



Enid Public Schools
Elementary Handbook

500 S. Independence
Enid, OK 73701-5693
www.enidpublicschools.org

Dr. Darrell Floyd
Superintendent

Randy Rader
Assistant Superintendent
for Elementary Education

2014 - 2015

CENTRAL OFFICE STAFF

500 S. Independence – 366-7000

Dr. Darrell Floyd – Superintendent

Randy Rader – Assistant Superintendent of Elementary Education

Melonie Hau – Assistant Superintendent of Secondary Education

Amber Fitzgerald – Director of Human Resources and Communications

Vivian Bunch – Director of Federal Programs

David McCune – Director of Special Services

Jeff Herbal – Director of Technology

Karl White – Chief Financial Officer

Cindy Shiever – Business Office Manager

**HARRISON CENTER FOR
SPECIAL SERVICES**

212 W. Birch – 234-0200

CLEVELAND SERVICE CENTER

Director of Transportation: 366-7036

Director of Property Services: 366-7061

| <u>SCHOOL</u> | <u>PHONE</u> | <u>ADDRESS</u> | <u>PRINCIPAL</u> |
|--------------------------------------|---------------------|--|-----------------------------------|
| ADAMS | 366-7600 | 2200 E. Randolph | Beverly James |
| COOLIDGE | 366-7550 | 1515 E. Ash Assistant: | Jennifer Cruz Reba Gregory |
| EISENHOWER | 366-8100 | 1301 Fox Drive | Polly Maxwell |
| GARFIELD | 366-7700 | 400 N. 7th Assistant: | Jane Johnson Vicki Nighswonger |
| GLENWOOD | 366-7800 | 824 N. Oakwood Assistant: (½ time) | James Rainey Scott Allen |
| HAYES | 366-7650 | 2102 Beverly | Lyntel Murphy |
| HOOVER | 366-7350 | 2800 W. Maine | Karen Heizer |
| MCKINLEY | 366-7400 | 1701 W. Broadway | Kay Kiner |
| MONROE | 366-7500 | 400 W. Cottonwood Assistant (½ time): | Howard Barton Scott Allen |
| PRAIRIE VIEW | 366-8000 | 4700 W. Willow Rd. | Clark Koepping |
| TAFT | 366-7450 | 1002 Sequoyah | Peggy Kenaga |
| CARVER EARLY CHILDHOOD CENTER | 366-8600 | 815 S 5 th St. | Chris Smith |



Dear Parents/Guardians:

Welcome to Enid Public Schools, one of Oklahoma's fastest growing school districts. I am excited to be the new EPS Superintendent of Schools, and I hope your child is looking forward to the 2014-2015 school year.

Many great things have happened in the past few years in Enid, Oklahoma and in the Enid Public Schools. For that we thank our very supportive community members, businesses, taxpayers, parents/guardians, and dedicated EPS employees. As a result, EPS has been able to accomplish many great things that will benefit students for years to come. And together we look forward to helping our students prepare for even greater achievements in the future.

The mission statement of Enid Public Schools is: *To Promote Life-long Learning Through Educational Excellence.*

As such, EPS endeavors to put its best foot forward in all aspects of education – both curricular and extracurricular. As parents and guardians, we welcome you to participate with us as partners in educating your child - with the end result being: *Excellence, Pride, and Success.*

In this handbook, you will find policies, procedures, and guidelines that outline the expectations that we have for student behavior, as well as other helpful information. Please take time to read and share this pertinent information with your child. Then, please complete the two lines below and return this form to your child's school.

We look forward to an outstanding school year and encourage your input and involvement. Thank you for your support of Enid Public Schools.

Sincerely,

Dr. Darrell G. Floyd
Superintendent of Schools
Enid Public Schools

Student's Name

Grade

Parent/Guardian Signature

Date

CUT HERE AND RETURN



**The vision of Enid Public Schools is to
promote life-long learning through
educational excellence.**

TABLE OF CONTENTS

| | |
|--|----|
| Address Change | 1 |
| Alcoholic Beverages and Controlled Substances Probation Plan | 1 |
| Arrival and Dismissal Times | 1 |
| Assault On Students or School Employees | 1 |
| Attendance Policy | 2 |
| Bus Information | 3 |
| Cafeteria / Food Policy | 4 |
| Classroom Management | 5 |
| Computer / Internet Policies | 6 |
| Conduct Off-School Premises | 6 |
| Copyright Policy | 6 |
| Discipline Policy | 6 |
| Disrespectful Behavior | 8 |
| Dress Code | 8 |
| Drug, Drug Paraphernalia, Alcohol Policy | 9 |
| Due Process Procedure | 10 |
| Electronic Devices | 10 |
| Emergency Drills | 10 |
| End of the School Term Disruptive Acts | 11 |
| Fighting | 11 |
| Gambling | 11 |
| Gang Activities & Secret Societies | 11 |
| Grading | 11 |
| Grievance Policy | 13 |
| Harassment | 13 |
| Health Services | 15 |
| Head Lice | 16 |
| Human Growth & Development Classes | 17 |
| Illness or Injury..... | 17 |
| Illness Guidelines for Parents..... | 17 |
| Immunizations..... | 18 |
| Meningitis Vaccinations | 18 |
| Medications: Administering To Students At School..... | 19 |
| Physical Education Excuses..... | 20 |
| Vision Screening..... | 20 |
| Home Schooled & Non-Accredited School Entry | 21 |
| Honor Roll | 21 |
| Indian Education – Title VII | 21 |
| Insurance | 21 |

ADDRESS CHANGE, ETC.

Notify school office of change of addresses, employers, telephone numbers, etc. If moving to another school, notify the office in order for necessary forms to be prepared.

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 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 parent/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/guardians responsibility to complete recommendations made by the adolescent care unit or medical center and keep the school informed of the progress. Failure of the parent/guardians and 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.

ARRIVAL & DISMISSAL TIMES

| | |
|--------------------------------------|-------------------------------|
| All Sites | |
| 4-Year-Old Programs – Grade 5 | 8:00 a.m. to 3:00 p.m. |

Students should arrive at school between 7:45 and 8:00 AM.

Dismissal Time – 3:00 P.M.

ASSAULT ON STUDENTS OR SCHOOL EMPLOYEES

Enid Public Schools is committed to a safe work environment for staff members, as well as students. 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.

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.

ATTENDANCE POLICY

Introduction

Enid Public Schools values the learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its educational system. Absences tend to disrupt the continuity of the instructional process and the time loss from class is irretrievable particularly in terms of opportunity for interaction and exchange of ideas between students, and students and teachers; therefore, classroom attendance is considered to be an integral part of the student's course of study.

A pupil will be counted present only on those days when in actual attendance or in scheduled school activities under the direction and supervision of a regular member of the faculty. The pupil must be in attendance at least two (2) of the first three hours or two (2) of the last three hours to be recorded present one-half ($\frac{1}{2}$) day, each for the morning and afternoon.

Policy

The board of education, pursuant to state statutes and in an effort to provide all students with continuity of instructional experience and expertise, requires all students to attend school regularly. The principal has the authority to excuse students for absences due to illness or an emergency at the request of the parent or guardian. A student who is excused must, however, still fulfill the school's requirements for advancement.

When a student must be absent, the parent or guardian shall contact the school office before 8:30 a.m. on the day of the absence. The school will attempt to contact parents who fail to call. Should there be no contact from the parent within two (2) school days, the absence will be unexcused. All work missed during a period of an absence may be made up. The student shall have the same number of days to make up the work as the student misses unless additional time is granted by the teacher. No penalty shall be assessed against work made up for absences. Any examination or test announced during the student's presence shall be made up on the day the student returns to class. The student shall be obligated to take the test on that day. Should the student be absent at the time the test is announced, and thus the student is not aware of the scheduled test, the student shall have the same number of days to make up the test(s) as the student misses unless additional time is granted by the teacher. Any exception to this procedure shall be limited to those exceptions made by the building principal.

To be promoted to the next grade level in grades 1 through 5, or receive credit in any semester class in grades 6, 7, and 8, a student must be in attendance at school a minimum of 80 percent of the time each semester. Exceptions to the attendance policy must be requested by the parent or guardian in writing and shall be considered by the building principal. All absences, whether excused or unexcused, are counted in computing minimum attendance. Participation in school sponsored activities, during the regular school day, will not be calculated as an absence.

BUS INFORMATION

Transportation is available to those who attend their home school and live more than two miles from the school. Information about bus routes and stops can be located in each school office and on the district website.

For the safety of all bus riders, students must follow these rules.

Before loading:

1. Be on time at the designated school bus stops in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.
6. Receive proper authorization to be discharged at places other than the regular bus stop.

While on the bus:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
6. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., will be paid for by the offender.
7. Never tamper with the bus or any of the bus equipment.
8. Help look after the safety and comfort of small children.
9. Maintain possession of books, lunches, and other articles to keep the aisle clear.
10. Do not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.

12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, bus driver, and assistants.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

Upon leaving the bus:

1. If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.
4. **If you drop anything near the bus at the bus stop, do not try to pick it up. Wait until the bus has left the bus stop and traffic is clear.**

Extracurricular trips:

1. The above rules apply to all trips under school sponsorship.
2. Sponsors will be appointed by school officials.

Items left on the bus will be collected by bus drivers and placed in the lost and found box located at the Cleveland Service Center – 1305 S. Washington. Items that are considered valuable are placed in the director's office. When possible, bus drivers will return items to students the following morning. Parents can call 580-366-7063, until 4:30 p.m. each day to claim items.

CAFETERIA / FOOD POLICY

Enid Public Schools offers a breakfast and lunch program at all elementary sites and the 4-Year-Old off-site programs.

The program is offered to all school patrons. School patrons who choose to utilize this program will be asked to follow the Elementary Lunch Program Guidelines.

- Apply for the USDA Free/Reduced Meal Program each school year.
- Reduced and/or Full pay accounts must maintain a positive balance at all times (**No Charges**).

If your child has a meal refund due, you may request a refund. Please contact your student's cafeteria to complete the appropriate form for refunds. Refunds will be mailed to the address provided on the refund form. Rollovers will follow your student to any site in the Enid Public Schools, to be used the following year.

1. Meal prices will be posted in each cafeteria.
 - a. Elementary: Breakfast \$1.25; Lunch \$2.50
2. A guest must be cleared through the building Principal to be eligible to eat in the cafeteria.
3. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employee of the district.
4. Qualifications for free and reduced-price meals will vary annually in accordance with the annual eligibility schedule.

FREE & REDUCED PRICE MEALS

Before your child may receive free or reduced price meals, you must have an approved application on file at the Enid Public Schools Child Nutrition Department located at 519 S. Washington, Enid, Oklahoma.

YOU MUST FILE A NEW APPLICATION EACH YEAR.

You may fill out an application at your school or take it to the Child Nutrition Office/Central Kitchen at 519 S. Washington between the hours of 6:30 a.m. and 2:30 p.m. Monday through Friday for immediate approval or return it to the principal's office of your child's school.

LUNCH ROOM POLICIES

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

1. Parent/Guardian may bring food from an outside source to their child only.
2. Any student may eat in the school cafeteria or other designated place.
3. Students may bring or otherwise provide their own meal. Milk may be purchased in the cafeteria. These students may eat their lunch in the school cafeteria or a designated area. Provisions are not available in the cafeteria to heat food brought from home or outside sources.
4. Meal prices will be established by the superintendent and child nutrition supervisor, with the approval of the board of education, at the beginning of each year.

CLASSROOM MANAGEMENT

All staff members share the responsibility for developing productive social attributes in all students. The staff is encouraged to take a 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) if available
5. In-class detention

COMPUTER / INTERNET POLICIES

Use of computers and the internet is an integral part of today's education. It is important for students to learn responsibly how to obtain and use the vast amount of information that is available. Parents will be required to acknowledge that they have been advised of the district's computer/internet and code of conduct policies. These policies are available on the district's website.

CONDUCT OFF-SCHOOL PREMISES

Because such offenses can have an impact on the school environment, students involved in off-campus attacks on school officials, their families, animals or property, may face disciplinary action at school. This includes the authority of school officials to discipline students for off-campus misconduct involving weapons, alcohol or drugs.

COPYRIGHT POLICY

It is the intent of the Enid Public Schools to adhere to the provisions of the copyright law. For any questions regarding the rules and regulations for copying or the reproduction of copyrighted materials please consult with your library media specialist. A complete copy of the district's copyright policy and a PowerPoint training presentation is available for your review on the district's website: www.enidpublicschools.org/policies.

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:

- A. 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.

- B. Except concerning students on individualized education plans (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 by calling or mailing a copy of each discipline card to parents/guardians.

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.

A student who has been suspended for a violent offense which is directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without approval of that teacher. (Violent offense as defined by Oklahoma School Law.

In considering 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:

- Warn student(s)

- Advise parents/guardians

- Remove from class or group (temporary or permanent)

Parental conference
In-school placement
Detention
Saturday school
Restitution (financial, replacement, repair, etc.)
Involve law enforcement
Refer to the social agencies
Out-of-school suspension
Any other disciplinary action deemed appropriate under the circumstances

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

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. The faculty will administer the dress code with the administrator making the final decision.

Provisions of the Dress Code Include:

- Short-shorts, mini-skirts, bicycle and boxer shorts, sleepwear/pajamas are not permitted.
- Clothing should be buttoned and appropriate undergarments worn at all times. The student's torso, chest, or undergarments should not show at any time even while sitting, bending or leaning. Necklines should be modest and appropriate.
- Safety and sanitation dictate that students wear appropriate footwear. No house shoes/slippers are allowed.

- Mesh shirts, midriiffs, halters, low riders, clothes with holes or tears in inappropriate places and other similar attire are inappropriate for school wear and will not be permitted.
- Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages or drug and tobacco products will not be permitted.
- Hats, scarves, bandanas, and sunglasses are not to be worn inside the buildings at anytime. Any student wearing such in any building will be asked to give it to any employee who asks for it. It will be sent to the assistant principal. Hoods on sweatshirts or sweaters may not be worn over the head inside the buildings at anytime.
- All students participating in school activities will comply with the dress and appearance regulations of activities to which they belong and participate.
- Any gang-related behavior, body adornment, tattoos, or clothing is prohibited; this includes, but is not limited to, “sagging,” bandannas, wearing gang/set colors, written symbols, or gestures that reflect gang affiliation.

DRUG, DRUG PARAPHERNALIA, ALCOHOL POLICY

A safe environment includes an alcohol and drug-free environment. Sale, distribution, use, or possession of non-intoxicating or alcoholic beverages, such as 3.2 beer or wine, 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 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 the following school semester
5. Students violating this policy will be referred to the Core Teams

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.

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.

ELECTRONIC DEVICES

It is the policy of the Enid Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

EMERGENCY DRILLS

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

END OF THE SCHOOL TERM DISRUPTIVE ACTS

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 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 parent/guardians have conferred and resolved the issue regarding the student's unacceptable behavior.

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 judgment, 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 is prohibited on school property

GANG ACTIVITIES AND SECRET SOCIETIES

Safety is our number one priority. Enid Public Schools recognizes that the presence of gangs creates an atmosphere of intimidation in the entire school community. The presence of gangs can also result in violence and destruction property. The effects of gangs are disruptive and obstructive of the process of education and school activities.

It is therefore the policy of the board of education that gangs and gang activities are prohibited in the Enid Public Schools. A copy of this policy is available on the district's website: www.enidpublicschools.org/policies.

Secret Societies:

The board of education has the power to regulate and control all secret letter organizations, social orders, societies, and fraternities within the schools under its jurisdiction. No function of any such organization may be carried on in any Enid Public School site, school ground, or at any school function.

GRADING

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

Elementary Schools

Enid elementary students are evaluated according to the keys, symbols, or scales listed below. Student progress in grades Pre-K through five will be interpreted in a parent-teacher conference at the end of the first quarter, using a grade card with grading scales as follows:

Grades Pre-K through 2

4- Exceeds Mastery of Standard
3 - Mastery of Standard
2 - Progressing Toward Mastery of Standard
1 - Minimal Mastery of Standard
N/A - Not Assessed

Pre-K through 2 Performance Grades for Learning Behaviors

3 – Consistently Meets Expectations
2 – Moving Toward Expectations
1 – Experiencing Difficulty

Grades 3 through 5:

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. Grades will be established as the cumulative grade by semester for any grading period.

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.

Parent Portal

Enid Public Schools is pleased to offer PowerSchool, a feature that allows parents to access grades, attendance, and more online. The Parent Portal allows users to view current attendance and classroom grades for Grades 3 - 12. Parents can even register to have this information automatically emailed to their personal accounts. Bulletins and school announcements are also available. Use of the Parent Portal requires a computer, internet access, and a user name and password, which can be picked up by visiting your child's school during open house or on any school day. To learn more, please visit the district's website: www.enidpublicschools.org.

Enid Public Schools appreciates parent involvement and interest. If access is not available to the Parent Portal, a parent may call the office to request a performance update. The performance update is a real time reflection of both the student's academic and behavioral assessment. The performance update may be picked up in the front office on the Friday following the request.

Elementary Report Card Schedule

| | |
|----------------------------------|---|
| 1st Nine Weeks | October 24, 2014 – report cards sent home <i>(Parent/Teacher Conferences will be held during the evening of September 25th & morning of September 26th)</i> |
| 2nd Nine Weeks | January 9, 2015 – report cards sent home |
| 3rd Nine Weeks | March 27, 2015 – report cards sent home <i>(Parent/Teacher Conferences will be held during the evening of February 26th & morning of February 27th)</i> |
| 4th Nine Weeks | May 21, 2015 – report cards sent home (Last day of school) |

GRIEVANCE PROCEDURE

The district has in place a procedure for filing, processing and resolving alleged discrimination complaints. A complete copy of this procedure is located in the “Appendix” of this handbook.

HARASSMENT

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety Bullying Prevention Act, “bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Such behavior is specifically prohibited.

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

1. Prompt investigation of 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.

Sexual Harassment

Enid Public Schools believes every student and staff member has a right to come to school each day ready to learn and to work, without fear of sexual harassment. The school district has put rules and regulations in place to protect its students and staff. If you wish to learn more about this policy and related procedures a complete copy of this policy is available on the district's web site: www.enidpublicschools.org/policies.

HEALTH SERVICES

The primary objective of school health services, as provided by the professional school nurse, is to strengthen the educational process of children and youth by assisting them to improve or adapt to their health status. As professional members of the educational staff, the school nurses provide leadership in the areas of health services, health education, and maintaining a healthful school environment.

The registered professional school nurse is the leader in the school community to oversee school health policies and programs. The school nurse serves in a pivotal role to provide expertise and oversight for the provision of school health services and promotion of health education. Using clinical knowledge and judgment, the school nurse provides health care to students and staff performs health screenings and coordinates referrals to the medical home or private healthcare provider. The school nurse serves as a liaison between school personnel, family, community and healthcare providers to advocate for health care and a healthy school environment (National Association of School Nurses / American Nurses Association [NASN / ANA], 2005).

Whenever a parent needs to consult with a school nurse, a nurse can be reached by calling 366-7000 or Enid High School at 366-8300. Please refer to the Health Services section of the Enid Public Schools website at enidpublicschools.org for more information about school health.

Head Lice

Head lice are a common community problem. An estimated 6 to 12 million infestations occur each year in the United States, most commonly among children ages 3 to 11 years old when children are learning to be respectful of others' personal space. Head lice are not dangerous. They do not transmit disease.

It is the position of the American Academy of Pediatrics and many school districts across the nation including Enid Public Schools that no student should be excluded from his/her education and daily instruction due to a case of head lice. Therefore, when it is discovered that a student has live head lice present, the parents of that student are notified. The discovery of head lice is kept strictly confidential. Vouchers for FREE treatment for the entire family provided by a grant from the United Way are offered to the parent along with educational materials about head lice. The student may attend school the next day as long as the live head lice are no longer present. Students with nits, which are connected to the hair and therefore not communicable, are allowed to attend school. Notification that a case of head lice has occurred in the student's classroom is also sent home to alert parents to check their children and notify the school if FREE vouchers for treatment are needed. Teachers are also instructed on prevention strategies in classrooms. Your child may be asked to wear his/her hair up, off the shoulders, sharing of hats and hair accessories may be discouraged, and students may be asked to place their backpacks and coats in a personal cubbie or a trash sack. Teachers may arrange their desks in ways so students are not in close proximity to each other and hugging may be discouraged in the classroom.

It is the position of Enid Public Schools to ensure each student receive the opportunity to reach his/her greatest potential through a quality education. We believe that with the cooperation of school personnel and parents, we all can achieve what is best for the education of Enid Public Schools students.

Enid Public Schools nurses are great sources of information regarding the treatment and prevention of head lice. Please feel free to call your child's school nurse if you have any questions or concerns about head lice.

Human Growth and Development Classes

The school nurses provide developmentally appropriate classes during each school year for students in the **5th grade** on male and female reproductive anatomy and the physical changes of puberty. Classes are taught to boys and girls separately. Parents may refer to the individual school calendar or the District website calendar for when the class is scheduled for their children. The course content information presented in the class is available for preview by parents by contacting the Director of Health Services at 366-7000. **Parents must notify the school in writing by September 1st if they do not want their child to participate.**

Illness or Injury

In case of illness or injury a student will be cared for temporarily by the school nurse or a school staff member. Antibiotic ointment may be used to provide first aid treatment to minor wounds or injuries. ***If your child is allergic to topical antibiotic, please notify the school.*** If emergency medical treatment is necessary, parents will be contacted.

Illness Guidelines for Parents and Students

It is difficult at times to know whether or not to send a student to school when he or she complains of not feeling well. However, there are a few symptoms that definitely indicate that the student's needs to remain at home:

1. Vomiting and/or diarrhea during the past 24 hours. *He/she should be able to eat and drink normally prior to returning to school.*
2. Fever above 100 degrees during the past 24 hours.
3. An unidentified rash.
4. Open sores (minor sores must be covered with a dressing while the student is in school).

Though students with colds without fever are not required to stay home, parents are encouraged to keep him/her at home if he/she truly does not feel well. Students who do not feel well do not learn well.

Students who complain of stomach aches and headaches in the morning just before school are more difficult to evaluate. If their temperature is normal, if he/she has not been ill for the past 24 hours and if no one at home has been ill with similar symptoms, then he/she can probably be sent on to school.

Immunizations

Oklahoma law states that no minor child shall be admitted to any public, private or parochial school operating in Oklahoma unless the parent or guardian can present to school authorities certification from a licensed physician or the public health authorities certification that such child has received the immunizations that are required by the Oklahoma State Department of Health. School nurses will notify parents if their child needs any required immunizations. If a parent has questions regarding immunizations, a school nurse can be consulted by calling 366-7000. A copy of the required Oklahoma immunization requirements is available on the district’s website – **Health Services**.

| Pre-Kindergarten Requirements | Kindergarten to 12th Grade Requirements |
|--|---|
| 4 DTaP 3 Polio 1 MMR 3 Hepatitis B 2 Hepatitis A 1 Varicella (Chicken Pox) | DTaP KG–6 th : 5 DTP/DTaP 7 th –10 th : 5 DTP/DTaP & 1 Tdap booster 11 th –12 th : 5 DTP/DTaP 4 Polio 2 MMR 3 Hepatitis B (for ages 4 – 10) 2 Hepatitis B (for ages 11-15)** 2 Hepatitis A 1 Varicella (Chicken Pox) |

** Hepatitis B may be administered in a two (2) dose series to children 11 through 15 years of age. All other age groups will receive the three (3) dose hepatitis B series.

Ages 11 and Older

Tdap is required for grades 7, 8, and 9. Parents can get this vaccine for their children as early as age 11.

Other immunizations that are recommended but *NOT REQUIRED* for school are Meningitis, Chicken Pox #2, and Human Papillomavirus (HPV) for both boys and girls. Ask your physician or the Garfield County Health Department about these immunizations for your child.

Meningitis Vaccination

In response to recent Oklahoma State Legislation, Enid Public Schools is required to inform parents about meningitis and the meningitis vaccine. The disease is very serious and there have been cases in Oklahoma in the past few years. Vaccination is **not required** to attend school at this time; however, because the effects of the disease can be so devastating, the vaccine is being recommended by health professionals. The vaccine is required for those students who attend colleges and other schools after high school who will be living in student housing.

The Garfield County Health Department will administer the meningitis vaccine at no charge to children ages 11 to 18 years of age. If you have questions about whether to vaccinate your child for meningitis, please call the Garfield County Health Department at 233-0650, your health care provider, or an Enid Public Schools nurse at 366-7000. Additional information on meningococcal vaccines that is furnished by the Centers for Disease Control is available on the district's website – **Health Services**.

Medications

Administering Medications to Students at School

It is the policy of the Enid Board of Education that school staff may administer medications to children at school or during outside of school activities, for those students with **chronic illness** such as: asthma, diabetes, epilepsy, ADD/ADHD, behavior problems, or life-threatening allergies, who need medication to participate in their educational program.

The principal or the principal's designee may administer medications to students with chronic illness under the following conditions:

- 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'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 in the school who are authorized to administer medications. Those individuals who give medications will receive an annual in-service by the school nurses demonstrating the correct procedure for giving medications.

- All medication should be kept in the office unless it is specifically ordered by a physician that the student carry the medication on his/her person because of health and safety concerns. Enid Public Schools Medication Policy permits a responsible, trained student to carry and self-administer medication for asthma, severe allergic reaction or diabetes on his/her person for immediate use in a life-threatening situation with written order of a physician.
- 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 school within the district. However, parents or legal guardians may administer over-the-counter medications or prescription medications to their child at school.

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

Physical Education Excuses

There are times when students need to be excused from PE due to illness or injury. Parents may alert PE staff of these temporary incidences with a note stating the reason their child may need to be excused from PE activities. However, since PE is a required class, any excuses that require longer than 3 days of exclusion from class must be written by a physician stating the reason for non-participation. PE teachers are very experienced in providing modified activities for students who have physical limitations. Therefore, we encourage all students to continue to participate in PE at their *level of ability*. If you have questions or concerns about excuses from PE, please contact the school nurse.

Vision Screening

The school nurses conduct vision screenings throughout the school year for students in grades pre-school through fifth. The main purpose of these screenings is to find children with visual defects which would make it difficult for them to function effectively in the classroom.

Oklahoma state law requires that parents of all kindergarten, first and third grade students screen their children's vision and provide certification of that screening to schools. The vision screening provided by Enid Public Schools will meet those requirements.

If your child does not pass a screening, you will be notified by mail. You may then wish to have a more thorough examination performed by a health care professional to determine if treatment is needed.

All students will be having vision screenings unless written notice is turned in to the school office by September 1st.

HOME SCHOOLED AND NON-ACCREDITED SCHOOL ENTRY POLICY

Enid Public Schools welcomes students from private schools or home schools who are joining the district. Pupils entering Enid Public Schools from a 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/Common Core State Standards. All assessments shall be administered by the Enid Public School District, and the results shall be kept on file for one year.

HONOR ROLL

At the end of each grading period the honor roll will be identified according to the following guidelines:

Superintendent's Honor Roll = 4.0 GPA

Principal's Honor Roll - 3.5 GPA with no C's, D's, or F's

Mascot Honor Roll = 3.2 with no D's or F's

Subjects to be included in Grade Point Average for determining Honor Roll: Language, Spelling, Mathematics, Reading, Science/Health, Social Studies, Music, Physical Education, Foreign Language, Visual Arts

INDIAN EDUCATION - TITLE VII

The Enid Public Schools Title VII, Native American Education Program provides many services to any Native American student enrolled as Native American descent and having an Eligibility Certification (506 Form) on file.

The Native American Education Program services include tutoring for language arts, reading and math during the regular school day and during the summer school programs.

Students must be pre-enrolled as Native American descent to qualify for the Title VII student services. Parents must be able to name the Tribe, Band, or Group of descent and name the individual with tribal membership (i.e. mother, father, grandmother).

Should you have any questions regarding enrolling as a Native American, tutorial services or any aspect of the Native American program, please feel free to contact the Director of Federal Programs at 366-7000.

INSURANCE

At the beginning of the school year student accident and health insurance is available to all students. Purchase of this program is optional. Forms and information may be obtained from the principal.

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.

PARENTS RIGHTS (FERPA)

Enid Public Schools respects and honors each family's right to privacy. To learn more about the federal law that protects your rights, a complete copy of FERPA is available on the district's website: www.enidpublicschools.org/policies, published annually in the local newspaper or available from your student's principal.

PARENT-TEACHER ORGANIZATIONS

Enid Public Schools knows that parental involvement is among the most important factors for academic success, and parental involvement is always welcomed and appreciated. Students benefit greatly when parents work together as an organized unit, as demonstrated by the district's many PTA and PTO groups, who work with their respective principals for the betterment of their schools. To learn how you can join your school PTA/PTO or for information about parental group guidelines and policies, please contact the Director of Human Resources and Communications at 366-7000.

PARTIES

Class parties are provided three times a year: Halloween, Christmas, and Valentine's Day are scheduled the last thirty minutes of the school day. Treats should be simple and store purchased items are strongly encouraged. No exceptions are to be made. All arrangements must be approved by the principal and in accordance with district practice.

Birthday parties may not be held at school. For the consideration of all students **birthday party treats and invitations will not be handed out at school.** Balloons, plants, and flowers will not be delivered to classrooms.

PRIORITY ACADEMIC STUDENT SKILLS STANDARDS (PASS)

Priority Academic Student Skills (PASS) are utilized in assessing student performance. Information is available online at the Oklahoma State Department of Education website.

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

If a teacher has reasonable cause to suspect a student is under the influence or in possession of beer, alcohol or controlled substances, state law requires that the teacher report the violation to the principal, who then notifies the superintendent and the student's parents or legal guardians. The principal will determine if the situation warrants additional action.

RETENTION OF STUDENTS

Students in Kindergarten through grade 2 will be evaluated for promotion or retention using their current grades as well as their Performance Grades for Learning Behaviors.

To be promoted to the next grade level in grades Kindergarten through five, a student must be in attendance at school a minimum of 80% of the time each semester. Exceptions must be requested by the parent or guardian in writing and shall be considered by the building principal.

Students in grades three through five must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade level. The major courses of study are: Mathematics, Language Arts, Science, Reading, and Social Studies.

State law requires, with few exceptions, that any third grade student be retained, if by the end of the third grade year that student is found not to be reading at grade level as determined by the reading portion of the Oklahoma Core Curriculum test.

In the elementary schools, a placement committee shall determine if a student recommended for retention is to be assigned to the next higher grade. The committee shall consider grades, standardized test scores, attendance, and the student's age and complete the placement form to be filed in the cumulative folder.

Whenever a teacher or placement committee recommends that a student be retained at the present grade level, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process.

Appeal Process

Whenever a teacher or teachers recommend that a student be retained at the present grade level (K-8) or not passed in a course (9-12), the parent or guardian may appeal the decision within ten days to the principal. The principal shall review all appropriate testimony and documentation and communicate a decision in writing to the parent or guardian within ten days.

If dissatisfied with the principal's decision, the parent or guardian may appeal to the Superintendent within ten days of receipt of the principal's decision. The Superintendent shall review the record of the principal's decision and consider any new arguments as appropriate. The Superintendent shall communicate a decision in writing to the parent or guardian within ten days.

If dissatisfied with the Superintendent's decision, the parent or guardian may appeal to the board of education by requesting placement on the agenda of the next regularly scheduled meeting of the board, or a special meeting called for that purpose. The board shall review the record of the Superintendent's decision and consider any new arguments as appropriate. The board shall render a decision during that meeting. The decision of the board shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.

Failure to communicate the decision at any step of this procedure within the specified time limits shall permit the parent or guardian to proceed to the next level.

Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record.

SCHOOL CLOSING

If school will be closed for inclement weather or another unforeseen reason, an announcement of such a closing will be made no later than 6 a.m. the day in question on local radio stations and area television stations. In addition to the announcements, when school is closed, phone calls will be made to students' primary telephone numbers using the district's SchoolReach notification system. The phone calls will launch at 6 a.m. and most will be received within 15-20 minutes, as long as the line is not busy. (If your phone number has changed, please contact your child's school.) Days canceled may require adjustments in the calendar to meet state regulations for the number of days in school.

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 there is reason to suspect that said property has 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 reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during 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. Enid schools reserve the right to use a trained narcotic-detector dog for random searches on all school property or at school activities. Information from the police searches may be used by the administration.

STANDARD PROGRAMS

| | | |
|------------------|--------------------|----------------|
| Art | Language Arts | Reading |
| Computer Lab | Mathematics | Social Studies |
| Drug Education | Music | Science |
| Foreign Language | Penmanship | |
| Health | Physical Education | |

STEALING, DESTROYING OR DEFACING PROPERTY

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

STUDENT CO-CURRICULAR PROGRAMS

| | |
|-----------------------------|----------------------------|
| Academic Incentive Programs | Reading Incentive Programs |
| Assemblies | Spring Programs |
| Christmas Programs | Student Advisory Committee |
| Honor/Show Choir | Student Council |
| Patrol Cadets | |

STUDENT DIRECTORY INFORMATION

On occasion, Enid Public Schools does share student information, for yearbooks, student directories, media releases and more. The following information below is considered by the district to be “directory information” that may be released. Parents have two weeks, after legal publication of this policy in the Enid News & Eagle, to ask the Superintendent in writing that they do not wish for the information to be released. (Forms are available in each school office.)

Directory information includes the student’s:

- Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Name of parents
- Date and place of birth
- Grade level
- Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent educational agency or institution attended

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

SUSPENSION OF STUDENTS

It is the policy of the Enid Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of a wireless telecommunication device in violation of school rules (see policy FNG)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)

- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. If alternative in-school placement options are considered inappropriate, the principal must provide written justification which will become part of the student's permanent record. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Student participation in extracurricular activities will be in accordance with district eligibility requirements. (See policy FM)

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

Suspension of Students (Regulation)

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

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

1. Any student may be suspended for:
 - Violations of policy or regulations
 - Possession of an intoxicating beverage, low point beer (37 O.S. 163.2)
 - Possession of a wireless telecommunication device in violation of school rules

- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
 - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substance Act)
 - Possession of a firearm shall result in out-of-school suspension of not less than one year
 - Any act, which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property including but not limited to the following:
 - cheating or attempting to create a classroom disturbance
 - willful disobedience of a school employee
 - use of profanity or vulgar language or expressions
 - defiance of school employee's authority
 - harassment of any school employee, either on or off school premises
 - possession of fireworks or other dangerous items
 - possession of "copycat" or look-alike drugs or drug paraphernalia
 - inciting, encouraging, promoting, or participating in attempts to interfere with the normal education supervision of school personnel
 - chronic absenteeism or tardiness
 - theft of school-owned or private property
 - public display of affection
 - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
 3. Except under circumstances that 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 and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution 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 that 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 placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternative placement is rejected, written justification must be placed in the student's permanent record.

Participation in and attendance at extracurricular activities while the student is placed in an alternative in-school option will be determined by the building administrators and the sponsors of extracurricular 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 therefor.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension committee.

3. Out-of-school suspension.

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

Appellate Procedures

Suspension ten (10) days or less: Any student who has been suspended under the above Procedural Steps to Suspension, or the student's parent(s) may appeal the suspension. The following procedures shall govern the appellate process:

Step One: The student, or the student's parent(s), shall notify the principal or superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

Step Two: Upon receiving notice of a student's or parent(s) intent to appeal, the principal/superintendent shall advise the suspension appeals committee. The suspension appeals committee, composed of a principal not involved in the suspension, a site teacher of the student's choice and a teacher appointed by the site principal, neither of whom may be the student's present teacher shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The principal/superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

Step Three: During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

Step Four: The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parents(s) shall be notified within five (5) days of the decision.

The decision of the site suspension appeals committee shall be final and may not be appealed to the board of education.

Suspension ten (10) days or more: Any student who has been suspended for greater than ten (10) days under the above Procedural Steps to Suspension, or the student's parent(s) may request a review of the suspension with the principal. If the principal does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

Step One: The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension. If no appeal is received within ten (10) calendar days after the principal's decision is received by the parent/guardian or student, the principal's out-of-school suspension decision will be final and non-appealable.

Step Two: Upon receiving notice of a student's or parent(s) intent to appeal, the superintendent shall appoint and advise a review committee consisting of not less than three district employees who shall be certified administrators and shall designate a chairperson for the committee. No administrator is eligible to serve on the committee who was a witness to the student's conduct. The review committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent, with consideration given to the hours of working parents/guardians whenever possible. The principal who issued the out-of-school suspension decision shall attend the committee hearing. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

Step Three: At the hearing of the appeal, the chairperson will read the policy, rule, or regulations that the student is accused of having violated and will briefly outline the conduct on the part of the student. The parent/guardian should be asked by the chairperson if he/she understands the rule and the accusations against the student. The student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

Step Four: At the conclusion of the hearing, the committee will announce its decision. The review committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

Method of Appeal to the Board of Education or the Board's Hearing Officer:

A second appeal may be initiated by notifying the superintendent in writing within five (5) calendar days after the decision of the committee is received by the parent/guardian or student. If no appeal is received within five (5) calendar days after the decision of the committee is received by the parent/guardian or student the decision of the committee will be final and non-appealable.

Hearing the Appeal:

1. The board will hear the appeal as soon as possible, or it may appoint a hearing officer to hear the appeal. The board's decision, or the hearing officer's decision, is final and non-appealable.
2. The parent/guardian and student will be notified in writing of the date, time, and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents/guardians.

Procedure for Student Out-of-School Suspension Appeal hearing Before the Board of Education

1. The board president or the appointed hearing officer should:
 - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, a generic student reference or numbering system (i.e., Student A or Student 1) should be used and not the student's name.

- b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If the parents/child requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parents/guardians and student:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents/guardians or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/guardians and student will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parents/guardians and student may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. The parents/guardians and student may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented school board members or the hearing officer may ask the witness any questions.
6. Parents'/guardians' and student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session.)
9. Return to open session and vote. After adopting a motion making certain findings of fact, the board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of school suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board with respect to rendering a decision.

TARDY POLICY

(Elementary – Per Nine Week Period)

If a student arrives after 8:00 AM he/she will need an admit from the office. An excused tardy will not be counted against perfect attendance, if the student meets the attendance requirement. Unexcused tardies during a nine-week period will be handled in the following manner:

- Step 1. 1-3 tardies - student will receive a verbal warning.
- Step 2. 4 tardies-parents/guardians will be sent a letter of notification
- Step 3. 5-8 tardies - student receives detention

TESTING SERVICES

- Reading Sufficiency Test Grades K – 3
- Criterion Referenced Tests (State Mandated) will be administered to grades 3 – 5
- World-Class Instructional Design and Assessment (WIDA) Grades K – 5 (English Language Learners)

The tests serve these purposes (1) diagnostic information for teacher use, (2) curriculum evaluation data, (3) information concerning the child's achievement to be interpreted to parents in a conference with the counselor or principal.

TOBACCO POLICY

Because we care about the health of our students, employees and patrons, Enid Public Schools is committed to a tobacco-free environment on all school property, 24 hours a day. This includes any tobacco, electronic cigarette or vapor product.

TRUANCY

Elementary Policy

- Step 1. Notify parents/guardians
- Step 2. Student will be given in-school suspension with parents/guardians conference

A student absent without the consent of his/her parent/guardian is truant. This is an unexcused absence. Work can be made up. Repeated truancy may be cause for disciplinary 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 rest-room instead of reporting to the office or nurse
6. Come to school but do not attend class

7. Go to a car without permission during the school day
8. Not coming back after lunch will constitute a truancy if a parent/guardian has not called the office by the end of that school day

VISITORS AT SCHOOL

Parents and visitors are welcome but must first check in with the office before visiting a classroom or playground. Contact the school office for specific appointments with teachers, counselors, administrators, or other staff members.

VOLUNTEERING AT SCHOOL

The Enid Public Schools welcomes volunteers to assist in the classroom, tutor directly with the students, or by helping in the library/office. Visit with your child's principal or teacher. They will help you get connected with the volunteer orientation at your neighborhood school.

WEAPONS

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. A complete copy of the weapons policy may be found on the district's website: www.enidpublicschools.org/policies.

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. This is in violation of state law and board policy.

"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.

- **Violations:** Any student found to be in violation of this policy shall 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. The student will also be reported to local police authorities.

Any student found in possession of a firearm on school grounds shall be suspended for a period of one year from the date of suspension. The superintendent on a case-by-case basis may modify the terms of the suspension.

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.

- **“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.

The district does not allow at school or school activities the possession or use of pepper gas and other types of chemicals sold for self defense. Violators will be subject to the Disciplinary Policy of Enid Public Schools.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Notify the school office in advance when changing schools either to another school within the district or to one outside the district. Students must return all library books and textbooks. Parent signature is required on withdrawal form.



APPENDIX

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.

APPENDIX

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.

APPENDIX

- 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 will make 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 will make 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.

APPENDIX

- 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.

APPENDIX

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 toward 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

APPENDIX

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 for 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

APPENDIX

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.

ASBESTOS - ANNUAL INSPECTION AND MANAGEMENT PLAN NOTICE

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act of 1987, the Enid Board of Education employed an asbestos firm to conduct a complete survey of all school facilities.

This survey included visual inspections and samples from each area of all school sites. (All inspectors were certified and licensed by the Oklahoma State Department of Labor.)

As a result of the inspection, management plans were written for each site, with copies on file at each site, and at the Central Office. All maintenance and custodial staff receive asbestos awareness training, in compliance with the act, and inspections are conducted at six-month intervals by licensed personnel.

In accordance with the Asbestos Hazard Emergency Response Act of 1987, the inspection and management plan are completed, updated and available in school sites and in the Central Office at 500 S. Independence. Any parties with an interest in the plans or implementation will be notified of steps taken to eliminate any asbestos containing materials, which may be harmful of school sites. For more information or to schedule an appointment, contact the Director of Property Services at 366-7000.



It is the policy of the Enid Public Schools to provide equal opportunities without regard to race, color, national origin, gender, age, religion, veteran status, disability and provide equal access to the Boy Scouts and other designated youth groups in its educational programs, services, 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. Inquiries concerning this policy may be referred to the Title IX/504/ADA Coordinator at 500 S. Independence Enid, OK 73701-5693 580-366-7000.

Es la política de las Escuelas Públicas de Enid para proporcionar igualdad de oportunidades sin distinción de raza, color, origen nacional, sexo, edad, religión, condición de veterano, discapacidad y proporcionar igualdad de acceso a los Boy Scouts y otros grupos juveniles autorizados en sus programas educativos , los servicios, las actividades y en el empleo. El Distrito proveerá igualdad de oportunidades laborales en áreas que incluyen, pero sin limitarse a, la selección de los empleados, la promoción, la formación y el desarrollo, la compensación, la terminación y la acción disciplinaria.



The Enid Public Schools provides free appropriate public education to all students.

Los Enid Public Schools subministran una educación pública, apropiada y gratis a todos los estudiantes.

If special accommodations are needed for school activities, please notify the school principal at least two weeks prior to the scheduled event.

2014

July

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Enid Public Schools

School Calendar 2014 - 2015

◆ First Day of School..... Aug 19
Last Day of School..... May 21

X National Holidays
Independence Day July 4
Labor Day Sept. 1
Memorial Day May 25

■ Holidays
Fall Break..... Oct. 17
Thanksgiving..... Nov. 26-28
Christmas..... Dec. 22-Jan. 2
Spring Break Mar. 16-20

● Professional Days
Aug. 14 & 15
Oct. 16
Jan. 19
Feb. 16

★ Workdays
Aug. 11 – Classroom Preparation
Aug. 12 & 13
Aug. 18
May 22

Parent/Teacher Conferences
Evening Sept. 25 / Morning Sept. 26
Evening Feb. 26 / Morning Feb. 27

Secondary 6 Wks. Reporting Dates

Sept. 25, Nov. 7, & Dec. 19, 2014
Feb. 13, April 10, & May 21, 2015

Attendance Data

1st Quarter Ends Oct. 15 = 41 days
2nd Quarter Ends Dec. 19 = 42 days
3rd Quarter Ends Mar. 13 = 48 days
4th Quarter Ends May 21 = 44 days

Total Days Taught 175 days
Work Days 5 days
Professional Days 5 days
Total Days 185 days

Keys to Calendar

- [] Beginning & End of Quarter
- ◆ First and Last Day of School
- ★ Student Holiday/Teacher Workdays
- Holidays – No School
- X National Holidays – No School
- Student Holiday/Professional Days
- Parent Teacher Conferences – No School for Students

For further information, call 580-366-7000
www.enidpublicschools.org

2015

January

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

April

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

May

| S | M | T | W | T | F | S |
|----|----|------|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 X | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

June

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |