

# TABLE OF CONTENTS

## GENERAL LISTINGS

CALENDAR.....	1
ENID BOARD OF EDUCATION BOARD MEMBERS .....	2
CENTRAL OFFICE STAFF .....	2
LINCOLN ACADEMY .....	2
HARRISON CENTER FOR SPECIAL SERVICES.....	2
CARVER EDUCATION CENTER.....	2
ENID HIGH SCHOOL.....	2
ODD DAY SCHEDULE .....	3
EVEN DAY SCHEDULE .....	3
WELCOME .....	3
SCHOOL SPIRIT.....	3
THE PLAINSMENS' CREED.....	4
SCHOOL SONG.....	4
RESPECT FOR THE STATE SONG/SCHOOL SONG.....	4
RESPECT TO THE FLAG .....	4
PHILOSOPHY.....	5
OBJECTIVES.....	5

## ALPHABETIZED LISTINGS

ACTIVITIES PROGRAMS .....	6
ACTIVITY ABSENCE POLICY .....	6

<b>ENID PUBLIC SCHOOLS ACTIVITY POLICY.....</b>	<b>7</b>
<b>ADDRESS CHANGE.....</b>	<b>8</b>
<b>ADMINISTERING MEDICATION TO STUDENTS.....</b>	<b>8</b>
<b>ASSEMBLIES.....</b>	<b>9</b>
<b>ASSEMBLY SCHEDULE.....</b>	<b>9</b>
<b>ATTENDANCE REGULATIONS.....</b>	<b>9</b>
<b>ENROLLMENT POLICY.....</b>	<b>11</b>
<b>CONCURRENT ENROLLMENT.....</b>	<b>11</b>
<b>CHILD NUTRITION PROGRAMS.....</b>	<b>11</b>
<b>CLASS DROP POLICY.....</b>	<b>13</b>
<b>COMPUTER/INTERNET POLICY.....</b>	<b>14</b>
<b>CODE OF CONDUCT COMPUTER/INTERNET.....</b>	<b>15</b>
WEBSITE	
<b>PUBLICATIONS.....</b>	<b>16</b>
<b>COPYRIGHT</b>	
<b>POLICY.....</b>	<b>16</b>
<b>COURTESY.....</b>	<b>17</b>
<b>CREDIT RECOVERY.....</b>	<b>17</b>
<b>DANCES.....</b>	<b>17</b>
<b>DETENTION.....</b>	<b>17</b>
<b>DIRECTORY INFORMATION.....</b>	<b>18</b>
<b>STUDENT DIRECTORY INFORMATION.....</b>	<b>18</b>
<b>DISCIPLINE POLICY.....</b>	<b>19</b>
<b>GENERAL DISCIPLINE PROCEDURES FOR TEACHERS.....</b>	<b>21</b>
ASSAULT ON STUDENTS OR SCHOOL	

<b>EMPLOYEES.....</b>	<b>21</b>
CONDUCT OFF SCHOOL PREMISES.....	21
DISRESPECTFUL BEHAVIOR.....	21
DISRUPTIVE ACTS AT THE END OF THE SCHOOL TERM.....	22
DRESS CODE.....	22
DRUG, DRUG PARAPHERNALIA, ALCOHOL POLICY.....	23
REPORTING STUDENTS UNDER THE INFLUENCE OR POSSESSION OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES.....	23
DUE-PROCESS PROCEDURE.....	24
ALCOHOLIC BEVERAGES & CONTROLLED DANGEROUS SUBSTANCES PROBATION PLAN.....	24
ELECTRONIC COMMUNICATION DEVICES.....	24
FIGHTING.....	25
GAMBLING.....	25
GANG ACTIVITIES AND SECRET SOCIETIES.....	25
HARASSMENT.....	26
LITTERING.....	27
PUBLIC DISPLAY OF AFFECTION.....	27
SEARCH.....	27
SELF-DEFENSE CHEMICALS.....	28
SEXUAL HARASSMENT POLICY.....	28
STEALING, DESTROYING OR DEFACING SCHOOL PROPERTY OR PERSONAL PROPERTY AT SCHOOL.....	30
SUSPENSION POLICY.....	30
OUT OF SCHOOL SUSPENSION.....	33
TARDY POLICY PER NINE-WEEK PERIOD.....	34
TOBACCO POLICY.....	35
TRUANCY.....	36
TRUANCY POLICY.....	36
WEAPONS.....	37
WEAPONS FREE SCHOOL POLICY.....	37
<b>EMERGENCY DRILLS.....</b>	<b>39</b>
<b>EQUAL OPPORTUNITY STATEMENT.....</b>	<b>39</b>
<b>EXTRA-CURRICULAR ACTIVITIES.....</b>	<b>39</b>
ATHLETICS POLICIES.....	39
PHILOSOPHY.....	39
OBJECTIVES AND GOALS.....	39
ATHLETIC COOPERATIVE AGREEMENTS.....	40
SCHOLASTIC ELIGIBILITY RULES.....	40
CONDUCT OF STUDENT ATHLETE.....	40

ATHLETE'S SUSPENSION PROCEDURES FOR COACHES .....	40
STUDENT DRUG TESTING PROGRAM	
EXTRA-CURRICULAR ACTIVITIES.....	41
ENID PUBLIC SCHOOL ACTIVITY STUDENT	
DRUG TESTING POLICY.....	42
REFUSAL TO SUBMIT TO A DRUG USE TEST.....	46
CHANGING SPORTS IN MID-SEASON.....	46
EQUIPMENT .....	46
FRESHMEN STUDENTS PARTICIPATING AT ENID HIGH SCHOOL.....	46
INSURANCE .....	46
STUDENT PARTICIPATION.....	47
ATHLETIC AWARDS .....	47
GENERAL CRITERIA FOR LETTERING .....	47
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT SCHOOL RECORDS.....</b>	<b>48</b>
<b>GRADING SYSTEMS.....</b>	<b>50</b>
<b>COURSE RETAKE OPTION.....</b>	<b>51</b>
<b>GUIDANCE .....</b>	<b>51</b>
<b>GRIEVANCE PROCEDURE.....</b>	<b>51</b>
<b>HOME SCHOOLED AND NON-ACCREDITED SCHOOL ENTRY POLICY.....</b>	<b>54</b>
<b>HONOR ROLL.....</b>	<b>55</b>
<b>HONORS CURRICULUM .....</b>	<b>55</b>
<b>INCLEMENT WEATHER.....</b>	<b>55</b>
<b>INSURANCE .....</b>	<b>55</b>
<b>IN-SCHOOL SUSPENSION (ISS).....</b>	<b>55</b>
<b>INTERPRETERS.....</b>	<b>57</b>
<b>LOCKERS.....</b>	<b>57</b>
<b>MAKE-UP WORK .....</b>	<b>57</b>
<b>NONDISCRIMINATION POLICY.....</b>	<b>58</b>

<b>NOTICE OF PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION .....</b>	<b>58</b>
<b>OFF-CAMPUS EVENTS.....</b>	<b>60</b>
<b>OKLAHOMA ACADEMIC SCHOLAR.....</b>	<b>60</b>
<b>PARENT-TEACHER ORGANIZATION.....</b>	<b>60</b>
<b>PARENTAL VISITATION .....</b>	<b>61</b>
<b>PARKING AND DRIVING REGULATIONS .....</b>	<b>61</b>
<b>PHOTO IDENTIFICATION.....</b>	<b>63</b>
<b>PROGRESS REPORTS .....</b>	<b>63</b>
<b>PROMOTION - RETENTION OF STUDENT .....</b>	<b>63</b>
<b>REPORT CARDS.....</b>	<b>63</b>
<b>SATURDAY SESSION.....</b>	<b>64</b>
<b>SCHOLASTIC ELIGIBILITY RULES.....</b>	<b>64</b>
<b>SCHOOL BUS PASSENGERS .....</b>	<b>64</b>
<b>SCIENCE LABORATORY SAFETY.....</b>	<b>65</b>
<b>STUDENTS: FEES, FINES, AND CHARGES (REGULATION).....</b>	<b>65</b>
<b>STUDENT VISITORS.....</b>	<b>66</b>
<b>TELEPHONE .....</b>	<b>66</b>
<b>TEXTBOOKS .....</b>	<b>66</b>
<b>TEST POLICY.....</b>	<b>66</b>
<b>TRANSCRIPT POLICY.....</b>	<b>66</b>
<b>TRANSPORTATION POLICY .....</b>	<b>67</b>
<b>VOCATIONAL SCHOOL STUDENTS .....</b>	<b>67</b>

**WITHDRAWING FROM SCHOOL..... 67**

**FLOOR PLANS/CALENDAR**

**ENID HIGH SCHOOL FLOOR PLANS-FIRST FLOOR AND ANNEX.....68**

**ENID HIGH SCHOOL FLOOR PLANS-SECOND FLOOR.....69**

**ENID HIGH SCHOOL FLOOR PLANS-THIRD FLOOR.....70**

**ENID HIGH SCHOOL FLOOR PLANS-EAST WING.....71**

**YEAR CALENDAR FOR EVEN AND ODD DAYS.....72**

## CALENDAR

2008-2009

August 12	Open House
August 13	Sophomore Orientation
August 14	Classes Begin
September 1	Labor Day Holiday
September 3	Junior School Pictures
September 9	Sophomore School Pictures
October 10– 19	Nine Week Tests-No Activities
October 16	OEA State Meeting-No School
October 17	Fall Break-No School
November 26 - 28	Thanksgiving Holidays
December 16 - 19	Semester Tests-No Activities
December 19	End of 1st Semester
December 22 – January 5	Christmas Holidays
January 2	Teacher Workday-No School
January 5	Professional Day-No School
January 19	Professional Day-No School
February 16	Professional Day-No School
March 10 - 13	Nine Weeks Tests-No Activities
March 16 - 20	Spring Break-No School
April 10	Good Friday-No School
April 18	Junior/Senior Prom
May 5	May Fete – Senior Reception
May 1	Tri-State Music Festival-No School
May 14	Senior Reception
May 14	Senior Awards Program
May 20	Class Day Program
May 18 – 21	Semester Tests-No Activities
May 17	Baccalaureate
May 21	Commencement Practice for Seniors
May 21	Commencement
May 21	Last Day of School for Students
May 22	Teacher Workday

## **ENID BOARD OF EDUCATION BOARD MEMBERS**

Robbie Woods, President  
Taylor Branstetter                      Alan Seibel  
Willa Jo Fowler                         Mark Selix  
Molly Helm                                Jenny Webster

### **CENTRAL OFFICE STAFF**

500 South Independence - 234-5270  
Shawn Hime - Superintendent  
Dr. Ruth Ann Erdner – Assistant Superintendent for Educational Programs  
David McCune – Director of Special Services  
Jim Gelsthorpe - Director of Transportation  
Karl White - Business Manager/Clerk for the Board  
Ron Garrison - Director of Property Services  
Ann Herndon - Director of Personnel  
Vivian Bunch – Director of Federal Programs  
Amber Graham Fitzgerald – Director of School and Community Relations  
Chris Smith – Early Childhood Consultant

### **LINCOLN ACADEMY**

600 West Elm – 242-6170  
Jarry Hillman, Principal

### **HARRISON CENTER FOR SPECIAL SERVICES**

200 West Birch – 242-0200  
Susan Elliott – Special Ed. Compliance Coordinator  
Lisa Ellington - School Psychologist  
Joan McIntyre – Supervisor of Health Services - 249-3520

### **CARVER EDUCATION CENTER**

815 South 5th - 237-3479  
Clayton Nolen - Director of Adult Education/Literacy

### **ENID HIGH SCHOOL**

611 West Wabash - 234-2404  
Jim Beierschmitt - Principal - 249-3538  
Bill Word - Assistant Principal - 249-3540  
Floyd Pollet - Assistant Principal - 249-3539  
Bill Mayberry - Athletic Director - 234-2407

### **ODD DAY SCHEDULE**

Block 1.....	8:15 a.m.	9:45 a.m.
Block 3.....	9:52 a.m.	11:22 a.m.
Block 5.....	11:29 a.m.	1:40 p.m.
Lunch.....1 <sup>s</sup>	11:33 a.m.	12:14 p.m.
2 <sup>nd</sup>	12:14 p.m.	12:55 p.m.
Block 7 .....	1:47 p.m.	3:17 p.m.

### **EVEN DAY SCHEDULE**

Block 2.....	8:15 a.m.	9:45 a.m.
Block 4.....	9:52 a.m.	11:22 a.m.
Block 6.....	11:29 a.m.	1:40 p.m.
Lunch.....1 <sup>st</sup>	11:33 a.m.	12:14 p.m.
2 <sup>nd</sup>	12:14 p.m.	12:55 p.m.
Block 8.....	1:47 p.m.	3:17 p.m.

Each lunch period is during 5<sup>th</sup> and 6<sup>th</sup> blocks. Students are to report to their 5<sup>th</sup>/6<sup>th</sup> block classes. They will be released by that block teacher to the lunch room at the appointed time.

### **WELCOME**

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information was carefully prepared and presented so that it will be of great value in helping you to adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help you to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Enid High School welcomes you to its ranks and we hope that you will always be conscious of EHS traditions and requirements. Let us always have spirit to do the things, which will make it outstanding.

### **SCHOOL SPIRIT**

Students should remember that school life is like life in the community. They should practice at school the qualities of good citizenship, which are so necessary in any good community. These qualities are maturity, responsibility, and consideration.

At some time or another, each student will have problems, which he cannot solve by himself. The mature student will contact his teacher for help with these problems. A student knows that teachers are employed to aid and help students.

At Enid High School both students and faculty are fortunate in having facilities, equipment, and

materials, which help create a good school environment. Responsible students realize that their community is willing to provide more when proper care is exhibited.

### **THE PLAINSMENS' CREED**

I believe in Enid High School, her traditions and ideals;  
I believe in honesty in everyday tasks  
and in faithfulness in duty;  
I believe in the joy that comes from worthwhile fun,  
generous comradeship, and loyal service to my school;  
I believe in modesty in victory  
and an unconquerable spirit in defeat;  
I believe in keeping faith with my neighbor,  
my father and mother, my country, and my God.

### **SCHOOL SONG**

HAIL, ENID HIGH SCHOOL

Hail, Enid High School!  
Noble and strong,  
To thee with loyal hearts  
we raise our song!  
Swelling to heaven,  
Loud our praises ring,  
Hail, Enid High School!  
of thee we sing!

### **RESPECT FOR THE STATE SONG/SCHOOL SONG**

During the playing or singing of the State song or school song all persons should stand. Those who want to sing along may do so - others should remain quiet.

### **RESPECT TO THE FLAG**

During the ceremony of hoisting or of lowering of the flag these points of respect should be observed:

1. All persons present should face the flag with the right hand over their heart. (Some religious groups object to saluting the flag, and this right will be observed).
2. Hats and head coverings should be removed when the flag is passing in review, during flag salute, and during the national anthem.
3. Except for the Pledge of Allegiance or singing of the National Anthem, there should be no talking or other distracting noise.

### **PHILOSOPHY**

Enid High School is composed of four units directly involved in the development of the student. Each unit works toward the ultimate success of the student.

The student must attend Enid High School ready to partake of the opportunities afforded him. Such readiness may need to be enhanced as the student attends, but a basic understanding of the student's own responsibilities toward his learning must be present. Each student's self-esteem is central to such readiness. If such self-esteem is lacking, the programs of the school stand ready to bolster that esteem. Within such a positive framework, the student then directs his energies toward fulfilling those goals addressed in the objectives.

Behind each student stands parental guidance. In recognition of today's diverse lifestyles, parental guidance may be provided by a wide range of adults interacting with the student in family settings. The school calls upon those adult influences to provide guidance in the student's choices, which directly influence his success in fulfillment of the objectives. Each student's family connections provide the cultural background, which shapes his personal goals. In addition, recognition of the support needed from parental guidance is provided in the close communication goals of the administration and faculty.

The administration seeks to support the student and parent by providing a safe and disciplined environment for the student in the school facility. Providing the vision for the faculty in relation to the other components of the school district, the administration monitors the efficient sequencing of student learning. Their efforts support the successful implementation of elective and extra-curricular offerings. In short, they provide the essential structure for the freedom of the student to explore.

Within each classroom, faculty members address the student in a variety of challenging ways. Each classroom setting provides arrangements and structures blended to unique course offerings designed to fulfill the goals of the objectives. One of the strengths of Enid High School remains its faculty diversity, which allows students to interact with a variety of challenging and motivating individuals as well as subject matter. The caring attitude reflected by faculty enables students to partake of additional sources of support in pursuit of their goals.

Students, parents, administration, and faculty comprise the units of Enid High School. Working as a team, these units address the goals stated in the objectives. Student success is supported by the interrelationships of each unit in a varying number of combinations. The end result is a nurturing learning environment for the diverse student population of Enid High School.

### **OBJECTIVES**

Enid High School encourages each individual student to achieve success. The student measures his success in his fulfillment of academic goals, personal goals, and professional goals.

#### Academic Goals

The central curriculum of Enid High School prepares students to explore the fundamental knowledge and skills common to the needs of an educated person.

Within the common curriculum, student ability levels are addressed within individual classrooms and within specialized course offerings. Therefore, all student needs for enrichment can be met.

### Personal Goals

Each student is encouraged to set personal goals beyond the central curriculum. Diverse interests of students can be explored through extra-curricular offerings and elective courses. Such goals reflect varied talents and abilities in the arts, challenging and creative academics, physical and mental competition, as well as developing social consciousness and personal responsibility to self and the community.

### Future Goals

In recognition of the needs of all students, preparation for the fulfillment of future goals is provided. Students explore avenues to future employment through college preparation and vocational experience. All students are encouraged to view education as an ongoing part of their future plans. If educational appreciation is internalized, the student can adapt and grow through continuing education. Such traits will allow all students to successfully face the challenges of their future.

## **ACTIVITIES PROGRAMS**

1. Enid High School students of Junior or Senior class standing may attend the Junior-Senior Prom with or without a date. The prom is closed for Juniors and Seniors except for the following exceptions. Sophomores with a Junior or Senior date from Enid High School may attend. Sophomores without a date may not attend the Junior-Senior Prom. Freshmen and younger students may not attend the Enid High School Junior-Senior Prom. Dress code for the Junior-Senior Prom includes dresses for the ladies and coat and tie for the men.
2. All school rules apply to school-sponsored dances. Dress codes for all dances will be determined by the administration. Students leaving the dance may not re-enter. Other information concerning dances will be announced the week of the dance. Eighth grade and younger students may not attend Enid High School dances.
3. Certain senior activities require the student to be eligible to graduate in order to participate.
4. May Fete, the Scholarship Program, and Commencement have a required dress and behavior code. The administration will require parent conferences to discuss discipline procedures for uncooperative students.
5. Seniors are expected to participate in senior activities. Exemptions may be requested from the administration.

## **ACTIVITY ABSENCE POLICY**

The State Board of Education encourages students to attend their regularly scheduled classes so maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, development of responsibility, and self-discipline. Once the educational merit of the co-curricular program is recognized, the goal of the State Board of Education is to facilitate a balanced education for each student.

It is with the above goals and philosophy that the State Board of Education establishes the following attendance/activities regulations:

**Regulation 1:**

It is the intent of the State Board of Education that the superintendent and local board of education annually review the activities so minimal interruptions occur in the instructional program of a child.

**Regulation 2:**

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be five (5) for any one-class block of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by the local school sponsors and approved by the local board of education.

**Regulation 3:**

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education.

**Regulation 4:**

Each school shall be responsible for maintaining activity attendance records to verify the conditions within the school system that apply to the above regulation.

**ENID PUBLIC SCHOOLS ACTIVITY POLICY**

The Five-Day Activity Regulation will apply to activities that require students to be out of the school building and miss one or more blocks.

1. The number of activity absences beyond the five-block limit must not exceed three (3) additional activity absences.
2. An activity absence that requires a student to miss more than forty-five (45) minutes of the class will count as an activity absence.
3. All activity absences will be recorded as part of the attendance records. Student activity absence records will be available each week for staff members.
4. A student must have a 2.0 GPA with no F's from the previous grading period to qualify for an extension of activity absences. The grading periods that apply will be the first nine weeks grades, first semester grades, third nine weeks grades, and second semester grades.
5. Teachers may deny requests for additional activity absences beyond the 5-block limit if a student does not have a 2.0 average in the class on the date of the request.
6. Requests for an extension beyond the 5-block limit shall be submitted in writing on the appropriate form to the administration at least two (2) days before the activity.
7. Activity absences will be recorded based on the starting time of the activity. Due to Enid's geographical location, travel time will not count as an activity absence. The administration and athletic director will monitor travel release time to insure that students are spending the maximum amount of time in class.

8. Administrative approved field trips and absences in which students were selected to represent Enid High School (Boys State, Girls State, Student-of-the-Month, etc.) will not count as activity absences.
9. A teacher may require that assignments and class work to be completed before the activity absence.

#### Emergency Extensions

1. The building administrator shall be empowered to grant emergency extensions.
2. Individual appeals to the building administrator will be evaluated on the student's current academic performance and attendance record.

### **ADDRESS CHANGE**

Students are to report any change in address and telephone numbers to the office.

### **ADMINISTERING MEDICATION TO STUDENTS**

Medication, including acetaminophen and aspirin, may not be administered by school personnel unless the request and release form necessary for administration of medication is signed by the parent/guardian having legal custody of the student and a physician. The form must be on file in the school.

Prescription medication must be in a prescription container that correctly states the name of the student, the name of the medication, the name of the prescriber and the directions for taking the medication.

The medication must be delivered to the principal or nurse's office in person by the parent or guardian of the student. Medications are to be kept in the office, not in the classroom, unless specifically ordered by the physician for the health and safety of the student.

The medication must be accompanied by a dated, written authorization form signed by the parent and the physician requesting that the child be allowed to take the medication at a specified time. (Permission slips are available at the school.) New forms must be signed and a new prescription bottle presented at the beginning of each school year and whenever a medication, dose or time is changed.

Up to a one month supply of medicine may be sent to school. The school administrator will designate in writing specific individuals who give medications. They will receive an annual in-service by the school nurses demonstrating the correct procedure for giving medications.

All medication shall be stored in a secured area in the school office. A student may carry medication on their person only if specifically ordered by the physician for the health and safety of the student.

A daily log will be kept to record all medication that is given.

Confidentiality shall be maintained concerning students who receive medications.

Over-the-counter or PRN (whenever needed) medications shall not be given in any schools in the Enid Public School District.

Topical medications for first aid may be used under the direction of the nurses or the athletic trainer.

### **ASSEMBLIES**

At assemblies, mature, responsible students will show their consideration for the speaker or performer by giving their undivided attention, thus showing their pride in Enid High School. By demonstrating their maturity, responsibility, and consideration in these and other ways, the students of EHS show both self-respect and school pride. When students demonstrate these qualities, the school spirit, the "Plainsmen" spirit, helps everyone accomplish more.

### **ASSEMBLY SCHEDULE**

Assembly schedule will be announced prior to the activity.

### **ATTENDANCE REGULATIONS**

Students should carefully study these instructions with their parents, so they too, will understand the proper procedures for a successful year. In addition teachers will discuss these instructions with students to be certain that they are fully understood.

1. A student must be in attendance in class at least 90 percent of the time in any grading period in order to pass the class. Exceptions to the above would be an emergency excused by the administration, hospitalization, contagious disease, or prolonged illness under the direct care of a physician, and a student absent on school-sponsored activities. Doctor notes must be submitted within 10 school days from the absent date to the administration. All documentation for administrative approved emergency absences must be submitted to the administration within 10 school days of the absences. Teachers will then be notified by the office of the excused absences. DCA's issued through the office are not counted as absences. To avoid confusion on the number of days students must be in attendance the following policy will be used:
  - a. Students will fail on the 4th absence not covered by doctor's notes each quarter. Nine-weeks failing grade based on attendance will be averaged with the other nine weeks grade and the semester test to determine the semester grade. On double block classes a student will fail on the 6th absence.
  - b. Students will fail on the 8th absence not covered by doctor's notes each semester. On double block classes a student will fail on the 12th absence.
2. Absences which are excused by notes or phone calls from parents and/or guardians but are not covered by doctor's notes, will count on the 90% rule.
3. Each three (3) tardies in any class will be counted as an unexcused absence. Each three (3) tardies in any class will also count as an unexcused absence in the 90 percent attendance figuring. DCT's issued through the office are not counted as tardies.

4. Teachers are required to record an "F" grade for any unexcused absence. Absences are unexcused if a student is absent for any reason other than illness, school business, or prearranged family activities.

Teachers will be notified by the administration when an "F" will be recorded.

5. Two absences per class each nine-weeks may be made up by attending a Saturday Session. Students must have schoolwork to do while making up time.
6. Students may do the work on unexcused absences but will not receive credit for this work.
7. When a student is absent and contact is not made with office personnel indicating the reason for the absence, the student must present to the office secretary a doctor's note or a written excuse signed by the parent/guardian stating the cause and date of absence. If students do not have a note or parents have not called by 8:10 a.m. of the next day after an absence, the student will be called to the office by the administration. Presenting the proper note before class time is the responsibility of the student. Students are expected to use the free time before the first block of the day for submitting their note to the office. A student whose absence was not verified by a guardian or parent will be given an unexcused absence.
8. All tardies require an admit from the office. When a student enters the class after the tardy bell rings, he/she **MUST BE MARKED AS TARDY** by the teacher unless a DCT is written on the admit by the office and initialed by office personnel.
9. Students entering school after the first block of the day must get a **SPECIAL ADMIT** (pink) from the office, have it signed by each teacher, and leave it with the last block teacher to be returned to the office on that day. Here again, it is a teacher-student responsibility to see that he/she gets this special admit and that it is properly signed each block during the remainder of the day.
10. **THE ADMINISTRATION DISCOURAGES CHECK OUT BY TELEPHONE. STUDENTS WHO ARE CHECKING OUT OF SCHOOL WITH PARENT PERMISSION MUST PRESENT TO THE OFFICE A WRITTEN REQUEST SIGNED BY A PARENT BEFORE 8:10 A.M. ON THE DAY SHE/HE IS TO LEAVE. PARENTS CAN PERSONALLY CHECK STUDENTS OUT AT ANY TIME. STUDENTS LEAVING THE SCHOOL BUILDING FOR ANY REASON ANY TIME MUST CHECK OUT THROUGH THE OFFICE AND CHECK BACK IN UPON RETURNING. THE LUNCH PERIOD IS CONSIDERED PART OF THE SCHOOL DAY. STUDENTS NOT CHECKING OUT ARE SUBJECT TO DISCIPLINE.**
11. Student absences for activities may be restricted if the student has excessive absences or has reached the "ACTIVITY ABSENCE" limit.
12. The administration of Enid High School reserves the right to conduct an after-school/before-school detention period for students. This period is most commonly called "after school/before-school study." Students may be assigned to this detention period for infractions of the conduct code and for attendance problems. The detention periods will last one hour each. Students must provide their own rides home after detention. If the student rides the bus, detention will be postponed until the following day if requested by the student. Teachers requiring students to stay after school will also follow the above policy.

13. All documentation of absences under a doctor's care must be submitted within 10 school days of the absence. All documentation for administrative approved emergency absences must be submitted to the administration within 10 school days of the absences.
14. Seniors who make a college visit during school time with parent permission should complete their classroom work ahead of time. One college visit will not count on the 90% attendance rule. The visit must be verified by a college representative by letter and returned to Enid High on the day of the students return to class. Seniors are encouraged to make college visits on holidays, teacher workdays, and teacher professional days.

### **ENROLLMENT POLICY**

It is the policy of the Enid Board of Education that all students enrolling in Enid Public Schools must do so on a full-time basis. Full-time basis shall be defined as attending classes for the full instructional day within the public school system or in conjunction with another state accredited institution such as a vocational-technical school or a college or university for concurrent enrollment. The only exceptions to this policy shall be for the fifth-year seniors and special education students whose IEP's require variations of student schedules. In the event the State Department of Education advises us that part-time students can be counted for state aid purposes, the board will reconsider this policy.

### **CONCURRENT ENROLLMENT**

Any student who concurrently enrolls at NOC must sign along with his/her parents the **Concurrent Enrollment Parent/Student Enrollment Agreement** and follow the stipulations as set forth by the agreement.

### **CHILD NUTRITION PROGRAMS**

In accordance with the policy of the board of education, the following regulation shall govern the comprehensive nutrition programs in this school district.

#### **School Cafeterias**

1. Any student may eat in the school cafeteria or other designated place.
2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the dining hall, if desired. These students may eat their lunch in the school cafeteria or a designated area. Vending machine ("junk food") items shall not be consumed in the dining hall.
3. Meal prices will be established by the superintendent and food service supervisor, with the approval of the board of education, at the beginning of each year.
4. Meal prices will be conspicuously posted in each cafeteria.
5. A guest must be cleared through the food service supervisor by his/her host to be eligible to eat in the cafeteria.
6. Use of dining room facilities by nondistrict organizations or individuals must have approval of the superintendent or designee.
7. The food service supervisor will develop in-service training programs, approved by the superintendent or designee for the food service staff.

8. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.
9. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.

Definitions

1. **Competitive foods** means any food or drink sold in competition with the National School Lunch Program and/or School Breakfast Program in food service areas during the meal periods.
2. **Dietary Guidelines for Americans** means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
3. **Nutrition education** means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
4. **Foods of minimal nutritional value means:**
  - A. In the case of artificially sweetened foods, a food that provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and
  - B. In the case of all other foods, a food that provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.
  - C. Food that is classified into four categories:  
 Carbonated soft drinks  
 Chewing gum  
 Water ices  
 Certain candies made predominately from sweeteners such as hard candy, licorice, jellybeans, gumdrops, marshmallows, fondant, cotton candy, and candy-coated popcorn
5. **Food service area** means any area on school premises where child nutrition program meals are both served and eaten, as well as any areas in which such meals are either served or eaten.
6. **Meal period** means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.

Foods of Minimal Nutritional Value and Competitive Food Sales

In keeping with federal regulations, the district controls the sale of foods of minimal nutritional value and all competitive foods.

Accordingly the district will offer choices in vending machines from the following nutritional food items:

1. Canned fruits;
2. Fresh fruit (e.g., apples and oranges);
3. Fresh vegetables (e.g., carrots);
4. Fruit juice and vegetable juice (at least 50% full strength), and bottled water (within established district guidelines);
5. Low-fat crackers and cookies, such as fig bars and ginger snaps;
6. Pretzels;
7. Bread products (e.g., bread sticks, rolls, bagels, and pita bread);
8. Ready-to-eat, low-sugar cereals (e.g., granola bars made with unsaturated fat);
9. Low-fat (one percent) or skim milk;
10. Low-fat or nonfat yogurt;
11. Snack mixes of cereal and dried fruit with a small amount of nuts and seeds;

12. Raisins and other dried fruit;
13. Low-fat crackers.

**(NOTE: The district may modify the list as necessary.)**

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the building principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy meals to school;
3. Families are invited to attend exhibitions of student nutrition projects or health fairs;
4. Nutrition education workshops and screening services are offered;
5. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.); and
6. School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate.

Inquiries concerning application of this policy may be referred to David McCune who is the Title IX/504/ADA Coordinator. IDS #57 500 S. Independence Enid, OK 73701-5693 580-234-5270

Additional information may be obtained from:

U.S. Department of Education  
Office for Civil Rights  
8930 Ward Parkway,  
Suite 2637  
Kansas City, MO 64114

**CLASS DROP POLICY**

The Administration uses the information from the enrollment process to decide how many sections of each course will be offered. Once those decisions are made, teachers are assigned to each of those sections. Once assignments are made, the computer will attempt to balance classes based on student requests and teacher assignments. If unnecessary schedule changes are allowed, then classes become unbalanced, and large classes will not meet state law requirements.

Striving to eliminate the unnecessary schedule changes yet providing the opportunity for valid change requests, the following will be considered as justifiable reasons for change requests:

1. To correct enrollment keyboarding errors
2. To correct graduation deficiencies
3. To achieve a better class balance
4. To make necessary changes due to summer school attendance
5. To compensate for classes failed during the previous years
6. To enable students to meet requirements for post secondary school's admission guidelines
7. To provide for placement in special classes
8. To implement changes in I.E.P.'s
9. Concurrent enrollment

Unless your request "fits" one of the aforementioned guidelines, we will not honor your request.

Classes will not be "changed" or "dropped" after one week from the start of the first semester or one week from the start of second semester.

**COMPUTER/INTERNET POLICIES**  
**INTERNET & OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY**

The Enid Board of Education believes that the use of the Internet and other local and/or wide area 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 and patron accounts and E-mail addresses may be provided and the user may be permitted to use the address to send and receive mail at school. The Enid Board of Education reserves the right to assign, limit and/ or monitor E-mail addresses and their usage at its discretion.

Since the Internet constitutes an unregulated collection of educational resources, which 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, which 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 and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service, which 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 for whom it is not intended may access any message or information posted on the Internet. E-mail and downloaded materials will be deleted from the system on a regular scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws. Users will not download, transmit, or replicate in any format restricted copyrighted materials.

Students and the community must agree to attend an orientation, which 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 the services. A User Agreement For Student Works on Enid School District's Websites (EFBCA-E) will be signed by all students and other persons, not employed by the district wishing to use the services provided by the school district.

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 of any information found on the Internet.

### **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rule of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Illegal activities are strictly prohibited.
7. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
8. No charges for services, products, or information are to be incurred without appropriate permission.
9. Be aware that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities. All users should assume that any computer use is subject to Oklahoma Open Records Law. Computer records reveal not only what is retained in storage, but also removal of certain items and the date and time such removal was effected.
10. Do not use the network in such a way that you would disrupt the use of the network by other users.
11. Respect the privacy of others. Do not read the mail or files of others without their permission. All communications and information accessible via the network should be assumed to be private property.
12. Copyright and licensing laws will not be intentionally violated.

13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks, which may be accessed. This includes, but is not limited to the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator. Do not demonstrate any problems to other users.

### **WEBSITE PUBLICATIONS**

Anyone desiring to post information or student works on the District website must submit to their Site Web Master all proposed material. The Site Web Master has the right to deny web publication of material deemed inappropriate or in non-compliance of Board policy. The Request for Website Publication form must be signed and on file at Central Office.

### **COPYRIGHT POLICY**

It is the intent of the Enid Public Schools to adhere to the provisions of the copyright law (Title 17 of the U.S. Code), the Computer Software Act of 1980, the Berne convention, and accompanying legislative guidelines as they affect the district and its employees. While the law identifies some Fair Use provisions, it also defines specific restrictions on the reproduction of copyrighted materials. A copyright is a property right representing potential income to the creator of the copyrighted material; willful infringement of a copyright is a form of theft and can result in criminal prosecution. It is the position of Enid Public Schools that copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets Fair Use standards or unless written permission from the copyright holder has been received and is on file in the Central Office. Illegal copies of copyrighted materials will not be used for instructional or other purposes or made or used on district equipment.

In an effort to discourage violation of the copyright law and to prevent such illegal activities:

1. All employees and students will be advised of this policy.
2. This policy will be printed in all employee and student handbooks produced and used in the district; and
3. Employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will not be extended to anyone who violates the Fair Use standards of this policy.

Willful disregard of the district's copyright position and/or violation of copyright law may be considered willful neglects of duty and statutory grounds for dismissal.

### **COURTESY**

Courtesy to teachers, school employees, other students and visitors is a tradition at EHS. Each student should strive to be considerate of others despite racial, religious, or economic background. Students should respect and obey teachers.

Students should treat all other adult employees of the school with courtesy, and follow any request or directive given by them. These include custodians, cafeteria workers, and office personnel. Rudeness will result in disciplinary action.

### **CREDIT RECOVERY**

Credit recovery is an opportunity for a student to take a course that a student is presently failing or retake a course that was previously failed. These recovered credits may be used to meet graduation requirements.

Credit recovery options allow students who have completed or who are presently completing seat time to earn credit based on competency based standards. Credits will be assigned on a pass/fail basis.

### **DANCES**

All school rules apply to school-sponsored dances. Policies and dress codes for all dances will be determined by the administration. Students may be required to take a breath test prior to entering. The Students leaving the dance may not re-enter. Other information concerning dances will be announced the week of the dance. Enid High School students of Junior or Senior class standing may attend the Junior-Senior Prom with or without a date. Sophomores with a Junior or Senior date from Enid High School may attend. Sophomores without a date may not attend the Junior-Senior Prom.

Freshmen and younger students may not attend the Enid High School Junior Senior Prom. Eighth grade and younger students may not attend Enid High School dances.

### **DETENTION**

1. Students may be assigned to detention by the principals as a discipline procedure.
2. Students assigned to detention may select the morning or the after-school session.
3. The morning session will be held: 7:15 a.m. to 8:10 a.m.; the after school session will be held: 3:25 p.m. to 4:15 p.m.
4. Students may delay 24 hours providing arrangements are made with the administrator in charge of the program.
5. Students that miss an assigned detention will have another day added. If they miss a second time, the students may be suspended or assigned to a Saturday session.
6. Students refusing to attend a detention session will face a long-term suspension until the time is served.
7. Efforts to notify parents or guardians will be made when a student is assigned detention.
8. Late arrivals will not be admitted unless an administrator has detained them. Students must bring work or have school appropriate reading materials for detention.

### **DIRECTORY INFORMATION POLICY**

At the discretion of the administration, Enid High School will release directory information to a select group of individuals and/or organizations unless a written request prohibiting the release of directory information is given to the Enid High School Administration.

Groups and Individuals that directory information may be released to will be as follows:

1. PTSA Organization
2. United States Military
3. Blunck Studio-EHS Yearbook Photographer
4. Jostens-EHS ring, cap, gown, and announcement vendor
5. Politicians
6. Media
7. Colleges and Universities

Directory information may include the follows:

1. Name
2. Parent and/or guardian's names
3. Student's address
4. Phone number
5. Date and place of birth
6. Major study field, activities and sports
7. Weight and height if on an athletic team
8. Attendance dates
9. Awards received
10. Latest school attended
11. Photograph
12. Honor Roll GPA

### **STUDENT DIRECTORY INFORMATION**

This school district will maintain and release “directory information” without the parent’s prior written consent, unless the parent – or student if over 18 – informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as “directory information”:

1. student’s name, address, telephone listing, and date and place of birth;
2. parent or lawful custodian’s name, address and telephone listing;
3. major field of study and grade level classification (example: elementary, 7<sup>th</sup> grade, sophomore);
4. student’s participation in officially recognized activities and sports;
5. weight and height of member of athletic teams;
6. dates of attendance, dates of enrollment, withdrawal, re-entry; diplomas, certificates, awards, and honors received;
7. most recent previous educational agency or institution attended by the student;
8. student’s photographic, digital, or video likeness;
9. information requested by U.S. military recruiters.

Each year this school district will give public notice of the categories of information which it

considers directory information regarding students in the district. The school will allow ten days from date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

### **DIRECTORIO DEL ESTUDIANTE INFORMACIÓN**

Este distrito de la escuela mantendrá y lanzará "información del directorio" sin el consentimiento escrito anterior del padre, a menos que el padre - o el estudiante si sobre 18 - informe al distrito que cualesquiera o toda la información siguiente no se debe lanzar sin consentimiento previo.

La información siguiente se señala como "información del directorio":

- ? nombre del estudiante, dirección, listado de teléfono, y fecha y lugar del nacimiento;
- ? nombre del padre o del guardián legal, dirección, y listado del teléfono;
- ? área de estudios y de la clasificación de grado (ejemplo: elementaría séptimo grado etc.);
- ? participación del estudiante adentro oficialmente actividades y deportes reconocidos;
- ? peso y altura de miembros de atlético equipos;
- ? fechas de la atención, fechas de la inscripción, retiro, reingreso;
- ? diplomas, certificados, concesiones, y honores recibido;
- ? la agencia educativa anterior más reciente o la institución atendió por el estudiante;
- ? estudiante fotográfico, digital, o vídeo semejanza;
- ? información pedido por U.S. reclutadores militares.

Cada año este distrito de la escuela dará a público aviso de los categorías de la información que considera información del directorio de los estudiantes en el distrito. La escuela permitirá diez días a partir de la fecha de tal aviso público para que los padres informen al superintendente en la escritura de la información específica del directorio que pertenece a tal estudiante eso si láncese sin el consentimiento previo del padre, guardián legal, o el estudiante si sobre la edad de diez y ocho no se recibe ninguna objeción dentro diez días de la notificación oficial, la información será clasificada como información del directorio hasta el principio del año escolar próximo.

### **DISCIPLINE POLICY**

The policy is pursuant to Oklahoma school law. The control and discipline of students in Oklahoma is governed by state law Section 154 states:

The local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. Such policy shall provide options for the methods of control and discipline of the students and shall define standards of conduct to which students are expected to conform. In developing such policy, the local board of education shall make an effort to involve the teachers, parents, and students affected. The students, teachers, and parents or guardians of every child residing within a school district shall be notified by the local board of education of its adoption

of the policy and shall receive a copy upon request. Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

Except concerning students on individualized education plan (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA), P.L. No. 101-476, the State Board of Education shall not have authority to prescribe student disciplinary policies for school districts or to require school districts to file student disciplinary action reports more often than once each year and shall not use disciplinary action reports in determining a school district's or school site's eligibility for program assistance including competitive grants. (70-6-114)

Enid Public Schools Administrators, who are responsible for maintaining a school in which all students may learn in an orderly atmosphere, practice preventive discipline. This means that the administration works with students and their parents to avoid repeated violations for which the student may be disciplined. The administration and staff of Enid Public Schools works to build good communication between students, parents, and school personnel. The administration and staff of Enid Public Schools welcome hearing from parents at any time. Discipline records will be on file in the office. An attempt will be made to notify parents by calling or mailing a copy of each discipline card.

When working with student discipline, the administration will consider tardies, trancies, and all discipline records. **Decisions concerning discipline behaviors and/or discipline actions not listed in this policy will be made by the administration.**

To correct deviant behavior, appropriate disciplinary action(s) will result. It is intended that the appropriate disciplinary action be commensurate with the degree and/or frequency of the deviant behavior. Disciplinary action(s) may include the following:

1. Warn student(s)
2. Advise parents/guardians
3. Remove from class or group (temporary or permanent)
4. Parental conference
5. In-School Suspension
6. Detention
7. Saturday school
8. Restitution (financial, replacement, repair, etc.)
9. Involve law enforcement
10. Refer to the social agencies
11. Out of School Suspension
12. Any other disciplinary action deemed appropriate under the circumstances.
13. Weekend Intervention Program(W.I.P.)

### **GENERAL DISCIPLINE PROCEDURES FOR TEACHERS**

All staff members share the responsibility for developing productive social attributes in all students.

The staff is encouraged to take the positive approach in dealing with inappropriate behavior. Interest, understanding, and encouragement most often resolve difficulties.

The teacher has the responsibility to maintain an orderly classroom to insure an appropriate learning environment. Examples of methods the teacher may utilize are as follows:

1. Conference with the student
2. Conference with the parents/guardians
3. Referral to the counselor or administration
4. Detention (through the administration)
5. In-class detention

### **ASSAULT ON STUDENTS OR SCHOOL EMPLOYEES**

Oklahoma state law provides that any person who commits any assault, battery, or an assault and battery on a student, upon conviction, will be guilty of a misdemeanor. The person shall be punished by a term in the county jail not exceeding six months or a fine not exceeding \$1,000.00 or both.

Oklahoma state law provides that any person who commits any assault, battery, and or an assault and battery on a school employee may be charged with a felony.

### **CONDUCT OFF SCHOOL PREMISES**

Students involved in off-campus attacks on school officials, their families, animals or property, will result in disciplinary action at school. School authorities have the power to discipline pupils for out-of-school conduct having a direct and immediate effect on the discipline, welfare, and effectiveness of the school. This includes the authority of school officials to discipline students for off-campus misconduct involving weapons, alcohol, or drugs.

### **DISRESPECTFUL BEHAVIOR**

Disrespectful behavior towards school personnel will not be tolerated. The following are examples of behavior, which may result in long-term suspension.

1. Disobeying a school employee willfully and openly
2. Using profanity or vulgar language or expressions
3. Defying the school employee's authority
4. Harassing any school employees away from school
5. Verbal or physical attack of a school employee

### **DISRUPTIVE ACTS AT THE END OF THE SCHOOL TERM**

Any student who engages in disruptive behavior in violation of these policies on or near the last day

of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the administrator, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until such time as the administrator and the parents/guardians have conferred and resolved the issue regarding the student's unacceptable behavior.

### **DRESS CODE**

The dress code is designed for all students, with emphasis on good grooming, cleanliness, and proper dress and respect for others. This code is an integral part of the student's education process which tends to enhance one's appearance and personal image at school. A dress code that promotes a positive learning environment is the responsibility of every student and parent/guardian.

#### **PROVISIONS OF THE DRESS CODE INCLUDE:**

1. Students may not wear clothing that is too tight, too short or too revealing. This includes halter tops, midriff shirts/blouses, loose tank tops and other revealing clothing. Shirts, blouses, and tops must cover the stomach area at all times. All students should wear shoes that are safe and appropriate for a positive learning environment. Cleated shoes are not permissible.
2. Students may not wear clothing that:
  - ? has inappropriate cuts and holes in them
  - ? is inappropriately sagging
  - ? has unfastened straps
3. Clothing with implied or explicit objectionable slogans or artwork may not be worn, which in the opinion of the administration will be disruptive to the educational process or the orderly operation of the school.
4. The wearing of hats, caps, scarves, or headbands will not be permitted inside the school building except for medical reasons or deemed as necessary equipment for a class.
5. Hair is to be well groomed and clean. Extreme hairstyles that disrupt the educational process or endanger the health and safety of the students will not be permitted. Students may be required to alter their hairstyles to meet the requirements of participating in activities or in classes where a student's health and safety may be endangered.
6. Jewelry, earrings, or similar items may have to be removed at school where a student's health and/or safety may be endangered or if the items are disruptive to the learning environment.
7. Students may wear shorts that are not too tight, too thin, or too short. Examples of shorts that are not acceptable include bikers shorts, gym shorts, boxer shorts, and light-weight athletic shorts. Cutoffs that are rolled up, hemmed, or not ragged are acceptable.
8. Sunglasses may not be worn in the school building unless medically necessary and prescribed by a physician.
9. Tattoos, either temporary or permanent, must be covered during regular classroom periods.

## **DRUG, DRUG PARAPHERNALIA, ALCOHOL POLICY**

Sale, distribution, use, or possession of non-intoxicating or alcoholic beverages, controlled substances, illegal drugs, marijuana, mood altering substances, or other materials expressly prohibited by federal, state, or local laws is not permitted by students in school buildings, on school property, or at school functions. The sale, distribution, or abusive use of prescription, patent, over the counter, or imitation drugs is not permitted. The building principal shall consult with the appropriate central office administrators if circumstances merit modifying the application of the policy.

Violation of this policy will result in the following consequences:

1. The parent/guardian will be notified.
2. The law enforcement agency will be notified of any criminal activity, and school officials will cooperate fully.
3. The Central Office administration will be contacted.
4. The student will face suspension up to two semesters, not to exceed the current school semester and following school semester.
5. Students violating this policy will be referred to the Drug Education Counselor.

These consequences will be imposed independently of court action. In the event a student is suspended from school for chemical problems, the administration may require evidence that he/she has completed or is currently undergoing acceptable drug assessment before allowing the student to return to school.

## **REPORTING STUDENTS UNDER THE INFLUENCE OR POSSESSION OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the Enid Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

- (1) non-intoxicating beverages
- (2) alcoholic beverages or a
- (3) controlled dangerous substance

As the above are now defined by state law, the teacher shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter if the situation warrants action. Reference: O.S. Title 70, Section 133

## **DUE-PROCESS PROCEDURE**

All policies and procedures in this handbook are subject to due process. The first step in due process would be a meeting with the building administrator. If further steps are needed, the Central

Office will be involved in any future due-process meetings. The first step of due process requires that the complaint be submitted to the building administrator within ten (10) days from the date of infraction.

### **ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES PROBATION PLAN**

This plan is designed to give the student and parent an alternative to the current board policy when a student is under disciplinary action for being in possession of or under the influence of alcohol or a controlled substance on the school grounds or at any school activity or event. This plan will be considered only for first offenders.

This is to be considered a voluntary action by the parents/guardians as well as the student and they must agree with the provisions of the probation plan.

The probation plan involves the student being placed on a ten-day out-of-school suspension. During this time, an appointment will be made by the parents/guardians at an adolescent care unit or medical center, approved by the school administration, for an evaluation and recommendation.

Both parents/guardians must attend the evaluation session with the student. It will be the parent's/guardian's responsibility to complete recommendations made by the adolescent care unit or medical center and keep the school informed of the progress. Failure of the parents/guardians and the student to complete the program will mean termination of the probation and the student will be disciplined under current policy.

The probation does not apply to students selling, distributing, or intending to distribute alcohol or a controlled substance.

### **ELECTRONIC COMMUNICATION DEVICES**

Students shall not possess a paging device, hand held portable phone, or wireless telecommunication device during school hours. These devices may be left in automobiles.

Students may not bring walk-man, stereos, jam boxes, headphones, portable CD players or similar devices to school. Violators of this policy are subject to the discipline code of Enid Public Schools and this violation could result in a long term suspension not to exceed one semester.

A student may possess an electronic paging device, portable phone, or wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent upon a showing of medical necessity.

### **FIGHTING**

Any fighting during the school day will result in an in-school suspension or an out-of school suspension. Other occurrences may mean a suspension of up to one semester. If in the administrator's judgement, the student may pose a threat to himself or others, he will be immediately removed from

school. Repeated offenses may result in suspension for the remainder of the current semester and the following semester.

### **GAMBLING**

Gambling and the possession of dice and gambling devices will not be tolerated. Students who gamble and/or possess gambling devices will be subject to the Enid Public Schools discipline policy.

### **GANG ACTIVITIES/SECRET SOCIETIES** **SORORITIES/FRATERNITIES**

Revised 2003-2004

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities including violence and destruction of property. Gang/sorority/fraternity/secret society activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of this activity and the secondary effects are disruptive and obstructive of the process of education and school activities. The Board does not authorize or support gangs, secret societies or sororities/fraternities in the public school.

It is therefore the policy of the Board of Education that gangs, secret societies, sororities, fraternities, and their activities are prohibited in the Enid Public Schools.

- A. **Definition:** For the purposes of this policy, a "gang" is any group of 2 or more persons whose purposes include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of the Enid Public Schools.
- B. **Prohibitions:** No student on or about school property or at any school activity shall:
  - 1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation with any gang;
  - 2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
  - 3. Engage in any act, in furtherance of the interests of any gang or gang activity, including, but not limited to:
    - a. soliciting membership in, or affiliation with, any gang;
    - b. soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
    - c. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
    - d. engaging in violence, extortion, or any other illegal act or other violation of school policy;
    - e. soliciting any person to engage in physical violence against any other person.
- C. **Violations of Policy:** Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.
- D. **Procedures for violation of this policy are as follows:**
  - 1. Students will be sent to the principal and/or designee when a staff member or contract

- person has reasonable, individualized suspicion that a student is in violation of this policy.
2. Upon determined policy violations, the principal/designee will make a reasonable effort to notify the student's parent/guardian as soon thereafter as possible. Students will be suspended until the parent/guardian attends a conference with the principal or designee to apply disciplinary procedures, for policy violation.
  3. First Violation:
    - a. 5 days suspension from school; and,
    - b. 5 days in-school suspension.
  4. Second Violation:
    - a. 10 days suspension from school; and,
    - b. 10 days in-school suspension.
  5. Third Violation:
    - a. Maximum out-of-school suspension allowed by law.
- E. Parents must be contacted and come for a conference with the principal/designee.

### **HARASSMENT**

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 of 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.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

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

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

The superintendent shall develop procedures providing for:

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

### **LITTERING**

Students are expected to show pride in Enid Public Schools and be good neighbors around our campuses. Students are expected to place their trash in the appropriate containers both inside and outside the building. Students who litter will be subject to the Enid Public Schools Discipline Policy.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is not appropriate behavior for school and will not be tolerated. Offenders will be subject to the Enid Public Schools Discipline Policy. This includes but is not limited to kissing, hugging, touching and other inappropriate behavior

### **SEARCH**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices or for missing or stolen property if said property be reasonable suspected to have been taken from a pupil, a school employee, or the school during school activities. A search may include backpacks, purses, and vehicles. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonable related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrant-less search.

The Superintendent or principal, teacher or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property that might be in his/her possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or, controlled dangerous substances,

intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section. First time offenders may ask for probation for the length of suspension, which may include testing, counseling, drug testing, and other provisions. Students under probation will be suspended for ten days, and then are on probation for the semester and the following semester. Any violation of the provisions of the probation will result in suspension for full term of the probation. Students involved in distribution will not be subject to probation.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such inspection. (School Law-Section 390)

School property (lockers, desks, etc.) assigned to a student is to be used to store only those materials, supplies, and equipment needed to carry out various tasks, activities and assignments approved by the school. School property will not be used to store materials, objects, etc., that are in violation of school regulations or state and local ordinances. The police will be called to search cars parked off campus. Information from the police searches may be used by the administration.

### **SELF-DEFENSE CHEMICALS**

Pepper gas and other types of chemicals sold for self defense are not allowed at school or school activities. Violators will be subject to the Enid Public Schools Disciplinary Policy.

### **SEXUAL HARASSMENT POLICY**

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Enid School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

- 1) "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.
- 2) "Student" means any person who is enrolled in any school or program of the School District.
- 3) In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
- 4) In the case of a student of the School District, "sexual harassment" is defined as unwelcome

sexual advances, requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature by any person towards a student or conduct that denies or limits, on the basis of sex, a student's ability to participate in or to receive benefits, services or opportunities in the School District's programs. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.

- 5) All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
- 6) Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.
- 7) Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance form. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
- 8) Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.
- 9) The superintendent, assistant superintendent, principal, assistant principal, and any Board member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:
  - a) Obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harasser, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
  - b) Take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;

- c) Keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
  - d) Conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;
  - e) Based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment and prevent a reoccurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.
- 10) During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation.
- 11) It is the School District's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy 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.

**STEALING, DESTROYING OR DEFACING  
SCHOOL PROPERTY OR PERSONAL PROPERTY AT SCHOOL**

No person may steal, deface, or destroy another person's property or school property. Any student who steals, defaces, or destroys another person's property or school property shall be subject to the following disciplinary action by school officials:

1. Suspension of up to one semester.
2. Reimbursement for materials stolen, or damaged.

**SUSPENSION OF STUDENTS  
(REGULATION)**

The building administrator shall exercise his/her power as to the length of time of the suspension. Serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester. In all cases of suspension from school, parents/guardians will be notified by telephone or letter. During the time a pupil is suspended, he/she is excluded from all school activities, exclude from extra-curricular activities, and prohibited from being present on any Enid Public School Property. Students will be permitted to make up schoolwork missed in classes required for graduation. Students who are making up work due to long-term suspension will receive credit on a Pass/Fail basis only. No letter grades will be given and grades given will not affect grade point average. The pupil suspended for ten days or fewer shall have the right to administrative appeal and a hearing before the Discipline Appeals Committee. An appeal

must be filed with the building administrator within five (5) days of the infraction. If the suspension is long term (longer than ten days) the pupil must appeal to the Board of Education. This decision of the Board of Education shall be final. All appeals to the Board of Education shall be made in written form to the Superintendent within ten school days of the date of the infraction.

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 a school in the school district is delegated to the respective building principals.

Any student may be suspended for:

- a) Acts of immorality
  - b) Violations of policy or regulations
  - c) Possession of an intoxicating beverage, low point beer (37 O.S. 163.2)
  - d) Possession of a wireless telecommunication device in violation of school rules
  - e) 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
  - f) Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
  - g) Possession of a firearm shall result in out-of-school suspension of not less than one year
  - h) Any act, which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.
  - i) 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.
  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 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.
  5. 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.
  6. 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 from school, the principal of that school shall consider and apply, if appropriate, alternative in-school suspension options that are not to be considered suspensions.

Such placements can include an alternative school setting, reassignment to another classroom, or in-school suspension.

Participation in and attendance at extra-curricular activities while the student is placed in an alternative in-school option will be determined by the building administrators and the sponsors of extra-curricular activities in accordance with district policy.

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 suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement is an alternative to out-of-school suspension. The student's principal will impose in-school placement and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative 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, and the right to appeal the placement to the suspension committee.
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 to the board of education. 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 will provide an education plan. If a student is suspended for more than (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. An education plan is not required for a student suspended for possession of a dangerous weapon or controlled substance, or violent offense as stated by Oklahoma Law. 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 education 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 parent(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 or the notice of the intent to suspend 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 is filed with the superintendent. The superintendent, as his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

3. 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.
4. Decisions of the suspension committee may not be appealed to the Board of Education.

### Suspension Appeals Committee

A suspension appeals committee is hereby established which would consist of administrators or teachers or a combination of administrators or 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 and 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.

### **OUT-OF SCHOOL SUSPENSION POLICY**

While on school district property, while in attendance at any school-sponsored activity, or while under the general supervision of school officials, regardless of location, students may be suspended for any of the following:

1. Cheating or attempting to create classroom disturbance.
2. Disobeying a school employee willfully and openly.
3. Using profanity or vulgar language or expressions.
4. Defying the school employee's authority.
5. Harassing any school employees away from school.
6. Assault and battery of another student or person.
7. Possession of any dangerous weapon including fireworks.
8. Being under the influence of, in the possession of, or consuming any alcoholic beverage and/or any controlled substance, "copycat" or look-a-like drugs, or possession of drug paraphernalia.
9. Violating written rules or regulations of other school sites.
10. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal education process.
11. Engaging in acts of immorality.
12. Showing disrespect for or causing damage to school property or any property while under the supervision of school personnel.
13. Continuing absenteeism or tardiness.
14. Violating the school rules persistently.

15. Stealing school-owned or private property.
16. Public display of affection.
17. Any other serious offense.

The building administrator shall exercise his/her power as to the length of time of the suspension. Serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester. In all cases of suspension from school, parents/guardian will be notified by telephone or letter. During the time a pupil is suspended, he/she is excluded from all school activities, excluded from extra-curricular activities, and prohibited from being present on any Enid Public School Property.

Students will be permitted to make up schoolwork missed in classes required for graduation. Students who are making up work due to long-term suspension will receive credit on a Pass/Fail basis only. No letter grades will be given and grades given will not affect grade point average. The pupil suspended for ten days or fewer shall have the right to administrative appeal and a hearing before the Discipline Appeals Committee. An appeal must be filed with the building administrator within five (5) days of the infraction. If the suspension is long term (longer than ten days) the pupil must appeal to the Board of Education. This decision of the Board of Education shall be final. All appeals to the Board of Education shall be made in written form to the Superintendent within ten school days of the date of the infraction.

### **TARDY POLICY PER NINE-WEEK PERIOD**

(Secondary)

Students are expected to be in class on time. Students who are tardy will report to the office for an admit. Students are tardy if they are up to 10 minutes late to class. Students are absent if they miss more than 10 minutes or more of class. Students not going to class are considered truant. Students who are truant to avoid moving up the scale on the tardy policy will be subject to a more severe disciplinary action. The tardy policy is an accumulation of tardies from all classes.

Tardies during a nine-week period will be handled in the following manner:

- Step 1. 1 tardy-the student will receive a verbal warning.
- Step 2. 2 tardies-parents/guardians will be notified.
- Step 3. 3 tardies-the student receives one detention.
- Step 4. 4 tardies-the student receives two detentions.
- Step 5. 5 tardies-the student will be assigned one Saturday session of four hours.
- Step 6. 6 tardies-the student will be assigned one Saturday session of four hours.
- Step 7. 7 tardies-the student will be assigned a 3-day period of in-school placement.
- Step 8. 8 tardies-the student will be assigned a 5 day period of in-school suspension.
- Step 9. 9 tardies-the student will be assigned a 7 day period of in-school suspension.
- Step 10. 10 tardies-at the discretion of the administration the student may be suspended up to 10 days.

When assigned to the Saturday session, the administration will notify the parents/guardians of the student's assignment and date to be served.

### **TOBACCO POLICY**

The Enid Board of Education recognizes that tobacco use has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility 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, in or upon any school property 24 hours a day, seven days a week; including non-school days, and will apply to students, staff and visitors. Tobacco use is also prohibited by students, staff and volunteers at all events away from school property where they represent the school district.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district including but not limited to the following:
  - A. All portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages.
  - B. All school grounds and buildings over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - C. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.
3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. Students may not leave the campus during the school day to use tobacco.

All athletic fields and stadium shall be tobacco free.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined in accordance with the discipline schedule published in the student handbooks.

When a student is in violation of the regulations, the building administrator will take disciplinary action. The disciplinary action will be as follows for tobacco:

**(Secondary Policy)**

1. One Saturday session for the first violation
2. Five-day in-school suspension for the second violation
3. Five-day suspension for the third violation
4. Suspension up to two semesters for the fourth violation

Smoking or chewing tobacco inside the building is a:

1. 5 day in-school suspension (1st violation)

**(Elementary Policy)**

1. Parent/Guardian notified and detention
2. Up to 3 days out-of-school suspension for second violation
3. Suspension up to two semesters for 3 or more violations

Smoking or chewing tobacco inside the building is a:

1. Parent/guardian notified and

- |    |  |  |
|----|--|--|
| 2. | 3-day out of school suspension (2nd violation) | detention  |
| 3. | Suspension up to 2 semesters (3rd violation)   | 2. Up to 3 day out-of-school suspension for second violation |
|    |  | 3. Suspension up to two semesters for 3 or more violations   |

(Possession of tobacco products by students is also prohibited while attending any school event or while being present on any school properties.)

### **TRUANCY**

A student absent without the consent of his/her parent/guardian is truant. This is an unexcused absence. Work can be made up, but no credit will be given. Repeated truancy may be cause for disciplinary action or legal action. Students are truant if they:

1. Leave school without signing out in the office.
2. Are absent from class without prior permission from parents.
3. Are absent from class without permission (skipping).
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home or stay in the restroom instead of reporting to the office or nurse.
6. Come to school but do not attend class.
7. Go to car without permission during the school day.
8. Leaving campus during lunch will constitute a truancy.

### **TRUANCY POLICY**

(Secondary)

- Step 1. Detention assigned for time missed. Parents/guardians notified.
- Step 2. Students will receive one Saturday session. Parent/guardian notified.
- Step 3. The student will receive two Saturday sessions. Parents/guardians notified. Police notified
- Step 4. The student will be assigned three days minimum of in-school placement with a parental conference and police notification.
- Step 5. The student will be given a five day in-school placement with a parental conference and police notification.
- Step 6. The student will be given a seven day in-school placement. Parents/guardians/police notified.
- Step 7. The student will be given a ten day in-school placement. Parents/guardians/police notified.
- Step 8. The student may be suspended for the remainder of the current semester and the succeeding semester. Parents/guardians notified.

### **WEAPONS**

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools.

Accordingly, it is the policy of the Board that no student shall bring a weapon onto school property, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from such activity. This is in violation of state law and board policy.

Definition: For purposes of this policy, a weapon is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use.

Violations: Any student found to be in violation of this policy may be disciplined by suspension for the maximum time permitted by law. The student will also be reported to local police authorities.

Student vehicles used for transportation to and from school and school activities shall not contain weapons. Individuals may not carry weapons on school property.

### **WEAPONS-FREE SCHOOLS**

The Enid Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the board that no student shall bring a weapon onto school property, nor carry or keep any weapon on school property or while attending school or participating in any school activity, including during the transportation to or from school or any school activity. Violations of portions of this policy are violations of state and federal law.

#### Definition

For purposes of this policy, a weapon is any firearm, knife, explosive, or other object as defined by 21 O.S. 1272 "Firearm" includes pistols, revolvers, and any destructive device as defined by 18 USC 921.

#### Violations

Any student found to be in violation of this policy shall be disciplined by suspension for the maximum time permitted by law. The student will also be reported to local police authorities.

Student vehicles used for transportation to and from school and school activities shall not contain weapons.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student found to be in possession of a firearm on school grounds shall be suspended for a period of one year from the date of suspension. The term of the suspension may be modified by the

superintendent on a case-by-case basis. Any suspension shall be conducted in accordance with the policies and procedures established by the board and set out primarily in the student suspension policy. (See policy FOD.)

#### Look-alike Objects

“Look-alike” objects are strictly prohibited. No student shall bring any object that closely resembles a weapon onto school property, nor carry or keep any “look-alike” weapon on school property or while attending school or participating in any school activity, including during the transportation to or from school or any school activity.

#### Definition

For the purposes of this policy a “look-alike” object is any object that closely resembles a weapon and/or could be mistaken for a weapon (weapon as previously defined above). An inexhaustive list of “look-alike” objects would include replica or toy pistols, revolvers, guns or knives regardless of material construction.

#### Look-alike violations

Any student found to be in violation of this policy section may be disciplined according to the district discipline policy with the disciplinary consequences ranging up to and including suspension for the maximum time permitted by law. Disciplinary consequences will correspond to the seriousness of the “look-alike” weapon related offense.

#### “Look-alike” Exception

“Look-alike” objects may be used for Junior ROTC, band or other drill team or color guard purposes; plays, skits, or other dramatic productions with the specific, advanced written permission of the building principal.

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act, shall not be in violation, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. However, for the purposes of participating in the Oklahoma Department of Wildlife certified hunter training education course or any other hunting, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, the principal or chief administrator of any public or private school where said course is offered may authorize firearms or other weapons to be brought onto school property and used in such training course, event, program, or competition, provided the weapon is properly displayed or stored as required by law pending participation. Weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities shall not be in violation.

### **EMERGENCY DRILLS**

Procedures to be followed for fire, tornado, or other emergency drills are posted in each classroom. Teachers are required to read and explain the procedures for each class.

### **EQUAL OPPORTUNITY STATEMENT**

The Enid Public Schools adhere to the equal opportunity provisions of Federal Civil Rights Laws and Regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975) or veterans, in the pursuit of educational goals and objectives and in the administration personnel policies and procedures. If you have questions and/or concerns regarding your rights under these laws, please contact the Enid High School principal for immediate assistance.

For additional information concerning the rights of individuals under Federal Civil rights Laws, you may contact the Office for Civil Rights, U.S. Department of Education, 1200 Main Tower, Dallas, Texas 75201.

### **EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities (athletics, music, etc.) is a privilege, not a right, for every student. All athletic teams and activity groups represent EHS when they perform. Therefore, it is of utmost importance that student behavior be conducive to the Enid High School image. Anyone behaving in any way that does not project a favorable image of EHS will be removed from this activity and all other extracurricular activities. All students participating in activities are subject to weekly, quarterly, and semester grade checks. Activities will not be scheduled on Wednesday nights and other nights reserved for special occasions by the administration (example prom night). Students are required to attend school during the day when they are going to compete and represent Enid High School in extra curricular activities. After the second week of a semester, a student enrolled in an activity class(music, athletics, debate, etc.) is expected to complete the semester. Athletes who choose not to finish the semester with the sport in which they are enrolled may be placed in the non-participation class if their schedule cannot be changed. No grade or credit is given to students in this class.

### **ATHLETICS POLICIES** **PHILOSOPHY**

Interscholastic activities properly conceived and administered, contribute significantly to the educational experiences of students in the schools by providing, through the various activities, an opportunity for students to excel outside the academic field and be competitive in our society.

### **OBJECTIVES AND GOALS**

The objective and goal is to provide an interscholastic program that is totally integrated into the educational philosophy of the Enid Public Schools and to provide each student an opportunity to participate in competitive athletic programs that foster physical skills, a sense of worth and competency, a knowledge and understanding of the pleasure of sports, and the principles of fair play.

### **ATHLETIC COOPERATIVE AGREEMENTS**

Enid Public Schools will consider cooperative agreements between school sites within the I-57

District if it is determined that these will benefit our students and programs. Enid Public Schools will not enter into cooperative agreements with other private, parochial or public schools. This policy became effective on March 7, 1994.

### **SCHOLASTIC ELIGIBILITY RULES**

The Enid Secondary Schools are members of the Oklahoma Secondary School Activities Association and students at Enid High School must attain scholastic eligibility standards set forth by the rules and regulations of this association.

These policies are listed under "Scholastic Eligibility Rules" in this handbook.

Seniors will not be allowed to participate on Junior Varsity Teams.

### **CONDUCT OF STUDENT ATHLETE**

Participation in extra-curricular activities is a privilege, not a right, for every student. It is imperative that student behavior be conducive to the image desired to be displayed of Enid High School.

The following are reasons for dismissal from school sponsored athletic teams. It is possible other reasons for dismissal could occur as determined by the Principal, Athletic Director, and assigned Head Coach.

- a. Student becomes academically ineligible.
- b. Student is absent from practices or games without the proper authorized excuse.
- c. Student is disrespectful to sponsor.
- d. Student voluntarily leaves the team.
- e. Student is found to be using tobacco, alcohol, or other drugs.
- f. Student does not meet school attendance regulations.
- g. Student violates school policies.
- h. Student violates Oklahoma Secondary School Activities Association rules.
- i. Student conduct unbecoming of a student athlete.

Conduct problems of student athletes not in their season of competition will be handled by the high school administration. Discipline administered by coaches should not carry over from one season to the next season.

### **ATHLETE'S SUSPENSION PROCEDURES FOR COACHES**

Any serious disciplinary case that may result in a student being suspended from an athletic program the following procedures are to be followed by the assigned coach:

- a. Parent/guardian will be notified by either the coach, athletic director, or an administrator.
- b. The assigned coach/sponsor will notify the Principal and Athletic Director of the circumstance and reasons for the disciplinary action.
- c. The parent and student athlete may appeal the disciplinary action to the building principal. The Principal may change and/or alter the disciplinary action.
- d. The student athlete shall have the right to administrative appeal and a hearing before the Board of Education. This decision of the Board of Education shall be final.

**STUDENT DRUG TESTING PROGRAM**  
**EXTRACURRICULAR ACTIVITIES**

The Enid Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for other students of the Enid Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

**Purpose and Intent**

It is the desire of the board of education, administration, and staff that every student in the Enid Public School District refrain from using or possessing illegal drugs and performance-enhancing drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs and performance-enhancing drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Enid Public School District regarding possession or use of illegal drugs and performance-enhancing drugs.

Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of illegal or performance-enhancing drugs.

The purpose of this Policy is to prevent illegal or performance-enhancing drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by illegal or performance-enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of illegal or performance-enhancing drug use, and to strive within the School District for an environment free of illegal or performance-enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the Policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this Policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.**

**Definitions**

"Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all

prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.

“Performance-enhancing drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions. “Drug or alcohol use test” means a chemical test administered for the purpose of determining the presence or absence of illegal or performance-enhancing chemical substances or their metabolites in a student’s blood, bodily tissue, fluids, products, urine, breath or hair.

“Random selection basis” means a mechanism for selecting activity students for drug and/or alcohol use testing that:

- a. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
- b. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

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

“Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an activity student and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

### **ENID PUBLIC SCHOOL ACTIVITY STUDENT DRUG TESTING POLICY**

This policy governs illegal and performance-enhancing drug use by students participating in extra-curricular activities governed by the OSSAA in grades 8-12. This policy supplements and complements all other policies, rules, and regulations of the Enid Public Schools regarding use or possession of illegal drugs and performance-enhancing drugs.

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

Prior to the beginning of drug testing each year, an orientation session will be held with each activity student to educate them to the sample collection process, privacy arrangements, and drug testing procedures. Each student will receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students.

All activity students may be required to provide a urine sample before the student may participate in an extra-curricular activity covered under this policy. A student who moves into the district after the school year begins will have to submit a urine sample before they will be eligible to participate. In addition, a student who has been removed from extracurricular activities under the first or second offense must also provide a urine sample before the student is eligible to again participate in extracurricular activities.

Drug use testing for activity students will also be chosen on a random selection basis up to twelve times per year from a list of all activity students who are involved in off-season or in-season activities. The School District will determine the number of student names to be drawn randomly for drug testing. In addition to the drug test required above, any activity student may be required at anytime to submit to a test for illegal drugs when there is reasonable suspicion of drug use by that particular student.

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

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the activity students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

## **Confidentiality**

The laboratory office will contact the student and parent guardian of any positive test for the parent/guardian to submit additional information that might explain the positive test. If the additional information explains the positive test the lab will notify the S.A.F.E. and Drug Free School Counselors. To keep the positive test results confidential, the principal or Enid Public School substance abuse counselor will notify the student and parent/guardian of the confirmed results. For second offense and any additional offenses, the head coach/sponsor and athletic director will also be notified.

The Enid Public Schools will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal drug or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records. They shall be disclosed only to those school personnel who have need to know and will not be turned over to any law enforcement authorities. However, students who are under the influence or in possession of illegal or performance-enhancing drugs during the school day, at any school activity, or on school property will be subject to the school discipline policy which does include referral to law enforcement.

## **Appeal**

Any initial positive test will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported as positive until confirmed by the second test. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance-enhancing drugs shall be preserved by the laboratory for a period of six (6) months. If the student and parent/guardian desire another test of the remaining portion of the specimen, the school will arrange for another test at a qualified lab. Any such re-test shall be at the expense of the student and his/her family. The Enid Public Schools will rely on the opinion of the original laboratory which performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug.

An Activity Student who has been determined to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or designee(s) shall then determine whether the original finding was justified.

No further review of the decision will be provided. Any necessary interpretation or application of this policy shall be in the sole exclusive judgment of the Superintendent which shall be final and nonappealable.

## **Consequences**

**There will be no academic sanction for violation of this policy.**

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

### **First Offense**

Parent/guardian will be contacted immediately and a private conference will be scheduled with student, parent/guardian, school substance abuse counselor and/or principal.

The activity student shall be suspended from participation in all scheduled scrimmages, games, competitions or performances in all extracurricular activities for 10 school days which may be reduced by 5 school days for:

- \*a) Showing proof within five (5) calendar days of joint meeting, that the student has received a substance abuse evaluation from the substance abuse counselor or another certified drug/alcohol counselor in the community. If the parent chooses to have this requirement met outside of the school system, payment will be the responsibility of the family.
- \*b) The student will be responsible for providing documentation that he/she is following the education/counseling recommendations of the evaluator.
- \*Agreeing to and then failing to comply with these terms will be considered a second offense.

### **Second Offense (within the same school year):**

Parent/guardian will be contacted and a private meeting will be set up with student, parent/guardian, school substance counselor, principal, athletic/activity director and coach/sponsor or their designees.

\*The student shall be ineligible from participation in all scrimmages, games, competitions or performances covered under this policy for forty (40) school days which may be reduced to twenty (20) days if:

- \*a) The student will attend weekly counseling with school substance abuse counselor. With appropriate documentation, a student may choose to fulfill this requirement with another certified substance counselor at the expense of the family.
- \*Agreeing to and then failing to comply with these terms or counselor recommendations will be considered a third offense.

### **Third Offense (same school year):**

Student, parent/guardian, school substance abuse counselor, principal or athletic/activity director and head coach/sponsor or their designee will meet.

Student will be suspended from participation in all extra-curricular activities including all meetings, practices, scrimmages, games, competitions and performances for 88 school days. This may carry over to the next school year, if necessary.

## **REFUSAL TO SUBMIT TO A DRUG USE TEST**

If, after signing the Contract, an activity student refuses to submit to a drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition for 88 school days. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

## **CHANGING SPORTS IN MID-SEASON**

If a student enters an interscholastic sport, that student may not join another team or compete in another interscholastic sport until after the end of the first sport season. Mid-season change of a student to another sport may be permitted under the following conditions:

1. If the student athlete presents to both coaches involved, a doctor's certificate recommending he/she drop the first sport for reasons of health and permits participation in the second sport.
2. If both coaches involved agree that a mid-season change of a sport would be beneficial to the student without being unfair to the individuals participating on either team.

## **EQUIPMENT**

Equipment purchased by the school district and issued to student athletes will not be allowed to be worn for any reasons other than practices, competition, or special events approved by the building principal or assigned coach.

## **FRESHMEN STUDENTS PARTICIPATING AT ENID HIGH SCHOOL**

1. Ninth grade students may be authorized to try-out for and participate at Enid High School in all sports.
2. A student, who by O.S.S.A.A. rules is ineligible to participate in Junior High School athletics because of age requirements, may be eligible to participate at Enid High School. That is, if the student meets the other eligibility requirements set forth by O.S.S.A.A., the principals of each school represented, and the student's guardian are in agreement for the student to participate at Enid High School.

## **INSURANCE**

1. The Enid Public School system does not provide insurance for injuries and accidents that happen in practice or in athletic competition. Parents have the opportunity to purchase individual insurance for their son or daughter through the school. Parents are strongly encouraged to provide some type of medical insurance for their child.
2. Procedures for injuries and accidents will be as follows:
  - a. The Enid High School Trainer will give immediate care to the injury. If the trainer is not available, coaches trained in the care and prevention of injuries will provide assistance.

- b. If the student athlete sustains a minor injury, the injury will be treated, and parents will be contacted. If parents are unavailable, the trainer and/or coach will request that the student athlete have the parent contact the coaching staff as soon as possible.
- c. The Enid High School Trainer and/or coaches will seek emergency medical services for major injuries at practice, at home competition, and out of town competition. Attempts to contact parents will be made by the trainer and/or coaching staff. Medical charges will be the responsibility of the parents and/or their insurance company.
- d. The Enid High School Trainer may recommend a doctor's evaluation and treatment through the Northwest Oklahoma Orthopedic Clinic. The Northwest Oklahoma Orthopedic Clinic doctors are the Enid High School team physicians. There may be a charge for an office visit, consultation, x-rays and extended medical treatment. Payment for these medical services will be the responsibility of the parents and/or their insurance company.
- e. Student Athletes and their parent/guardian will be required to sign an Injury-Accident Information and Release Form.

### **STUDENT PARTICIPATION**

Student athletes are encouraged to participate in several sports. All athletes including seniors will participate and be supervised by their coach until the semester is over. If a student athlete is dismissed from the team or quits, the administration will attempt to make a schedule change. If a change cannot be made the student will be assigned to a non-participation class during the athletic block. No grade or credit will be given for this class.

### **ATHLETIC AWARDS**

#### LETTERS

- a. Only one (1) athletic letter will be awarded to each student that has officially lettered in an interscholastic sport while attending Enid High School. The official letter will be a white 6" chenille letter on a navy blue felt background.

### **GENERAL CRITERIA FOR LETTERING**

Student athlete must qualify under these specific regulations in order to receive an athletic award in each sport.

- a. Maintain eligibility.
- b. Remain a student athlete in good standing and adhere to the rules and regulations set for the by the O.S.S.A.A. and Enid High School.
- c. Any Senior who has participated at Enid High School during his Sophomore, Junior and Senior years and has fulfilled a. and b. above shall be awarded a letter.
- d. Any athlete having sustained an injury before the completion of the season may be awarded a letter if the Head Coach feels he would have lettered if not injured.
- e. It is up to the discretion of each Head Coach in their respective sport to establish the additional criteria used in lettering requirements.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** **SCHOOL RECORDS**

The Family Educational Rights and Privacy Act (FERPA) afford 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 District received 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 which the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW

Parents have two weeks, after publication, to advise the Superintendent, in writing any items they designate as not being directory information for the child. The following items are considered by the Enid Public School District to be “Directory Information.” The student’s: a. Name; b. Name of parents; c. Date of birth; d. Class designation (i.e. first grade, tenth grade, etc.); e. Extra-curricular participation; f. Achievement awards or honors; g. Weight and height if a member of an athletic team; h. Photograph; and i. Previous school district.

### **Notificación Modelo sobre Derechos conforme a FERPA para las Escuelas Primarias y Secundarias**

La Ley de Derechos Educativos de la Familia y la Confidencialidad (*Family Educational Rights and Privacy Act*), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados “estudiantes aptos”) ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si el distrito determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, el distrito notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto

incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **GRADING SYSTEMS**

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

### **Secondary Schools**

The grading scale for all Enid secondary schools will be:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
Below 60	=	F

### **General**

All teachers are required to observe these scales. A student who has been a class member for three weeks of the grading period should receive grades. Teachers shall record at least two grades per week for each student in each subject.

Report cards are issued every nine weeks. Teachers shall report to the principal and to the child's parents by the end of the fifth week of each nine-week grading period any student not making reasonable progress and in danger of failing.

### **Test Policy**

All secondary students will take nine-weeks and semester tests. First and third quarter tests may count for up to 20% of a student's quarter grade. Semester tests may count for up to 20% of a student's semester grade.

The most important record a student leaves high school with is his scholastic record. This record is permanent. What the student learns will be the basis for college work and/or for business positions. College and personnel managers of businesses always ask about a student's scholastic record, his attendance record, and his participation in school activities. Every student should strive to attain a record which will be advantageous to him in future years. Students who excel in scholarship are given special school scholastic recognition through honor rolls. Students are expected to do passing work each semester. Students who pass the first quarter of a semester and then fails the second quarter due to a lack of effort may be failed for the semester.

## **COURSE RETAKE OPTION**

A student may retake any Enid High School course which is still being offered if requested in writing by the parent/guardian. The student must take the same course and the higher of the two grades will

be recorded on the high school transcript. Proficiency test scores may not be substituted for a transcript grade. The replacement grade will be used for the purpose of calculating the grade point average (GPA) for Honors, Certificate of Distinction and the Valedictorian Commendation but shall not be used to calculate the first and second ranking for the “Valedictorian or Salutatorian Plainsman Scholar.” Effective the 2006-2007 school year. (Revised 6/14/05)

## **GUIDANCE**

Students at Enid High School are assigned alphabetically to a counselor. Counseling assignments are posted outside the Guidance Office. The Guidance Office provides the following services:

- Counseling for personal problems
- Academic planning
- Scholarships
- Financial aid information
- Vocational information
- Peer tutoring services
- Pregnant teen program
- Substance abuse counseling
- Special education referrals
- Testing services
- Administrative referrals

Students may sign up in the Guidance Office to see their counselor. Students will be called from their class when the counselor is available. Students are encouraged to see their counselor before and after school, between classes, during lunch, and by appointment. Schedule change request forms may be picked up in the guidance office. This form must be completed and returned to the guidance office.

## **GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS**

### 1. DEFINITIONS

- a) **Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.
- b) **Grievant:** Any person enrolled in or employed by the School District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age 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 grievant in this paragraph, members of the public may also be potential grievant. For purposes of this policy, a parent or guardian’s complaint or grievance shall be handled in the same manner as a student’s complaint would be.
- c) **Title IX, ADA, Title VI and VII and 504 Coordinator(s):** The person(s) 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, Titles VI 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 VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

- d) Respondent: The person alleged to be responsible for the alleged discrimination 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.

## 2) PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

## 3) FILING AND PROCESSING DISCRIMINATION COMPLAINTS

- a) The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable 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 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation.

Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.

- b) The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to a. confirm or deny facts; b. indicate acceptance or rejection of the Grievant's requested action; and c. outline alternatives.

As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

- c) The Respondent will submit a written answer within 10 days to the applicable Coordinator.
- d) Within 5 days after receiving Respondent's answer, the applicable Coordinator will refer the

written complaint and Respondent's written answer to the Principal or Other Designee for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent, the Principal or Other Designee. The hearing will be conducted within 10 days after the Coordinator receives Respondent's answer.

- e) At the hearing, the Principal or Other Designee will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. 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) Within 5 days after the hearing, the Principal or Other Designee will issue a written decision to the Grievant, Respondent and applicable Coordinator.
- g) If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator within 5 days and request, in writing, an appeal to the Superintendent. The written appeal shall contain a specific statement of the basis for the appeal.
- h) Within 5 days after receiving the appeal, the applicable Coordinator will refer the appeal and the evidentiary record created below to the Superintendent. The applicable Coordinator will schedule a hearing with the Grievant, Respondent and Superintendent within 10 days of receiving the appeal.
- i) The Superintendent will act as an intermediate level of appeal by reviewing the Principal or Other Designee's decision and the oral and written evidence presented below and making a decision. At the hearing, the Superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented.
- j) Within 5 days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.
- k) If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
- l) The applicable Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
- m) The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

#### 4) 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 the date the complaint is filed until the complaint is resolved shall be no more than 120 days.
- b) Access to Regulations: Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age 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 504 Coordinator. (See “Appendix 25”)

#### **HOME SCHOOLED AND NON-ACCREDITED SCHOOL ENTRY POLICY**

Pupils entering Enid Public Schools from a secondary school not accredited by the State Department of Education or home schooled shall be administered a comprehensive evaluation in the core subject areas and shall be placed according to their level of mastery by the State Department of Education's Priority Academic Student Skills. All assessments shall be administered by the Enid Public School District, and the results shall be kept on file for one year.

- A. In order to enroll in courses that have a prerequisite, a student must pass proficiency examination.
- B. Proficiency must be demonstrated by comprehensive evaluation on courses required for graduation from Enid High School.
- C. Comprehensive evaluations will only be given for core curriculum courses required for graduation from Enid High School.
- D. Comprehensive evaluation results for home schooled students will be posted as a Pass/Fail on student's transcript and will not count toward Grade Point Averages. Comprehensive evaluation results and transcripts received from the non-accredited schools will be used in determining academic credits.

- E. Elective credits will be determined by one or more of the following methods:
1. transcripts from non-accredited school(s)
  2. written examinations
  3. interview
  4. demonstration
  5. performance

### **HONOR ROLL**

At the end of each grading period the honor roll will be published. Students earning all "A"s will be placed on the Superintendent's Honor Roll. Student's earning a 3.2 or better GPA will be placed on the Principal's Honor Roll. The local media will be furnished copies of the EHS Honor Roll.

### **HONORS CURRICULUM**

Honors courses require that certain standards of achievement be maintained in order to earn the honors designation.

### **INCLEMENT WEATHER**

The decision to close school because of bad weather will be made by the Superintendent of Schools after consultation with appropriate school officials.

Announcements of school closing will be released to the media in the Enid area as soon as possible. Please do not call teachers or administrators as they are busy trying to relay the information to school personnel. Listen to local radio and cable TV stations.

### **INSURANCE**

Enid Public Schools, by law, are unable to provide health and accident insurance for students. However, school insurance is available to all students wishing to enroll. Purchase of the insurance is optional. The school does not receive a commission on the insurance. Students participating in sports must be covered by their parents' policy or purchase school insurance.

### **IN-SCHOOL SUSPENSION (ISS)**

#### **PURPOSE**

The In-School Suspension (ISS) Program provides a substitute to some suspensions that would normally require disassociation from the school. Students removed from the regular learning Program are permitted to remain in a structured academic environment, yet isolated from the mainstream student body.

#### **HOPEFUL RESULTS**

1. Reduction in the number of students separated from school
2. Improvement in home-school relations
3. Modification of behavior
4. Reduction in tardiness and truancy

## EXAMPLES OF OFFENSES THAT MIGHT RESULT IN SCHOOL SUSPENSION (ISS)

1. Creating a disturbance in a classroom or hallway
2. Disobeying a teacher or administrator willfully and openly
3. Use of profanity or vulgar language or expression
4. Fighting
5. Truancy and/or chronic tardiness
6. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal educational processes
7. Showing disrespect for school property or causing damage to school property
8. Violating the rules and/or regulations of the school.
9. Failing to attend Saturday School

Placement of students in ISS will be the decision of the school administration.

### OTHER POINTS

1. A student assigned to ISS is ineligible to participate in any school activity during the day or evening hours.
2. The length of a student's stay in ISS will be determined by the administrator.
3. The number of days assigned in ISS will be determined by the administrator depending upon the offense and the student's previous disciplinary and/or attendance record.
4. The minimum assignment to ISS will be three (3) school days. However, an assignment will be extended indefinitely if progress is not shown. On the first day a student may be sent home in order for school officials to collect assignments. When a student is sent home, at the discretion of the administrator, the day may count as the first day of ISS.
5. If a short-term assignment is extended because of the lack of progress, and sufficient evidence indicates that the student will not make progress in the near future, another alternative may be selected by the administrator.
6. A student assigned to ISS will be under supervision from the time he arrives on school property until he leaves.
7. Students assigned to ISS are to arrive promptly at 8:00 a.m. Students are released at 3:00 p.m.
8. Students who are tardy will be assigned an additional day of ISS.
9. Excused absences do not count toward the number of days assigned to ISS.
10. An unexcused absence from ISS will result in termination from the program and will begin the first day of out of school suspension. Upon return from out of school suspension, the student will serve the remainder of his ISS term.
11. Breaks for students will be given at the discretion of the ISS Director.
12. The lunch period will be from 10:45 a.m. to 11:15 a.m.
13. During the breaks and lunch time the students will remain in the group in the classroom or the lunchroom. Seating will be assigned.
14. No smoking will be permitted at any time.
15. With the exception of sack lunches, students assigned to ISS are not to bring food or drink in the classroom.

16. Talking and socializing are not permitted at any time.
17. Seats are assigned by the ISS Director.
18. Students who will not comply with the guidelines of the ISS and who cause further disturbances will be removed from the school.
19. A student will not be permitted to return to the school's mainstream until all assignments are complete.
20. A student may return to the school's mainstream only when he has a signed release from the ISS Director. This release will be effective at 3:00 on the last day of the ISS placement.
21. Students are to report directly to the ISS as soon as they arrive on campus. Students are not to linger on campus before 8:00 a.m. or after 3:00 p.m.
22. Students are not allowed to sleep at any time.

### **INTERPRETERS**

The District recognizes that a language barrier may exist between parents or guardians and District employees. If a parent or guardian needs an interpreter to communicate with administrators or teachers, they are encouraged to provide their own if possible. If the parent or guardian cannot provide their own interpreter, they should fill out a written request for a District designated interpreter. The written request should be completed prior to the planned communication and provide the District with as much advance notice as possible.

When a parent or guardian requests a District designated interpreter, he or she must also sign a consent form. A child's educational records are confidential and protected under the Family Education Rights and Privacy Act. However, the interpreter will need access to information about the child's education in order to communicate it to the parent or guardian. Therefore, the parent or guardian must consent to the interpreter's access.

### **LOCKERS**

Lockers are provided to students at Enid High School. Students should not leave valuables in their lockers as the school cannot be responsible for them. Students are not to change lockers without permission from the office. A lost lock will cost \$10.00.

School personnel shall have access to school lockers, desks, and other school facilities at all times and may open and examine such facilities and equipment.

Students who are enrolled in a physical activity class will be charged a \$3.00 locker and towel fee. A lost lock will cost a student an additional \$10.00.

### **MAKE-UP WORK**

If a student has an excused absence, it is the student's responsibility to check with the teacher about make-up work immediately upon returning from the absence. Students will be given the same number of days to make-up work that they were absent. If the student knows he/she will be absent, the work may be completed before the absence with teacher permission. Students who will be DCA'd may be required to complete their work before being absent. For instance, if a student is absent on Monday his or her Monday assignments are due on Tuesday even though the student may not have that particular class on Tuesday due to odd/even scheduling.

## **NONDISCRIMINATION POLICY**

The Enid Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, qualified disability, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

It is the policy of the Enid Board of Education to provide equal opportunities without regard to race, color, national origin, gender, age, religion, veteran status or disability in its education programs, services and activities and in employment. The District will provide equal employment opportunities in areas including, but not limited to, employee selection, promotion, training and development, compensation, termination and disciplinary action.

## **NOTICE OF PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION**

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

### **Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner-Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years or age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

### **Screening**

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

#### **1. Readiness Screening**

Personally identifiable information is collected on all kindergarten and first grade students participating in school wide readiness screenings to assess readiness for kindergarten and first

grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

## 2. Educational Screening

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

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

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

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

## Evaluation

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

## Collection of Personally Identifiable Information

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

These are the right of parents and children regarding personally identifiable information in accordance with FERPA:

\*To inspect the student's education records;

\*To request the amendment of education records to ensure that they are not inaccurate misleading, or in violation of the student's privacy or other rights;

\*To consent to disclose education records, except where consent is not required to authorize disclosure;

\*To file complaints with the Family Policy and Regulations Office, United State Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR) S 99.1 – 99.67);

\*To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request.

Such notice shall occur at least annually prior to conducting their activities and shall include the right

of parents under FERPA.

For further information, contact the following person at your local school:

Mr. Jim Beierschmitt  
Enid High School  
611 West Wabash – Enid Oklahoma 73701  
234-2404

### **OFF-CAMPUS EVENTS**

Students at school-sponsored off-campus events shall be governed by the school district rules and regulations and are subject to the authority of school district officials.

### **OKLAHOMA ACADEMIC SCHOLAR**

Students who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar.

1. Accumulate over grades 9, 10, 11 and the first semester of grade 12, a minimum grade point average of 3.7 on a four-point scale or be in the top 10% of their graduating class.
2. Complete (or will complete) 25 units for graduation which consist of at least:

English.....	4 Units	(Grammar, Composition, Literature)
Mathematics.....	3 Units	(Algebra I, Algebra II, Geometry, Trigonometry, Analysis, Calculus)
Science.....	3 Units	(Biology I, Biology II, Chemistry I, AP Chemistry, Physical Science, Botany, Zoology, Physics, Anatomy and Physiology)
Social Studies.....	3 Units	(History, Government, Sociology, Psychology, Economics, Anthropology, Geography)One unit equals two credits.

3. Score a 27 on the American College Test (ACT) or 1,100 combined score on the Scholastic Aptitude Test (SAT). The SAT or ACT must have been taken on a national test date before the date of graduation.

### **PARENT-TEACHER ORGANIZATION**

The Enid Board of Education encourages and supports the formation of parent-teacher groups that will work in close cooperation with the principals of their respective schools in support of programs to benefit education. Such groups must conform to district policies, rules, and regulations and all will be represented in a district-wide coordinating council of parents and teachers.

The Enid Council PTA-PTSA will meet as necessary at the central office building or other location agreeable to the council. The board recognizes the importance to the school district of having such a group to represent all schools in the district.

In order to comply with Oklahoma Statutes, Title 70, Section 5-129, the board will sanction parent-teacher associations and organizations according to the following guidelines:

1. Sanctioned organizations are encouraged to be chartered by the Oklahoma Congress of Parents and Teachers.
2. Organizations applying to be sanctioned by the board shall maintain their own tax-exempt status.
3. Sanctioned organizations shall maintain an Oklahoma Sales Tax Exemption for the purpose of purchasing, on a sales tax exempt basis, items for resale, donation to the school, or for organization usage.
4. Sanctioned organizations shall make all reporting required by the Oklahoma Tax Commission and/or the Internal Revenue Service and provide year-end reports to the board clerk as requested.

Sanctioned associations and organizations are exempted from the requirements to deposit all funds collected into the school activity account.

### **PARENTAL VISITATION**

Since the success of a student can be measurably increased if his parents show an active interest in his work, parents are encouraged to visit the school. Parents should attempt to be at the school at a time that a teacher does not have classroom duties.

Any person not enrolled as a student at Enid High School or employed as a member of the staff who needs to visit a student must first be cleared by the office administration.

If an individual wishes to visit a classroom during a scheduled class, s/he should quietly enter the classroom and take a chair in such a way as to create as little disturbance as possible.

### **PARKING AND DRIVING REGULATIONS**

Enid High School considers the students and faculties use of motor vehicles, in and about the campus area, a convenience to those who operate such. Whatever controls are imposed by Enid Public Schools are simply made to insure the safety and convenience of everyone. Therefore, Enid Public Schools holds all operators responsible for the proper registration, use, and operation of their respective vehicles on the Enid High School campus.

#### **1. General Information**

All city, state, and Enid High School traffic regulations and rules governing the use of motor vehicles must be complied with on all parts of the campus through all hours of the day and night. The speed limit on the campus itself is 5-miles-per-hour. Pedestrians shall, at all times, have the right-of-way. School buses will have the right-of-way over all other vehicles. Enid High School does not assume any responsibility for the care and/or protection of any vehicle or its contents at any time the vehicle is operated or parked on its campus or in impoundment. Enid High School reserves the right to impound any vehicle which is in

violation of school parking regulations. Operators are responsible for any costs incurred for the impoundment of their vehicle.

## 2. **Student Responsibilities**

Enid High School is a Closed Campus. Students who are not involved with travel for concurrent enrollment, Autry Career Tech, or student activities will remain at EHS for the duration of the school day. Every student enrolled at Enid High School who operates a motor vehicle on campus must properly register and display a parking decal before they are eligible for operating and parking privileges on campus. Registration of your vehicle is a part of the enrollment process. The form for vehicle registration will be completed when you obtain your student identification card from the Campus Police, located in the food court. The combined cost for the parking sticker and student I.D. will be \$10.00. The parking sticker must be applied by the first day of school. The sticker should be affixed to the lower left-hand or right-hand corner of the front window. The sticker must be applied as directed. Failure to register and display your stickers will result in a disciplinary action.

## 3. **Sticker Replacement**

All vehicles must display current-year stickers in the lower left-hand or right-hand corner of the front window. Stickers are not transferable to other vehicles. If a car is sold or traded, scrape off the old sticker and return it to the activity office and you will receive a new sticker for your new car without additional charge. Stickers cannot be taped to window.

## 4. **Violations of Traffic Regulations**

Violations include:

- a. Parking in faculty lots, handicapped, visitor parking, or No Parking areas (grass and dirt areas). The Enid Police Department will ticket cars parked in a fire lane and on grass and dirt areas.
- b. Not parking within the lines of marked parking spaces.
- c. Failure to display parking sticker properly.
- d. False registration of vehicles.
- e. Driving recklessly or speeding.
- f. Failure to heed the instructions either written or given verbally by Enid High School officials or staff.

Students in violation of the traffic regulations are subject to:

- a. Suspension
- b. Car being towed
- c. Loss of driving privileges on school property
- d. Contact of law enforcement
- e. EHS discipline code

### **1. Special emphasis will be placed on student parking for the 2008-2009 school year.**

Violation of the parking rules will result in:

- 1<sup>st</sup> - Written warning by Campus Police
- 2<sup>nd</sup> - Ticket issued by Campus Police
- 3<sup>rd</sup> - Assignment of one Saturday School (Subsequent violations will result in further disciplinary measures as determined by Administration.)

## 5. **Further Information**

- a. Handicapped Drivers:  
The requirement for this classification mean legally non-ambulatory. Persons in this category must register with the assistant principal. When the proper sticker (handicap) is displayed, these cars may be parked in the Handicap Zone.
- b. Motorcycles are subject to the same rules as automobiles. Motorcycles must park on the west side of the building next to the tennis courts.
- c. If a student loans his car, he is subject to any penalties that may be incurred.
- d. Unidentified vehicles on the Enid High School campus are subject to impoundment.
- e. Students are not to be in the parking lot or cars at any time during the school day without permission from the administration. Students are to leave the parking lots upon arriving at school and may not loiter in the parking lots at any time.

### **PHOTO IDENTIFICATION**

All students are required to possess a photo I.D. while on campus. The photo identification card must be purchased from the Campus Police in their office located in the food court . The cost for the photo I.D. is \$10.00 and will include a vehicle parking sticker and free admittance to most of Enid High School's extra curricular events. Replacement cost for lost photo I.D. is \$5.00.

**Students are to openly display their student I.D. on the lanyard provide while on campus during the school day.**

### **PROGRESS REPORTS**

It is required that one-half way through the grading period (approximately the end of the fifth week), the teacher notify the parents of any student who is doing failing work. Teachers will record notification and date for filing. Additional reports and conferences will be made with parents as a RESULT OF DISCIPLINE, EXCESSIVE ABSENCES, TARDINESS, etc. Parents should cooperate by studying the reports. If they have questions, the teachers or principal will be available for a conference.

### **PROMOTION - RETENTION OF STUDENT**

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

### **REPORT CARDS**

Report cards are issued approximately one week after the close of each grading period. Report cards may be withheld from those students owing for lunches, library books, or other school fees.

### **SATURDAY SESSION**

## **OPERATIONAL GUIDELINES**

1. Students assigned a Saturday session may not be excused for work or activities; however, the session may be delayed until the next weekend providing the student/parent makes arrangements with the administrator in charge of the program. The session may then be made up the following week. Students refusing to attend the session will face in school placement.
2. The session will be conducted on Saturday mornings from 8 a.m. until noon and will be open to any student in grades 7 through 12.
3. Assignments can be made for any part of the four hours but only by the administration assigned to the program.
4. Supervision will be provided by professional staff members to be assigned by the administration from a pool of volunteers.
5. Students will be notified where to report for Saturday Session.
6. Each student must come prepared to work for their assigned time. Music, card playing, or other activities that are not academic in nature will not be permitted. Any student not prepared to work the entire time will be assigned another session.
7. Transportation to the session will not be provided by the district.
8. The minimum number of students necessary to hold a session will be three. More than twenty students will require another supervisor.
9. Students late or not reporting to Saturday Session will be subject to in-school placement.

## **THE PROGRAM SUPERVISOR**

1. Academic tutoring and counseling skills are essential to the success of the program. These elements emphasize the positive nature of the program.
2. The program supervisor will supervise students as they complete their academic assignments and/or reading.
3. The program supervisor will maintain a quiet study hall environment.
4. The program supervisor will conduct special instructional assignments when deemed necessary by the school administration.
5. The program supervisor will report to the administrator in charge the following Monday morning of the session outcome.

## **SCHOLASTIC ELIGIBILITY RULES**

Students at Enid High School must attain scholastic eligibility standards set forth by the Oklahoma Secondary Schools Activities Association in order to participate in competition with other schools.

## **SCHOOL BUS PASSENGERS**

1. Use a safe route in walking to and from bus stop. Walk facing the traffic if at all possible.
2. Be on time to catch the bus. Avoid having to run to catch the bus or having the bus wait for you.
3. Always use the handrail when getting on or off the school bus.
4. Be seated immediately.
5. Keep the aisle clear.
6. Keep all parts of the body inside the bus at all times.
7. Do not throw things out of the bus windows.

8. Do not eat or drink while on the bus.
9. Do not be loud or boisterous.
10. Absolutely no horseplay allowed on the school bus.
11. When unloading to cross the street or road, always walk to the front of the bus and wait for the driver to motion you across the street.
12. Do not walk behind the bus when it is loading or unloading.
13. Absolutely no tobacco will be allowed on busses.

Penalties for misconduct on the bus may include a conference with the principal, parent contact, or loss of bus transportation privileges.

### **SCIENCE LABORATORY SAFETY**

The Board of Education recognizes that laboratory activities and hands-on experiences enhance student performance in many areas including observation, measurement, reasoning, education, critical thinking, information organization and conceptualization of scientific phenomena. The board also recognizes that both students and employees may be conducting procedures or utilizing materials in the course of these laboratory activities that may require prudent and appropriate precautions to ensure the safety of all participants.

Therefore, this school district shall establish and maintain science laboratories and classrooms which are reasonably safe and healthful for all students and employees. The school district's science laboratory safety standards and safeguards shall be those which are reasonably necessary for the protection of the life, health and safety of our students and employees.

The superintendent or designee will develop regulations and/or procedures which govern the purchase, storage and usage of hazardous materials in the science laboratories. The superintendent or designee will develop requirements for the use of protective equipment, safety and emergency procedures and first aid equipment in district science laboratories and classrooms.

Such regulations will establish an ongoing process by which each location in the district will have a program of identifying and managing potentially hazardous situations that may arise in conjunction with conducting science laboratory activities. Teachers are required to minimize the use of hazardous materials to the maximum extent possible. Teachers are further required to order quantities for immediate use during a single school term and minimize the storage inventory of hazardous materials. Teachers shall learn and teach safe procedures for laboratory activities and exercise reasonable judgment and adequate supervision during such activities.

### **STUDENTS: FEES, FINES, AND CHARGES** **(REGULATION)**

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accidental benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical

- instruments and uniforms owned or rented by the district.
6. Items of personal apparel that become the property of the student and which are used in extracurricular activities.
  7. Parking fees and fees for identification cards if applicable.
  8. Fines assessed for lost, damaged, or overdue library books; lost or damaged textbook or other instructional materials.
  9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraw from the school district.

### **STUDENT VISITORS**

Visitors can work a hardship on both teachers and pupils. We ask that students not bring visitors to school. Requested exceptions must be made at least one day in advance to the administration. Garfield County students are not allowed to visit. Anyone loitering on campus will be asked to leave.

### **TELEPHONE**

EHS has a telephone inside the main office for student use. Listed are the rules for use. Absolutely no call should be made during class-time except in the case of an emergency. Calls are to be limited to two minutes and must be school related.

### **TEXTBOOKS**

Students are responsible for all textbooks, school equipment, and material assigned to them. Students must pay for books or equipment that are lost or damaged. In cases of students leaving school, grades and records will be held until all charges are cleared.

### **TEST POLICY**

All pupils will take nine-weeks and semester tests. First and third quarter tests may count for up to 20% of a student's quarter grade. Semester tests may count for up to 20% of a student's semester grade.

### **TRANSCRIPT POLICY**

To help defray the cost of labor, paper, computer time, and postage, the Enid High School transcript policy will be as follows:

1. Each Enid High School student will receive two free official transcripts.
2. Each additional official transcript for an Enid High student will cost \$4.00.
3. Graduates of Enid High School will be charged \$4.00 per copy for official transcripts.

## **TRANSPORTATION POLICY**

Enid High School will provide transportation for students when they are competing and/or representing Enid High School on road trips. Sponsors expect students to ride to the activity on school transportation. The only exception to this will be with coach/sponsor permission and administrative approval. On the return trip from an activity, a student will be released to the parent or guardian of record only. The parent or guardian must be present at the event and personally approach the sponsor with the release form completed (no exceptions). Liability concerns remain the critical issue for this type of policy. A student who misses the bus but arrives at the activity site is not to be allowed to participate unless his/her parent or parents have transported him. In the event this happens, the sponsor certainly has the prerogative not to allow the student to participate under any circumstances.

## **VOCATIONAL SCHOOL STUDENTS**

Afternoon students will board the bus at the north side of Enid High School after block 3 on odd days and after block 4 on even days. Students riding the bus will eat at Vo-Tech. Students providing their own transportation may eat either at Enid High School or Vo-Tech. Morning students will return to Enid High School either by bus or their own transportation entering during the lunch period.

## **WITHDRAWING FROM SCHOOL**

Students withdrawing from school must complete a check out form before grades or records will be released. Check-out forms are available in the principal's office. Each teacher the student has and a representative from the library must sign these forms. All books and equipment must be returned as well as all fees paid before records will be released. Once the check out form is completed, it must be returned to the principal's office.

**ENID HIGH SCHOOL FLOOR PLANS-SECOND FLOOR**



**ENID HIGH SCHOOL FLOOR PLANS-THIRD FLOOR**

**ENID HIGH SCHOOL FLOOR PLANS-EAST WING**

**YEAR CALENDAR FOR EVEN AND ODD DAYS**