



Student Handbook

2018 – 2019



www.enidpublicschools.org

Dr. Darrell G. Floyd – Superintendent
Doug Stafford – Assistant Secondary Superintendent
Randy Rader– Assistant Elementary Superintendent



ENID HIGH SCHOOL

611 West Wabash – 366-8300

Dudley Darrow - Principal

Cindy Black – Assistant Principal

Scott Fitzgerald – Assistant Principal

Tonya Rowe – Assistant Principal

Craig Liddell – Assistant Principal

LINCOLN ACADEMY

Tommy Parker - Director

600 West Elm – 366-8150

2018-2019 EHS Bell Schedule

1st Lunch Schedule Freshmen Only					2nd Lunch Schedule SO's, JR's, SR's					3rd Lunch Schedule SO's, JR's, SR's				
Duration	Schedule Time			Period	Duration	Schedule Time			Period	Duration	Schedule Time			Period
0:45	7:45	-	8:30	PLC	0:45	7:45	-	8:30	PLC	0:45	7:45	-	8:30	PLC
0:53	8:35 AM	-	9:28 AM	1	0:53	8:35 AM	-	9:28 AM	1	0:53	8:35 AM	-	9:28 AM	1
0:50	9:34 AM	-	10:24 AM	2	0:50	9:34 AM	-	10:24 AM	2	0:50	9:34 AM	-	10:24 AM	2
0:50	10:30 AM	-	11:20 AM	3	0:50	10:30 AM	-	11:20 AM	3	0:50	10:30 AM	-	11:20 AM	3
0:35	11:20 AM	-	11:55 AM	1st Lunch	0:50	11:26 AM	-	12:16 PM	4	0:50	11:26 AM	-	12:16 PM	4
0:50	11:55 AM	-	12:45 PM	4	0:35	12:16 PM	-	12:51 PM	2nd Lunch	0:50	12:22 PM	-	1:12 PM	5
0:50	12:51 PM	-	1:41 PM	5	0:50	12:51 PM	-	1:41 PM	5	0:35	1:12 PM	-	1:47 PM	3rd Lunch
0:52	1:47 PM	-	2:39 PM	6	0:52	1:47 PM	-	2:39 PM	6	0:52	1:47 PM	-	2:39 PM	6
0:50	2:45 PM	-	3:35 PM	7	0:50	2:45 PM	-	3:35 PM	7	0:50	2:45 PM	-	3:35 PM	7
0:10	3:35 PM	-	3:45 PM	Bus Duty	0:10	3:35 PM	-	3:45 PM	Bus Duty	0:10	3:35 PM	-	3:45 PM	Bus Duty

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

THE PLAINSMENS' CREED

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

SCHOOL SONG

HAIL, ENID HIGH SCHOOL

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

FIGHT SONG

HERE'S TO ENID HIGH SCHOOL

Oh, here's to Enid High School,
Great is her fame.
Her team is fighting
To uphold her name.
(We'll all be true and loyal.)
See her colors flying
High above the rest.
Blue and white will prove
O' EHS is best.

<p>Confidential School Security Tip Line <u>Tipline.ok.gov</u> or 1-855-337-8300</p>

SPECIAL ACCOMMODATIONS

If special accommodations are needed to attend any school activities, please notify the main office at Enid High School within two (2) weeks prior to the activity.

1-580-366-8300



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 \$92.8 million bond issue to provide upgraded facilities, more classrooms, new buses and safer schools, as well as a high school competition 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, hard copies are also available in the school office or library, if you would like to request a paper copy. 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



Dudley Darrow, Principal
ENID HIGH SCHOOL

611 W. Wabash, Enid, OK 73701 | Phone 580.366.8300 | Fax 580.366.8905
www.enidpublicschools.org | dddarrow@enidk12.org

Dear Students and Staff:

I would like to take this opportunity to welcome you to the 2018-2019 school year at Enid High School. It does not matter if you are an incoming freshman, graduating senior or from the class of 1965, once you are a Plainsmen, you will always be a Plainsmen. No matter where life takes you and regardless of your age, we all hope that you will carry a piece of Enid High School with you.

Enid High School has much to offer every student. Academically, we offer 19 Advanced Placement courses, hands on experience and training with Autry Technology Center, and concurrent classes with Northern Oklahoma College for all qualifying junior and senior students.

Enid High School has always had strong Athletic and Musical programs. Our Big Blue Band continually represents Enid all across the nation. Athletically, the Pacers and Plainsmen represent EHS with great pride. Enid High School has a long-standing tradition of competing at the highest level in the state of Oklahoma, winning many state titles and more are in our future. Furthermore, we are tremendously excited about the construction of a brand new Competitive Gymnasium and Fine Arts Facility. This new structure will enable our fine arts program to expand and add a tremendous home court advantage for our competitive teams.

It is impossible to list all that Enid High School offers in just a few paragraphs. In essence, Enid High School has been a great school for over a hundred years, and it is all of our responsibility to continue to carry on its traditions and successes. Enid High is the pride of Enid, and a gem in Northwest Oklahoma.

Students, I would urge you all to become active in some avenue at Enid High School. It can be anything you want, but take the opportunity given to you and benefit from athletics, music, theatre, debate, or the many other clubs and enriched academic opportunities presented to you. This will enrich your high school experience and entire life, instilling a sense of pride in school, and community while also teaching you teamwork and self-discipline. Finally, I encourage you to make lifelong friends, good choices and enjoy the best time of your life. You are currently making memories that will remain with you forever.

Go Plainsmen, Go Pacers, Go Big Blue!

Respectfully,

Dudley Darrow
Principal, Enid High School

???? Most Frequently Asked Questions ????

How can I access my child's grades and records through the Parent Portal?

To protect the security of all student information, Enid Public Schools requires that parents personally visit the school to receive their Parent Portal username and password. You will also be asked to sign a form acknowledging terms of use.

What is the Enid High School Policy regarding attendance?

A student must be in attendance 90% of the time. Attendance is reported by the hour. Student absences in which documentation can be provided verifying attendance at a funeral or doctor's visit, do not count against a student's attendance. Every four (4) tardies will equal one (1) absence. If a student is tardy exceeding 10 minutes (TOT), it will be considered an absence. A student must stay under 10 absences for semester. EHS will designate a committee composed of 3 teachers; a school counselor, and an administrator to review exceptions.

What is the difference between excused and unexcused absences?

We ask that parents contact the school whenever their child will be absent so that we will know he/she is safe and in your care. Excused absences are recorded when a parent calls the school notifying office staff of the absence. An unexcused absence is one in which no call is made by the parent. However, both types of absences do count against the 90% attendance rule unless proper documentation is given to the school. We appreciate your cooperation.

Can my child bring their cell phone or electronic device to school?

Yes, under school policy, a student can have a cell phone at school.

For further information, please reference "Electronic Devices".

What if my cell phone/electronic device gets lost or stolen at school?

Report immediately any lost or stolen device to an administrator and they will assist you in contacting police so a report can be filed. The school is not responsible for any loss of personal items.

If my child is absent, can I pick up his/her work?

It is helpful to students to keep their class work current, even when they miss school. If your child is absent for two consecutive days, the school will collect his/her assignments and provide them to you upon request. Please call the school before noon on the second day so that we have time to coordinate with the teachers. If your child knows that he/she will miss in advance, assignments can be provided before the school days are missed.

Can a family member pick up my child for an appointment?

For safety reasons, only individuals listed on your child's demographic record can check them out or visit them at school. Please review your child's information, kept in the office, to make sure every family member that you wish is listed in case of an emergency. Also, please inform the office as soon as possible if you have any changes throughout the school year.

What is considered too short when determining the appropriate length of shorts and skirts?

An easy guideline to follow is having the student place their hands to their side. If the majority of their fingers touch skin, the student may be asked to call home.

How does eligibility for extracurricular activities work?

Students must be passing in their classes in order to participate on an ongoing basis in extracurricular activities. (Passing is considered 59.5% average or higher.) Each week a list of students who are not passing is generated in the office. The list is based on current, overall, semester grades. The first week that the students' name appears on the list, for any class, they are placed on probation and still allowed to participate in activities, pursuant to Oklahoma law and district policy. Students who are included on the list a second week are ineligible for competition. Once a student's name is no longer on the list, he/she is eligible and the cycle begins again.

In the Parent Portal records, what do the attendance codes mean?

AEAbsent Excused

ANEmergency, Dr., Court, etc.

ATTruant

AUAbsent Unexcused

AXSaturday School Attendance

EI..... ISIP

TU Tardy Unexcused

TOT Tardy after 10 minutes

TCI Tardy/checked in

TCO..... Tardy/checked out

ET..... DCT (don't count tardy)

OS..... Suspension

DCA (Don't Count Absent) Codes

EA... Academics

EM.. Music

EO .. Stuco, Etc.

ES... Sports

Can I check out my child by telephone for an appointment or any other reason?

For safety reasons, your child must have a note by their guardian sent with them or faxed to the school, specifying the specific time your child needs to be released and a phone number in which you can be contacted if there are questions. Parents can always check out their students by coming to the main office.

How can I add to my child's lunch plan?

EHS students will use their palm scan to identify themselves when going through the lunch line. When you send money for meals with your student, it will be added into an account that he/she can use for breakfast or lunch. The cost of breakfast is \$1.75, while lunch is \$3.50. Parents may complete an application for free and reduced lunch rates by visiting the EPS website at enidpublicschools.org.

EHS CALENDAR

2018-2019

August 13 Freshman Orientation
August 14 Open House
August 15 Classes Begin
September 3 Labor Day Holiday
September 20th Parent Teacher Conferences in the evening
September 21 No School Parent Teacher Conferences
October 18-19 Fall Break-No School
November 19-23 Thanksgiving Holiday
December 17-19 Semester Tests
December 19 End of 1st Semester
December 20-January 4 Christmas
January 3rd Teacher Work Day/Professional Day
January 4th Teacher Professional Day-No School
January 21 Martin Luther King Day
February 21st Parent Teacher Conferences in the evening
February 22nd Parent Teacher Conferences No School
March 18-2 Spring Break-No School
April 27 Junior/Senior Prom
May 7 May Fete-Senior Reception
May 21 Senior Awards Program
May 19 Baccalaureate
May 20-23 Semester Test-No activities
May 22 Class Day Program
May 23 Commencement Practice for Seniors
May 23 Commencement
May 23 Last Day of School for Students
May 24 Teacher Workday

Table of Contents

Activities/Athletics	1
Absence Policy	1
Activity Policy	1
Athletic Awards	2
Athletic Cooperative Agreements	2
Athletic Objectives and Goals	2
Athletics Philosophy	2
Changing Sports in Mid-Season	2
Conduct of Student Athletes	2
Dances.....	3
Eligibility (Athletic and Activity)	3
Extra-Curricular Activities.....	4
Parent Organizations and Booster clubs.....	4
Senior Activities	5
Student Injury / Accident Procedures	5
Student Participation.....	5
Suspension Procedures.....	6
Transportation Policy.....	6
Address Change	6
Alcoholic Beverages & Controlled Dangerous	
Substances Probation Plan.....	6
Assault on Students or School Employees.....	6
Assemblies.....	7
Attendance Regulations	7
Autry Technology Center Students	8
Buses.....	8
Cafeteria / Food Policy	8
Campus Police	9
Class Drop Policy	9
Classroom Management.....	9
Computer / Internet Policy.....	9
Concurrent Enrollment	9
Conduct Off School Premises.....	10
Courtesy/Respect	10
Copyright Policy	10
Credit Recovery	10
Detention	10
Discipline Matrix	11
Discipline Policy	13
Disrespectful Behavior	13
Dress Code.....	14
Drug, Drug Paraphernalia, Alcohol Policy	14

Table of Contents (Continued)

Due-Process Procedure	15
Electronic Devices	15
Elevator.....	15
Emergency Drills.....	15
End of the School Term Disruptive Acts	15
Enrollment Policy.....	15
Family Educational Rights to Privacy Act (FERPA).....	16
Fighting.....	16
Gambling	16
Gang Activities/Secret Societies/Sororities/Fraternities	16
Grading / Report Cards.....	16
Grievance Procedure	17
Guidance	17
Harassment	18
Sexual Harassment Policy.....	19
Health Services	19
Head Lice	19
Human Growth and Development (Grade 5)	20
HIV/AIDS Education (Grades 8-10).....	20
Illness or Injury	20
Illness Guidelines for Parents and Students.....	21
Immunizations.....	21
Meningitis	21
Medications	21
Physical Education Excuses	22
Screenings.....	22
Home Schooled & Non-Accredited School Entry Policy	23
Honor Roll	23
Indian Education – Title VII.....	23
Insurance.....	23
In-School Placement (ISP)	24
Interpreters.....	25
Lockers	25
Make-up Work	25
Off-Campus Events.....	26
Oklahoma Academic Scholar	26
Parent-Teacher Organization	26
Parking & Driving Regulations.....	26
Promotion – Retention of Students	27

Table of Contents (Continued)

Public Display of Affection.....	28
Reporting Students Under the Influence or Possession of Non-Intoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances.....	28
Saturday School.....	28
School Closing.....	28
Search.....	29
Stealing, Destroying or Defacing School or Personal Property	30
Student Directory Information.....	30
Student Fees, Fines, & Charges.....	30
Student I.D.....	30
Suspension of Students	31
Suspension of Students Regulation	31
Procedural Steps to Suspension	32
Appellate Procedures	33
Tardy Policy	35
Telephone.....	35
Textbooks.....	36
Testing Policy.....	36
Tobacco Policy.....	36
Transcript Policy.....	36
Truancy.....	36
Visitors.....	37
Weapons-Free Policy.....	37
Withdrawing from School.....	37

ACTIVITIES / ATHLETICS

Absence Policy

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

Regulation 1:

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

Regulation 2:

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one-class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete.

Regulation 3:

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

Activity Policy

The ten-day Activity Regulation will apply to activities that require students to be out of the school building and miss one or more periods.

1. The number of activity absences beyond the ten-day limit must not exceed five (5) additional activity absences.
2. An activity absence that requires a student to miss more than forty-five (45) minutes of the class will count as an activity absence.
3. All activity absences will be recorded as part of the attendance records. Student activity absence records will be available each week for staff members.
4. During the last semester that he or she attended class for fifteen or more days, a student must have received a passing grade in at least five subject areas that count for graduation.
5. Requests for an extension beyond the ten-day limit shall be submitted in writing on the appropriate form to the administration at least two (2) days before the activity.
6. Activity absences will be recorded based on the starting time of the activity. Due to Enid's geographical location, travel time will not count as an activity absence. The administration and athletic director will monitor travel release time to insure that students are spending the maximum amount of time in class.
7. Administrative approved field trips and absences in which students were selected to represent Enid High School (Boys State, Girls State, Student-of-the-Month, etc.) will not count as activity absences.
8. A teacher may require that assignments and class work to be completed before the activity absence.

Emergency Extensions

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

Athletic Awards

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

It is at the discretion of each Head Coach in their respective sport to establish the additional criteria used in lettering requirements.

Athletic Cooperative Agreements

Enid Public Schools will consider cooperative agreements between school sites within the I-57 District if it is determined that these will benefit our students and programs. Enid Public Schools will not enter into cooperative agreements with other private, parochial or public schools.

Athletic Objectives and Goals

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

Athletic Philosophy

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

Changing Sports in Mid-Season

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

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

Conduct of Student Athletes

Participation in extra-curricular activities is a privilege, not a right, for every student. Student behavior should reflect positively on the image of Enid High School.

The following are reasons for dismissal from school sponsored athletic teams. It is possible other reasons for dismissal could occur as determined by the principal, athletic director, and assigned head coach.

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

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

Dances

All school rules apply to school-sponsored dances. Policies and dress codes for all dances will be determined by the administration. Students may be required to take a breath test prior to entering. Students leaving the dance may not re-enter. Other information concerning dances will be announced the week of the dance. Eighth grade and younger students may not attend Enid High School dances.

Enid High School students of Junior or Senior class standing may attend the Junior-Senior Prom with or without a date. Dates may be:

- Other juniors or seniors from Enid High School
- Sophomores or freshmen from Enid High School
- Juniors, seniors, or graduates of other schools must be approved by EHS administration.

Eighth grade and younger students may not attend the Enid High School Junior-Senior Prom. Dress code for the Junior-Senior Prom includes dresses for the ladies and coats and ties for the men.

Eligibility (Athletic and Activity)

All students must attain scholastic eligibility standards set forth by the Oklahoma Secondary Schools Activity Association (O.S.S.A.A.) in order to participate in competition with other schools.

If a student is ineligible, he/she will not be excused from classes to participate in any school activity, which would require a class to be missed, or allowed to travel with his/her team or compete with a team during that particular week. A student who is ineligible may participate in school activities after school as long as the activity is not an O.S.S.A.A. event. Sponsors assume responsibility for checking student eligibility and notifying said student.

Guidelines for checking the student's eligibility are listed below as per O.S.S.A.A Rule 2 and Rule 3. Please refer to the complete O.S.S.A.A. Yearbook located in the principal's office for additional eligibility information.

O.S.S.A.A. RULE 2 - ATTENDANCE

- a) A student who has not attended classes ninety percent of the time for the semester becomes ineligible.

O.S.S.A.A. RULE 3 - SCHOLASTIC ELIGIBILITY

Section I. Semester Grades

- a) A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be five school credits for the 7th and 8th grade students.
- b) If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- c) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she was enrolled in at the end of a six-week period.
- d) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the proceeding semester should be obtained from the records in the school last attended.

Section II. Student Eligibility During a Semester

- a) Scholastic eligibility for students will be checked at the end of the third week (during the 4th week) of a semester and each succeeding week thereafter.
- b) A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

- c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d) "Passing Grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Before students may participate in any athletic activities they must have on file a completed O.S.S.A.A. Pre-participation Physical Evaluation Form (signed by a physician), O.S.S.A.A. Physical Examination and Parental Consent Form (signed by student and guardian), O.S.S.A.A. Eligibility Record Form for Students in Grades 7-12 (signed by student and guardian), Concussion and Head Injury Acknowledgement Form (signed by student and guardian), and Sudden Cardiac Arrest Acknowledgement Form (signed by student and guardian) before the student is allowed to participate in the activity.

Extra-Curricular Activities

EHS is proud to offer more extra-curricular programs for students than any other area school. It is important to remember, however, that participation in extra-curricular activities is a privilege and not a right. When students compete or participate in extra-curricular activities, they are representing Enid High School and should conduct themselves in a way that promotes a positive image for the school. Failure to do so may result in removal from the activity.

All students participating in activities are subject to weekly and semester grade checks. Students are required to attend school during the day when they are going to compete and represent Enid High School in extracurricular activities.

In athletics, the player and coach relationship is vital to having a positive experience. In the event a parent of record wishes to file a grievance, a form is available upon request.

Parent Organizations and Booster Clubs

Enid Public Schools will use guidelines established by the Oklahoma Secondary Schools Activity Association for all activities even if it is not an OSSAA-sanctioned activity. To learn more, visit ossaa.com.

The Enid Board of Education and district administration encourage the support of booster clubs and parent organizations in order to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies and guidelines.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education (file with Board Clerk). These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
 - A. Officers and their duties;
 - B. Election of officers and term limits;
 - C. Purpose and goals;
 - D. Dues structure, if any;
 - E. Intended use of funds generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.
4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board. (See policy GK.)

5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
6. All funds raised by the organization will be placed in the school activity fund and will be receipted and disbursed according to statutory school accounting procedures and will be audited along with all other
7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

Senior Activities

All seniors are expected to participate in senior activities, but exemptions may be requested from the administration. May Fete, the Scholarship Program, and Commencement has a required dress and behavior code. EHS administration will inform and monitor the senior class regarding proper dress code. Inappropriate behavior will not be tolerated and student(s) may be removed from these activities by EHS administration.

Student Injury / Accident Procedures

1. Procedures for injuries and accidents will be as follows:
 - a. An athletic trainer and/or coach will give immediate care to the injury.
 - b. An athletic trainer and/or coach will seek emergency medical services for major injuries at practice, at home competition, and out of town competition. Attempts to contact parents will be made by a trainer and/or coaching staff. Medical charges will be the responsibility of the parents and/or their insurance company.
 - c. Student athletes and their parent/guardian will be required to sign an Injury-Accident Information and Release Form.
2. Enid Public Schools does not provide insurance for injuries and accidents that happen during practice or in athletic competition. Parents have the opportunity to purchase individual insurance for their son or daughter through the school. Parents are strongly encouraged to provide some type of medical insurance for their children.

Student Participation

Student athletes are encouraged to participate in several sports. All athletes including seniors will participate and be supervised by their coach until the semester is over. If a student athlete is dismissed from the team or quits, the administration will attempt to make a schedule change.

Seniors will not be allowed to participate on junior varsity teams unless there are extenuating circumstances.

All student athletes must complete on-line forms found at rankonesport.com and on Infosnap (accessed through the parent portal). Instructions are available in the EPS Athletic Policy or from your coach.)

Oklahoma House Bill 2615 prohibits any person from giving or attempting to give money or other things of value to a student athlete or member of their immediate family (defined as: spouse, parent, legal guardian, child, sibling, grandparent, domestic partner or any individual whose close association with the student-athlete is the practical equivalent of a family relationship) to encourage the student athlete to participate in an intercollegiate sporting event or program. It also prohibits any person from entering into or soliciting a transaction, either directly or through an agent that could cause the student athlete to lose eligibility. Violations of this law will be a misdemeanor punishable by fine.

Suspension Procedures

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

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

Transportation Policy

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

ADDRESS CHANGE

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

ALCOHOLIC BEVERAGES AND CONTROLLED

SUBSTANCES PROBATION PLAN

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

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

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

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

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

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.

ASSEMBLIES

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

ATTENDANCE REGULATIONS

In order for a student to receive the best possible education it is imperative for them to be in class. Students are encouraged to miss as little school as possible.

1. To receive credit for a course in grades nine through twelve, a student must be in attendance at school a minimum of 90% of the time each semester. All absences, whether excused or unexcused, are counted in computing minimum attendance. Every four (4) tardies will equal one (1) absence. If a student is tardy exceeding 10 minutes (TOT), it will be considered an absence. A student must stay under 10 absences for semester. EHS will designate a committee composed of three (3) teachers; a school counselor, and an administrator to review exceptions.

Exceptions to the 90% attendance rule would include documentation of a doctor's visit, hospitalization, court appearance, or funeral. A written waiver by a parent or guardian requesting an exception to the 90% rule must be submitted to the building administration within a two-week time period following semester grade reporting. If the administration denies the waiver, the parents/guardians may request a review by an attendance committee composed of school personnel.

2. Absences may be made up by attending a Saturday session, before/after school sessions, or other time outside of the school day as assigned by administration. Students must have schoolwork to do while making up time.
3. When a student enters the class to first hour after the tardy bell rings, he/she must be marked as tardy (TU, TOT) by the teacher unless "DCT" (do not count tardy) is written on an admit by the office and initialed by office personnel.
4. Students who are checking out of school must present to the office a written request signed by a parent before 7:50 a.m. on the day he/she is to leave. Parents can personally check out students at any time. Students leaving the school building for any reason at any time must check out through the office and check back in upon returning. Students checking out for lunch must have a parent/guardian present.
5. Since student behavior issues and attendance often result in the loss of class time, principals may assign students after-school/before-school detention, often referred to as "after-school or before -school study," to make up this lost time or as a discipline measure. Each study lasts 50 minutes, and students must provide their own rides home after detention. Principals understand that some students ride the bus, so detention can be postponed until the following day if requested by the student. This will allow them to make arrangements to get a ride home the following day. Teachers who require a student to stay after school will abide by the same guidelines.
6. All documentation of absences under a doctor's care must be submitted within 10 school days of the absence. Extensions will be considered for extenuating circumstances. All documentation for administrative approved emergency absences must be submitted to the administration within 10 school days of the absences.
7. Seniors who make a college visit during school time with parent permission should complete their classroom work ahead of time. College visit will not count on the 90% attendance rule. The visit must be verified by a college representative by letter and returned to Enid High on the day the student returns to class. Seniors are encouraged to make college visits on holidays, teacher workdays, and teacher professional days.

AUTRY TECHNOLOGY CENTER STUDENTS

Morning and afternoon students will board the bus at the north side of Enid High School. Students providing their own transportation to Autry Technology Center may eat at Enid High School. Morning students will return to Enid High School either by bus or their own transportation entering during the lunch period.

BUSES

Enid Public Schools is proud to provide bus transportation to more than 1,500 students each day. Transportation is available to those who attend their home school and live more than two miles from the school. Information about bus routes can be located in each school office and under the transportation section of the district website. For the safety of all bus riders, students must follow the rules posted in the bus, and they are only allowed to get on and off the bus at their approved bus stop. Students may lose their bus riding privileges if these safety rules are not followed. For more information about transportation, please contact the Director of Transportation, at 580.366-7000.

CAFETERIA / FOOD POLICY

Enid Public Schools strives to provide healthy, appealing and affordable meal choices for students. At the high school level, students have multiple lines that provide a variety of menu selections and ala carte lines that are cash only lines. High School students will need to establish an account in the Cafeteria prior to the lunch hours. We recommend that students purchase their meals (apply money to their accounts) in the cafeteria before school.

Free and reduced meals may be used once per day for breakfast and once for lunch.

If your child has a meal refund due, you may request a refund or rollover. Please contact your student's cafeteria to complete the appropriate form. Refunds will be mailed to the address provided on the refund form. Rollovers will be a credit to your student's account when school resumes the following year.

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. An application may also be obtained at the EHS office and on the district's website.

****NOTE:** Last year's application does not carry over to this year's meals.

YOU MUST FILE A NEW APPLICATION EACH YEAR.

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

Lunch Room Policies

1. Parent/Guardian may bring food from an outside source to their child only and dropped off in the office counter. No deliveries will be allowed from anyone other than parent/guardian.
2. Ala Carte items may be purchased with cash only.
3. Fundraisers are not allowed in the cafeteria involving food items.

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

1. Any student may eat in the school cafeteria or the north outside food court area.
2. Students may bring or otherwise provide their own lunch. Milk may be purchased in the cafeteria, if desired. Students bringing their own lunch may eat in the school cafeteria or a designated area.
3. 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.

4. Meal prices will be posted in each cafeteria.
5. A guest must be cleared through the building principal by his/her host to be eligible to eat in the cafeteria.
6. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.
7. Qualifications for free and reduced-priced meals will vary annually in accordance with the annual eligibility schedule.

CAMPUS POLICE

The staff at Enid Public Schools includes CLEET-certified police officers, who make up the EPS Campus Police Department. While their office is in the EHS cafeteria area, they provide services to all schools, including EHS. Oklahoma law allows the campus police officers to perform the same duties as city police officers; however, they also serve as trusted adults and mentors for students within our district. They assist with incidents or legal issues that threaten the safety of the school and its students, and they are most frequently the first law-enforcement agency onsite when a situation occurs. The Campus Police Department also helps the district with emergency prevention and response planning.

CLASS DROP POLICY

Enid High School is committed to providing students with varied course offerings and small class sizes. This requires us to plan carefully during the enrollment process and to make schedule changes sparingly once classes begin. All schedule changes must be approved by a principal and will only be considered during the first week of each semester.

CLASSROOM MANAGEMENT

All staff members share the responsibility for developing productive social attributes in all students. The staff is encouraged to take the positive approach in dealing with inappropriate behavior. Interest, understanding, and encouragement most often resolve difficulties.

EHS teachers have the responsibility to maintain an orderly classroom to ensure an appropriate learning environment. When problems arise, teachers may utilize the following strategies to improve behavior:

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

COMPUTER / INTERNET POLICIES

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

CONCURRENT ENROLLMENT

Any student who concurrently enrolls at NOC must sign along with his/her parents the Concurrent Enrollment Parent/Student Enrollment Agreement and follow the stipulations as set forth by the agreement. The forms may be obtained from the EHS guidance office. Student's grades will be checked for eligibility.

CONDUCT OFF SCHOOL PREMISES

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

COURTESY/RESPECT

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

Please show respect to our state, school and country whenever their respective songs are performed during assemblies and other events. Students should also respect our school building and campus. Littering is prohibited.

COPYRIGHT POLICY

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

CREDIT RECOVERY

Enid High School wants all students to be successful. Credit recovery is an opportunity for a student to retake a course that he or she is presently failing or a course that was previously failed. The recovered credits may be used to meet graduation requirements. Credit recovery focuses on competency-based standards. Enid High School utilizes an online program called Edgenuity as an option for credit recovery.

Students may also retake any course that is still being offered, if requested by a parent or guardian. The higher of the two grades will be recorded on the student's transcript. Proficiency test scores may not be substituted for a transcript grade. The replacement grade will be used to calculate the grade point average (GPA) for Honors and Valedictorian Commendation. The replacement grade will not be used to calculate the first and second ranking for the graduating class.

DETENTION

1. Students may be assigned to detention by the principals as a discipline procedure.
2. Students assigned to detention may select the before or the after-school session.
3. The before school session will be held: 7:10 a.m. to 8:00 a.m.; the after school session will be held: 3:35 p.m. to 4:25 p.m.
4. Students may delay 24 hours providing arrangements are made with the administrator in charge of the program.
5. Students that miss an assigned detention may be assigned ISP or to a Saturday session.
6. The student is responsible for notifying the parent/guardian when he/she receives detention.
7. Late arrivals will not be admitted unless an administrator has detained them. Students must bring work or have school appropriate reading materials for detention.

Enid Public Schools Enid High School Discipline Matrix Note: The administration of Enid High School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees.

BEHAVIOR	CONSEQUENCES <i>Highlighted consequences are teacher assigned</i>				
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
1. Disruptive Behavior - Resets Monthly, Resets on Next Level. If student gets in trouble before serving discipline, move them to the next step. If student argues or refuses to leave, move them to the next step.	Teacher Detention	ASD	Saturday School	2 Days ISP	3 Days OSS
2. Electronic Devices - Resets Monthly, Resets on Next Level	Warning / Teacher Detention	ASD	1 Day phone check in to office	2 Day phone check in to office	Saturday School
3. Dress Code Violation. Re-sets each semester.	Warning - student will conform to dress code	ASD	ASD	Saturday School	ISP
4. Excessive Tardies - calculated per class. Re-sets each semester.	1 to 3 tardies = Warnings	4 to 6 tardies = Teacher Detention	7th, 8th, & 9th = ASD for each of these	10th & 11th = Saturday School	ISP
5. Failure to Serve Detention	1 Chance for Make-up	Saturday School	1 ISP	2 ISP	4 ISP
6. Public Display of Affection	Verbal Warning	Teacher Detention	1 ISP	2 ISP	3 ISP
7. Defacing Property	1 ISP	3 ISP	3 OSS	6 OSS	20 OSS
8. Tobacco - Possession	1 Saturday School	2 ISP	4 ISP	3 OSS	6 OSS
9. Tobacco - Using	3 ISP	3 OSS	6 OSS	10 OSS	
10. Physical Altercation/NI	1 ISP	3 ISP	3 OSS	5 OSS	10 OSS
11. Cheating/Plagiarism	Teacher Discretion	0% 2 ISP	0% 5 ISP	3 OSS	5 OSS
12. Truancy	1 to 2 classes = 2 detentions per class missed	3 to 4 classes = Saturday School	Over 4 classes = 3 ISP	Additional Offenses = 5 ISP & Possible Truancy Citation	3 OSS & Possible Truancy Citation
13. Theft	6 ISP & Possible Arrest	3 OSS & Possible Arrest	6 OSS & Possible Arrest	10 OSS & Possible Arrest	20 OSS & Possible Arrest
14. Lying/False Information, Withholding Information (Lying by omission)	3 ISP	6 ISP	3 OSS	6 OSS	10 OSS
15. Altering Records	Administrative Discretion				
16. Gang Related Behavior	5 OSS	10 OSS	20 OSS	Long Term Suspension	
17. Physical Violence/Fighting	5 OSS & Possible Arrest	10 OSS & Possible Arrest	20 OSS & Possible Arrest	Long Term Suspension	
18. Verbal Confrontation	SAT	2 ISP	4 ISP	3 OSS	5 OSS
19. Verbal Assault/Threats	Gone for day & 1 ISP	3 OSS	5 OSS	10 OSS	Long Term Suspension
20. Vandalism	5 OSS, Restitution, & Possible Arrest	10 OSS, Restitution, & Possible Arrest	20 OSS, Restitution, & Possible Arrest	1 semester OSS, Restitution, & Possible Arrest	2 semesters OSS, Restitution, & Possible Arrest
21. Indecent Exposure	5 OSS	10 OSS	20 OSS	1 Semester OSS	2 Semesters OSS
22. Gambling	3 OSS	10 OSS	20 OSS	1 Semester OSS	2 Semesters OSS

23. Profanity/Gestures	Saturday School	3 ISP	6 ISP	3 OSS	6 OSS
24. Profanity/Gestures Directed at Staff	5 OSS	10 OSS	20 OSS	40 OSS	1 Semester OSS
25. Blackmail/Forced Action	3 OSS	6 OSS	20 OSS	1 Semester OSS	2 Semesters OSS
26. Immoral Conduct	3 OSS	6 OSS	20 OSS	1 Semester OSS	2 Semesters OSS
27. Sexual Harassment	3 OSS	6 OSS	20 OSS	1 Semester OSS	2 Semesters OSS
28. Possession/Distribution of Pornography	3 OSS	6 OSS	20 OSS	1 Semester OSS	2 Semesters OSS
29. Non Consensual Touching	5 OSS	10 OSS	20 OSS	1 Semester OSS	2 Semesters OSS
30. Intoxicants/Inhalants/Prescribed Medicine Violation	10 OSS, Possible Arrest, & Drug Contract	Long Term Suspension as needed			
31. Drug Paraphernalia	10 OSS, signed drug contract, possible arrest	Long Term Suspension, possible arrest			
32. Threatening with a Replica Weapon	Administrative Discretion				
33. Possession/Use of Alcohol/Drugs	10 OSS, signed drug contract, possible arrest	Long Term Suspension, possible arrest			
34. Distribution of Non-Controlled Substance (real or fake)	Minimum 45 OSS / Administrative Discretion, & Possible Arrest	Long Term Suspension			
35. Assault & Battery with Injury	10 OSS & Possible Arrest	20 OSS & Possible Arrest	1 Semester OSS & Possible Arrest	2 Semesters & Possible Arrest	1 Calendar Year & Possible Arrest
36. Licentious Behavior, Sexual Misconduct, or Lewdness	10 OSS & Possible Arrest	20 OSS & Possible Arrest	1 Semester OSS & Possible Arrest	2 Semesters & Possible Arrest	1 Calendar Year & Possible Arrest
37. Violation of Criminal/Civil Law	10 OSS & Possible Arrest	20 OSS & Possible Arrest	1 Semester OSS & Possible Arrest	2 Semesters & Possible Arrest	1 Calendar Year & Possible Arrest
38. Adjudication as a Delinquent (school property or function)	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
39. Repeated Major Offenses	Administrative Discretion				
40. Possession of Weapon other than Firearm	Administrative Discretion				
41. Possession of Firearm	Superintendent's Discretion, Arrest by Law Enforcement				
<p><i>The Enid High School Discipline Matrix serves as a guideline to shape behavior in a positive manner. Principals reserve the right to modify discipline measures as they feel appropriate. Law enforcement may be called in any situation that site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff.</i></p> <p>Attendance: 10 Absences = Failed class; 3 tardies in a class = Absence; Tardy Over Ten minutes = Absence; Up to 3 excused absences can be made up per class</p> <p>Attendance Make Up: Students may only make up excused absences. Unexcused absences may not be made up.</p>					

DISCIPLINE POLICY

Enid High School teachers and principals are responsible for maintaining a school in which all students can learn in an orderly atmosphere; therefore, rules for conduct and resulting disciplines are outlined for all parents and students. Parents are encouraged to contact principals about questions regarding student discipline, and principals will contact parents about related issues when needed. Discipline records are always available for review in the office.

Enid Public Schools follows Oklahoma state law Section 154, which allows the local board of education to establish rules for control and discipline. Please accept this handbook as notification of established rules.

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

When making decisions about discipline, principals will consider tardies, truancies and all discipline records. **Decisions concerning inappropriate behaviors and actions not listed in this policy will be made by the principals.**

Appropriate disciplinary action will be taken to correct inappropriate behavior. The guidelines established ensure that the disciplinary action is commensurate with the degree and/or frequency of deviant behavior.

Disciplinary action may include the following:

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

DISRESPECTFUL BEHAVIOR

Disrespectful behavior is not tolerated. The following are examples of behavior, which may result in disciplinary action:

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

DRESS CODE

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

Provisions of the Dress Code Include:

- Short-shorts, mini-skirts, bicycle pants, boxer shorts, sleepwear/pajamas, mesh shirts, tank tops, muscle shirts, midriffs, halters, low riders, clothes with holes or tears in inappropriate places and other similar attire are inappropriate for school wear are not permitted. (An easy guideline to follow is having the student place their hands to their side. If the majority of their fingers touch skin, the student may be asked to call home).
- Yoga pants/leggings are permissible as long as the shirt worn with the leggings is long enough that the majority of a student's fingers touch the shirt.
- 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. Pants should be worn at waistline (no sagging). Necklines should be modest and appropriate.
- Safety and sanitation dictate that students wear appropriate footwear. No house shoes/slippers are allowed.
- 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, chains, headphones and sunglasses are not to be worn/visible inside the buildings at any time. Any student displaying such items in any way in the building will be asked to give it to any employee who asks for it. It will be sent to the assistant principal. Hoods on sweatshirts or sweaters may not be worn over the head inside the buildings at 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.

DRUG, DRUG PARAPHERNALIA, ALCOHOL POLICY

A safe environment includes an alcohol and drug-free environment. Sale, distribution, use, or possession of non-intoxicating or alcoholic beverages, such as 3.2 beer or wine, controlled substances, illegal drugs, marijuana, mood altering substances, or other materials expressly prohibited by federal, state, or local laws is not permitted by students in school buildings, on school property, or at school functions. The sale, distribution, or abusive use of prescription, patent, over the counter, or imitation drugs is not permitted. The building principal shall consult with the appropriate central office administrators if circumstances merit modifying the application of the policy.

Violation of this policy will result in the following consequences:

1. The parent/guardian will be notified.
2. Appropriate law enforcement agency will be notified of any criminal activity, and school officials will cooperate fully.
3. The central office administration will be contacted.

4. The student will face suspension up to two semesters, not to exceed the current school semester and following school semester.
5. Students violating this policy will be referred to a counselor.

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

DUE-PROCESS PROCEDURE

All policies and procedures in this handbook are subject to due process. The first step in due process would be a meeting with the building administrator. If further steps are needed, the central office will be involved in any future due-process meetings. The first step of due process requires that the complaint be submitted to the building administrator within ten (10) days from the date of infraction.

ELECTRONIC DEVICES

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

Students found to be using any electronic communication/wireless telecommunication device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that may 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. When appropriate, police may be contacted.

ELEVATOR

Elevator use is permitted for students when necessary and students will be checked out an elevator key at a replacement cost of \$10. Students request elevator keys through the office and doctors prescriptions may need to be provided before keys are issued for any long term duration.

EMERGENCY DRILLS

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

END OF THE SCHOOL TERM DISRUPTIVE ACTS

Any student who engages in disruptive behavior in violation of these policies on or near the last day of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the administrator, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until such time as the administrator and the parents/guardians have conferred and resolved the issue regarding the student's unacceptable behavior.

ENROLLMENT POLICY

It is the policy of the Enid Board of Education that all students enrolling in Enid Public Schools must do so on a full-time basis. Full-time basis shall be defined as attending classes for the full instructional day within the public school system or in conjunction with another state accredited institution such as a career tech school or a college or university for concurrent enrollment.

The only exceptions to this policy shall be for the fifth-year seniors and special education students whose IEP's require variations of student schedules. In the event the State Department of Education advises us that part-time students can be counted for state aid purposes, the board will reconsider this policy.

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (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.

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/SECRET SOCIETIES/SORORITIES/FRATERNITIES

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.

GRADING / REPORT CARDS

The purpose of grading is to afford students feedback and guidance about their progress and achievement, future instructional needs, and to provide teachers academic direction and motivation of students. Student mastery of learning goals and objectives will ultimately ensure student success.

Ninth thru Twelfth Grade

The grading scale for all Enid secondary schools will be:

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

General

All teachers are required to observe these grading scales. Secondary Teachers shall record at least two grades per week for each student in each subject in accordance with OSSAA.

Report cards are issued every 9 weeks for students in grades 6-12. Parents of students making a D or below will be notified by the classroom teacher as soon as possible throughout the school year. The teacher will document these contacts.

Students who do not turn in work by the designated due date, assigned by the teacher, may receive a zero in the grade book. At teacher discretion, a teacher may designate the grade as late in PowerSchool, and allow extended time to complete to allow for demonstration of mastery. Teachers' grades 6-12 must outline their late work and procedures and grading practices in their course syllabus.

Do Not Count Absent (DCA)

All DCA lists will be submitted by the sponsor/coach directly to the principal. The principal or his designee will forward the list to the faculty/staff upon approval. Students who will be absent for a school activity may be required to collect their work before being absent.

The student will be responsible for all missed work and may be expected to return work completed following an activity. DCA assignment procedures will be outlined in the teacher's syllabus.

Testing

At the discretion of the high school administration, semester test exemptions may be exercised. When semester test exemptions are exercised, students' grades 9-12 with no more than three (3) absences no more than three (3) tardies in any given class may be eligible to be exempt from their semester exams. Students must have at least a "B" average in the class of exemption to be eligible. Students who have been suspended, placed in ISP, or have missed one class due to truancy during the semester are not eligible for test exemptions. No student, regardless of grade, may be exempt from an exam if they have an unexcused absence or more than two unexcused tardies in any given term.

Due to the rigor of a college prep or college level course, Advanced, Pre-AP, and AP teachers have the discretion of administering a cumulative semester test in the 1st semester for all students enrolled in these courses. The semester test can count for no more than 25% of a student's semester grade.

During the semester test exam dates, all students will be required to attend all regularly scheduled classes.

Parent Portal

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

GRIEVANCE PROCEDURE

The district has in place a procedure for filing, processing and resolving alleged discrimination complaints. A complete copy of this procedure is available in the main office.

GUIDANCE

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

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

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

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 Policy

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).

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- Grade 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.

Screening

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.**

HOME SCHOOLED AND NON-ACCREDITED

SCHOOL ENTRY POLICY

Enid Public Schools welcomes students from private schools or home schools who are joining the district. Students who are entering EPS from a secondary school that is not accredited by the State Department of Education will be given proficiency tests to determine their level of mastery, according to SDE Priority Academic Student Skills/Common Core State Standards. This helps the district with accurate grade and course placement. All assessments are administered by EPS and the results are kept on file for one year.

- A. In order to enroll in courses that have a prerequisite, a student must pass proficiency examination.
- B. Proficiency must be demonstrated by comprehensive evaluation on courses required for graduation from Enid High School.
- C. Comprehensive evaluations will only be given for core curriculum courses required for graduation from Enid High School.
- D. Comprehensive evaluation results for home schooled students will be posted as a Pass/Fail on student's transcript and will not count toward Grade Point Averages. Comprehensive evaluation results and transcripts received from the non-accredited schools will be used in determining academic credits.
- E. Elective credits will be determined by one or more of the following methods:
 - 1. transcripts from non-accredited school(s)
 - 2. written examinations
 - 3. interview
 - 4. demonstration
 - 5. performance

HONOR ROLL

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

INDIAN EDUCATION - TITLE VII

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

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

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

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

INSURANCE

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

IN-SCHOOL PLACEMENT (ISP)

PURPOSE

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

HOPEFUL RESULTS

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

EXAMPLES OF OFFENSES THAT MIGHT RESULT IN SCHOOL PLACEMENT (ISP)

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

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

OTHER POINTS

1. A student assigned to ISP is ineligible to participate in any school activity during the day or evening hours.
2. The length of a student's stay in ISP will be determined by the administrator.
3. The number of days assigned in ISP will be determined by the administrator depending upon the offense and the student's previous disciplinary and/or attendance record.
4. An assignment will be extended indefinitely if progress is not shown. On the first day a student may be sent home in order for school officials to collect assignments. When a student is sent home, at the discretion of the administrator, the day may count as the first day of ISP.
5. If a short-term assignment is extended because of the lack of progress, and sufficient evidence indicates that the student will not make progress in the near future, another alternative may be selected by the administrator.
6. A student assigned to ISP will be under supervision from the time he arrives on school property until he leaves.
7. Students assigned to ISP are to arrive promptly at 8:10 a.m. Students are released at 3:31 p.m.
8. Students who are tardy will be assigned an additional day of ISP.
9. Excused absences do not count toward the number of days assigned to ISP.
10. Breaks for students will be given at the discretion of the ISP Director.
11. During the breaks and at lunch time the students will remain with the group in the classroom or the lunchroom. Seating will be assigned.

12. With the exception of sack lunches, students assigned to ISP are not to bring food or drink in the classroom.
13. Talking and socializing are not permitted at any time.
14. Seats are assigned by the ISP Director.
15. Students who will not comply with the guidelines of the ISP and who cause further disturbances will be removed from the school.
16. A student will not be permitted to return to the school's mainstream until all assignments are complete.
17. A student may return to the school's mainstream only when he has a signed release from the ISP Director.
18. Students are to report directly to the ISP as soon as they arrive on campus. Students are not to linger on campus before 8:00 a.m. or after 3:45 p.m.
19. Students are not allowed to sleep at any time.

INTERPRETERS

Enid Public Schools celebrates diversity and recognizes that a language barrier may exist between parents or guardians and district employees. If possible, the district asks that the parent and guardian provide their own interpreter. If this is not possible, please contact the school office as early as possible so that arrangements can be made for an interpreter to be provided.

LOCKERS

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

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

Students who are enrolled in a physical activity class will be given a locker and lock. If a student loses a lock they will be charged a \$10.00 replacement fee.

MAKE UP WORK

All work missed during a period of absence may be made up. The students shall have the same number of days to make-up the work as the student misses unless additional time is granted by the teacher. Any exam or test announced during the student's presence shall be made up on the day the student return to class. Should the student be absent 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 as the student misses unless allowed extra time by the teacher. Late work may be accepted at teacher's discretion to allow students time to demonstrate mastery, however teachers will establish and communicate assignment deadlines in order to promote student responsibility and communicate expectations. Student/teacher communication is vital to the successful completion of missed assignments.

Students missing work due to an absence will have a grade placeholder of an "M" recorded in PowerSchool designating the assignment(s) as missing. No penalty shall be assessed against work made up for absences. Pending prompt return and grading of the designated assignment(s), the "M" will be replaced with the grade(s) earned. If the assignment is not turned in following the time guidelines for make-up work, a zero may be recorded.

Any exception to the above procedures shall be limited to those made by the building principal.

- Work may be requested for extended illnesses only (two days or more).
- To request a student's missed work, contact the school office before noon on the second day of an absence.
- The prepared assignments will be available in the office, ready to be picked up between 3:30-3:45 p.m. the following day.

OFF-CAMPUS EVENTS

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

OKLAHOMA ACADEMIC SCHOLAR

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

1. Accumulate over Grades 9, 10, 11, and the first semester of Grade 12, a minimum grade point average of 3.7 on a 4.0 scale (unweighted) or be in the top 10 percent of their graduating class.
2. Complete (or will complete) the curricular requirements for a high school diploma.
3. Achieve a composite score of 27 on the Act or 1,200 combined reading and mathematics score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation.

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 and Booster Clubs, who work with their respective principals for the betterment of their schools. To learn how you can join your school PTA/PTO/Booster Club or for information about parental group guidelines and policies, please contact Director of Communications at 580-366-7000.

PARKING AND DRIVING REGULATIONS

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

1. General Information

All city, state, and Enid High School traffic regulations and rules governing the use of motor vehicles must be complied with on all parts of the campus through all hours of the day and night. The speed limit on the campus itself is 5-miles-per-hour. Pedestrians shall, at all times, have the right-of-way.

School buses will have the right-of-way over all other vehicles. Enid High School does not assume any responsibility for the care and/or protection of any vehicle or its contents at any time the vehicle is operated or parked on its campus or in impoundment. Enid High School reserves the right to impound any vehicle which is in violation of school parking regulations. Operators are responsible for any costs incurred for the impoundment of their vehicle.

2. Student Responsibilities

Enid High School is a closed campus. Students who are not involved with travel for concurrent enrollment, Autry Technology Center, or student activities will remain at EHS for the duration of the school day. Every student enrolled at Enid High School who operates a motor vehicle on campus must properly register and display a parking decal before they are eligible for operating and parking privileges on campus. Registration of your vehicle is a part of the enrollment process. The form for vehicle registration will be completed when you obtain your student identification card from the Campus Police, located in the food court. The combined cost for the parking sticker and student I.D. will be \$15.00. The parking sticker must be applied by the first day of school.

The sticker should be affixed to the lower left-hand or right-hand corner of the front window. The sticker must be applied as directed. Failure to register and display your stickers will result in a disciplinary action.

3. Sticker Replacement

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

4. Violations of Traffic Regulations

Violations include:

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

Students in violation of the traffic regulations are subject to:

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

5. Violations of Student Parking

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

6. Further Information

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

PROMOTION - RETENTION OF STUDENT

Students in grades nine through twelve must meet the following criteria for grade promotion:

1. Freshmen must earn a minimum of four (4) units at the end of their freshman year to be classified as a sophomore.
2. Sophomores must earn a minimum of ten (10) units at the end of the sophomore year to be classified as a junior.
3. Juniors must earn a minimum of sixteen (16) credits at the end of their junior year to be classified as a senior.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not appropriate behavior for school. Offenders will be subject to the Enid Public Schools Discipline Policy.

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

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

SATURDAY SCHOOL OPERATIONAL GUIDELINES

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

SCHOOL CLOSING

Safety is our first priority, Enid Public Schools officials consider travel conditions and other factors before making a decision about whether or not to cancel school.

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 Blackboard Connect notification system. The phone calls will launch at 6 a.m. and most will be received within 15-20 minutes, as long as the line is not busy. (If your phone number has changed, please contact your child's school.) Days canceled require adjustments in the calendar to meet state regulations for the number of days in school.

SEARCH

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform

Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices or 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 SCHOOL OR PERSONAL PROPERTY

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

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

STUDENT DIRECTORY INFORMATION

On occasion, Enid Public Schools does share student information, for yearbooks, student directories, media releases and more. The 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.

STUDENT FEES, FINES, AND CHARGES

A student may be required to pay a fee, fine or charge for membership dues to student organizations or clubs and admission fees or charges for attending volunteer extracurricular activities; items of personal use; authorized student health benefit plan; maintenance cost for use of musical instruments and uniforms; personal apparel that becomes property of student and used for extracurricular activities; parking and identification cards; lost, damaged or overdue library books, textbooks, or instructional materials; and other items required by law.

A student may be required to pay a security deposit for return of materials, supplies, or equipment.

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

All lost or damaged materials must be paid for by the end of the school year or before a student withdraws from the school district.

The school district administration may pursue, in the appropriate court of law, parents and/or students who refuse or fail to pay fees, fines, or charges for lost or damaged material.

STUDENT I.D.

All students are required to possess a photo I.D. while on campus. The photo identification card must be purchased from the Campus Police in their office located in the food court. The cost for the photo I.D. is \$15.00 and will include a vehicle parking sticker and free admittance to most of Enid High School's extracurricular events. Replacement cost for lost photo I.D. is \$5.00. **Students are to present their student photo I.D. upon request.**

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.
3. 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.
 4. 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.
 5. 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.
 6. 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.
 7. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternative placement is rejected, written justification must be placed in the student's permanent record.

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

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.

2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension committee.
3. Out-of-school suspension.
 - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
 - B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

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

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

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

TARDY POLICY

School officials strive to provide students with as much quality instructional time as possible. Tardiness is a disruption of instructional time, not only for the student, but for his/her classmates. Because of this, students are expected to be in class on time. Students who are tardy will be required to sign the classroom tardy log. Administration will follow up on students with excessive tardies.

The teacher will enter each tardy into the attendance program. Disciplinary actions will be administered according to board policy and at the discretion of the principal. The student is responsible for notifying the parent/guardian when they receive a disciplinary action due to tardies. In computing a student's attendance for grading purposes, every four (4) tardies equals one (1) absence. If a student is tardy exceeding 10 minutes (TOT), it will be considered an absence. A student must stay under 10 absences for semester. EHS will designate a committee composed of 3 teachers; a school counselor, and an administrator to review exceptions.

TELEPHONE

EHS has a telephone inside the main office for student use. Calls are to be school related topics or for emergency use.

TEXTBOOKS

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

TESTING POLICY

Enid High School wants all students to be successful in the classroom and testing is one way that proficiency is determined. All students take benchmark and semester tests. Semester tests may count for up to 25% of a student's semester grade. Semester test exemptions are addressed in the Grading / Report Cards section.

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.

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

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

Smoking or chewing tobacco inside the building is a:

1. 5 day in-school suspension (1st violation)
2. 3-day out of school suspension (2nd violation)
3. Suspension up to 2 semesters (3rd violation)

TRANSCRIPT POLICY

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

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

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 action or legal action. Students are truant if they:

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

VISITORS

EPS encourages and welcomes community involvement. Visitors are welcome at our schools. We must, however, protect student safety and instructional time. Classroom disruptions are discouraged. For the safety of all students, including your child, visitors are required to check in at the school office upon arrival. When you visit the office, the school secretary will then be happy to assist you with your request or concerns.

Students who are not enrolled in the school may not be on campus during the school day.

WEAPONS-FREE POLICY

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 inexhaustive list of "look-alike" objects would include replica or toy pistols, revolvers, guns or knives regardless of material construction.
- **Violations:** Any student found to be in violation of this policy shall be disciplined according to the district discipline policy with the disciplinary consequences ranging up to and including suspension for the maximum time permitted by law. Disciplinary consequences will correspond to the seriousness of the "look-alike" weapon related offense. The student will also be reported to local police authorities.

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

Any suspension shall be conducted in accordance with the policies and procedures established by the board and set out primarily in the Student Suspension Policy.

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

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

WITHDRAWING FROM SCHOOL

Students withdrawing from school must complete a check-out form before grades or records will be released. Check-out forms are available in the principal's office. A parent/guardian signature is required on the form. Students are to process all textbooks and library books through the library media center (Do not turn in books to classroom teachers). All sports/music equipment must be returned and all fees paid before records will be released. Once the check-out form is completed, it must be returned to the principal's office.





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.