

Enid Public Schools

Elementary Student Handbook



2018 - 2019

Dr. Darrell G. Floyd
Superintendent

500 S. Independence
Enid, OK 73701-5693

Randy Rader
Assistant Superintendent
for Elementary Education

www.enidpublicschools.org

ADMINISTRATIVE SERVICE CENTER STAFF

500 S. Independence – 366-7000

Dr. Darrell G. Floyd – Superintendent

Randy Rader – Assistant Superintendent of Elementary Education

Doug Stafford – Assistant Superintendent of Secondary Education

Amber Fitzgerald – Director of Human Resources and Communications

Jeff Herbel – Director of Technology

Sam Robinson – Chief Financial Officer

Cindy Shiever – Business Office Manager

Special Services Center

David McCune – Director

500 S. Independence

366-7110

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	Reba Gregory
CARVER EARLY CHILDHOOD CENTER	366-8600	815 S 5 th St.	Chris Smith
COOLIDGE	366-7550	1515 E. Ash	Sherri Hendrie Assistant: Robert Kappus
EISENHOWER	366-8100	1301 Fox Drive	Lyntel Murphy
GARFIELD	366-7700	400 N. 7th	Jane Johnson Assistant: Amanda Rader
GLENWOOD	366-7800	824 N. Oakwood	James Rainey Assistant: Shea Pulis
HAYES	366-7650	2102 Beverly	Jamie Jarnagin
HOOVER	366-7350	2800 W. Maine	Tanea Artman
MCKINLEY	366-7400	1701 W. Broadway	Kay Kiner
MONROE	366-7500	400 W. Cottonwood	Scott Allen Assistant: Shea Pulis
PRAIRIE VIEW	366-8000	4700 W. Willow Rd.	Clark Koepping
TAFT	366-7450	1002 Sequoyah	Peggy Kenaga



Dear Parents:

It is my pleasure to welcome your family to Enid Public Schools for the 2018-19 school year. Whether your child is returning to a school he or she knows very well or entering our classrooms for the first time, we are glad you have selected EPS as your district of choice.

EPS has high expectations for students because we know their success in the future depends greatly on the foundation they build today. From our youngest learners thriving in pre-kindergarten to our high school students earning college credit at the University Center, the goal of our dedicated staff remains the same: to ensure all students meet their greatest potential in the classroom and in life.

We are grateful to serve a community that believes in the importance of public education. In 2016, local voters generously approved a \$92 million bond issue to provide upgraded facilities, more classrooms, new buses and safer schools, as well as a high school gymnasium and fine arts center. Additionally, the measure provided every EPS student with a 1:1 Chromebook or iPad – both engaging tools to supplement student instruction. From financial support to volunteer time, we appreciate Enid's investment in its children. Strong community partnerships make our schools better places to work and to learn.

Parents/guardians, of course, are among our most important partners. **This year, in order to save valuable financial resources, all EPS handbooks will be available online for parents to review, rather than printed for every student. The documents can be viewed at: www.enidpublicschools.org/policies. Additionally, copies are available in the school office or library, if you would like to request a paper one.** It is important to read the handbook because it includes policies, procedures, and guidelines that outline the expectations that we have for student behavior, as well as other helpful information. Please share its pertinent details with your child.

We are excited about the new school year and the opportunity to work with your family. We believe you are your child's first and most important teacher, and your involvement in his or her education is always encouraged and appreciated. Thank you for your support of Enid Public Schools, where students experience *Excellence, Pride and Success*.

Sincerely,

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

TABLE OF CONTENTS

GENERAL SCHOOL INFORMATION:

Arrival and Dismissal Times	1
Attendance Policy.....	1
Tardy Policy	1
Truancy	2
Bus Information	2
Cafeteria / Food Policy	3
Copyright Policy	3
Dress Code.....	3
Emergency Drills	4
Grading.....	4
Home Schooled & Non-Accredited School Entry	5
Honor Roll	5
Indian Education – Title VII	5
Insurance.....	5
Interpreters.....	5
Parents Rights (FERPA).....	6
Parent –Teacher Organizations	6
Parties	6
Retention of Students.....	6
Appeal Process.....	7
School Closing.....	7
Student Address Change	7
Student Directory Information	7
Visitors at School	8
Volunteering at School.....	8
Withdrawal of Students from School	8

HEALTH SERVICES

Head Lice	8
Human Growth and Development Classes – Grade 5	8
HIV/Aid Education – Grades 8-10.....	9
Illness or Injury	9
Illness Guidelines for Parents and students.....	9
Immunizations	9
Meningitis Vaccinations	10
Medications: Administering to Students at School.....	10
Physical Education Excuses.....	10
Screenings	10

TECHNOLOGY

Electronic Devices.....	11
-------------------------	----

General School Information

ARRIVAL & DISMISSAL TIMES

4-Year-Old Programs	8:00 a.m. to 2:30 p.m.
Kindergarten – Grade 5	8:00 a.m. to 3:00 p.m.

Students should arrive at school between 7:30 and 8:00 AM.

Breakfast served at 7:30 a.m.

ATTENDANCE

Introduction

Oklahoma State Law requires that attendance at school be counted in half day increments and for each half a day, students must be in attendance for 2/3rds of that half day. Since the elementary schools within Enid Public Schools have 420 minutes of school each day, the midpoint of the day is 210 minutes. Since 2/3rds of the half school day is 140 minutes, students must be in attendance for the entire 140 minutes to receive credit for that half day.

If a student arrives after school starts at 8:00am but prior to 9:10 am, that student will be counted tardy. If a child arrives at school between 9:11 am and 11:30 am, that student will be counted absent for the morning session.

If a child arrives for the afternoon session after 12:40 pm they will be counted absent for the afternoon session.

If a child is checked out of school prior to 1:50 pm, they will be counted absent for the afternoon session.

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 Kindergarten 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 90 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.

Policy

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.

Pursuant to state statutes and in an effort to provide all students with continuity of instructional experience and expertise, the Enid Board of Education requires all students to attend school regularly. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the students is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis. Each school site will designate a committee composed of three (3) teachers: a school counselor and an administrator to review exceptions.

A school principal has the authority to excuse students for absences due to illness or an emergency at the request of the parent or guardian. However, a student who is excused must still fulfill the school's requirements for advancement.

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. Multiple unexcused tardies during a nine-week period could result in disciplinary action.

TRUANCY

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 restroom 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.

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.

Violation of the bus/transportation rules may result in loss of privileges.

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 and on the district's website.
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 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.

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 is available for your review on the district's website: www.enidpublicschools.org.

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 pants, boxer shorts, sleepwear/pajamas, mesh shirts, midriffs, halters, low riders, clothes with holes or tears in inappropriate places and other similar attire are inappropriate for school wear and 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. **Tennis shoes are required for PE.**
- 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 any time. 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 principal. Hoods on sweatshirts or sweaters may not be worn over the head inside the buildings at any time.
- 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.

EMERGENCY DRILLS

Security and emergency drills are conducted throughout the year according to state laws. Teachers will explain the procedures to students and will assist with drills.

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 from 4-Year Old class through fifth grade will be interpreted in a parent-teacher conference, using a grade card with grading scales as follows:

Grades 4-Yr. Old 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

4-Yr. Old 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 (15 school days) of the grading period should receive grades. Grades will be established as the cumulative grade by semester for any grading period.

Teachers shall notify the principal and the child’s parents when it is determined that any student is not making reasonable progress and is in danger of failing. Report cards are sent home the week following the end of the nine week grading period. The fourth nine week report card will be sent home the last day of school.

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 internet access, a user name and password, which can be picked up by visiting your child's school during Meet the Teacher Night 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.

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 academic 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 for grades 3 – 5 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. 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, 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. Treats should be simple and store purchased items. 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.

RETENTION OF STUDENTS

To be promoted to the next grade level in grades Kindergarten through five, a student must be in attendance at school a minimum of 90% of the time each semester. Exceptions must be requested by the parent or guardian in writing and shall be considered by the building principal.

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.

Assignment of grade marks will not be used as a means of discipline or reward under any circumstances.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

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(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's 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.

Upon request of a student, parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the adopted state standards. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance.

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.

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 notification system. The phone calls will launch at 6 a.m. and most will be received within 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.

STUDENT ADDRESS CHANGE

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.

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.

VISITORS AT SCHOOL

Parents and visitors are welcome but must first check in with the office. 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.

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.

HEALTH SERVICES

School nursing, a specialized practice of nursing, protects and promotes student health, facilitates optimal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders who bridge health care and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potential. *Adopted by the NASN Board of Directors February 2017.*

Enid Public Schools nurses provide health related care to all students. Each nurse is assigned to several schools. Although she travels to all her schools throughout the week, she is "on call" daily for any health related concerns and emergencies anywhere they may occur. Nurses perform many services for students who have chronic health needs as well as for students who may become ill or injured at school. They educate school staff how to care for students' health needs and supervise that care. Our school nurses are also a valuable health resource for students, their families, and school employees.

To consult with a nurse, call the Health Services office at 580-366-7050. 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 school 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. They do not jump. Transmission is primarily by head-to-head contact.

It is the position of the American Academy of Pediatrics and many school districts across the nation including Enid Public Schools that a student should not be excluded from his/her education due to a case of head lice. Therefore, when lice are discovered at school, the parent is notified, and the school nurse provides treatment information. The student is allowed to finish the school day. If the parent has difficulty treating the student, the school nurse will provide extra instruction, monitoring, and support until the infestation is eliminated. The discovery of head lice is kept strictly confidential. Notification that a case of head lice has occurred in the student's classroom will be sent home to alert parents to check their children's hair for lice. Every effort is made on the part of the school to prevent the spread of head lice. School nurses instruct and guide teachers on prevention strategies for classrooms. Students may be asked to wear hair up, off the shoulders, sharing of hats and hair accessories may be discouraged, and students may be encouraged to place their personal belongings in a locker, on the back of a classroom chair, in a classroom cubby, or in a plastic bag. Teachers may implement spacious seating arrangements to prevent close contact, and hugging may be discouraged in the classroom.

Enid Public Schools nurses are excellent 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 or visit the Enid Public Schools website for additional information.

Human Growth and Development- Grade 5

School nurses present developmentally appropriate classes during the school year for students in the **5th grade** on male and female reproductive anatomy, the physical changes of puberty and personal hygiene. Classes are taught to boys and girls separately. Parents may refer to the individual school calendar or the District website calendar to check when the class is scheduled. A note will also be sent home with students informing parents that the class is going to occur so that parents may wish to discuss the information with their children before the class and afterward. The course content information presented in the class is available for preview by parents by contacting the Director of Health Services at 580-366-7050. **Parents must notify the school in writing if they do not want their child to participate.**

HIV/AIDS Education- Grades 8-10

Education that gives correct information about HIV/AIDS and teaches our children how to make healthy choices about their behaviors are the keys to fighting this serious epidemic.

Oklahoma law requires that HIV/AIDS education taught in all public schools once in middle school and once in high school. Enid Public Schools nurses will be conducting sessions on HIV/AIDS for students in the 8th and 10th grades.

The students will learn:

- Effect of HIV on the immune system
- Transmission of HIV
- Risk factors
- Prevention
- The importance of responsible behavior and healthy choices

The law requires that parents have the opportunity to preview the HIV/AIDS curriculum. Parents will be notified of a Parent Meeting, usually scheduled in the Fall, to review the curriculum. Notification will be made on the EPS Website, through social media, and by text and voicemail alerts. The law also requires that parents who **do not** want their child to attend the HIV/AIDS classes submit in writing a request for non-participation. ***Please submit in writing to the school office by October 15th if you DO NOT want your child to attend the HIV/AIDS class.***

For questions or concerns about this class or wish to preview the materials; please call the Director of Health Services at 580-366-7050.

Illness or Injury

In the case of sickness or injury, the school nurse or school staff member will provide care for the student. School staff will notify the parent if the student cannot continue their school day. 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.*** School staff will inform the parent if emergency medical care is necessary.

Illness Guidelines for Parents and Students

It's hard 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 indicate that the student needs to remain at home:

1. Vomiting and diarrhea during the past 24 hours. *The student should be able to eat and drink before returning to school.*
2. Fever above 100 degrees during the past 24 hours. *The student may return to school if there has been no fever for 24 hours without the aid of fever-reducing medications (Tylenol, Advil, and Motrin).*
3. An unidentified rash.
4. Open sores (minor wounds 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 honestly 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 harder 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 sick with similar symptoms, then he/she can probably be sent on to school. A light breakfast may help those who complain of morning stomach aches and headaches. If the complaints are frequent, consider consulting with a physician.

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 public health officials that such child has received the mandatory immunizations for school attendance. School nurses will notify parents if their child needs any required immunizations. If a parent has questions regarding immunizations, the parent may contact a school nurse by calling 580-366-7050. A copy of the required Oklahoma immunization requirements is available on the district's website – **Health Services**.

Meningitis

Meningitis is a severe illness. Vaccination is **not required** to attend school at this time. However, because the effects of the disease are so devastating, the vaccine is now being recommended by health professionals for children 11-18 years of age. The Garfield County Health Department will administer the meningitis vaccine at no charge to children in this age group. If you have questions about whether to vaccinate your child for meningitis, please call the Garfield County Health Department at 580-233-0650, your health care provider, or an Enid Public Schools nurse at 580-366-7050. Additional information on meningococcal vaccines by the Centers for Disease Control is available on the district's website – **Health Services**.

Medications

It is the policy of the Enid Board of Education that school staff may administer specific medications to children at school or during outside of school activities. Administration of medicines for **chronic illness** such as asthma, diabetes, epilepsy, ADD/ADHD, behavior problems, or life-threatening allergies, may be administered at school. Information regarding medications is confidential.

Over-the-counter or PRN (whenever needed) medications will not be given to students in any school within the district. However, parents or legal guardians may give over-the-counter or prescription drugs to their child at school. Naturopathic remedies such as herbal supplements and essential oils will not be administered to or used by students at school.

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 labeled container that correctly states the name of the student, name of the medicine, name of the prescriber, and directions for taking medicine.
- The parent or guardian must bring the medication to the school office or school nurse. Students must not carry medication to school.
- A dated, written medication authorization form signed by the parent and the physician is required when the medicine is delivered to the school. The forms are available at the school and on the EPS website, enidpublicschools.org. New authorization forms are required at the beginning of each school year and whenever the medication, dose, or time is changed by the physician.
- Up to a one-month supply of medicine may be brought to school.
- The building administrator will designate staff who are authorized to administer medications to students. The school nurse provides a required annual in-service for those individuals who give medicine to students.
- All medication should be kept in the office. EPS 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 use in a life-threatening situation with written order of a physician.
- A daily log will be kept to record all medication administered at school.

Antibiotic ointment may be applied to wounds by school personnel. Parents are encouraged to contact the school nurse if they do not want antibiotic ointment applied to their child.

Physical Education Excuses

Instances occur in which students cannot participate in PE due to illness or injury. Parents may alert the school nurse and PE staff of these temporary incidences with a note stating the reason their child cannot participate in PE activities. Any excuses that require longer than three days of exclusion from class must be written by a physician stating the reason for non-participation and the length of time the student must refrain from physical activity. 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.

Screenings

Growth

Elementary students will be weighed and height measured at the beginning of the school year.

Hearing

Hearing screening is done by EPS Speech Pathologists to discover children with significant hearing loss or problems which would make it difficult for them to function effectively in the classroom. Hearing is screened annually at the elementary level. **All students will be screened for hearing unless written notice is submitted to the school office.**

Vision

The school nurses conduct vision screenings throughout the school year for students in grades pre-kindergarten through middle school. The purpose of vision screening is to discover 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.

Parents are notified by mail if the student fails the vision screening. A more thorough examination performed by an eye care professional will determine if treatment is needed. **All elementary students will be screened for vision unless the school office receives written notice from the parent.**

TECHNOLOGY

Use of technology 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.

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 if being used for learning purposes.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, bullying 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.

DISCIPLINE

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.

Disrespectful behavior towards school personnel will not be tolerated and could lead to a suspension.

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 district level administrators if circumstances merit modifying the application of the policy.

Violation of this policy will result in the following consequences:

1. The parent/guardian will be notified
2. The law enforcement agency will be notified of any criminal activity, and school officials will cooperate fully
3. The district level 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.

PROBATION PLAN FOR ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

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.

CONDUCT OFF-SCHOOL PREMISES

When behavior has 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, bullying or drugs.

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. Parents will be notified when necessary.

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

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

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.

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.

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.

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.

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

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 suspensions appeals committee, composed of a principal not involved in the suspension, a site teacher from a neutral location 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.

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.

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.

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 in exhaustive 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.

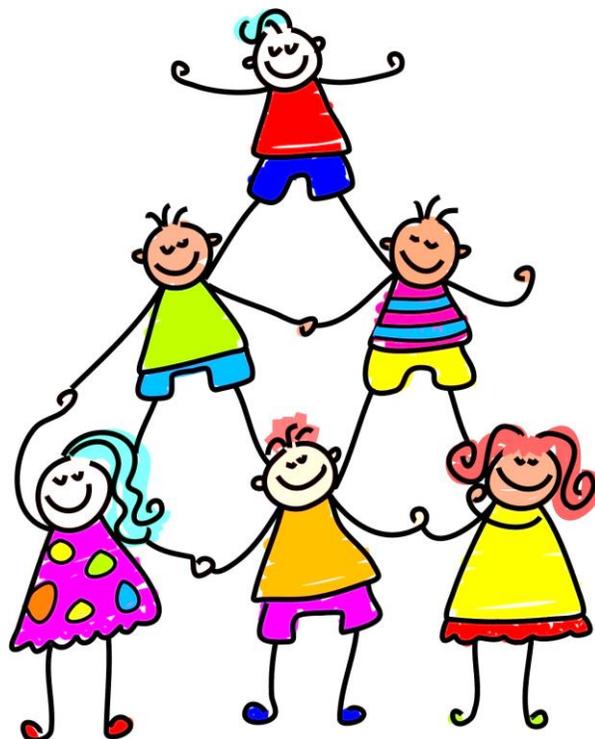
Any student found in possession of a firearm on school grounds shall be suspended for a period of one year from the date of suspension. The superintendent on a case-by-case basis may modify the terms of the suspension.

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.

~~~~~



## 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.

#### 3) FILING AND PROCESSING DISCRIMINATION COMPLAINTS

- a) The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation.

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

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

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

- c) The Respondent will submit a written answer within 10 days to the applicable Coordinator.
- d) Within 5 days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Principal or Other Designee for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent, the Principal or Other Designee. The hearing will be conducted within 10 days after the Coordinator receives Respondent's answer.
- e) At the hearing, the Principal or Other Designee will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- f) Within 5 days after the hearing, the Principal or Other Designee will issue a written decision to the Grievant, Respondent and applicable Coordinator.

## APPENDIX

- 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.
  - 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 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 and prevent a reoccurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

## **APPENDIX**

- 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.



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

It is the policy of the Enid Public Schools to provide equal opportunities without regard to race, color, national origin, gender/transgender, 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/transgénero, 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.

Enid Public Schools complies with State and Federal law and regulations in its evaluations, identification processes, placement decisions, and the delivery of a free appropriate education under the IDEA (Individuals with Disabilities Education Act).

Enid Public Schools cumple con las leyes estatales y federales y regulaciones en sus evaluaciones, los procesos de identificación, las decisiones de colocación, y la entrega de una educación gratuita y apropiada bajo IDEA (Ley de Educación para Personas con Discapacidades).

#### **Annual Asbestos Inspection and Management Plan Notice**

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act of 1987, the 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 Administrative Service Center. 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 at the Administrative Service Center - 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 Property Services Director at 366-7000.