

Elk City Public Schools

2017-18

Secondary Handbook

www.elkcityschoos.com



Middle School

7th & 8th Grade

(580) 225-5043

Richard Moran, Principal

High School

9th - 12th Grade

(580) 225-0476

Jeff Lewallen, Principal

ALMA MATER

Hail to thee, our Alma Mater, school we all adore Elk City Public School

We'll love and honor, serve thee ever more.

Through defeat and on to victory, Brown and White will fly,

Through each student's loyal devotion,

name his praise on high.

TABLE OF CONTENTS

PowerSchool Parent Portal	2	Medication Given at School	15
Academic Requirements	2	Self-Administration of Medications	16
Grading Scale	3	Contagious Diseases	17
Elk Up Program	3	Lost and Found	17
Oklahoma Promise	3	Student Complaints	17
NCAA	4	Assemblies	17
Bell Schedules	5	Student Accident Insurance	17
Visitor Information	5	Drills	18
Emergency School Closing	5	Harassment/Bullying	18
Attendance Policy	6	Student Dress Code	23
Semester Test Exemptions	8	Activity Dress Code	24
Clubs and Activities	8	Tobacco	25
Student Drug Testing-Extra Curricular Activities	8	Alcohol/Drug	25
Gen. Eligibility Requirements-Extra Curricular Act	9	Gang Activity	25
Child Nutrition Program	9	Weapons	25
Closed Campus	10	Wireless Telecommunication Devices	26
Food & Drinks	11	Computer Use Policy	27
Fees.	11	FERPA	28
Lockers	11	Notice to Parents for Referral, Screening and Eval	29
Discipline	11	Homeless Liaison	31
School Buses	12	Passive Consent	31
Hall Passes	14	Promotion and Retention	31
Library Media Center	14	Asbestos Notification	31
Immunization	14	Policy Notification	32
Emergency Medical Treatment	15	Board of Education Information	32

PowerSchool Parent Portal

Elk City is excited to continue utilizing a secure internet communication tool that gives parents and students access to real-time information which includes:

1. Attendance
2. Grades
3. Detailed assignment descriptions
4. School bulletins
5. Personal messages from the teacher.

Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers are able to share information with both students and parents.

Parents are encouraged to take advantage of this great opportunity to stay informed and connected to their child. Information on creating accounts will be disseminated to all parents at the beginning of each school year.

PowerSchool Mobile App

PowerSchool is also now portable. The PowerSchool for parents app is available for download from App Stores and is compatible with the iOS and Android devices. Parent can easily view the information for each child that is on the Parent Portal.

Power Announcements

Elk City uses a school notification system called Power Announcement. The school will be able to send messages to parents through texting, phone message, email or by any combination of each. Some of the types of messages may include: school cancellations, emergency messages, attendance notifications, and general announcements. It is essential that the school have current information on file so these important messages will be received by parents

ACADEMIC REQUIREMENTS

Middle School (7th & 8th):

The total number of credits for 7th or 8th grade students to advance to the next grade level is 5 credits. If a student has less than 5 credits, he/she will be retained the following year. A student must have at least 10 credits to participate in the Eighth Grade Promotion Ceremony.

High School (9th – 12th):

The total number of credits needed to graduate from Elk City High School is 25. A student must have at least 24 to participate in graduation exercises. All students are to be enrolled in a full schedule. For seniors this schedule may include a combination of internship, college and local hours if local requirements are met.

“OPT OUT” Option

Students will receive courses that qualify for college entry unless a parent or legal guardian signs a document to "opt out" of college preparation curriculum. "Opt Out" forms are at the High School in the counselor's office.

College Preparatory/Oklahoma's Promise Requirements:

4 English (English I, English II, English III, English IV)

3 Maths (Algebra I, Geometry, Algebra II, Math Analysis, Calculus) (Three of these Math classes must be taken in Grades 9-12). Math Finance does not meet college prep/work ready/Oklahoma Promise requirements.

3 Science (Biology I is required; beginning with Class of 2019 1 must be a physical science)

3 Social Studies (1/2 OK History, 1/2 US Government, 1 US History required)

2 Foreign Languages or Computer Technology (2 credits of same foreign language or 2 credits of computer classes) Keyboarding and typing classes do not qualify.

1 Additional Core (1 credit from the courses listed above (cannot be a fine arts or an elective; beginning with Class of 2019 can be AP, IB or concurrent class)

1 Fine Art (Art, Music, Drama)

8 Electives (Additional core subjects can count here also)

Personal Financial Literacy

CPR

Core Curriculum/"Opting Out" of College Prep (Signed Document Required)

4 English (English I, English II, English III, English IV)

3 Math (Algebra I is required, Math Finance will count "opting out")

3 Science (Biology I required)

3 Social Studies (1/2 OK History, 1/2 US Government, 1 US History)

2 Fine Arts (Art, Music, Drama) - beginning with Class of 2019 1 Fine Art Credit and 1 Computer Science Credit

10 Electives (Additional core subjects can count here also)

Personal Financial Literacy

GRADING SCALE

A=90-100 8=80- 89 C=70-79 D= 60-69 F= 59 and below

ELK UP PROGRAM

Students in grades 4-12 will have access to after school tutoring three days a week. Elk Up will have two certified teachers to help students. Students falling behind in classes or having incomplete classwork will be assigned to the Elk Up Program from 3:30-4:30. The classroom teacher or Elk Up Coordinators will assign students Elk Up.

OKLAHOMA'S PROMISE

Oklahoma's Promise can help pay a student's tuition at an Oklahoma public two-year college or four-year university. It will also cover a portion of tuition at an accredited private college or university or for Oklahoma public technology center courses that qualify for credit from a public two-year college. (The Oklahoma's Promise scholarship amount does not cover items such as other required fees, books, supplies, or room and

board.) Students can apply during their 8th -, 9th -, or 10th - grade year. Apply online at www.okpromise.org or get an application from the counselor.

NCAA

Division I: (16 Core Courses)	Division II: (16 Core Courses)
4 years of English	3 years of English
3 years of math (algebra 1 or higher level)	2 years of math (algebra 1 or higher level)
2 years of natural or physical science (including one year of lab science if offered)	2 years of natural or physical science (including one year of lab science if offered)
1 extra year of English, math, or science	2 extra years of English, math, or science
2 years of social science	2 years of social science
4 years of additional core courses (from any category above, or in a foreign language, non doctrinal religion, or philosophy)	4 years of additional core courses (from any category above, or in a foreign language, non doctrinal religion, or philosophy);

Academic Standards

Division I Eligibility

- All students entering college must have completed 16 core courses in high school.
- Students must earn a minimum required GPA in core courses and a combined SAT or ACT sum score that matches this GPA on a sliding scale, which can be found in the [NCAA's Guide for the College Bound Student-Athlete](#)

Division II eligibility

- All students entering college on or after August 1, 2013 must have completed 16 core courses in high school.
- Students must earn a minimum required GPA in core courses and a combined SAT or ACT sum score that matches this GPA on a sliding scale, which can be found in the [NCAA's Guide for the College Bound Student-Athlete](#)

BELL SCHEDULES

Students are expected to be in all classes on time. Four minutes of passing time will be allowed between classes in order to give you ample time to change classes without being tardy to your next class. Below you will find a bell schedule for your information and to assist you in being to class on time.

Middle School		High School	
1 st Hour	8:00 - 8:46	1 st Hour	8:00 - 8:46
BREAKFAST	8:46 - 8:59	2 nd Hour	8:50 - 9:36
2 nd Hour	9:03 - 9:49	3 rd Hour	9:40-10:26
3 rd Hour	9:53 - 10:39	4 th Hour	10:30-11:16
4 th Hour	10:43 - 11:29	LUNCH	11:16-12:05
LUNCH	11:29 - 12:00	5 th Hour	12:09 - 12:55
5 th Hour	12:04 - 12:50	6 th Hour	12:59 - 1:45
6 th Hour	12:54 - 1:40	7 th Hour	1:49 - 2:35
BREAK	1:40 - 1:49	8 th Hour	2:39 - 3:25
7 th Hour	1:49 - 2:35		
8 th Hour	2:39 - 3:25		

Elk City Alternative Education Schedule

9:30 - 2:10

VISITORS

Visiting students are not permitted in the classroom unless it is for the benefit of the class. If visitors are permitted, make them feel welcome. The decision to allow visitors will be made by the Principal. All visitors must check in through the office.

EMERGENCY SCHOOL CLOSING INFORMATION

Any decision to close school due to bad weather will be made by the administration. As soon as the decision to close or delay school is finalized, the announcement will be given to radio stations KXOO and KECO. Please do not call the radio stations. This information will also be announced on Oklahoma City area television stations - KFOR TV channel 4 • KOCO TV channel 5 • News 9 TV channel 9 – Power Announcement, SchoolWay and the District Facebook Page.

ATTENDANCE POLICY

One of the most important factors contributing to school success is attendance. Prompt and regular attendance is a must if a student expects to succeed in the work assigned.

TYPES OF ABSENCE

Tardy: Students will be considered tardy if they are not inside the classroom when the tardy bell finishes ringing. Three tardies equal one absence. If tardies relate to a medical condition, appropriate medical documentation will be required to be provided to the school district. In such case, medical tardies will not count towards an absence. Excessive tardiness may result in penalties similar to those for truancy.

Excused Absence: An excused absence occurs when the student is absent with the knowledge and approval of the guardian and school administrator. The guardian must notify the school of the student's absence. Failure to do this could result in an unexcused absence. Students will be responsible for making up all work missed for full credit.

If a student goes to the doctor or has a required court appearance, documentation must be brought to the office when returning to school. Four (4) absences per semester with knowledge and approval of the guardian and school administrator will be excused absences. Any absence beyond four (4) excused absences per semester will be marked unexcused unless the parent or guardian provides proper medical, legal or religious documentation for the absences

Unexcused/Truant Absence: A truant/unexcused absence occurs when the student is absent from school without the knowledge and approval of the guardian and school administrator. The student will be allowed to make up all work missed for full credit. However, student may be subject to disciplinary action.

School Activity Absence: This is an absence that requires a student to be absent from the classroom to participate in a co-curricular or extracurricular program or activity. The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. There are exceptions that are mandated by Oklahoma State Department of Education regulations that will be applied where special circumstances exist.

ADMISSION AFTER ABSENCE:

Students should report to the office before reporting to class after an absence. Time given to make-up work will correspond to time of the absence. A student will have one make-up day for each day absent.

Example: A student gone on Wednesday, back on Thursday, has all work due Friday. It is the student's responsibility to make arrangements with the teacher to make up the work. Students will receive full credit for work that is made up satisfactorily.

EXCESSIVE ABSENCE:

Excessive absence is defined as a student with 10 or more absences per semester in a class for any reason except school activity absences. When a student acquires 10 unexcused absences in a semester, credit for class and/or promotion to the next grade level will not be given. An appeal to the building principal may be made upon request to hear extenuating circumstances concerning absences and review documentation over 9 absences.

When coming before the principal, all absences must be supported with proper written documentation. The school will pursue the legal obligation of the parent/guardian to compel the student to attend school as required by law if necessary.

EXCESSIVE ABSENCE APPEAL PROCESS:

If a student accumulates 10 or more unexcused absences per semester and believes that special circumstances exist which should be considered, the student and parent/guardian may request a hearing with the building principal for consideration of the granting of credit. Such a request must be in writing and presented to the building principal.

REPORTING REQUIREMENTS OF SCHOOL:

Beckham County has established a truancy court. If a child is absent without a valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without a valid excuse ten (10) or more days or parts of days within a semester, the school is required by law to notify the District Attorney. (A valid excused absence occurs when the student is absent with the knowledge and approval of the guardian and school.) Upon receiving notice, the District Attorney will generally place the case on the Truancy Docket although the law gives the District Attorney other options.

OKLAHOMA LAWS OF SCHOOL ATTENDANCE:

"If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes." (70-10-106)

SEC. 229 – Neglect or Refusal to Compel Child to Attend School:

- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.
- B. It shall be unlawful for any child who is over the age of twelve (12) years and under the ages of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.
- C. Any parent, guardian, custodian, child or other person violation any of the provisions of the section, upon conviction, shall be guilty of a misdemeanor. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

SEMESTER TEST EXEMPTIONS

MIDDLE SCHOOL

Seniors, Juniors, Sophomores and Freshmen will not have to take the semester test in a class if they meet certain standards of performance in academics and attendance for that class. The following standards of performance will be required to be exempt: 3 absences or less with an average of 90 or above, 2 absences or less with an average of 80 or above, or 1 absence or less with an average of 70 or above (activity absences will not count toward exemption, but each group of 3 unexcused tardies count as 1 absence in determining exempt status for semester tests.) Exempt students will participate in alternative activities during testing days.

HIGH SCHOOL

Seniors, Juniors, Sophomores and Freshmen will not have to take the semester test in a class if they meet certain standards of performance in academics and attendance for that class. The following standards of performance will be required to be exempt: 3 absences or less with an average of 90 or above, 2 absences or less with an average of 80 or above, or 1 absence or less with an average of 70 or above (activity absences will not count toward exemption, but each group of 3 unexcused tardies count as 1 absence in determining exempt status for semester tests.)

CLUBS AND ACTIVITIES

Activities and club participation on the part of the Elk City School students are encouraged by the teachers and the administration. These activities and clubs mission is to promote student participation in support of the areas of academics and extracurricular activities. We feel these activities and clubs are an integral part of the growth of the student.

MIDDLE SCHOOL

Oklahoma Honor Society, Band, Chorus, Athletics - Football, Cross Country, FP Softball, Basketball, Wrestling, SP Softball, Baseball, Tennis, Track, and Soccer, 4-H*, Academic Team, and Student Council

HIGH SCHOOL

Band, Oklahoma Honor Society, "E" Club, National Honor Society, FCA*, Chorus, FCCLA, Science Club, Yearbook, Academic Team, GEAR UP Dream Team, Drama, FFA, Foreign Language Club, Student Council, Key Club*, Athletics - Football, Cross Country, FP Softball, Basketball, Wrestling, SP Softball, Baseball, Tennis, Cheerleading, Track, Soccer, and Golf, and Interact Club*

*Not sponsored by Elk City Public Schools.

STUDENT DRUG TESTING PROGRAM/ EXTRACURRICULAR ACTIVITIES

The Elk City Board of Education, in an effort to protect the health and safety of its extracurricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Elk City Public School District, has adopted a policy that requires random drug testing of activity students.

GENERAL ELIGIBILITY REQUIREMENTS/ EXTRA CURRICULAR ACTIVITIES

1. The High School student must have passed at least 5 subjects the previous semester.
2. The student must represent Elk City Public School in a manner that is acceptable by fans and school officials.
3. Any student in athletics must have a physical examination.
4. During each semester all students must be passing all classes to be eligible to participate.

CHILD NUTRITION PROGRAM

The District participates in the School Breakfast Program and the National School Lunch Program. The District offers free and reduced meals to families who have the financial need for the program. This program is approved on a year to year basis.

Free and Reduced-Price School Meal Applications are available to every student Pre-K through 12th grade. These applications can be located at your school office, school cafeteria, the Elk City Board of Education office, and the school website at www.elkcityschoools.com. However, it is only necessary to fill out **ONE** application per family. Forms will be approved or denied within 10 days of receiving and a letter will be sent to the parents/guardians verifying the status of the application.

A reimbursable meal includes at least 2 ounces of meat, $\frac{3}{4}$ cup of vegetables, $\frac{1}{2}$ cup of fruit, 1-2 ounces of whole grain bread, 100% fruit juice, and a choice of 1% White Milk or Fat Free Chocolate Milk. Secondary students are offered the same components with additional fruits and vegetables.

Meal Costs

GROUP	MEAL	PRICE
Reduced All Grade Levels	Breakfast	\$0.30
Reduced All Grade Levels	Lunch	\$0.40
All Grade Levels Full Price	Breakfast	\$1.75
Pre-K through 6th Full Price	Lunch	\$2.25
7th through 12th Full Price	Lunch	\$2.50

Adult/Visitors	Breakfast	\$2.50
Adult/Visitors	Lunch	\$4.25
Staff	Breakfast	\$2.00
Staff	Lunch	\$3.25
Milk	Breakfast/Lunch	\$0.50

Sack Lunches

A student may bring a sack lunch to school. No pop or candy is allowed in the school cafeteria. Milk or juice may be purchased to have with that lunch. No student, Pre-K through 8th grade is allowed to leave the campus for lunch except with written permission from a parent/guardian.

Payments

Payment of meal is expected on a daily, weekly, or monthly basis. Payments can be made in the school cafeteria or online through MySchoolBucks.

MySchool Bucks is an online payment service that provides a quick and easy way to add money to your student's meal account by using a credit/debit card or electronic check. You can also view recent purchases, check balances, and set-up low balance alerts for free.

For more information on how to get started with MySchoolBucks please contact the Child Nutrition Director, Jacy Dyson at (580) 225-0175..

Charging

Students 7th grade through 12th grade are **NOT** allowed to charge meals. Meals must be paid for in advance.

CLOSED CAMPUS (Middle School & High School Alternative Education)

Middle School and High School Alternative Education

Middle School and High School Alternative Education is considered to be a "closed campus" Basically, this means that at no time, under any circumstances, is a student to leave campus without permission of their parents and the school. There must be communication between the parents and the school before the student is allowed to check out during school hours. Students who are off campus during school hours without following the appropriate checkout procedure will be considered truant.

High School (9th - 12th)

High School students are allowed to leave campus only during lunch time. Any other time, students are required to check out in the office with permission of their parents. Students who are off campus during school hours without following the appropriate checkout procedure will be considered truant.

FOOD & DRINKS

Middle School

Outside food and drinks are not allowed in school except during lunch (Cafeteria Only). Only bottled water is allowed in the classrooms

High School

Outside food and drinks are not allowed in school except during lunch. Only bottled water is allowed in the classrooms.

FEES

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. The materials for a class project the student will keep.
2. Personal physical education and athletic equipment and apparel.
3. Voluntary purchases of pictures and publications.
4. Student accident insurance.
5. Fees for damaged library books, school-owned equipment and textbooks.

LOCKERS

Middle School

Each student will have a locker. Students will need to purchase a lock for the lockers, because the lockers do not have locks on them.

High School

Each student will get a locker. All lockers at the high school have combination locks on them.

DISCIPLINE

After School Detention (ASD)

ASD will take place after school from 3:30 - 4:30. Parents will be notified of the reason for detention.

In- School Supervision (ISS)

ISS will take place at the Middle School from 8:00 – 3:30. Parents will be notified of the reason for ISS. Parents will need to make arrangements for transportation, because students that are placed in ISS cannot ride the school bus.

Out of School Suspension (OSS)

A suspension is a period of time out of class as determined by the principal for disciplinary reasons. Homework assignments for all classes will be given to the student on or before the first day of the student's suspension from school. These assignments shall be handed to the proper teacher immediately upon return to class following suspension, in order to receive credit. The provisions of Oklahoma school law and board policy will govern suspensions of students (See policy FOD). Parents will be notified of the suspension, the reasons, and the right to appeal the suspension to the board of education.

SCHOOL BUSES

Eligibility:

Ride eligibility is determined by the State, "Transportation is only for those students who reside 1 ½ miles from their assigned campus of regular attendance, measured by the shortest traveled route used by the public, (not the way the bus may travel)."

Function:

Bus transportation is to be used only for the movement of eligible students from their designated bus stop to their respective campuses and for their return to bus stop. Riders are not allowed to ride their assigned bus in the morning, then ride a different bus to a friend's house or to a baby-sitter after school. The buses are full, and extra unassigned riders on a route, place an even greater strain on transportation demands. When an extenuating circumstance arises, such as a death in the family or a hospital stay of the parent(s), a student may be assigned a temporary route change for a short period of time during the period of hardship. Loss of a baby-sitter is not considered an extenuating circumstance. In the case a family hardship situation, the temporary bus route transfer should be requested by the parent, in advance when possible, by letter and by phone call to the building principal and transportation director or superintendent. Every request will be given serious consideration. Please do not send the note to the bus driver, as they are not authorized to make these arrangements.

Student Conduct

The school bus driver has a great responsibility. Each day the bus carries a "precious cargo" and the driver's only concern should be to see that all passengers are transported to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from the job. This is dangerous and cannot be allowed. It is necessary therefore, that Student Conduct Rules and Regulations be in force and that they be followed without question. Parents must see that their child understands the importance of good behavior while riding a bus.

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when the student continues to jeopardize the safety of others. The board of education realizes that a hardship may result in having to take your child to and from school but it is sometimes necessary.

The bus driver accepts the responsibility of getting your child to and from school safely. Therefore, what the driver observes and reports to the principal is final. The driver is not there to determine the right or wrong of one student in

a dispute with another, but is there to report any misconduct or behavior that might interfere with the proper operation of the school bus

Any student who is involved in damage to a school bus will be required to pay for the damage.

Therefore, the school system must have parents sign an agreement that their child will abide by the rules and regulations.

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Previous to loading, students should:

1. Be on time at the designated school bus stops—keep the bus on schedule
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, student should:

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. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as they would valuable furniture in their own homes. Damage to seats, etc., must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects into or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, student should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

TIPS FOR SAFE SCHOOL BUS RIDING

For a safe and enjoyable ride to and from school, follow these rules:

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your school bus driver or bus patrol.
5. Remain in your seat while your bus is in motion.

6. Keep your head and arms inside the bus at all times.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your school bus driver and fellow passengers.
10. Be alert to traffic when leaving bus.

HALL PASSES

A student should have written permission from their teacher before they will be allowed to leave class. It is to be used when going to the library, restroom, to see another teacher, or any other time that a student is out of his assigned classroom. **NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS WITHOUT THE PERMISSION OF THE PRINCIPAL, ASST. PRINCIPAL, OR THE COUNSELOR.**

THE LIBRARY MEDIA CENTER

The MS Library Media Center will be open from 7:50 a.m. until 11:29 p.m. and 12:00 p.m. until 3:25 p.m. daily. HS Library hours will be 8:00 am until 11:16 a.m. and 12:09 p.m. until 3:25 p.m. The date books are due is stamped in the front of each library book. Most books are checked out for two weeks. There is two book limit to the number of books a student may check out at one time. Restrictions will be placed on students with excessive fines, overdue books, or students who have lost books.. Fines on books which are overdue are .10 cents a day for EACH book overdue. Late material may be returned and the fine will cease even though the fine is not paid at that time. If a book is thought to be lost, **PLEASE CONTACT THE LIBRARY MEDIA DIRECTOR IMMEDIATELY**. Lost books must be paid for at the cost to replace the book.

The HS library will have a limited number of devices such as Kindles and Chromebooks to checkout to students provided they have completed the Permission and Acceptable Use Form and filed it with the HS librarian.

IMMUNIZATION

It is the intent of the law that all students, regardless of circumstances, meet the requirements for their grade level. All children transferring from other school districts, all students in these grade levels due to retention, and

all students in transitional levels between these grades, are required to have the doses indicated as required for their grade level in the table below. By referring to the table you can determine which vaccines are required for specific grade levels for each school year.

If a student should not be immunized for medical reasons; the student or parent must present a certificate, signed by a U.S. Licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication. If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

	Pre-School/Pre-KG	KG-6th	7th-8th	9th-12th
VACCINES	PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION			
DTaP (diphtheria, tetanus, pertussis)	4 DTap	5 DTP/DTaP	5 DTAP* + 1 Tdap Booster	5 DTP/DTap
PCV (pneumococcal conjugate vaccine)	Not required for school			
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	4 IPV/OPV	4 IPV/OPV	4 IPV/OPV
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR
Hib (Haemophilus influenzae type b)	Not required for school			
Hep B (hepatitis B)	3 Hep B	3 Hep B	3 Hep B 1	3 Hep B I
Hep A (hepatitis A)	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella (Chickenpox)	1 Varicella	1 Varicella	1 Varicella	1 Varicella

* If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.

If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, the 4th dose of IPV/OPV is not required.

Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of hepatitis B vaccine.

The table above lists the vaccines that are required for children to attend preschool and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law. Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools.

Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses. All measles, mumps and rubella (MMR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday (or within 4 days before the birthday).

For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday). This rule does not apply to doses given before 2003.

If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine. It is not necessary to restart the series of any vaccine if the next dose due in the series has not been given on schedule; longer than recommended intervals between doses do not affect final immunity. Children may be allowed to attend school if they have received at least one dose of all the required vaccines, but they must complete multi-dose series of vaccines on schedule. These children are "in the process" of receiving immunizations.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form each year that includes parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

MEDICATION GIVEN AT SCHOOL

In order for a student to be dispensed prescription or nonprescription medications at school by school principal or his/her designee, the following will be required:

1. "Parental Authorization to Administer Medication" forms to be completed by parent/guardian.
2. Prescription medications must be in the original prescription container prescribed for that student.
3. Over the counter medications must be brought to the school in sealed containers; open bottles will not be accepted.
4. All medications must be brought to the school by the student's parent/guardian.
5. Medications will be administered as written on the medication container unless a written prescription is provided by the physician
6. Medications must remain at school unless picked up by parent/guardian.
7. Medication must be picked up by parent/guardian on or before the last day of classes; medications not picked up by last day of classes will be disposed of by school principal.

SELF-ADMINISTRATION OF MEDICATIONS (INHALERS, INSULIN, EPINEPHRINE PENS)

In compliance with state law, the Elk City Public Schools permits student self-administration of inhaled medications for asthma, epinephrine pens for anaphylaxis and insulin for diabetes. For a student to self-administer medications, the following will be required:

1. "Parental Authorization to Administer Medication" forms to be completed by parent/guardian. This form includes a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

2. "Physician's Authorization for Self-Administration of Medications at School" form to be completed by student's physician.
3. The parent/guardian must provide the school with an emergency supply of the student's medication to be administered as required by state law.

CONTAGIOUS DISEASES

Parents of students with communicable or contagious diseases are asked to telephone the principal so that other students who have been exposed to the disease may be alerted; convalescing students are not allowed to come to school until the disease is no longer contagious. These diseases include chickenpox, diphtheria, fever (100.4 or greater), gastroenteritis, head lice, hepatitis, type A, impetigo, influenza, measles (Rubeola), German Measles, meningitis, mumps, pink eye, Polio, ringworm of the scalp, salmonellosis, scabies, shigellosis, streptococcal sore throat, scarlet fever, tuberculosis, and whooping cough.

LOST AND FOUND

All lost and found items should be brought to the lost and found area. It should be the responsibility of students who have lost an item to find the item in the lost and found box. Clothing not claimed by the end of each semester will be given to charity. Please put your child's name on their jackets, gym clothes, and shoes before they wear them to school.

STUDENT COMPLAINTS

Students or parents who have a complaint should first bring the matter up with the teacher. If the outcome of that discussion is not satisfactory they can request a conference with the principal. If not satisfied at that level, they can request a conference with the Superintendent or designee and, ultimately, appear before the Board, in accordance with Board policy.

Students and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact the Superintendent or designee. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be brought to the Special Education Director.

ASSEMBLIES

Students are to be prompt and orderly when being seated at all assemblies. We do expect our students to behave as ladies and gentlemen. Disorderly conduct will not be tolerated and those who choose to disrupt will be removed.

STUDENT ACCIDENT INSURANCE

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Claim forms may be obtained through the principal's office.

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma.

DRILLS

FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers quickly and in an orderly manner.

HARASSMENT/BULLYING

The Elk City Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming

bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a 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 that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body, participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault,

rape, or homicide. Such conduct may also constitute sexual harassment - also prohibited by Elk City Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Elk City Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Elk City Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who

tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

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.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted to various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.elkcitieschools.com and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

CROSS-REFERENCE: Policy BDFC, Safe School Committee

STUDENT DRESS CODE

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. In light of the unique school environment, the programs and curriculum schools offer, the need for advancement of those educational goals without unnecessary distractions, appropriate control of student behavior, management of classrooms, and all on-campus activities.

The following are general guidelines regarding proper dress.

1. Shorts, skirts, and dresses must not be shorter than \$1 bill's width from the bottom of the hem to the top of the knee.
2. Clothing will not expose the midriff, any undergarment, cleavage, or back. Tank tops, spaghetti straps, and racer backs are not considered appropriate school attire. Tank tops are defined by having a strap smaller than the width of a \$1 bill.
3. Excessively tight or excessively loose clothing is prohibited. Tights and leggings must be covered up to the same standard as #1. The interpretation of excessively tight or loose may be at the discretion of the administrator in charge.
4. Appropriate footwear must be worn. All students are required to wear shoes. House shoes are not considered appropriate footwear nor are tennis shoes with rollers.
5. PK-4 are required to wear closed toed, closed heel shoes.
6. Apparel is not to be worn or displayed that contains writing, suggestive slogans, depictions or logos that would be commonly recognized as vulgar, obscene, profane, lewd, or sexually suggestive; that display partial or full nudity; that urge or depict violence or criminal acts toward individuals or groups; that promote items not allowed on campus by district student behavior rules or are illegal for minors to use

or possess, such as alcoholic beverages, controlled dangerous substances, and tobacco products; or that promote gang activity through writings, depictions, or symbols. Such items include, but are not limited to, articles of clothing, belts, jewelry, sweatbands, wristbands or school materials, including backpacks.

7. Caps, hats, visors, hoods or other head coverings are not permitted within the school building unless approved by the school administration. Accessories such as bandanas, gloves, or hair picks are not acceptable. No chains, spiked collars, or like items will be allowed.
8. Coats and/or outerwear may be worn inside the building. At the discretion of the classroom teacher, students may be asked to take off their coat and/or outerwear and place it on their seat or in their locker.
9. School activity uniforms may only be worn in a manner that does not violate dress code policy, excluding assemblies and performances. Students representing Elk City Schools through extracurricular activities will adhere to the dress code set forth by the coach or sponsor.
10. Sunglasses shall not be worn in the building unless prescribed by a physician.
11. Jeans, pants, etc. must be worn above the hipbone at the natural waistline and cannot bag, sag, or drag on the floor. Pajama pants are prohibited.
12. No holes, rips or tears in any clothing.
13. Trench coats are not allowed at any time.
14. Students will only be allowed to display rings in the ear. Other piercings will be covered before arriving at school or they will have to be removed for the day.

ACTIVITY DRESS CODE

Principals, in conjunction with sponsors, coaches or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity. School issued shirt can be worn only on the day designated by principal, sponsor, coach or other person in charge of extracurricular activity. No warm-up apparel, shirts only. Action may be taken if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

Apparel

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make inappropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take the appropriate disciplinary action.

Students who violate provisions of the dress code and refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

TOBACCO

Students may not use or possess tobacco in any form or fashion on school grounds.

ALCOHOL/DRUG

There is to be no alcohol or drug use on the school grounds or at any school activity. This offense may result in suspension and the matter may be turned over to the police. There will be unscheduled visits by drug enforcement teams. This will include the K-Nine unit. Federal law requires the following statement to be made. "The use of illegal drugs and the unlawful possession and use of alcohol is wrong and harmful."

GANG ACTIVITY

The Elk City Board of Education recognizes that the possibility or presence of gang-related behavior and gang-related incidents can cause substantial disruption of, or material interferences with school and school activities.

A "gang" is defined as any group of two or more individuals, whose purpose, the district reasonably believes, is to commit illegal acts or antisocial behavior, or to violate school district policy.

By this policy, the Board of Education acts to prohibit the existence of gangs or gang-related activities. No student on or about school property or at any school activity shall:

- a. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which evidences membership or affiliation in any gang.
- b. Commit or participate in any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) which may evidence any membership or affiliation in a gang.
- c. Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including but not limited to:
 1. Soliciting others for gang membership or participation in any act which may further any interest in gang affiliation or gang membership .
 2. Participation in any act that may be evidence of intimidation, threats, "pay for protection", or any other behavior of potential violence.
 3. Participation in writing, painting or inscribing of gang-related graffiti to include messages, symbols, or signs on school property.
 4. Inciting other students to act with physical violence upon any other person.
 5. Assembling or- congregation as a gang or members of a gang for any purpose.

VIOLATION OF POLICY

Students who violate this policy shall be subject to disciplinary action, which may include suspension or expulsion.

WEAPONS

No weapons of any kind will be permitted on school grounds.

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Board of Education that students in grades Pre-kindergarten through fourth grade may bring a personal technology device as long as the device is turned into the office upon entering the building (except provided herein for Personal Digital Assistant devices and laptop computers). Elk City Public Schools expects students to exercise due care and common courtesy when using cell phones during extracurricular time after receiving approval for such use. Any exception must be authorized and approved by the administration or supervising faculty member.

Students attending Elk City High School, Middle School or Intermediate School will be permitted to bring their personal technology to school provided they follow the rules and guidelines set forth in the policy.

Students and Parents will be required to sign an Internet Access Conduct Agreement EFBCA-E before bringing devices to school.

Upon entering the building devices should be turned to silent mode and must be used for instructional purposes only. Devices will be turned off when in bathrooms and locker rooms

Students will not be allowed to use the record features of personal devices while at school without permission from school personnel.

Students will be required to logon to the school district wireless network (WIFI) regardless of wireless plan. When students connect to the district wireless network their device will work under the same filtering software used for the computers and technology in the district in compliance with the Child Internet Protection Act (CIPA) and other federal and state statutes.

Elk City Public Schools is responsible for neither theft of a device nor damage done to a personal device while at school. Due to the enormous time spent on stolen cell phones/electronic devices, the school will NOT investigate stolen items. The security is the sole responsibility of the student.

Students will use their personal device for instructional purpose only and will follow district, building and classroom rules. Teachers will set classroom rules concerning the use of technology devices in their classrooms.

Once a student's device is on district property or at a district sponsored event, a student must make the personal electronic device available for inspection by an administrator, teacher or technology staff member upon request. Request will be made when suspicion of violation of school policies exist. District staff reserves the right to search the district and/or personal electronic devices and the student network drive for software, files, messages, or files sent or received via the internet. Because personal devices are permitted to be used solely for instructional purposes supplementing the current curriculum being taught the particular student have the device, students are warned that they will not have a reasonable expectation of privacy in records of personal device usage while the device is at school.

The student will immediately report to school personnel electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) while using district and/or personal electronic devices. The student will not participate in "Cyberbullying."

Students are not required to bring a device even if they own one. If electronic devices are used to enhance learning in the classroom students without a personal device will be provided access to appropriate district owned devices. Teachers will ensure devices are made available when needed. Students in grades 7-12 needing access to a device outside of class time to complete school work make checkout available devices through the school library/media center provided there is an available devices and the Permission and Acceptable Use Form is completed and filed with the school librarian.

Students found to be in violation of these rules may be subject to disciplinary action under the student discipline policy, including but not limited to, confiscation of the device pending parent/guardian conference, detention, suspension, levying of fines, or a combination thereof. Disciplinary action will be left to the discretion of the principal. When appropriate, police authorities may be contacted. Below are examples of possible consequences.

	NON-EDUCATIONAL USE	INAPPROPRIATE USE
1 ST OFFENSE	After school detention and confiscation of device. Device will be returned to parent.	Two day in-school suspension. Confiscation of device, loss of BYOD privileges for remainder of semester, possible ticket. Device will be returned to parent.
2N D OFFENSE	In school suspension, confiscation of device and possible loss of privileges in classroom. Device will be returned to parent.	Out of school suspension. Confiscation of device, loss of BYOD privileges for remainder of school year, possible ticket. Devices will be returned to parents.
3R D OFFENSE	In school suspension, confiscation of device and loss of BYOD privileges for remainder of semester. Device will be returned to parent.	

CROSS-REFERENCE: Policy FO, Student Discipline

COMPUTER USE POLICY

Computers in Elk City High School are for educational purposes. To enhance the educational opportunities for all students Internet access is available that enables students to explore thousands of libraries, databases, and other sites for educational information. Students and parents should be aware that many sights accessible on the internet might contain items that are illegal, defamatory, inaccurate, or offensive to some people. It is the student's responsibility not to initiate access to such material.

INTERNET RULES

1. Use must be in support of education and research consistent with the educational objectives of the school.
2. Use of other organization's network or computing resources must comply with the rules appropriate for the network.
3. Transmission of any material in violation of any U.S. or state regulations is prohibited including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

PRIVILEGES

The use of computers is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. Elk City High School reserves the right to review any material on user accounts and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. Administrative decisions regarding unacceptable computer use are final. Student use of computers may be revoked, denied, or suspended at the request of faculty or staff.

NETWORK ETIQUETTE

1. Be polite. Do not get abusive in a message to others.
2. Use appropriate language.
3. Do not send or display offensive messages or pictures.
4. Do not harass, insult, or attack others.
5. Do not reveal your personal address or phone number or those of others.
6. Do not use the network in such a way so as to disrupt the use of the network by other users
7. Do not play games or use the system for nonacademic activities when other users require the system for academic purposes
8. Do not damage computers, computer systems, computer networks, or engage in act of vandalism.
9. Do not intentionally waste limited resources such as paper, printer cartridges, and storage space.

COMPUTER SYSTEMS/SECURITY

To protect the integrity of a computer system involving many users, students should not:

1. Reveal their password to another user.
2. Use another user's password to gain access to the network.
3. Trespass into another user's files.

Elk City Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at the student's risk. The school specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information obtained and the validity of that information.

FERPA

The Family Educational Rights and Privacy Act (FER PA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are.

The right to inspect and review the student's education records within 45 days after the day the Elk City Public School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask Elk City Public School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified to the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

U.S. Department of Education 400 Maryland Avenue, SW WASHINGTON, DC 20202

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION

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

STEP 1: REFERRAL

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

STEP 2: SCREENING

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

1. Readiness Screening

Personally identifiable information is collected on all kindergarten students participating in school wide screening to assess readiness prior to entry into first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

2. Educational Screening

Educational screening includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA). Each school district in the state provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students each school year.
- Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

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

STEP 3: EVALUATION

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian

for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

HOMELESS LIAISON

In accordance to Title X, Part C McKinney-Vento Act, Cindy Buckmaster, Assistant Superintendent, is the Elk City Public School District's Homeless Liaison. Inquiries regarding this act may be made to Mrs. Buckmaster at the Elk City School Board of Education, 222 W. Broadway, Elk City, Oklahoma 73644, 580-225-0175.

PASSIVE CONSENT

The Elk City Public Schools District promotes students in academics and extracurricular activities. This includes, but is not limited to, providing pictures, news articles, and honor rolls to newspapers, and radio stations, television stations, and other media forms.

If you do not want your child to participate in any type of promotional activity at Elk City Public Schools, the parent/guardian must sign a passive consent form. These forms are available at each school upon request.

PROMOTION AND RETENTION

The Elk City Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same time. Therefore, for some children, more than twelve years will be necessary.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their individual Educational Program as created by the IEP team.

Grade level placement in the elementary and in the Junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Grade marks will not be used as a means of punishment or reward.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision by the board of education 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.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. The parents shall be informed, and a conference scheduled if the parents desire, when it becomes apparent that a child may need to remain at a grade level. Reduction of grade marks will not be used as a form of discipline under any circumstances. Upon request

of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes: State Competencies. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance.

Students demonstrating proficiency in a set of competencies at the 70% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents in making such promotion/acceleration decisions.

Elementary, middle level or high school students may demonstrate proficiency in the OAS (Oklahoma Academic Standards) for 9-12 High School curriculum areas. Appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma

The superintendent is directed to establish a regulation containing criteria to be used by the administration considering students for promotion or retention.

CROSS REFERENCE: Policy EIAE, Proficiency Based Promotion

ASBESTOS NOTIFICATION

An Asbestos Hazard Emergency Act (AHERA) Asbestos Inspection was conducted at the Elk City Public School facilities. The asbestos inspection and management plan is on file at the Elk City Board of Education, 222 West Broadway, Elk City, OK for viewing.

POLICY NOTIFICATION

It is the policy of the Elk City School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to: admissions, educational services, financial aid, and employment. Inquiries concerning application of the policy may be referred to:

Elk City Public Schools
222 West Broadway
Elk City, Oklahoma 73644
(580) 225-0175

BOARD OF EDUCATION INFORMATION

Rick Garrison, Superintendent
Cindy Buckmaster, Assistant Superintendent
222 West Broadway
Elk City, Oklahoma 73644
(580) 225-0175