

Prague High School Prague Middle School

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Prague, OK 74864

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www.prague.k12.ok.us

Student Handbook 2021-2022

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M.S. COUNSELOR

This agenda belongs to:

Name

Address

Phone

Student Signature _____

Parent Signature



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INTRODUCTION

WELCOME!

Welcome to Prague Public Schools, home of the Red Devils and academic excellence. Our mission is to educate students to be successful in our changing world. You will find educational opportunities to prepare you for post-secondary education and/or the job market.

New students will find that Prague Public Schools has a wide offering of courses and extra-curricular activities to meet their individual needs and interests. Get involved!!

The faculty of Prague Public Schools will do everything reasonably possible to assist you in obtaining a good education. Education is not a one-way street. It requires effort on your part to take advantage of the opportunities available to you.

You are the beneficiaries of Prague traditions that span several generations, and a school from which you can be proud to graduate. The success of this school will be insured by the contributions each person makes. It is important that you be a "Team Player."

This handbook has been prepared to help you get acquainted with the Prague tradition. We hope you will become familiar with the facilities, rules and schedules, and get involved with teams and organizations that will assist you in maximizing your talents and skills.

Jennifer Smith, High School Principal
Benny Burnett, Middle School Principal

PHILOSOPHY OF PRAGUE PUBLIC SCHOOLS

Prague Public Schools has the responsibility of meeting the educational needs of all students, providing equitable educational opportunities, and fostering life-long learning as they prepare to participate in a democratic society as productive citizens. Regardless of his/her inherent ability, social-economic background, or race, every child shall be given opportunities to develop to his/her fullest potential. The educational programs shall address the academic, personal/social, and career/vocational development of students as they prepare for their future.

Prague Public Schools seeks to provide academic opportunities inclusive to all disciplines. Utilizing all areas of communication media enables each student to take his/her place in a democratic technology society.

Prague Public Schools seeks to provide equal opportunities for each student to discover, explore, and interact on a personal and social basis through participation in extracurricular activities, student organizations, and community involvement.

Prague Public Schools shall provide opportunities for each student to participate in a variety of career and vocational education programs in order to allow every individual to make an informed and responsible career choice.

NOTICE OF NON-DISCRIMINATION

The Prague Board of Education is committed to a policy of non-discrimination in relation to race, religion, sex, age, national origin, color, veteran status and disability. This policy will prevail in all matters concerning staff, students, events, the public, employment, educational programs and services and individuals, companies, and firms with whom the Board of Education does business.

The Board of Education appoints the superintendent of schools to be the Section 504 Coordinator and the Title IX Coordinator who may be contacted at Prague Public Schools, NBU 3504, Prague, OK 74864, telephone number (405) 567-4455.

EDUCATIONAL NOTICES

MISSION STATEMENT AND LEARNER OUTCOMES

At Prague Public Schools, our mission is to “Educate for success in a Changing World.”

Prague students will demonstrate that they are:

1. **COOPERATIVE/COLLABORATIVE WORKERS WHO:**
 - a. Exhibit consideration and respect for themselves, the job and others
 - b. Accept group decisions
 - c. Find and solve problems collectively
 - d. Contribute time, energy, and personal thoughts to the group effort
2. **QUALITY PRODUCERS WHO:**
 - a. Portray dedication and pride in their accomplishments
 - b. Know personal potential and limits
 - c. Apply the best possible resources, technologies and organizational strategies
 - d. Maintain high standards of performance and production
3. **EFFECTIVE COMMUNICATORS WHO:**
 - a. Convey their thoughts, competencies, and feelings to others through a variety of methods such as writing, speaking, etc.

- b. Receive and react appropriately to the expressed thoughts, competencies, and feelings of others.

4. **RESPONSIBLE/PRODUCTIVE CITIZENS WHO:**

- a. Demonstrate integrity
- b. Develop an appreciation of our government, civic responsibility and willingness to work in the community
- c. Handle money effectively
- d. Exhibit leadership qualities

5. **CRITICAL THINKERS AND PROBLEM SOLVERS WHO:**

- a. Identify, access, integrate and utilize available resources, technology and information to reason, make decisions and solve complex problems
- b. Initiate innovative solutions

6. **SELF-DIRECTED/LIFE-LONG LEARNERS WHO:**

- a. Establish long and short-term goals
- b. Develop and implement plans based on self-reflection for self-improvement for ongoing learning

7. **SELF-CONFIDENT PERSONS WHO:**

- a. Demonstrate a high self-esteem
- b. Maintain a positive self-image

BULLYING, HARASSMENT AND INTIMIDATION

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 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. School policy prohibits harassment, intimidation, and bullying.

Administrators will use appropriate discipline measures that include after school detention, in-school detention and suspension. Excessive infractions will result in long-term suspension.

Reporting bullying, intimidation and harassment is strongly encouraged. Anyone may report it to any board member or school staff member. That person will pass the report on to the appropriate person to investigate. The School District will investigate all reports. The School District prohibits retaliation against any person who makes a report in good faith.

Sexual harassment is a form of discrimination based on sex. Sexual harassment is illegal and is prohibited by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964. Sexual harassment is unwanted and unwelcome sexual behavior. It can be physical or verbal and can include gestures. It can happen once, several times or on a daily basis. It interferes with the victim's academic or social life. Samples of prohibited sexual harassment: Touching someone in ways that are not okay with her/him, making fun of someone's private body parts, passing a note that says sexual things about someone's body, continuing to tell dirty jokes around someone after she/he has asked the person to stop, making slurs about someone's sexual orientation, pressuring someone for sexual touches. Reporting sexual harassment is strongly encouraged. Anyone may report it to any board member or school staff member. That person will pass the report on to the appropriate person to investigate. The School District will investigate all reports. The School District prohibits retaliation against any person who makes a report in good faith.

Punishment for bullying will be as follows:

Offense 1: Counseling and up to 3 hours detention

Offense 2: Counseling up to 5 hours detention and letter put in permanent file

Offense 3: 3 days suspension

Offense 4: 9 week to semester suspension

Punishment will be determined by principal based upon severity, steps can be by-passed.

GRIEVANCE PROCEDURE FOR SEX DISCRIMINATION

It is the policy of the Prague Board of Education that the superintendent shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of the Educational Amendments and regulations as it pertains to prohibition of sexual discrimination in education and shall prepare a regulation governing sexual discrimination grievance procedures. Sex discrimination includes sexual harassment.

The board shall appoint on a periodic basis a sexual discrimination grievance committee that shall consist of an administrator, a parent and a member of the certified teaching staff.

Any student who believes that the School District has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Contact the superintendent for further information or to initiate a complaint.

RELEASE OF STUDENT RECORDS WITH PARENTAL AUTHORIZATION

Except as provided by law and school policy, no student education records or personally identifiable information contained in school records shall be released except upon prior written consent from a parent specifying the records to be released, the reasons for such release and to whom. Appropriate forms for information release/authorization shall be furnished by the school district. While a parent may waive any of his/her rights under this policy, a waiver shall not be valid unless in writing and signed by the parent. Under no circumstances shall the school district require a parent to waive his/her rights under this policy. However, the school district may request such a waiver.

**AUTHORITY OF ADMINISTRATION,
TEACHERS, SUBSTITUTES AND
SCHOOL PERSONNEL**

The teacher of a student attending a public school has the same right as a parent or guardian to control and discipline a student during the time the student is in attendance or in transit to or from the school or any other school function authorized by the school district.

STATEMENT OF RIGHTS

**NOTIFICATION OF RIGHTS UNDER
FERPA**

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

They are:

1. The right to inspect and review the student's education records within 45 days of the day the School 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 School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

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

will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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 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 School District discloses 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 make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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.

Parents also have the right to obtain a copy of the School District's FERPA policy. Copies of this policy are located in the principal's office of each school building and at the

superintendent's office. The Prague School District will arrange to provide translations of this notice to non-English speaking parents in their native language. All rights and protection given parents, under FERPA and district policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

CLASSIFICATION AND SCHOOL SERVICES

STUDENT HEALTH INSURANCE

K-12 Student, Athletic, Accident and Health Insurance is available through *United Healthcare Student Resources*. Information on this program is available in all of the school administrative offices.

GUIDANCE AND COUNSELING

The guidance program at Prague Public Schools does much to assist the students with educational, vocational and personal problems.

The counselor will administer various tests from time to time. The results of these tests will give indications as to the abilities, interests and personality of each student. Such tests help to show the students their strengths and weaknesses realistically and may be used as the basis to assist them in choosing their life's vocation. The counselor will also help students to plot their high school courses in such a way as to better fulfill their needs upon graduation. The counselor confers with the students concerning scholarship possibilities and college choices as well as any other problem that may indicate a need for guidance and direction.

MEDIA CENTER

The media center provides the foundation for academic excellence at Prague High School. Students will find a multitude of information on the Internet, CD-ROM, reference books, magazines, fiction and non-fiction books. Students taking advantage of these resources will enhance the quality of education received while attending Prague High School.

The media center is open from 8:00 a.m. to 3:45 p.m. All books, except encyclopedias, are to be checked out before using them. Encyclopedias are not to be taken from the

media center unless the librarian gives special permission. Book report books are checked out for two weeks with no renewal. Students not returning books on time will be subject to fine or payment for the book. Students not paying laptop insurance should return their laptops to the Media Center by 3:30 each day.

PROFICIENCY BASED PROMOTION

Students wishing to test out of a particular class or be promoted to a different grade level must present a request in writing from their parents two weeks prior to the start of a new semester. These students must be able to demonstrate mastery of the Learning Outcomes of the subject or subjects involved at a 90% proficiency level. Students would be required to take a proficiency exam and score 90% or better in order to be promoted to the next level.

CORRESPONDENCE CREDIT

Certain students, with the approval of the principal and the counselor, may be permitted to pursue correspondence credit to make up deficiencies or for additional work.

ON-LINE POLICY

See HS counselor and or website for on-line classes policy.

UNITS TO ESTABLISH GRADE LEVEL

To participate in class activities, a pupil must qualify for that grade level by units earned as follows:

- 6 completed units qualify a pupil for the 10th grade
- 12 completed units qualify a pupil for the 11th grade
- 18 completed units qualify a pupil for the 12th grade
- 24 completed units qualify a pupil for graduation provided other requirements are met

CAFETERIA INFORMATION

Free and reduced meal applications may be picked up from the high school, middle school office or the cafeteria. A new application must be filled out before September 15, 2019. If you

qualified for free or reduced meals last year, we will start you out the same this year until we get your new 2019-2020 applications on file. If we do not have a new approved application by September 15, 2019, you must pay full price. Full price for HS lunches is \$2.30 and reduced price is 40 cents. Full price for HS breakfast is 1.00 and reduced is .30 A student may charge up to 15 meals. After that, the student will be given an alternative meal.

FOR YOUR INFORMATION

HONOR ROLL

Students making the "Superintendent's" Honor Roll must have all A's. Students making the "Principal's" Honor Roll must not have a grade lower than a "B".

HONORS AND AWARDS

Valedictorian and Salutatorian - The Valedictorian and Salutatorian shall be selected from those who have met the requirements in the Honors Preparatory Diploma Plan from the freshmen, sophomore, junior and senior years. (Students who have met these requirements and are in career tech or concurrent are still eligible for Valedictorian & Salutatorian). The student with the highest GPA shall be declared as Valedictorian; the student with the second highest GPA shall be declared as Salutatorian. The GPA will be determined by carrying out the average to the nearest one thousandth and rounded off to the nearest one hundredth. The GPA will be determined at the conclusion of the first semester of the senior year. Seniors who are taking concurrent math must do so first semester or be enrolled in an approved math class first semester. In order to be selected, the student must have attended an accredited school.

GRADUATE WITH DISTINCTION- Any student who successfully completes the Honors Prep Diploma Plan with at least a 3.8 overall GPA will receive acknowledgement on his/her diploma.

National Honor Society - Members are selected on the basis of character, service leadership and scholarship. The grades of the students for all their 9th grade and senior high school years are considered and they must have a cumulative GPA not lower than a 3.5 to apply. This GPA plus their rating from the above criteria on the application rubric will determine membership. Members will come from the College Preparatory and Career Tech Diploma Plan or the Honors Preparatory Diploma Plan.

Oklahoma Honor Society - The students who have a 4.0 GPA at the Prague Senior High School shall be members of the State Honor Society of their respective schools.

Regular Scholarships - A large number of universities, colleges, business schools and corporations offer regional scholarships for which students may make applications through the counselor's office or college.

Any student who is interested may get full information about these scholarships by inquiring at the counselor's office. The counselor will assist students in applying for available scholarships.

ACCREDITING

Prague High School is fully accredited by the State Department of Education. This means that credits earned at Prague High School will be accepted without loss anywhere in the state of Oklahoma.

CONCURRENT ENROLLMENT

Seniors at Prague High School are allowed to enroll concurrently at nearby colleges provided they have taken the ACT and scored a minimum composite of 19 OR 900 on the SAT OR have a high school GPA OF 3.0.

2. Have a minimum sub-score of 19 on the ACT (or equivalent SAT) before being allowed to enroll in a college level course in the sub-score subject area. For example:

19 in the English ACT sub-score to enroll in English courses;

19 in the Math ACT subscore to enroll in math courses;

19 in the Science ACT sub-score to enroll in science courses; and

19 in the Reading subscore are to enroll in other college courses

3. Be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as stated by the high school principal.

4. Have a combined high school and college course load of no more than the equivalent of 19 semester credit hours in a regular semester (1/2 high school unit equals 3 college semester credit hours).

5. Have the signed approval of the high school principal, signed recommendation of the high school counselor, and the signed permission of the parent/legal guardian (see form above).

TO BE ELIGIBLE FOR CONCURRENT ENROLLMENT, A HIGH SCHOOL JUNIOR * MUST:

1. Have taken the American College Test (ACT) and scored a minimum composite of 21 OR 980 on the Scholastic Aptitude Test (SAT) OR have a high school GPA of 3.50.

2. Have a minimum subscore of 19 on the ACT (or equivalent SAT) before being allowed to enroll in a college level course in the subscore subject area. For example:

19 in the English ACT subscore to enroll in English courses;

19 in the Math ACT subscore to enroll in math courses;

19 in the Science ACT subscore to enroll in science courses; and

19 in the Reading subscore are to enroll in other college courses

3. Be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as stated by the high school principal.

4. Have a combined high school and college course load of no more than the equivalent of 19 semester credit hours in a regular semester (1/2 high school unit equals 3 college semester credit hours).

5. Have the signed approval of the high school principal, signed recommendation of the high school counselor, and the signed permission of the parent/legal guardian.

They must enroll in six college hours and a minimum of four high school classes. Students have the option to take a college class for high school credit. The grade received in the class will be posted on the transcript and be included in the cumulative GPA. If a student drops a college course, they are to notify the school immediately. Failure to notify the school of the dropped class will result in loss of the privilege to enroll concurrently the next semester.

ACT CODE NUMBER

Your ACT code number is: 372940

You may register online at www.actstudent.org

PRE-ENROLLMENT

During the last of the 3rd nine weeks, enrollment is made for the following year. The pupil, with the assistance and approval of the counselor, teachers, parents and principal select the subjects he/she needs to take. The schedule is then made from the results of these enrollments. If you have any questions about the schedule, come by the office or call the school.

PRESCRIPTION DRUGS

Students will bring prescription medicines to the office when coming on campus. Students are permitted to self-administer certain medications at school only in compliance with school policy. See the school principal or superintendent for further information.

NEW STUDENTS

Students enrolling at Prague High School during the middle of a semester in a class that

they did not have at their previous school may receive credit by doing the following:

1. Successfully complete the remainder of the semester.
2. Complete an independent study program for making up the first nine weeks of current semester's course work.

STUDENT ORGANIZATIONS AND CLUBS

The experience gained from wholesome, orderly and democratic extra-curricular activities make a marked contribution to the training and education of the participants. Any student wishing to run for an organizational office or for a class office must have a GPA of 2.5 or higher from the preceding semester. According to organizational by-laws, some offices will require a higher GPA. No initiations of any kind will be held for underclassmen or new members of any student organization. Hazing (or club initiation) is a violation of state law and will not be tolerated by Prague Schools. Students in violation will be suspended out of school. Parents of victims may file criminal charges. No school activities will be scheduled on Wednesday nights or Sundays.

Students may participate in the following clubs: Business Professionals of America (BPA), Family, Career, and Community Leaders of America (FCCLA), FFA, Rachel's Challenge, Art Club, Academic Team

FUNDRAISING ACTIVITIES

All organizations wanting to have fund raising projects must have it cleared through their sponsors first. After sponsors have agreed to the project, it must be cleared through the administration by the sponsor. Sponsors must present a list of proposed fund-raisers, including the amount of money needed and purpose for the money. These must be submitted for board approval at the July board meeting. These must be submitted for board approval beforehand. A revenue and receipt form must be turned in as well. No additional fundraisers will be allowed without board approval.

VENDING MACHINES - High School

Vending machines are placed on the school property for your convenience. They may be used before school, during morning break, at lunch and after school only. **NO Food or drink is allowed in the building/classroom** Teachers who have meetings at lunch and/or nutrition break, may, at their discretion, allow students to bring food or drinks in. Vending machines will be removed if the above rules are not followed. Trash on our campus will result in the loss of nutrition break and vending privileges. The office is not responsible for making change.

STUDENT INSURANCE

All students are urged to avail themselves of this insurance if they do not have some other form of accident insurance. All students who participate in sports such as football, basketball, baseball, softball, etc. are required to purchase this or some other form of insurance for protection. We have secured insurance through a carrier that provides cheaper premiums.

OPENING OF SCHOOL - Middle School

The cafeteria will be open for students at 8:00. Students are to report to class at 8:15 a.m. Students may enter before 8:10 a.m. if accompanied by a teacher.

OPENING OF SCHOOL - High School

The school will be open each morning at 8:00 a.m. for students to get to their lockers, pick up admits, go to restrooms, etc. so that they may report to classrooms by 8:15 a.m. A room will be available for students to study in or come in out of the weather. Students may go to their first hour classroom if the teacher is available. The North & student lounge building will be open during the noon hour.

ASBESTOS STATEMENT

Prague Public Schools have completed the Asbestos Inspection and Management Plan which is available for review by the general public in the Superintendent's office, located in the Middle School Complex.

PREPARING FOR GRADUATION

TYPES OF DIPLOMAS

College and Career Technology Diploma - (Meets basic college entrance). Students following this plan must attend Gordon Cooper for two years. Will be issued to students who have earned at least the following:

English - 4 units

Mathematics - 1 unit of Algebra I or Contextual Algebra and 2 units from Algebra II, Geometry, Contextual Geometry, Trigonometry, Pre-Calculus, Math Analysis, Computer Science or Math of Finance. If Algebra I is taken as an 8th grader, students must still complete three units of math in high school.

Science - 1 unit of Biology I and 2 units from: Physical Science, Biology II, Chemistry I/II, Physics, Anatomy/Physiology, Environmental or Animal Science

History - American History – 1 unit
Government - 1 unit
Oklahoma History - ½ unit
Other History - ½ unit

Business Administration Technology - 2 units
OR Foreign Language - 2 units

Humanities or Speech

Art or Band

Electives - 8 units

TOTAL: 24 units

Honors Preparatory Diploma - Will be issued to students who have earned at least the following:

English - 4 units which may include AP Eng Lit, AP American Lit, or Comp I and II

Mathematics - 1 unit of Algebra I and 3 units from: Algebra II, Trigonometry, Pre-Calculus, AP Calculus, Math Analysis, Geometry, Alg 3, College Alg or equivalent course and higher. If Alg. I is taken as an 8th grader,

student must still complete 4 units of math in high school.

Science - 1 unit of Biology I and 2 units from: Physical Science, Biology II, Chemistry I/II, AP Chemistry, Physics, Anatomy/Physiology or Environmental Science

History - American History - 1½ units
Government - 1 unit
Oklahoma History - ½ unit

Business Administration Technology - 2 units
OR Foreign Language - 2 units

Electives - 8 units*

TOTAL: 24 units

*A student must complete a minimum of 23 units to be eligible to walk with his/her class at graduation.

Please note that Pre Algebra is assigned to a student who is not academically prepared for Alg. 1, but does not meet state graduation requirements to be one of three maths.

If you wish to be eligible for Valedictorian and Salutatorian honors, you must follow the College Preparatory Plan.

Students that transfer in from other schools must be dealt with on an individual basis as other schools and states have different requirements.

Core Curriculum-Will be issued as a non-college, career ready certificate – must be approved by the principal.

GRADING SYSTEM

The grading system used by Prague High School shall be based upon the following scale:

<u>Grade</u>	<u>Percentage</u>	<u>Grade Point Value</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	0
W	Withdrawal	0

The grading system for **AP classes and Pre-Engineering and OSSM classes at Gordon Cooper Vo-Tech** will be as follows:

<u>Grade</u>	<u>Percentage</u>	<u>Grade Point Value</u>
A	100 – 87	4
B	86 – 77	3
C	76 – 67	2
D	66 – 57	1
F	56 – 0	0

The grading system for concurrent College classes will be as follows:

1. Same as AP Sliding Course – If a student receives a grade lower than an A they are to bring a copy of their grade printout from their online portal signed by their professor or college personnel and if they receive an 87 and up it will be a A, 77 and up B, 67 and up C, 57 and up D. It is the student's responsibility to turn in proper documentation to the HS Principal or HS Counselor.

The minimum of two grades per week will be given to each student per class. More than two will be permitted at the teacher's discretion. All students will participate in cumulative testing at the end of each 9 weeks.

Only two English classes may be taken at the same time during one school year.

END OF INSTRUCTION TESTING (ESSA)

Students in Grade 11 will be assessed through ACT or SAT plus a Science Content. Students in grade 6 will be assessed in Math/ELA, students in Grade 7 will be assessed in Math/ELA, students in Grade 8 will be assessed in Math/ELA/Science.

PROMOTION/RETENTION AND FAILING COURSES

The retention committee will determine retention for middle school students. After receiving a committee decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a

retention decision or a decision to not pass a student in a course by requisition review of the initial decision by letter to the principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or, in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and unappealable. The principal's decision may be appealed to the superintendent and board of education. Consult the principal for further information.

REPORT CARDS/TRANSCRIPTS

Each nine weeks a report card is issued in order to keep the parents in touch with the work the students are doing in school. Parents are requested to examine the cards. If the grades are not satisfactory, or if there is any misunderstanding about the report card, a conference with the teacher, principal or both is recommended. Each 4-1/2 weeks, progress reports will be sent to parents to keep them apprised of their student's progress. This is to acquaint parents with the student's problems so that they may assist in correcting it before failure.

In high school, students only receive credit for semester grades. This grade is made up of the sum of grades from the first day of the semester to the last day of the semester. High School no longer takes the two nine-weeks grades averaged together. Semester grades are posted on the student's transcript. Passing grades receive one-half credit each semester.

SENIOR ACTIVITIES

It is a requirement for graduation from Prague High School that each candidate go through commencement exercises. It is also required that each candidate attend all practice sessions as they are scheduled. Only sickness on the part of the candidate or in the family or some reason that the student cannot control will be accepted as an excuse for missing practice or the closing exercises. This is a formal activity and dress should be appropriate (no tennis shoes, T-shirts, jeans, etc.). Seniors having a minimum of 23 credits may take part in graduation, but may not receive a diploma until they have 24 credits.

Seniors will not receive their diploma or transcript if they have outstanding debts such as lost textbooks not paid for, dues or charges. A schedule of meetings, practices, or programs for the last part of the school year will be issued to the seniors from the principal's office. A ceremonies policy will be signed by seniors before the May board meeting for approval or will not be allowed to walk at graduation.

CLASS RINGS AND DEPOSITS

Class rings are ordered during the sophomore year. Each student who orders a ring must make a deposit. If for any reason the student is unable to get the ring when it arrives, he/she must forfeit the deposit.

STUDENT POLICIES AND DEFINITIONS

TEXTBOOKS AND SCHOOL EQUIPMENT

Textbooks and school equipment are the property of Prague Public Schools and the taxpayers. It is your responsibility, as the student, to take care of this property when it is issued to you. **It is your responsibility when lost or stolen to find it or pay the replacement cost.** Students taking books not belonging to them will be disciplined for stealing. Do not have books checked out to you in other student lockers or classrooms.

1:1 POLICY

See HS office and website for 1:1 policy

WITHDRAWAL FROM SCHOOL

Students withdrawing from school to transfer to another school are asked to come to the principal's office the day before leaving to obtain a Student Withdrawal form. This form needs to be signed by your parent/guardian and each teacher who will also give you a withdrawal grade. The librarian will also sign it indicating all textbooks and library books have been returned. Lockers need to be cleaned out, any equipment turned in, and charges, dues and/or fees paid. It is your duty to clear all your obligations with our school before you leave.

Grades and credit for classes will be withheld until this is done.

SCHOOL BUS CONDUCT

Prague school bus drivers will have the same authority as a classroom teacher. They should be treated with respect at all times. Students may obtain a form letter that states the bus riding rules from the principal's office. The parent and student are required to sign the form letter. Students may lose bus privileges @ discretion of school administration. Riding a bus is a privilege.

LUNCH

Prague High School operates a closed campus at lunch for the protection of our students. Middle school students must eat in the cafeteria unless directed otherwise by staff, eat from the vending machines or order out from several places here in Prague. **Students may check-out for lunch with an adult relative picking them up. Students may not leave in their own vehicle.** Students who leave campus and do not follow the rules will be given five hours after school detention.

STUDENT DRIVERS

1. The school assumes no responsibility for vehicles while on the school grounds.
2. Students must have a valid Oklahoma driver or operator's license and maintain a reasonably safe vehicle.
3. Students are to obtain a parking permit for their vehicle from the high school office.
4. Students who drive on school grounds are subject to a drug test.
5. Because our school has a closed campus, when **students arrive at school, they must park their vehicle and exit immediately. They may not re-enter their car until the close of the school day.** The only exceptions are concurrent seniors and Vo-Tech students. Afternoon Vo-Tech students may leave at lunch and park in the South parking lot.
6. Students may drive their automobiles to school but must use the large parking lot East of the football field. **Students may not park at the Vo-Ag building or football**

field. Band & baseball students may drive to and from the auditorium.

7. **Students are not to sit in their vehicles when they arrive at school in the morning or may not sit in them at lunch.**
8. Safety of students is a great concern, so please observe the driving rules above and do not exceed the 15 mph speed limit on the school grounds. North/South traffic will have the right of way.
9. **Driving is a privilege and disregard for the rules will result in loss of driving privileges.**
10. Visitors should park in the North parking lot. Students being picked up by their parents or someone else should meet them in the North parking lot or oval.
11. All vehicles on school grounds are subject to search by school officials or law enforcement personnel.
12. Discipline action for minor violations of rules is as follows:
 - 1st time – Warning
 - 2nd time – Restricted from driving for two weeks
 - 3rd time – Restricted from driving for the remainder of the semester.

Parking Regulations –

1. Students riding the bus to Vo-Tech must park in the South parking lot.
2. Students driving to Vo-tech must use the South parking lot.
All other students will park in the North parking lot.
3. Basic Rule - We do not want students driving on campus during the day without permission from the office. Exceptions for teacher assistants, students enrolled in annual staff or students with disabilities may be made through the office.
4. Students coming to school early should park their vehicles as if they were coming at regular time.

SUMMER DRIVER'S EDUCATION

Students may sign up for Summer Driver's Education in the high school office in the month of April. The dates to sign up and the cost of the class will be announced in the daily bulletin prior to this time.

STEPS TO OBTAIN DRIVING PERMIT/LICENSE

Students must contact the office at least two days prior to taking their driver's permit test. The office will verify that the student has passed the 8th Grade Reading Test, meets the attendance requirements and that the student has completed Driver's Ed. The student will then be given an official letter required by the Department of Public Safety to obtain a Learners Permit. The student will not be able to get his/her license without this letter. A student must be enrolled at least 15 days before the letter will be issued by the office.

FOOTBALL, BASKETBALL AND BAND QUEEN CANDIDATES

Policies for selection of the queens may be found in the high school office.

LETTER AWARDS

If an athlete participates the entire season and fulfills the requirements of the coaching staff, he/she will receive the standard "P" letter award. An injury will not prohibit an athlete from lettering, but he/she will be expected to remain as part of the team and complete the season to the satisfaction of the individual coach.

ELIGIBILITY

STUDENT ACTIVITIES

1. Students are to be in school a half day (3 class periods) on the day or night of the school activity. If the student is absent from school for more than half a day on the day of that activity, he/she will not be allowed to participate in that activity. Unless approved by the principal.
2. It is the responsibility of the students to obtain from their teachers all work that is missed when they are absent from that class because of a school-sponsored activity. **This**

work should be made up within two days upon returning to school. This would include making up tests. Students are responsible for taking scheduled tests when they return provided they are made aware of them before they leave.

3. **Long-term assignments - When a teacher has given a long-term assignment and a student is absent on the day that assignment is due, the student will be required to deliver the assignment on the day he/she returns to class and will not be allowed extra time to make up that assignment.** The student has had prior knowledge as to the due date of the assignment and should have been ready prior to the absence.
4. Students who participate in school-sponsored trips are responsible to the sponsors just as when in regular school classes. They are expected to act in accordance with the interest and welfare of the group as a whole and with the policies, rules and regulations applicable to each student at Prague High School. Bus riding regulations and the school dress code apply to activity trips.
5. Students participating in school activities are required to have a drug test. If they are participating in athletics students are required to have a physical and carry insurance. The school is not responsible for carrying insurance on students in athletics.

SCHOLASTIC ACTIVITY ELIGIBILITY

Section I. - Semester Grades

- a. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
- b. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If the student is still

failing one or more classes at the end of his/her probationary week, they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on and runs until the next period is calculated.

- c. A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period.

Section II. - Special Provisions

- a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than five. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units that are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).
- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 20b at the end of a three-week period.
- c. Incomplete grades will be considered the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3c) if the incomplete grade was caused by an unavoidable hardship. Examples of hardships would be illness, injury, death in family and natural disaster. Board policy allows a maximum of two weeks to apply this exception.
- d. One summer school credit earned in an Oklahoma State Department of Education

accredited program may be used to meet the requirement of Rule 3, Section 1a for the end of spring semester.

- e. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

The above cited eligibility rules and regulations are taken from the Oklahoma Secondary Schools Activity Association by-laws.

The following regulations shall apply toward student absences for school activities in the Prague Public Schools: **The maximum number of absences for activities that remove the student from the classroom shall not be more than (10) class periods of each school year.** Only those activities sponsored, recognized or sanctioned by the State Activities Association or the State Department of Education shall be attended during the school term. All other activities not meeting this regulation will be attended while school is not in session.

Whenever a student misses a class period to compete in elimination competition enroute to a state title or championship or a national office, that absence will not be charged against the student.

ABSENCES AND TARDIES

ATTENDANCE

The school has access to the student for only 159 days during a 270-day, nine month, school term. Missing school time is detrimental to the overall learning process. Irregular attendance regardless of the cause will not produce satisfactory results. A pupil out of school one day really loses two day's work because he/she comes to school unprepared for the day following the absence. The only legitimate reason for school absence is sickness or a serious emergency. The Prague School Board requires a student to be in attendance 90% of the scheduled days each semester. When a student accumulates three (3) absences, excused and unexcused combined, the parent will be notified by mail; after that the parent will be notified by mail again when the student

accumulates six (6) absences, excused and unexcused. **When a student accumulates eight (8) absences, excused and unexcused, the parent will be notified that further absences will result in the student not earning credit for that semester of work.** All absences except school activities will count toward the accumulated total. With the occurrence of the eighth absence the parents may, within ten days, request a hearing before an Attendance Board. The principal has the authority to waive the absentee policy when extenuating circumstances exist.

Excused absences will include:

1. Illness; however, it must be substantiated by a doctor's statement and a parent phone call. **DOCTOR STATEMENTS MUST BE RECEIVED WITHIN ONE WEEK OR THE ABSENCE WILL BE UNEXCUSED.**
2. An absence of any emergency nature deemed unavoidable. When such a condition exists, the parent/guardian must contact the school offices and request a waiver of penalty.
3. Absences required to attend mandated counseling sessions or court appearances.
4. If a parent/guardian personally comes to school and checks their child out of school. No penalty will be assessed for excused absences; however the student shall:
 - a. Be responsible for making up the work missed
 - b. Be responsible for getting work in on time
5. Observance of holidays required by student's religious affiliation.
6. Students may check out only if the parent calls (lunch **not** included) or personally checks them out.

Absences other than those mentioned above will be unexcused and the student will not be allowed to make up the work missed.

Students are deemed Chronic Absent by the State Department of Education when they are absent more than 10% or 15.9 days. No days other than those who have a waiver from the State Department for medical exemption will be

excused for the chronic absenteeism rate. This includes excused and unexcused absences.

TRUANCY

A student is considered truant when he/she leaves school without permission from the office or if he/she remains away from school without the knowledge and consent of his parents/guardian. Cutting class for just one hour will be considered truancy, even though the student did not leave the school grounds. Three detention hours per one hour missed will be given for truancy.

ABSENCES

When a student must be absent, the parent/guardian needs to contact the school office before 9:30 a.m. on the day of the absence. Parents may call and leave a message at (405) 567-2281, Ext. 200 anytime day or night. If a parent does not call the office to excuse the absence, the absence will be considered unexcused. If the absence is deemed truancy, the student will serve two hours of detention for each hour of truancy. Notes from the parent or guardian are only accepted if there is not a phone at home, and the school has been made aware of this situation.

When a student returns from an absence, he/she will have the same number of days missed plus one to make up new material covered. If the work is not made up within the time allotted, an "F" will be received for each lesson missed. Tests must be taken on the day given unless arrangements are made with the teacher.

TARDIES

Students not arriving to class on time are losing valuable learning time. In addition, they create a distraction from learning for other students by coming in late. It is our desire for students to be on time to every class; however, if they are not, the following policy will be in force:

- a. A tardy is defined as not being in the classroom when the tardy bell rings. All tardies are unexcused unless an emergency occurs. Emergencies will be exceptions and evaluated by the principal.

- b. Students with an unexcused tardy will have one hour after school detention. Middle school will receive 1 hour once they get their 3rd tardy.
- c. Tardies that occur due to vehicular failure will not be excused unless a parent calls in for you.
- d. If a tardy affecting the first period results from a home emergency, the student's parent/guardian must call the school before the next day classes begin for an excused tardy. Only a phone call from the parent responsible will be acceptable; neither the student nor office personnel will call from school. Only a tardy that is considered a true emergency will lift the discipline action.

BEHAVIORAL GUIDELINES

CHEATING/PLAGIARISM

A grade of zero (0) for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat. Any student found to have committed or assisted another student in committing cheating or plagiarism shall be ineligible for any academic honor or award for the current semester and following semester.

GANG ACTIVITY

Students at Prague High School are entitled to a safe learning environment. As a result, any student found to be involved in gang activity would be subject to suspension out of school. This includes signing, wearing of colors, saggy pants and other gang related clothing or behavior. For purposes of this provision, the term "gang" has the same meaning as the term "criminal street gang" under Title 21, Section 856(F) of the Oklahoma Statutes. It is the policy of this school district that no student of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

PUBLIC DISPLAY OF AFFECTION (PDA)

PDA is not acceptable behavior for students (i.e., hugging, kissing, etc.). Students who violate this policy will be disciplined. Excessive infractions will result in long-term suspension. High School students may hold

hands. Verbal warning 1st time - detention to follow.

VISITORS

Students are asked not to bring pre-school children, friends or relatives to school. All visitors are required to register in the office of the principal before visiting part of the school.

Students should be picked up and let out in the oval or south parking lot. Parents may not pick up or drop off students in the Teacher's parking area. (Doing so may result in a ticket or fine.)

ELECTRONICS

Cell Phones & Earbuds: Students may use cell phones & Earbuds outside or in the cafeteria or breakroom before or after school and at nutrition break. Students should have phones put up when entering the main school buildings or classrooms. Teachers may allow students to use phones in the classroom at their discretion for educational purposes. Students who violate this policy will be disciplined as follows:

First Offense: The phone will be confiscated and returned to the student at the end of the day.

Second Offense: The phone will be confiscated and the parent/guardian must pick up the phone from the office.

Third Offense: The student's phone will not be allowed on the school premises.

Fourth Offense: The student will serve 5-days of after-school detention.

Fifth and Subsequent Offenses: The student will be suspended for 3-days.

TECHNOLOGY POLICY

Students are encouraged to use the Internet and related technology for research and school related projects. Students who abuse this privilege will forfeit their right to use the Internet and be subject to discipline.

USE OF TOBACCO - High School and Middle School

Students will not be allowed to use or possess tobacco products or E-cig products of any kind (including e-cigs) while on school property, including vehicles, or any school activities.

Students that violate this policy will be disciplined as follows:

1st Offense - 3 days of ISS

2nd Offense - 3 days suspension out of school

3rd Offense - 5 days suspension out of school

4th Offense - Suspension out of school for the remainder of the semester or longer

Parents will be called on the first offense.

DEFIANCE

Students who tell a teacher, support personnel, or administrator NO when told to do something will be given the following punishment. This is a step process that can be by-passed by administrator discretion. This step process will also be followed for repeat offenses of any other rules.

Offense 1: 5 days detention

Offense 2: 1 day ISD

Offense 3: 3 days ISD

Offense 4: 5 days ISD

Offense 5: 3 days suspension

Offense 6: 5 days suspension

Offense 7: Semester suspension

APPROPRIATE DRESS FOR SCHOOL

Students are expected to dress and be groomed so that credit will accrue to the school and to the student body. Any public display of nudity or any decoration and/or design imprinted upon or attached to the body or clothing that is likely to cause a substantial and material disruption to the learning process will not be tolerated.

The following grooming and dress code for the Prague Public Schools has been adopted by the Board of Education:

Grooming - Hair shall be neatly groomed while the student is under supervision of the school.

Dress - Abbreviated skirts will not be worn. Students are to keep shirts buttoned from the 2nd buttonhole from the top. **Appropriate dresses excludes the wearing of halters, dress that exposes the midriff, undershirts, tank tops, and shirts with low cut armhole areas. Sundresses will have wide straps and cannot be low cut in the front, back or arm area.**

Jeans with holes above the knees are not allowed, unless patched or appropriate shorts or tights are underneath or if hole is below the appropriate length area. Shorts may not be worn shorter than fingertip length when arms are placed at the side. Shirts that cover the buttocks must be worn over tights. **Hats or headdresses are not to be worn inside the school building at any time unless prescribed by a physician, previously approved by the principal for religious reasons, or approved by the principal for a special school activity.** Shoes are to be worn at all times while the student is under the jurisdiction of the school. Nose rings, eyebrow rings, tongue rings, lip rings. Clothing or accessories that display symbols, mottoes, words or acronyms that (1) convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicitly or sexually suggestive messages or (2) advertising tobacco, alcohol, illegal drugs or drug paraphernalia, is prohibited. **This dress code also applies to all school activities!**

Dress Code Violation Consequences:

1st Offense: Written Warning

2nd Offense: 3 hours detention

3rd Offense: 1 day of ISD

4th Offense: 3 days ISD

5th Offense: Suspension

IN SCHOOL DETENTION (ISD) RULES AND CONSEQUENCES

1. All students will report to the in-house room by 8:20am (located in the old gym hospitality room) Remain in your seat at all times sitting up straight, keeping feet and chair on the floor, and facing forward with your hands to yourself. Students who are late or leave early will receive another day.
2. Students will be dismissed at 3:25 (Middle School and High School bus riders will catch the bus at the HS – Elementary principal will pick up the elementary students)
3. Cell phones/Electronic devices (this includes laptops) will be put in a basket upon entering

the in-house room – if a student says they do not have a phone and are later caught with it they will receive another day of in-house.

4. Students must bring all work from all teachers each and every day they are in in-house, a pen or pencil, paper, and a book to read if they finish their work.

5. Absolutely no talking once inside the in-house room. Students must raise their hand if they have a question.

6. You must be working on an assignment at all times, and WILL follow your schedule of subjects for the day. Once your assignments have been completed, you may read a book.

7. No sleeping under any circumstances. If caught sleeping you will receive another day.

8. Instructions and/or directions from the ISS teacher will be followed at all times.

9. You will be dismissed from school after the teacher has inspected your area for cleanliness, all trash and debris has been picked up, and your chair has been pushed in.

10. Students will be permitted 3 bathroom breaks: 1 in the morning, 1 at lunch, and 1 in the afternoon. The in-house teacher will walk all students to and from the bathroom. Only 1 person permitted in the restroom at 1 time.

11. Students may bring their own lunch or the school will send over a school lunch. **NO OUTSIDE FOOD FROM VENDORS SUCH AS SONIC, DESTINATIONS, COWPOKES, KENS, ETC.** will be allowed while in in-house.

12. No gum, food or drinks /snacks of any kind.

13. While assigned to in-house you are not allowed to go anywhere else on campus and will not be allowed to practice for any events or attend any school functions.

14. The study carrel will not be moved, written on, or damaged in any way.

15. Personal grooming is not allowed in the ISS classroom, to include combing your hair or applying makeup.

16. Parents must check in at the HS office before checking out a student in in-house and be granted a slip.

17. STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES ARE SUBJECT TO FURTHER DISCIPLINARY ACTIONS.

Consequences for violation of any rule(s) while in the ISD:

1. Each and Every violation can be punished by adding a day to the violator's ISD time.
2. After three (3) such violations, or any one (1) violation of a serious nature, the violator will be referred to the principal of the proper school for an appropriate suspension or expulsion from school.

SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
 - Acts of immorality
 - Violations of policy rules regulations
 - Possession of an intoxicating beverage, low-point beer
 - Possession of a wireless telecommunication device in violation of school rules
 - Possession of 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
 - Possession of a dangerous weapon or a controlled dangerous substance
 - Possession of a firearm shall result in out-of-school suspension of not less than one year
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
 - Adjudication as a delinquent for a violent or non-violent offense
2. A full suspension shall not extend beyond the present semester and the succeeding

semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.

3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, other students, or faculty. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
5. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student is suspended out of school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to out-of-school suspension, both the student and the parent(s) shall be notified of the probation and the reason therefore.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension

and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore.

3. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

Any student who has been suspended under the steps listed above, or the student's parents(s), may appeal the suspension to the suspension committee if the period of suspension is ten days or less, or to the board of education if the suspension is for more than ten days. The following procedures shall govern the appellate process:

1. The student, or the student's parent(s), shall notify the superintendent as soon as possible following the suspension of their intent to appeal the suspension.
2. Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the suspension committee (short term) or the president of the board of education (long term). The appeal shall be heard within ten days from the date the notice of intent to appeal is filed with the superintendent. Pending the appeal hearing of an out-of-school suspension to the Board, the student has the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the principal's discretion the student may be prohibited from attending school pending any appeal hearing if in the principal's judgment: (1) the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property or (2) the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at school.
3. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her own behalf; cross examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.
4. The suspension committee (short term) or the board of education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.
5. Decisions of the suspension committee are final and may not be appealed to the Prague Board of Education.

Appeal for Reinstatement

Students who have been suspended for the remainder of a semester or more may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification, which would support reinstatement. The superintendent and the principal may recommend the reinstatement of the student or denial of reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.

Suspension Appeals Committee

A suspension appeals committee is hereby established which would consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent.

NOTE: 70 O.S. 24-102 states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student until the terms of the suspension have been met or the time of suspension has expired.

EDUCATION PLAN FOR OUT-OF-SCHOOL SUSPENSION

1. The parent or guardian is responsible for providing supervised, structured environment for the student.
2. The parent or guardian is responsible for monitoring student's educational progress until readmitted into school.
3. School provides only for the core units (minimum English, Mathematics, Science, Social Studies and Art units required by the State Board of Education) in which the

student is enrolled. Students found to be under the influence of drugs or alcohol will be suspended for a minimum of 10 days and a maximum of one semester.

4. If a student is suspended from Prague schools, he/she will be allowed to make up work and tests upon returning to school. The student may not be at any Prague school activities at home or away during this time

SEARCH AND DETENTION

The principal or his/her designee shall have the authority to detain and authorize the search of any student or property in the student's possession on school premises, at school activities or while in transit under the authority of the school, for any item, possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. A person of the same sex as the person being searched shall conduct the search. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities and will be turned over to law enforcement officials for disposition as they see fit. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession. All vehicles on school grounds are subject to search by school officials or law enforcement personnel.

To maintain discipline and to insure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. Although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators.

PRAGUE HIGH SCHOOL DISCIPLINE

The following should provide students and parents with a thumbnail sketch of the various discipline policies, procedures and penalties for various offenses:

After School Detention - used for tardies, classroom disturbances, truancy, and principal assigned discipline.

Work Detention - used for students littering campus, defacing property or books and community service.

In-School-Detention (ISD) - Used (at the discretion of the Principal) as an administrative option before Out-Of-School Suspension.

Out-Of-School Suspension - used as a last resort and administered when a student is prohibiting others from learning by frequently disturbing class and disrupting the learning environment also used for serious offenses. Those who choose to fight will be suspended out of school three days for the first offense.

ASSAULT AND BATTERY

Assault - Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. (Includes verbal threats.)

Battery - Offensive, unconsented touching of another's person. Includes fighting, throwing objects, etc.

First and subsequent offenses: Out of school suspension commensurate with the offense including the current and subsequent semester. Report to authorities where appropriate.

For the purpose of this handbook, bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else.

For the purpose of this handbook, violence is defined as any word, look, sign, or act that hurts a person's body or feelings.

Fighting - (1) first time fighters will be suspended from school for three days.

(2) a second fight will result in suspension out of school for five days.

(3) a third fight would result in suspension out of school for the remainder of the semester or longer.

DRUG AWARENESS

RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL UNDER THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

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" includes steroids and 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" includes paint, glue, aerosol sprays, and similar substances.
 - 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. Students may not retain possession of and self-administer any medication at school except as permitted by School District policy.
 - b. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school principal with

- parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
- c. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline, which can include suspension.
3. Distribution of Information
- a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
- b. Copies of these rules shall be provided to all students and their parents at the beginning of each school year.

Offense for alcohol: any student caught with alcohol on school property or under the influence of alcohol on school property will receive:

Offense 1: 10 days suspension

Offense 2: 9 weeks suspension

Offense 3: semester suspension

STUDENTS AT RISK

During adolescence, many students may test the system at home or school. Truancy, substance abuse, and defiance of authority may be seen as an attempt to assert independence. Early adolescents need a supportive and secure environment in which to thrive, one that allows for some experimentation with ideas and relationships within the parameters of what is safe and responsible. Each new generation is being introduced to drugs at an earlier age. It is a problem that raises countless questions for parents, "How do I keep my children away from drugs, how do I know if they're involved, what do I do if they are involved?"

POSSIBLE SIGNS OF DRUG USE

1. Drug-related magazines and slogans on clothing
2. Conversation and jokes that are preoccupied with drugs
3. Hostility in discussing drugs

4. Dramatic changes in school performance - distinct downward turns in student's grades not just from C's to F's, but from A's to B's and C's
5. Increased absenteeism or tardiness
6. Changes in behavior - chronic dishonesty, lying, stealing, cheating and trouble with police. Possession of large amounts of money. Increasing and inappropriate anger, hostility, irritability, secretiveness. Reduced motivation, energy, self-discipline, self-esteem. Diminished interest in extracurricular activities and hobbies.

FOR PARENTS OF PRAGUE PUBLIC SCHOOLS

Be knowledgeable about drugs and signs of drug use. When symptoms are observed, respond promptly. Parents are in the best position to recognize signs of drug use in their children. In order to prepare themselves they should:

1. Learn about the extent of the drug problem in their community and in their children's school.
2. Be able to recognize signs of drug use.
3. Meet with parents of their children's friends or classmates about the drug problem within the community.
4. Establish a means of sharing information to determine which children are using drugs and who are supplying them.

Parents who suspect their children are using drugs often must deal with their own emotions of anger, resentment and guilt. Frequently they deny the evidence and postpone confronting their children. Yet the earlier a drug problem is found and faced, the less difficult it is to overcome. If parents suspect their children are using drugs, they should:

1. Devise a plan of action. Consult with school officials and other parents.
2. Discuss suspicions with their children in a calm, objective manner. Do not confront a child while he is under the influence of drugs.

3. Impose disciplinary measures that help remove their child from those circumstances where drug use might occur.
4. Take a firm stand against any drug use by your child.
5. Seek advice and assistance from drug treatment professionals.
6. Most important, get involved in your child's life and let them know that using drugs is bad.

STUDENT RELATED ACTIVITIES FOR DRUG AWARENESS

1. Red Ribbon Week
2. Just Say No To Drugs
3. Drug and Alcohol Abuse Instruction
4. Family Life Curriculum
5. School Assemblies
6. Individual Counseling
7. AIDS Programs
8. Dogs Against Drugs

PRAGUE SCHOOL DISTRICT DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act requires that the School district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories — names, addresses and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The School District has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student's name
- The name of the student's parents
- The student's class designation (i.e., first grade, tenth grade, etc.)
- The student's extracurricular participation
- The student's achievement awards or honors
- The student's weight and height if a member of an athletic team
- The student's photograph;
- The student's date of attendance

Within the first three weeks of each school year, the School District will publish the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the

School District in writing (a letter to the Superintendent of School's office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.

**PRAGUE SCHOOL DISTRICT
NOTIFICATION OF RIGHTS
UNDER THE
PROTECTION OF PUPIL RIGHTS
AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education (ED).

1. Political affiliations or beliefs of the student or student's parent;
2. Mental and psychological problems of the student or student's family;

**STUDENT ASSISTANCE
PROGRAM**

**SPECIALIZED SERVICES FOR
STUDENTS**

Action	1-405-329-6079
AIDS Hotline	1-800-826-2961
Alcohol Information Center	1-800-522-9054
American Cancer Society Info	1-800-227-2345
Child Welfare	1-405-258-2006

Child Welfare Hotline	1-800-522-3511
Department of Human Services	1-405-258-2035
Juvenile Shelter	1-918-647-9154
Gordon Cooper Vo-Tech	1-405-273-7493
Lincoln County Health & Guidance	1-405-258-2680
Lincoln County Youth & Family	1-405-258-2035
Oklahoma Alliance Against Drugs	1-405-787-8200
Reachout	1-800-522-9054
Teenline	1-800-522-9054
Red Rock Mental Health Center	1-405-258-3040
Safecall	1-800-723-3225, Ext. 651
Prague Schools	1-405-567-2281
High School	Ext. 200
Middle School	Ext. 216
Elementary School	Ext. 224

AIDS INSTRUCTION

Each school year Prague High School will instruct 10th grade students concerning the disease known as AIDS. This instructional method will be available for parents to view at least one month prior to student instruction. A letter will be mailed to parents advising them of the date of this parental viewing. Parents are also welcome to attend the actual instructional presentation.