating the dress code.**

**Second and subsequent violations of the dress code may result in detention or more severe consequences.**

## **DRUG TESTING**

In order to protect the health and safety of students participating in extracurricular activities and who drive to school and to educate and direct these students away from drug and alcohol use and abuse, the district has adopted a policy for testing for the use of illegal drugs, alcohol and performance enhancing drugs. All students who participate in any extracurricular activity and/or drive to school will be subject to random drug testing conducted by the school district. Students and parents may view the complete Policy on Student Alcohol and Drug Testing for Extracurricular Activities and Parking on School Property (policy #6670) on our school website under Board Policies.

## **DRUGS AND ALCOHOL**

- 1) Illegal and Illicit Drugs and Alcohol
  - a) Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
  - b) Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
  - c) "Illicit drugs" include steroids, prescription, and over-the-counter medications being used for an abusive purpose, i.e. when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances. result
  - d) Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.

- e) Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

**2) Necessary Medications**

- a) All students who have a legitimate health need for over the counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization form, in compliance with Oklahoma law an school policy and procedures regarding administering medicine to students.
- b) Violations of this rule will be reported to the student's parents by the principal, and may result in discipline, which can include out of school suspension.

**3) Distribution of Information**

Information for student and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal or counselor at each student's school.

**ELIGIBILITY**

Durant High School is a member of the Oklahoma Secondary Schools Activities Association. All concerned in an activity program will strictly adhere to rules and regulations of this association.

A student must have received a passing grade in at least five courses during the previous semester in order to be eligible to participate in activities. If a student does not meet the minimum standard, he or she will not be eligible to participate during the first six weeks of the following semester. The student may regain eligibility by achieving passing grades in all subjects at the end of the first six weeks of school. One credit earned during summer sessions may be used to meet the end of semester requirements.

After the first three weeks of school, a student must maintain passing grades in all classes on a week-to-week basis. If a student is not passing all subjects when the grade checks are made each Friday, the student is ineligible for the following week. The ineligibility periods will begin on Monday and end on Sunday. The student remains ineligible for the entire week, even if the grades are all raised to passing during the ineligible period.

Students must also be in attendance at least 90% of the class days held up until the day of the school activity. Students who have been absent for more than 10% of the classes held are ineligible.

**ENROLLMENT**

All students must be enrolled in seven classes per day. These classes may include classes that are concurrent classes with Southeastern Oklahoma State University and Kiamichi Technology Center and those cooperative education classes at the high school that provide opportunities for students to maintain a job in the community. No schedule changes will be made once a semester begins unless the change is necessary to secure required graduation credits or college classes, or is deemed

necessary by the principal. A parent or teacher conference will be required for any schedule change.

A student enrolling in school in Oklahoma must present acceptable evidence of immunization or valid exemption and valid school records from the previous school attended. If immunization records are unavailable, the parent or guardian will be referred to the family doctor or local health department for assistance in obtaining or creating records.

In order for students to participate in OSSAA sanctioned activities, a new student form must be on file.

### **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)**

It is the duty of the Durant School District to annually notify parents of rights guaranteed them under the Family Educational Rights and Privacy Act. FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of student rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of students rights.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. However, records may be disclosed to school officials with legitimate educational interests in the information contained in the records. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or

therapist, or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Durant Public School District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

The district will arrange to provide translations of this notice to non-English speaking parents in their native language. The above rights are effective under Child Find procedures. The Durant Independent School District is a Medicaid provider.

## **FOOD AND DRINK**

ALL food and drink must be consumed in the cafeteria/commons area. ***No outside beverage containers are allowed inside the school building.***

## **GRADE CLASSIFICATION**

At the beginning of each academic year, students will be classified in grade levels based on the number of credits previously earned:

<b>Number of credits</b>	<b>Grade classification</b>
0 – 5.5	Grade 9 – Freshman
6 – 11.5	Grade 10 – Sophomore
12 – 16.5	Grade 11 – Junior
17+	Grade 12 – Senior

## **GRADUATION CEREMONIES**

Seniors who have completed all of the graduation requirements will be allowed to participate in the graduation ceremony at the end of the year. A student who lacks only one credit toward the requirements may also participate in the ceremony, although the actual diploma will be awarded only when all requirements are met. Honor graduates will present individual roles in the graduation program.

Students have no constitutional right to attend the graduation ceremony. A student may be suspended for disciplinary reasons and denied the privilege of attending the ceremony for any infraction for which suspension is allowed under the district's disciplinary policies.

## **GRIEVANCE PROCEDURES**

The School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discriminations Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent. Contact the Compliance Officers listed in the appropriate sections of this handbook for further information about the Grievance Procedures.

## **HALL REGULATIONS**

- Students are permitted in the hallways during class time only with a hallway pass.
- Running in the halls is prohibited any time.
- Prior to the 7:50 a.m. bell, students must remain in the commons.
- At lunch, students may eat or drink in the commons. Students may not go into the gym.
- Food and drink are prohibited in the classroom areas of the building.

## **HARASSMENT**

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

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability, including:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student;
- Unwelcome physical contact;
- Electronic communication/texting sexting

### **Reporting harassment**

Any student to whom harassment is directed should immediately report the incident to the superintendent, school principal, counselor or teacher, board member or one of the Compliance Officers listed below. All allegations of harassment will be investigated.

## **Non-Retaliation**

It is the School District's position that any person filing a grievance or complaining of harassment or participating in any way in an investigation of a harassment claim shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. The School District will discipline or take appropriate action against any student, employee, agent, or representative of the School District who is determined to have engaged in such retaliatory behavior.

## **DISABILITY HARASSMENT**

The Durant Public Schools prohibits disability harassment under Section 504 and Title II of the Americans with Disabilities Act. Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's program. Harassing conduct may include verbal acts and name calling, nonverbal behavior such as graphic and written statements or conduct that is physically threatening, harmful or humiliating. The following are examples of disability harassment:

1. Several students continually remark out loud to other students during class that a student with dyslexia is retarded or deaf and dumb and does not belong in the class; as a result, the harassed student has difficulty doing work in class and her grades decline.
2. A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.
3. A teacher subjects a student to inappropriate physical restraint because of conduct related to his disability, with the result that the student tries to avoid school through increased absences.
4. A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies and extracurricular activities as punishment to taking time off from school for required services related to the student's disability.
5. A professor repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that she has great difficulty performing in class and learning.
6. A student continually taunting or belittling a student with mental retardation by mocking and intimidating him so he does not participate in class.

## **For Further Information**

Contact the School District's Section 504 Coordinator or its ADA Compliance Officer (Assistant Superintendent Duane Merideth, Durant Public Schools Administration building, 580-924-1276) for further information concerning disability harassment or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

## **SEXUAL HARASSMENT**

All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student or employee of the school district. Sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communications of a sexual nature when:

- a) A school employee, teacher, coach, administrator, board member or representative of the School District causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
- b) The unwelcome sexual conduct by any person is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.
- c) Examples of conduct which may constitute sexual harassment include but are not limited to:
  - Sexual Advances
  - Touching, patting, grabbing, or pinching another person's private part, whether that person is of the same sex or the opposite sex.
  - Coercing, forcing or attempting to coerce or force the touching of anyone's private parts.
  - Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another.
  - Graffiti, notes or drawings of a sexual nature.
  - Sexual gestures
  - Sexual or dirty jokes.
  - Touching one's self sexually or talking about one's sexual activity in front of others.
  - Commenting on or spreading rumors about or rating other students as to sexual activity or performance of physical attributes.
  - Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact.
  - Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

### **Reporting of Sexual Harassment**

Any student who is or has been subjected to sexual harassment or knows of any

student who is or has been subjected to sexual harassment is encouraged to report all such incidents to his or her principal, assistant principal, counselor or teacher, board member, superintendent or the Compliance Officer listed under “Title IX” of this handbook. If a report of sexual harassment needs to be made after normal school hours then the person allegedly being harassed may contact the superintendent, principal, assistant principal or any board member at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above named persons.

All reports of sexual harassment should state the name of the student or employee involved, the nature, context, and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to do a full report and investigation of the matter.

### **Disciplinary Action for Sexually Harassing Conduct**

Any student engaging in sexual harassment is subject to any and all disciplinary action, which may be imposed under the School District’s Student Behavior Policy.

### **For Further Information**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Contact the School District’s Title IX coordinator (see section “Title IX” of this handbook) for further information concerning Title IX or to initiate a complaint under the School District’s Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

## **HAZING**

Student clubs, organizations, or classes may not engage in any “initiation” rituals. Hazing is a violation of Oklahoma law and will result in disciplinary action against student participants. Student participants will be referred to local law enforcement authorities for prosecution.

Any hazing activity, upon which the initiation, admission into, or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

## **HONOR GRADUATES**

The top 10% of graduating seniors will be designated as Honor Graduates. Honor Graduates will present individual roles in the graduation program.

Ties in grade point averages may increase the number of honor students under this process.

A senior student must have been enrolled in DHS for two consecutive semesters prior to selection in order to be designated an Honor Student.



Grade point averages will be figured on a 4 point scale and class ranking will be determined by the cumulative percentile average of all classes.

## **HONOR ROLLS**

The Principal's Honor Roll consists of all students who have made no lower than a 3.0 grade average for the previous semester.

The Superintendent's Honor Roll consists of all students who have made no lower than a 4.0 grade average for the previous semester.

## **HONOR SOCIETIES**

### ***NATIONAL ATHLETIC HONOR SOCIETY***

Membership in the National Athletic Honor Society is limited to Seniors and is based on the same requirements as the National Honor society, in addition to lettering in at least one sport during the Senior year.

### ***NATIONAL HONOR SOCIETY***

Membership in the National Honor Society is limited to seniors and is based on the following requirements: Senior students who have a minimum grade point average of 3.750.

### ***OKLAHOMA HONOR SOCIETY***

Membership in the Oklahoma Honor Society is based on the following academic requirements: The top 10% of each DHS class (grade), ranked by their grade point average and following the guidelines outlined in *State and National Honor Societies*. Freshman averages are computed from the first semester grades. Sophomore, Junior, and Senior averages are computed from the second semester of the previous year and the first semester of the current year.

In order to be considered for the Oklahoma Honor Society in all grade levels and for the National Honor Society in the 12th grade, at least half of the required schedule of the student must be for core level subjects in English, Math, Science, and Social Studies.

## **INDEPENDENT STUDY**

Students may make up credits for courses they have failed through **approved independent study** with the permission of the principal. Students may earn only one unit by **independent study** each year for two years. Students are responsible for the cost. Students should see a counselor to enroll in **an independent study** course.

## **INDIAN EDUCATION PROGRAM**

The Durant Public School District I072 receives funds for educational and cultural programming for Native American students. Current census information indicates approximately 1250 active American Indian students in early childhood through grade 12 enrolled in Title VII and Johnson O'Malley programs. Eligibility for Indian Education services requires the parent to sign an "Indian Student Certification Form"

for each child, which may be obtained from the school or through the Indian Education Department located at 1313 Waco Street.

There is no blood quantum requirement for two Indian Education programs; however, a copy of the student's CDIB is a prerequisite for Johnson O'Malley services. Indian Education provides school supplies, tutoring services for all grades, and an incentive program that offers rewards for those students meeting the requirements for achievement for grades and or attendance.

During the school year, parents may receive a form on which should be indicated whether or not your child is of Native American heritage. This completed form should be returned to the student's teacher or to the Indian Education office. Parents of children who are eligible and who do not receive this form are requested to contact the Indian Education office at 924-1330. Anyone having questions concerning the Indian Education programs are urged to call or visit the Indian Education office.

## **INTERNET USE POLICY**

The Durant Board of Education believes that the use of the Internet and other local and/or wide networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student, employee, and patron accounts and E-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school.

Since the Internet constitutes an unregulated collection of educational resources that change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear or present danger; or will cause the commission of unlawful acts or the violation of lawful school regulation. Users will not solicit or receive any information or service that could result in unauthorized expense to the district.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that others may access any message or information posted on the Internet for whom it is not intended. E-mail and downloaded material will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for uses that violate copyright laws.

Staff, students, and the community must agree to attend an orientation that will address the issues of appropriate use of the school network, Internet, copyright laws, Internet etiquette, and fees (if any) incurred during the use of these services. All

persons wishing to use the services provided by the school district must sign an Internet/Computer Network use agreement.

Violation of the Internet/Computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint of inappropriate use of the networks, user privileges will be suspended.

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability or any information found on the Internet.

## **INSURANCE**

At the beginning of the school year, accident insurance will be made available to the student body. All students who participate in interscholastic sports will be required to be covered by school insurance or have insurance coverage through the home. Students who participate where inter-school transportation is involved are encouraged to have some form of insurance. The school does not carry insurance on personnel or students.

## **KIAMICHI TECHNOLOGY CENTER**

Durant Public Schools provides a bus to and from the technology center. Students may ride the bus at no charge. Students who elect to ride the bus must ride to and from the technology center. Students may drive to the technology center in their own vehicle with written permission of parents and the Durant Career Tech Director. **STUDENTS ARE NOT TO RIDE WITH ANOTHER STUDENT IN A PRIVATE VEHICLE.**

## **LEAVING CAMPUS DURING THE SCHOOL DAY**

Any student who has permission to leave school during the day for any reason must sign out through the attendance office. Failure to do so may result in disciplinary action. Students must have the permission of a parent and a principal in order to sign out.

A student who must leave during a class for an appointment should present official verification to the teacher. This verification must be obtained from the assistant principal prior to the class from which the student must be excused. Parents must still verify any reason for a student absence. **If a student leaves the school and does not sign out through the attendance office, the absence will be unexcused, and the student will be considered truant.**

## **LIBRARY**

The Library is open from 7:50 a.m. to 3:25 p.m. each school day for research and reading. Library rules must be observed at all times.

## **LUNCH**

Meal tickets may be purchased from the cafeteria by the day or by the week. **Meal costs are \$1.60 for breakfast and \$2.60 for lunch.** No charges **are** allowed.

Students receive an application for free or reduced lunches upon enrollment. The application should be completed and returned to the office or to the cafeteria. When paying by cash, it must be exact change. No change will be given out. The change will be deposited into the student's account.

## **MAKE-UP WORK**

Students will be allowed to make up work and tests as a result of excused absences. One make-up day will be allowed for each day missed. Students are responsible for notifying teachers and making arrangements for making up work before leaving for school activities. Students are not allowed additional days to make-up work missed as a result of a planned student activity.

## **MEDICATION**

If a student must take prescribed medications during school hours, the medication must be brought to the nurse's office, and the parent or guardian must complete an administration form. No medication prescribed by a physician will be administered without a completed consent form. Students may self-administer medication only as permitted by school policy. See the principal or school nurse for further information.

The medication must be in the original prescription container and all proper times and dosages should be clearly marked. Medications and the consent form for administration will be kept on file in the nurse's office. All medications administered will be documented and kept in the student's health file.

This policy pertains to temporary or regular medications. The student will be responsible to report to the nurse's office at the proper time.

## **NEXCHECK, LLC**

Your Check is Welcome. Your check is welcome at all schools in the Durant Public School System. The Durant Public School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Durant Public School System has contracted with Nexcheck, LLC, for collection of returned checks.

Each person writing a check to a school or the School System should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School System, the person writing the check agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$30, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. All payments

need to be made directly through Nexcheck P.O. Box 19688 Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone using a credit card, debit card or electronic check.

## **PARKING REGULATIONS**

Students may park only in the designated student parking lot. Parking will be on a first-come basis. Visitors to the school will use the faculty/visitor parking lot located on the south side of the building.

Students are not allowed to remain in vehicles after entering the parking lot, and may not go to vehicles during the day without permission of a principal. Students who must leave campus during the school day must sign out in the attendance office and will be required to show a special pass to the parking lot attendant.

The speed limit around the school area is 10 miles per hour. Please do not use your car in any way that would jeopardize the safety or life of any person. Parking violations may result in disciplinary action. Improperly parked vehicles may be towed at the owner's expense.

## **REASONABLE AFFECTION**

At Durant High School, affection will be limited to holding hands while on school property or at school functions. Inappropriate expressions of affection will be subject to disciplinary action.

## **SAFE SCHOOLS HEALTHY STUDENTS**

Students often know each other better than the teachers or counselors. While you may want to maintain your friend's confidence, there are a few situations where you may play a key role in protecting your friend. There may be a time when you are required to disclose what your friend has told you. The following guidelines will assist you.

If your friend has disclosed to you any of the following situations, you may talk with a teacher, a school counselor, or Safe School Social Worker to seek assistance. Your friend:

1. Has threatened or has a plan to hurt himself/herself.
2. Has a plan to hurt someone else.
3. Has or is abusing illegal substances.
4. Is sick and needs medical attention.

Because Oklahoma law has designated responsibility for child protective services to the Oklahoma Department of Human Services, some reports may need to go directly to DHS (Bryan County number is 924-1866) or to the DHS Hot Line 1-800-522-3511. If you know that a friend is being abused physically or sexually or is being severely neglected, you may seek assistance from your teacher, your principal, your counselor, or a Safe Schools Social Worker to help you report this to the proper place.

Oklahoma Law says anyone who thinks that a child has been abused or neglected by

the person responsible for the child must report this to OKDHS. The name of the person making a report of child abuse or neglect is confidential. Reports of abuse or neglect can be made anonymously.

Failure to report suspected abuse is a crime legally and morally. No person, regardless of relationship with the child or family is exempt from reporting suspected abuse. A person reporting in good faith is immune from both civil and criminal prosecution.

You are legally responsible for making sure that the report is made. The legal responsibility is not satisfied by merely reporting suspected abuse. The report must be made to Department of Human Services. You do not have to prove the abuse before reporting. If you make a report and then find out a new allegation, you are required to make a new report.

## **SCHOOL DAY**

The school day for students begins at 8:10 a.m. Students should arrive at school between 8:05 a.m. and 8:10 a.m. Teachers are on duty beginning at 7:50 a.m. Upon arrival, students are to report directly to the cafeteria or the gymnasium.

Students are dismissed at 3:10 p.m., unless students are involved in an organized school activity, they should be out of the halls by 3:20 p.m. and off school grounds by 3:30 p.m. Parents should make all necessary arrangements to ensure that their children will not need to remain in the school area after 3:30 p.m.

## **SCHOOL BULLYING ACT (70 OKLA. STAT. 24-100.2)**

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school district's education mission of the student or other students.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying which defines and explains this conduct and the School District's response to the legislative mandate.

## **SEARCHES OF STUDENTS (Board Policy 6550)**

The superintendent, principal, teacher, and security personnel have the authority to search a student and a student's property when there is reasonable suspicion for such searches. Suspected possession of a wireless communication device is not grounds for a student search.

## **STUDENT IDENTIFICATION CARDS**

The Board of Education recognizes the safety of students and staff is of paramount importance. With that in mind, the school district has implemented the use of student identification cards at Durant High School. Each student must carry the identification card on his/her person while at school. Students will use the identification cards in the cafeteria for breakfast and lunches, in the library for library privileges, to check out textbooks, to be admitted to extracurricular student activities, and to receive student discount at all gated events, including school dances.

The school district will issue an identification card to each high school student at the beginning of the school year, without charge. If a student loses his/her card, the school district will charge a five dollar fee for replacement.

## **STUDENT INFORMATION**

The school may release certain “student information”, including student’s name, date and place of birth, participation in officially recognized activities and sports, awards received and other similar information without parental consent to newspapers, magazines, radio and television, colleges, civic organizations or similar groups or publish such information in its own publications, programs, yearbooks. Student information/picture may be displayed on school web site, cable, video production or by other means unless the parent notifies the school by the third Monday of September of each school year that he/she does not waive any or certain designated student information released to such parties without their express prior written consent. According to state law “student information” will be provided to the military. However, parents may request student’s information to be withheld. The Withhold Information Form may be obtained in the Counseling Center.

## **STUDENT ORGANIZATIONS**

As of the date of publication of this handbook, the following are school-sponsored organizations.

- Academic Team
- Business Professionals of America (BPA)
- DECA
- Family, Career, and Community Leaders of America (FCCLA)
- FFA
- Future Educators Association (FEA)
- Health Occupation Students of America (HOSA)
- Key Club
- Student Council

And the following is an independent student-organized group:

- Fellowship of Christian Athletes (FCA)

## **SUSPENSION**

Behavior or Conduct that May Result in Suspension:

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

1. violation of a school regulation, policy or provision of the discipline code;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Okla. Stat. tit. 57, § 571. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;6470 Page 6 of 15
4. possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.
6. In the event of a suspension for any of the reasons listed above, an education plan as discussed in Out-of-School Suspension Requirements below, shall be applicable for acts which fall within paragraphs 1. through 4. above. However, no education plan shall be necessary for acts that fall within paragraph 5., above.

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

## **STUDENT COUNCIL**

Election of Student Council officers will take place during the spring, and will be conducted according to the Student Council By-Laws. These offices include



president, vice president, reporter, secretary-treasurer and chaplain. The new slate of officers will assume their duties immediately after being duly elected.

Election of class officers and Student Council representatives will take place during the spring, after the Student Council officer election, and will be conducted according to the Student Council by-laws. These offices include president, vice-president, secretary-treasurer, reporter, and class representatives. Officers and representatives will assume their duties immediately after being elected.

## **TARDIES**

A student is considered late if he or she is not inside the room when the bell to begin class rings. There are no excused or unexcused tardies.

If a teacher detains a student, the next teacher will not count the student late if the student presents a note from the teacher who detained them with the time and the reason for detaining the student.

Students may be late to an individual class two times per semester without penalty. For the third, fourth, and fifth offenses, teacher will assign the student to detention. On the sixth and subsequent offense, the student will be assigned additional consequences.

Detention assigned for tardiness to class will follow the steps below:

- Tardies are cumulatively counted each semester for each student.
- Students may be late to class two times per semester without penalty.
- For the third, fourth and fifth offenses, teachers will assign the student to afternoon detention.
- On the sixth and subsequent offense, the teacher will refer the student to an assistant principal who may assign additional detention or alternative classroom.

## **TELEPHONE USE**

Students are permitted to use the telephone in the office only in emergency situations. Students must request permission to use the phone.

Messages will be delivered to students **only** in case of an emergency.

## **TITLE IX**

No person shall, on the basis of sex, be excluded from participation in, be denied employment in or benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Contact the Title IX Compliance Officer for further information: Duane Merideth

## **24/7 TOBACCO USE POLICY**

The Durant Independent School District Board of Education is committed to providing a healthy and productive environment for all persons using the school's facilities. The Board of Education also recognizes that tobacco use has been shown to be linked to

illnesses and disability and that federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on all school property, by all persons (students, faculty, staff, and members of the public), at all times, including athletic events. This is in effect 24 hours per day, seven days per week.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by the school. This includes playgrounds, athletic facilities, maintenance buildings, campus grounds, parking lots, and all school vehicles.
2. "Tobacco" is defined as cigarettes, **including electronic cigarettes**, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for smoking, and electric cigarettes or any other simulated tobacco devices.
3. "Use" is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy.
4. "Staff" includes but is not limited to full-time, part-time, and contract employees

## **TRANSPORTATION HOME DUE TO ILLNESS**

"Before a student who has become ill or injured is sent home, the nurse's office will notify the student's parent or guardian to arrange for transportation. In case of an injury which needs medical attention, an attempt will be made to contact the parent for advice. If a parent cannot be contacted, the student will be taken to a doctor or to the hospital. **The school does not assume responsibility for payment of these bills.**"

## **VISION ACADEMY**

The Vision Academy is designed for students who have fallen behind in accumulating credits towards graduation and who are at-risk for dropping out of school. Students may apply for admission to the Academy. Once accepted, a student may not return to Durant High School for the remainder of the school year. Students may return to Durant High School the following year by successfully completing enough credits to be on schedule to graduate with their original class (see *Grade Classification*).

## **VISITORS**

All visitors must report to the main high school office. The campus is off limits to anyone without proper authorization from the principal or his designee. Unauthorized visitors to the school will be asked to leave immediately. Students may not bring visitors with them to school. Exceptions maybe made by the principal or his designee.

## **NOTICE OF NONDISCRIMINATION**

Durant Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, disability, genetic information, veteran status, marital status, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's non-discrimination policies:

Duane Merideth  
Director of Compliance  
Durant School District  
P.O. Box 1160  
Durant, OK 74702-1160  
(580) 924-1276

---

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND  
RESOLVING ALLEGED DISCRIMINATION COMPLAINTS  
(STUDENTS AND EMPLOYEES)**

4120

**I. Definitions**

The District takes all allegations of discrimination seriously and will take all reasonable steps to remedy the effects of, and prevent the reoccurrence of, discrimination of which it has notice. Accordingly, the District adopts the following procedure regarding all complaints of discrimination.

A. **Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, religion, gender (including sexual harassment), age, genetic information, veteran status, marital status, or disability.

B. **Grievant:** Any person enrolled in or employed by the District who submits a complaint alleging discrimination based on gender (including sexual harassment), race, color, national origin, religion, age, genetic information, veteran status, marital status, or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent's complaint or grievance shall be handled in the same manner as a student's complaint would be.

C. **Title IX, ADA, Title VII and 504 Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator for the District is: DUANE MERIDETH, Director of Compliance, P.O. Box 1160, Durant, OK 74702-1160 (580-924-1276).

D. **Respondent:** The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

E. **Day:** Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

**II. Pre-Filing Procedures**

A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Coordinator, and reasonable effort should be made to resolve the problem or complaint.

### III. Filing and Processing Discrimination Complaints

A. Grievant: Submits written complaint to the Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. If the Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within 10 days of alleged violation. Complaint forms are available from the office of the superintendent and the Coordinator.

B. Coordinator: Conducts an adequate, reliable and impartial investigation, within 10 days, to the extent reasonably possible, which would include but not be limited to, interviewing the complainant, any witnesses of all the parties, review of any supporting documents of all the parties, and interviewing the respondent; and asks respondent to:

- i) Confirm or deny facts;
- ii) Indicate acceptance or rejection of student or employee's requested action; or
- iii) Outline alternatives.

C. Respondent: Submits written answer within 10 days to the Coordinator.

D. Coordinator: Within 5 days after receiving respondent's answer, Coordinator schedules a hearing.

E. Grievant, Respondent and Coordinator: Hearing is conducted. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

F. Coordinator: Issues, within 5 days after the hearing, a written decision to the Grievant and Respondent.

G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the Coordinator within 5 days and request, in writing, a hearing with the superintendent or his/her designee. This step is applicable only to situations in which the Coordinator, and not the superintendent or his/her designee, conducted the initial hearing.

H. Superintendent or Designee: Schedules, within 10 days of request, a hearing with the Grievant and Respondent.

I. Superintendent or Designee, Grievant and Respondent: Hearing is conducted.

J. Superintendent or Designee: Issues a written decision within 5 days following the hearing to Grievant and Respondent.

K. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the superintendent, in writing, within 5 days and request a hearing with the Board of Education.

L. Superintendent: Notifies Board of Education, in writing, within 5 days after receiving request. Superintendent schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.

M. Board, Grievant, Respondent, Superintendent and Coordinator: Hearing is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

#### IV. General Provisions

A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.

B. Access to Regulations: Upon request, the District shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender, age, genetic information, veteran status, marital status, or disability.

C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.

F. Basis of Decision: At each step in the grievance procedure, the decision-maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the Section 504 Coordinator.

GRIEVANCE COMPLAINT FORM

1. Print Name and Address of Charging Party (Grievant):

---

---

2. Date:

---

3. Phone numbers where Grievant may be reached: Home:

Office: Other:

---

---

4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

---

---

---

---

---

5. Please identify any witnesses and/or documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance.

---

---

---

6. Please identify what action or relief you are seeking as a result of this grievance.

---

---

---

---

---

---

\_\_\_\_\_  
Signature of Grievant

**IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM, PLEASE CONTACT THE DISTRICT'S ADA COORDINATOR, MR. DUANE MERIDETH, AT 580-924-1276 FOR ASSISTANCE OR ACCOMMODATION.**

# **DURANT INDEPENDENT SCHOOLS**

## **2014-2015 SCHOOL CALENDAR**

August 4, 2014	Teacher Professional Development
August 5	Teacher Professional Development
August 6	Teacher Classroom Workday
August 7	First Day of Classes
August 29	Teacher Professional Development (no school for students)
September 1	Labor Day Holiday
September 23	Progress Reports
September 29	Teacher Professional Development (no school for students)
October 14	Parent-Teacher Conferences (3:30 - 9:30 p.m.)
October 15-17	Fall Break
October 27	Teacher Professional Development (no school for students)
November 11	Progress Reports
November 24-28	Thanksgiving Holiday
December 22	Christmas Holiday Begins
January 5, 2015	Teacher Work Day (a.m. only)
January 6	First Day of Second Semester
January 9	Report Card Distribution
January 19	Teacher Professional Development (no school for students)
February 12	Parent Teacher Conferences 3:30 – 9:30p.m. DHS, DMS, DIS
February 13	No School
February 16	Teacher Professional Development (no school for students)
February 17	Progress Reports
March 6	OEA Day (no school for students)
March 16-20	Spring Break
April 14	Progress Reports
April 16	Parent Teacher Conferences 3:30 – 9:30 p.m. Elementary only
April 17	No School
May 15	Last Day of School, Report Card Distribution
May 18	Professional Development for Teachers/DEA Day
May 19	Teacher Work Day (a.m. only)



**PARENTS**  
**WHO HOST**  
**LOSE**  
**THE MOST**™



Don't be  
a party to  
teenage  
drinking.

It's against  
the law.

**The Future Is Now!**