



# Elmore City-Pernell Middle/High School Student Handbook

**2023-2024**



## ECP HS/MS Class Schedule, 2023-2024

**1st Hour 8:00-8:55**

**2<sup>nd</sup> Hour 8:59-9:54**

**3<sup>rd</sup> Hour 9:58-10:53**

**4<sup>th</sup> Hour 10:57-11:50**

**Lunch 11:54 AM -12:20**

**5<sup>th</sup> Hour 12:24-1:15**

**6<sup>th</sup> Hour 1:19-2:10**

**7<sup>th</sup> Hour 2:14-3:05**

### **Assembly Schedule**

**1st Hour 8:00-8:55**

**2<sup>nd</sup> Hour 8:59-9:54**

**3<sup>rd</sup> Hour 9:58-10:53**

**4<sup>th</sup> Hour 10:57-11:50**

**Lunch 11:54 -12:20**

**5<sup>th</sup> Hour 12:24-1:03**

**6<sup>th</sup> Hour 1:07-1:46**

**7th Hour 1:50-2:29**

**Assembly 2:29-3:05**

## FOREWORD

The primary purpose of this handbook is to serve as a guide for students and parents regarding Elmore City Pernell High School and to present the opportunities that the school offers. We strive to help make Elmore City-Pernell High School one of the best, and we hope you will want to share in its experiences and achievements.

This handbook provides specific information with which each student should become familiar and will serve as a reference to school and state policies and regulations for both students and parents.

### ECP Vision Statement

It is the vision of Elmore City-Pernell to create a professional learning environment which facilitates the collaborative efforts of the school, the family and the community to prepare students for success in a global setting. .

School Colors

**PURPLE and WHITE**

School Mascot

**BADGERS**

School Song of ECPHS

(to the tune of Illinois Loyalty)

We're Loyal to you Elmore High,

We'll ever be true Elmore High,

We'll back you to stand,

Against the best in the land.

'Cause we know you have sand Elmore High

(Rah-Rah)

So join in the fight Elmore High,

And show them your might Elmore High.

Our Team is a great protector

Oh Boy we expect a victory from you Elmore

High!

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# 2023-2024 School Calendar



## Elmore City-Pernell Public Schools

100 N. Muse  
Elmore City, OK 73433  
(p) 580.788.2565 (f) 580.788.4624

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Days
School Closed
Professional Development Days (No School)

Aug 7, 8, 9	Professional Development
Aug 10	First Day of School for Students
Sep 4	Labor Day
Sep 21	P/T Conferences
Sep 22	Professional Development
Oct 11	End of 1st Nine Weeks
Oct 12-16	Fall Break
Nov 20-24	Thanksgiving Break
Dec 1	Professional Development
Dec 19	End of 1st Semester
Dec 20-Jan 2	Holiday Break
Jan 3	Professional Development
Jan 4	Start of Second Semester
Jan 15	No School
Feb 8	P/T Conferences
Feb 9	Professional Development
Feb 19	No School
Mar 8	Professional Development
Mar 14	End of 3rd Nine Weeks
Mar 15-22	Spring Break
Mar 29	Good Friday/No School
Apr 12	Prom/No School
May 16	End of Second Semester
May 17	Professional Development Day
May 17	Graduation

167 Days Taught  
2 Parent Teacher Conferences  
5 Professional Days  
**174 Days**  
+4 additional Professional Days  
**178 Total Days for Staff**

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Parent Teacher Conferences  
First & Last Day of School

## PRINCIPAL'S WELCOME

Dear High School and Middle School Students, Parents, and Staff:

I am looking forward to serving our district as ECP Middle School and High School Principal for the school year 2023-24. The pride I feel as your principal is second to none because our students and teachers are second to none. I believe this school year will be a year filled with great things. We will provide our students unique learning options and opportunities to grow as a school and community.

I encourage all students, parents, staff, and school stakeholders to become familiar with our handbook as a helpful guide to school procedures and student expectations. I have great expectations for all of us this school year. As we support each other and grow together, we are building relationships that will last a lifetime and creating an environment of excellence in which we can all take pride. It's an exciting time to be a Badger!

Sincerely,

**Jason Wright**, Principal

Elmore City-Pernell Middle School and High School

## SUPERINTENDENT'S WELCOME

ECP takes great pride in the quality of education that is provided to its students. **Parents**, patrons, community members, students, and district employees have high expectations in helping **prepare students** to enter the workforce or go on to **obtain** a postsecondary education.

Much of the success that our students achieve today is the result of the collaboration and support from our many stakeholders. Together we have created a strong vision for **our** district, and this handbook will serve as a guide for navigating the 2023-2024 school year at ECP.

Go Badgers!

Sheila Riddle, Superintendent

## MISSION

**The mission of Elmore City-Pernell Public Schools is to create a professional learning environment which facilitates the collaborative efforts of the school, the family, and the community to prepare students for success in a global setting.**

## ORGANIZATION AND ADMINISTRATION BOARD OF EDUCATION

<b>Brent Balentine</b> .....	President
<b>David Dellin</b> .....	Vice President
<b>Derek Stanley</b> .....	Clerk
<b>Jasmin Tadlock</b> .....	Member
<b>Maggie Young</b> .....	Member

### SUPERINTENDENT

The Elmore City-Pernell School System is under the direction and supervision of the Superintendent of Schools. This person is elected by and responsible to a board of education, which is elected by and represents the people of this school district.

### PRINCIPAL/ASSISTANT PRINCIPAL

The principal directs and coordinates the varied activities, both curricular and extracurricular, having under his immediate direction all regular employees performing duties in their school assignment.

### GUIDANCE AND COUNSELING

The purpose of the Elmore City-Pernell High School guidance program is to assist the individual students to make appropriate decisions and adjustments in the light of their own interests, abilities, and level of aspiration. The main goal of the guidance program is to see each student during the school year to talk about education plans, vocational plans and/or school or personal problems of any nature.

### CLASSROOM TEACHERS

The classroom teachers are qualified teachers who hold valid certification as required in the field, which they teach. Requirements for work done in all classes meet the standards set by the State Department of Education.



## ACADEMICS

### STATEMENT OF RIGHTS (FERPA)

The Elmore City-Pernell School hereby notifies each student and their parents of their right to inspect and review student education records under the Federal Family Educational Rights to Privacy Act (FERPA).

1. Student's parents and eligible students have the right to inspect and review the student's education records. 2. It is the intent of the Elmore City-Pernell School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
3. Student's parents or eligible students have the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. Any person has the right to file a complaint with the Department of Health, Education and Welfare if the Elmore City Pernell School District violates the FERPA.
5. Parents and eligible students should come to the principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the elementary principal's office, middle school principal's office, high school principal's office and the superintendent's office.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

### PARENTS RIGHT TO KNOW POLICY

Since Elmore City-Pernell Public School District receives Title I **funds**, **parents** will be notified annually of each child in the Elmore City-Pernell School District that they have the right to request information about the qualifications of their children's teachers.

The information available to parents upon request will include:

- Whether a teacher "has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;"
- Whether a teacher is "teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;"
- What major each teacher earned his or her bachelor's degree in;
- Whether the teacher holds any "graduate certification or degree" and in what "field of discipline;" and • Whether a child is "provided services by para professionals and, if so, their Qualifications;"

In addition, Elmore City-Pernell School District will provide each parent:

- Information on the child's level of achievement on each required state assessment, and
- "Timely notice" if a child "has been assigned, or has been taught for four or more consecutive weeks by "a teacher who is not "highly qualified" as defined by law.

All information provided to parents will be "in an understandable and uniform format" and provided in a language parents can understand "to the extent practicable."

Title I, Section 1111(b)(1)C - report cards

Title I, Section 1111(b)(6) - parents' right to know

## OKLAHOMA'S PROMISE

The Oklahoma Legislature has provided a fund that will pay a student's college tuition if the student's parents' total yearly income is not more than \$60,000. The program is called Oklahoma's Promise. Once a student has completed the Oklahoma Promise goals, it will pay tuition at a public two-year college, four-year University, or at a public vocational-technical school that offers college credit for certain programs. It will also pay part of the tuition at an accredited private college or university. Students may enroll during the 8th, 9th, or 10th grade. The students are locked into the requirements for the year in which enrollment occurred. Students who qualify are encouraged to enroll. Applications are available in the counselor's office or on-line.

## SPECIAL CLASSES

### Concurrent College Classes:

Credit will be given for all college concurrent classes that are successfully completed and will be entered on Elmore City-Pernell High School Transcripts.

Junior and senior students who meet admission criteria will be allowed to participate in concurrent college enrollment. Beginning with the class of 2021, all such classes will be counted as "Honors" courses and will thus be weighted in GPA according to our Weighted GPA policy. Beginning with the class of 2021, all college classes will be counted in the GPA, not just those needed for graduation. Concurrently enrolled students are still required to be enrolled and in attendance in six (6) courses that count toward graduation, including concurrent classes, regular classes at Elmore City-Pernell High School, and classes taken at Mid-America Technology Center. Upon arrangement with administration, concurrently enrolled students may not be required to physically attend ECPHS during their assigned college hour(s). A student who drops a class will be required to enroll in another course at the HS to fulfill their six (6) course requirement.

### Personalized Learning Labs:

Students may enroll in "Personalized Learning Labs" when available. These labs will be under the direction of a teacher and will utilize online curriculum such as Edmentum, Odysseyware, or a similar platform. Students will be required to maintain pacing in these courses by the teacher in charge. Students that are enrolled in Concurrent College Classes may be assigned to Personalized Learning Labs.

### Senior Service/Internship:

Seniors may be allowed to enroll in "Senior Service Class." This class will be the first or last hour(s) of the school day. If the senior's last hour is Athletics, then the student may enroll in the course during 1<sup>st</sup> or 2<sup>nd</sup> hour (Band/Athletic students only). The senior must devise a service project that requires at least 20 hours of community service per semester. This project must be approved by the administration in the first 3 weeks of the semester.

Seniors may enroll in a "Senior Internship Class" Juniors may enroll in "Junior Internship Class." These internships must be approved by the administration and counseling staff. Internships, if approved, may count for up to 3 hours of attendance for seniors and up to 2 hours of attendance for juniors.

### Athletics:

Students who enroll in athletics must understand that they will need to participate in a sport during each season, or may be removed from the course and put into another course.

- Fall-Boys Football or Cross Country; Girls-Fast pitch Softball or Cross Country
- Winter-Boys: Basketball or Powerlifting; Girls: Basketball or Powerlifting
- Spring-Boys: Baseball or Track/Field; Girls-Slow Pitch Softball or Track/Field
- Exceptions can only be made through consultation with the administration. A conference between student, parent, coach, and administration may be necessary to make alternative arrangements.
- Quitting a sport may result in loss of credit for the semester. A conference between student, parent, coach, and administration may be necessary to make alternative arrangements.

### OSSM/Mid-America Tech Center

Students may take classes at Mid-America Tech Center in Wayne starting with their Junior Year.

## ENTRANCE REQUIREMENTS

For admission to Elmore City-Pernell High School, a student must be a resident of the school district or a legal transfer, (must be living with parents or legal custodian) and must be willing to abide by the rules and regulations set forth for our school.

## TRANSFERS AND TUITION

Any student who does not live in a high school district may be transferred without a tuition fee to the student. A student's residence is determined by his domicile with his parents or legal guardian. If tuition fees are due, they are based on the per capita cost. Students who transfer may not be eligible for OSSAA completion unless approved by the OSSAA.

## REQUIREMENTS FOR GRADUATION

See OSDE College Preparatory/Work Ready Checklist that is located in the back of this handbook., pg. 37.

## REPORT CARDS/GRADING SCALE/GPA

Mid-term reports will be distributed during each semester. The grading system used at Elmore City-Pernell High School computes letter grades on the following scale. GPA will be figured on a weighted GPA scale. \*Weighted GPA begins with the class of 2021.

### Standard Courses

A -- Superior Work .....	90-100/4.0
B -- Good Work .....	80-89/3.0
C -- Average Work .....	70-79/2.0
D -- Below Average .....	60-69/1.0
F -- Failure.....	Below 60/0.0

### Honors Courses\*

A -- Superior Work .....	90-100/5.0
B -- Good Work .....	80-89/4.0
C -- Average Work .....	70-79/3.0
D -- Below Average .....	60-69/2.0
F -- Failure.....	Below 60/0.0

### Current Honors Courses at ECPHS:

- College/Concurrent Courses
- OSSM Courses at Mid-America Tech Center
- Trigonometry/**Calculus**
- Physics, Biology II
- **Chemistry (for the classes of 2021-2025- no longer an Honors Course beginning with the Class of '26)**
- Spanish II, ASL II, AP Spanish
- Certain Online Courses (with prior administrative approval)

## DROPPING A SUBJECT

If it seems wise for a student to drop a subject:

1. They should have a conference with the counselor.
2. If the counselor approves, they should discuss the change with his parents.
3. Obtain permission slip to be signed by both teachers and parent/guardian concerned and return **to the principal's** office.
4. No subject will be dropped or replaced after the first full week of school without special circumstances approved by the administration.
5. **Students** may lose athletic eligibility for 3 weeks per OSSAA rules/regulations.

## KEYS TO SUCCESS

If Elmore City-Pernell Schools are to become greater and better, students must **be loyal**, devoted, and faithful in every relation and activity of school life. Elmore City Pernell students must:

1. Be present and on-time each day
2. Bring required supplies to class
3. Give all attention in class and complete all assignments on time
4. Participate in all class activities, always do their best and follow all rules
5. Be respectful and courteous to fellow teachers, administrators, and staff

## STUDENT AIDES

Teachers are responsible for their student aides. Aides will remain in their assigned room unless on official business for the teacher. Aides must have a hall pass from the teacher when it is necessary for the aide to be out of the room. Aides should not have access to the teacher's grade book or grade cards. The work of aides will be considered as a service to the school and not as a personal favor to the teacher. Teachers will usually be allowed a maximum of one student aide each class hour and normally will not be assigned an aide during a planning period.

## VALEDICTORIAN/SALUTATORIAN

The valedictorian of the graduating class will be chosen as the person with the highest numerical grade point average for the student's freshman, sophomore, junior and senior year. The GPA's for this honor are calculated at the conclusion of the fall semester of the senior year. Class rankings that are listed on the final transcript are calculated at the conclusion of the spring semester of the senior year.

## HONOR GRADUATES

**Criteria for ECP Honor Graduates are as follows. Students must be in the top 10% of the class, by rank, or have a weighted GPA greater than or equal to a 4.0. Additionally, a student must have passed 2 or more weighted honors classes to qualify as an honor student. These classes include college/concurrent courses, OSSM courses, other online honors courses (with prior administrative approval), and honors classes listed in the current Elmore City-Pernell High School Student Handbook. Honors Courses will have weighted grades; points to be figured into weighted GPA: A=5, B=4, C=3, D=2. Honor student status will be determined at the end of the first semester of the senior year and will include all courses transcribed on the students' high school transcript. When determining honor status, students will not be discriminated against upon achieving more than the minimum requirement of 23 credits.**

## ATTENDANCE (Board policy FDC-R1)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational **benefits**. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

## ABSENCES

### Excused Absences

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required **by a student's** religious affiliation.

It is the responsibility of the parent to notify the school--if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone. ATTENDANCE POLICY, REGULATION (Cont.)
  - b. The student is on pace for on-time completion of the course as required by the school district.
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

### School Activity Absences

1. The student will be allowed to be absent from the classroom for a maximum of ten days per **semester** to participate in activities sponsored by the school. Board approval is required to exceed this number.
2. The student will be allowed to make up any work missed while participating.

### Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to 2 (two) days of absences by arrangement per semester.
2. A student may make **up all** work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit at least 2 (two) days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absences by arrangement will count against a student's exemption from semester tests.

### Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up 8 (eight) unexcused absences will result in that student not receiving credit in that class for the semester.

Any student who exceeds the 8 (eight) day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

### Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

### Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 20 (twenty) minutes late is counted absent for the period.
3. Each 3 (three) tardies will constitute an unexcused absence from that class.

Unexcused tardiness in a single class period during a semester will result in the following consequences:

- a. 1st tardy – student notified by teacher
- b. 2nd tardy student notified by teacher
- c. 3rd tardy - student is referred to the office, Student will receive 1 day ISS & student will receive an unexcused absence for that period. (Tardies will reset at the 9 weeks for purposes of ISS)
- d. Additional tardiness – student may receive detentions, ISS, suspensions, and/or make- up of time as determined by the administration

### LEAVING SCHOOL EARLY

A student leaving during the school day after 8:00 a.m. and before 3:04 p.m. must use the following procedure:

1. Have his/her parent call the high school office
2. Make arrangements with the office and teachers.
3. Sign out at the office.

Failure to follow proper procedures for reporting to and leaving school may result in disciplinary action against the student. The attendance policy for absences and tardiness will apply.

## TRUANCY

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. This is an unexcused absence. Work will be made up. Students may serve BAT/Detention time for unexcused absences. Repeated truancy may be cause for further disciplinary action, suspensions or legal action. Examples of truancy include but are not limited to:

1. Leaving school without permission from the principal and not signing out in the office.
2. Being absent from class without prior permission from parents/guardians and administration.
3. Being absent from class without permission (skipping).
4. Coming to school but not attending class.
5. Not coming back after lunch without parent notification to the office to confirm the valid reason as listed earlier. (See Leaving School Early, above)

## TRUANCY POLICY

Truancy violations will be subject to disciplinary action by the administration and/or turned over to the District Attorney for prosecution of **parents** and/or students.

## ATTENDANCE ON THE DAY OF A CONTEST

Any student with an unexcused absence on the day of a contest will not be eligible to participate. Students who miss more than 3 class periods on the day of a contest may be ruled ineligible by the principal unless a bona-fide reason exists for the absence. The principal will make the final determination.

## SEMESTER TEST EXEMPTIONS

Requirements for exemptions are as follows:

A average – exempt with three (3) absences

B average – exempt with two (2) absences C

average – exempt with one (1) absence D or F

– no exemptions

1. Approved school activity absences are not included
2. An unexcused absence in a class will require the student to take the semester test in that class. (3 unexcused tardies equal an unexcused absence)
3. Any student that enters during the second nine-week period of the semester may be required to take all semester tests. 4. Semester tests may count for up to 20 % of the semester grade

## MAKE-UP WORK

Students may have one day for each day missed for makeup work due to any absences including school related activities. Previously assigned work or long term assignments with scheduled due dates may be required by teachers to be turned in prior to leaving for the activity. Students should communicate with teachers in advance for known absences due to activities and appointments. If this advance communications and planning does not occur, students may be required to turn in make-up work the first day back from the absence. Students may be expected to take scheduled tests upon returning from these absences, providing appropriate review and preparation is obtainable.

## LATE WORK

Late work may be accepted for credit for limited time periods according to established policies of the **faculty and administration**.

## COLLEGE VISITATION POLICY

A student who plans to attend college after graduation is allowed **one (1)** visitation day as a junior and two **(2)** as a senior to visit or enroll in the college of their choice. These days will be considered school-sponsored absences only if the following requirements are met:

1. All visits must be set up and approved by the counselor and principal. The student must notify teachers of the arranged date for the college visit at least two (2) school days in advance of the visit utilizing the approved form.
2. Students must have a written verification from the college upon his/her return to school.
3. College days must be taken before May 1.
4. Students must meet the entrance requirements for the college he/she is planning to visit.
5. Parent and/or school staff member attendance is generally required.

## DRIVER'S LICENSE EXAM POLICY

**A student who is taking a driver's license examination. Will be granted only one (1) day as a school-sponsored absence.**

## EXTRACURRICULAR ACTIVITIES POLICY

1. The maximum number of absences for activities, which remove a student from the classroom, shall not exceed ten for any one class period per semester (FDC-R1). Excluded from this number are state and national levels of school sponsored contests.
  - A. State and national level contests are those for which a student must earn the right to participate.
  - B. Sponsors should develop eligibility criteria that are consistent with the goals of the activity program and local community expectations. Criteria for earning the right to represent the school in any state or national level contest shall be submitted in writing by local school sponsors.
  - C. Exceptions will be considered only if extreme circumstances exist that create undue hardships upon the participating schools and after the approval of the appropriate agency.
  - D. The board of education shall, prior to the beginning of each school year, decide what contests are to be considered state and national levels of participation (taking into consideration Career Technology and Oklahoma Secondary Schools Activity Association (OSSAA) approved/sanctioned activities). These include:
    - Football -- any games beyond the regular scheduled games
    - Basketball – District, Regional, Area, and State Tournaments
    - Baseball & Softball – District, Regional, and State Tournaments
    - Track – Regional and State Track Meet
    - Band – District and State Marching and District and State Concert Contests
    - Speech -- Regional, State Speech Contest and N.F.L. Districts
    - Agriculture Education— **State FFA Conventions, National FFA Convention, and Bonus Sales, Academic Contests and Bowls**
    - Golf - Regional and State Tournaments
    - Career Tech competitions that meet criteria
2. The Internal Activities Review Committee will be organized.
  - A. The Internal Activities Review Committee should be at least a five (5) person committee which included at a minimum the following positions:
    - Principal/Administrator
    - Regular classroom teacher (Core-Subject)
    - Athletic Director
    - Coach/Sponsor
    - Parent
  - B. The Internal Activities Review Committee is responsible for reviewing and recommending any deviation of the activities attendance policy.
    1. Any deviation from the ten day (class period) absence rule shall not exceed five days (class periods).
    2. Any absence exceeding the ten day (class period) rule, and not approved as a deviation without superintendent's approval by the Internal Activities Review Committee will result in the student being counted as not in attendance for that day.



## SCHOOL SPIRIT

School spirit means loyalty to all functions of the school. School spirit may be divided into three categories: 1.

Courtesy – toward teachers, visitors, spectators, fellow students and the officials of school athletic events. 2.

Pride – in everything our school endeavors to accomplish and has accomplished.

3. Sportsmanship – the ability to win and lose gracefully.

## COURTESY

Courtesy to teachers, school employees, other students and visitors is a tradition at our school. Each of us should strive to be considerate of all others, despite racial, religious or economic background.

Respect and obey the judgment of your teachers. They are not only your teachers and adults, but are considered your parents during the school day. Treat all other adult employees of the school with courtesy and follow any request or direction given by them. These include custodians, cafeteria workers and office personnel. Rudeness will result in disciplinary action.

## DISRUPTIVE ACTS

Disruptive acts are defined by the following: discrimination, acts of hatred, harassment, physical threats, extortion, violence to persons at school, on school vehicles, school sponsored or authorized functions, or travel to or from school sponsored/authorized functions.

Any person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, or assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or un any student while such student is participating in any school activity or attending classes on school property during school houses shall be reported to law enforcement. Any person who, without justifiable or excusable cause, commits any aggravated assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or un any student while such student is participating in any school activity or attending classes on school property during school houses shall be reported to law enforcement. In addition, due to the disruption it poses to the educational process, all students are subject to disciplinary actions, including suspension, for interfering with, intimidating, harassing, threatening, or injuring any school employee at any time.

Every student has the basic right to attend school without being subjected to threat of injury or intimidation in any fashion. Incidents of fighting, physical assault, and severe verbal intimidation are not acceptable at school, on school vehicles, or at or going to or from school sponsored or authorized functions. It is also explicitly prohibited to engage in any activity that is racially abusive including racial slurs, epithets, harassment, acts of racial intimidation, or other negative offenses which reference sex, age, color, religion, national origin, marital, veteran status, disability, or other legally protected status. This policy is applicable

to students and any other party involved in school programs or activities. A safe and cordial atmosphere is the responsibility of all participants in school activities and those who attend such activities. Disrespectful, negative, disruptive, or abusive verbal or physical behavior toward activity participants, officials, or those attending such activities by students, adults, or others will not be tolerated. All parties guilty of such behavior will be subject to sanction. For students this would be that which is determined appropriate by the administration. All staff members shall take reasonable, timely, and appropriate action in response to any of the listed behaviors once actual or constructive notice has occurred.

## BULLYING PREVENTION POLICY

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or 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.

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

In administering discipline, consideration will be given to alternative methods of punishment to ensure 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 students 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 or to a delinquency prevention and diversion program administrated by the Office of Juvenile Affairs
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 direct at the students
5. Unwelcome physical contact

The Superintendent shall develop procedures providing for:

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

A copy of this policy will be furnished to each student and teacher in this school district.

#### PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

#### Definitions

1. "Bullying" means a "pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student." Bullying includes, but is not limited to, gestures, written, verbal, or physical acts or electronic communications.
2. "Electronic communication" means the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to a telephone, a cellular telephone or other wireless communication device, or a computer, 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.

3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe **indicates** potential for future harm to students, school personnel, or school property.

### Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal.. If the bullying **involves** electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the Superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal, and/or Superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall make a determination as to whether the conduct is actually occurring, if it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
5. Upon completion of the investigation, the Principal or Superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicated an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 or Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma **Statutes**, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within seven days of the conclusion of the investigation.
7. Upon **completion** of any investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within seven days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

#### 1. Student and Staff Education and Training:

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

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

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#### 2. Elmore City-Pernell Public Schools' Safe School Committee:

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions,

strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

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

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

#### Student Reporting

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

#### Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that **appear** to constitute harassing, intimidation, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student. **Staff members who witness such events are to complete reports and to submit them to the employee designated by the Superintendent to receive them. Staff members, who hear of incidents that in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the Superintendent or his/her designee.**

#### Parental Responsibilities

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

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

#### DISCIPLINE

In compliance with Oklahoma School Law 6-114, Elmore City-Pernell has adopted a discipline plan. The intent of this plan is to inform

students of the procedures followed if their behavior is not acceptable and to prepare school administrators for their disciplinary responsibilities. Discipline will be administered according to the severity of the offense. These guidelines apply for students while at school and school-sponsored activities. In administering discipline, consideration will be given to alternative methods of punishment to ensure 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 students 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 or to a delinquency prevention and diversion program **administered** by the Office of Juvenile Affairs
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The following examples of behavior are not acceptable in society generally and in the school environment particularly, and corrective action will be taken when the behavior of a student is unacceptable. Examples of unacceptable behavior will include the following:

1. Tardiness
2. Contempt or disrespect of authority
3. Cheating on school work
4. Cutting class
5. Leaving school without permission
6. Refusing detention and/or in-school suspension
7. Truancy
8. Profanity
9. Vulgarity
10. Immorality
11. Conduct which jeopardizes the safety of others
12. Using, selling, buying, or in any way possessing any intoxicating beverage, non-intoxicating beverage, or controlled dangerous substance.
13. Fighting
14. Plagiarism
15. Stealing
16. Extortion
17. Possession/use of tobacco/vape
18. Misconduct
19. Assault (Physical and Verbal)
20. Possession of Weapons
21. Distributing/possessing/accessing obscene literature/electronic content
22. Destroying/defacing school property
23. Any violation of local/state/federal statutes
24. Bomb threats/explosive devices
25. Improper apparel (See student dress code)
26. Improper school bus conduct
27. Vehicle misuse
28. Felonious acts

## 29. Any other Behavior deemed unacceptable to administration

With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint which will make you a better person.

### CONTROL AND DISCIPLINE

School Law of Oklahoma Sec. 808:

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from school district or classroom presided over by teacher.

### DRESS CODE

Dress regulations for students at Elmore City-Pernell Schools are based on personal cleanliness and respect of others. Elmore City-Pernell administrators will determine what is appropriate. If a student's appearance is considered by **a teacher** to be indecent or **causing distractions**, the teacher will send the student to the office where the building administrator will make the final decision. If needed, the student may be given clothes to put on over their clothes.

1. All caps, hats, etc. will be removed when inside any ECP building **unless the student** has prior administrative approval. Head coverings for religious purposes are allowed.
  2. Students will be allowed to wear shorts. Length of shorts must be appropriate.
  3. Skirts and dresses should be of appropriate length, if not, leggings or tights should be worn underneath.
  4. No see through apparel, halter tops, tube tops or tank tops
  5. Clothing must cover the midriff and stomach
  6. No clothes with large, indecent holes are allowed.
  7. No undergarments may be visible.
  8. Inappropriate words, alcohol/drug references, vulgar connotations/innuendo, or anything that would create a distraction/disruption will not be allowed.
  9. Sagging and excessively baggy, loose clothing is prohibited. Clothing must fit properly at the waist.
  10. Nothing that is related to gang related colors may be worn **or displayed**.
  11. Body piercing that is determined to be disruptive is not allowed.
  12. No trench coats are **to be worn** inside of the school building.
  13. No house shoes, pajamas, or blankets are allowed.
  14. No teeth jewelry will be allowed.
- A student's appearance should not distract classmates from the important task of learning. The attire for students must be reasonable, modest and in such style as it will not cause distraction.
  - The sponsors of extracurricular activities may set their dress code more strictly than those listed, as long as the code is reasonable. They must have their code approved by the principal and superintendent. Exceptions to the dress code guidelines due to medical related or other circumstances must be approved by the administration.
  - Final authority on any dress code matter or policy rests at the discretion of the building principal. \*Any special permissions for dress code exceptions due to culture must be approved by the building principal.

When a student has violated the school dress code he or she will be subject to the following disciplinary action:

- First Offense: Required to change or sent home to change.
- Second Offense: Students will face possible disciplinary action and parents will be contacted.
- Third Offense: Students will face disciplinary action or suspensions and **parents** will be contacted.

### SUSPENSIONS

Legal Authority for Suspension

Upon approval of the superintendent, the administrator has the power and authority to suspend a student. In the absence of the

building administrator, another building administrator has the authority to make suspension.

#### Out-of-School Suspension

The administrator may suspend a student for varying lengths of time depending upon the infraction. Parents or legal guardians of the student will be notified of the suspension by mail, email, or verbally when possible. Absences due to suspension will not count toward the student's attendance policy. A suspended student is suspended to the custody of the student's parents and is not allowed to be on or near school premises nor attend or participate in any school activity while the student is suspended. To do so will result in further suspension.

#### IN SCHOOL SUSPENSION (ISS)

1. Length of suspension will depend on the seriousness of the offense and/or number of previous suspensions and will be at the discretion of the administration.
2. 100% make-up of schoolwork required.
3. **Students** will have separate assignments each day.
4. If schoolwork is not completed or there are any problems with the students, further disciplinary action may be taken.
5. **Students** must stay seated **in the assigned seat**.
6. Restroom breaks will be allowed at designated times.
7. Normally, lunch is in the designated ISS area.
8. Any markings on walls, desks etc. in the detention area will be reason for added punishment.
9. There is to be no participation in school activities during in-school suspension.
10. Students are to sit in a proper manner with their feet on the floor.
11. **Sleeping is not allowed at any time.**
12. **Socializing is not allowed at any time.**
13. Cell phones will be kept until the end of the day.

#### DETENTION

1. Students may be assigned to detention by the principal or by certified staff with administrator approval as a discipline procedure. Certified staff members who assign detention will supervise said detention. If detention conflicts with another school activity, reasonable accommodations will be made.
2. Students may delay detention, provided arrangements are made in advance with the administrator in charge of the program. 3. Students that miss an assigned detention will have another day added. If they miss a second time, the students will face further disciplinary action.
4. Students refusing to attend a detention session will face a long-term suspension until the time is served.
5. Efforts to notify parents or guardians will be made when a student is assigned detention.
6. Late arrivals will not be admitted unless they have been detained by school personnel.
7. Students must bring work or have appropriate reading material for detention, or they will have to complete an assignment as directed.

#### 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 principal and/or assistant principal. If further steps are needed, the superintendent and/or other school personnel will be involved in any future due process meetings. The first step of due process requires that the complaint be submitted to the principal within ten (10) days from the date of infraction.**

#### CONDUCT OFF SCHOOL PREMISES

**School authorities may discipline pupils for out-of-school conduct having direct and immediate effect on the discipline, welfare and effectiveness of the school. The rationale for this rule is obvious. Students can effectively disrupt the school by off campus attacks on school officials, their families, animals or property. Students must know that such attacks will result in disciplinary action.**

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

**Any student who engages in disruptive behavior in violation of these policies on or near the last day of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the principal, 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 principal and the parents have conferred and resolved the issue regarding the student's unacceptable behavior. Violations by graduating seniors may affect their ability to participate in graduation exercises.**

#### EXPULSION

A student may be suspended from school for improper moral action, persistent discipline problems, and reasonable proof of guilt in cases of stealing, for gross disrespect for the teacher or administration, and any action which may threaten the safety of the staff and/or students.

#### WEAPONS/GUN-FREE SCHOOLS

It is the policy of the ECP School District to comply fully with the Gun-Free Schools Act. Any student in this school district who brings a firearm or weapon, as described by Section 921 of Title 18 of the United States Code, to school, to any school sponsored event, to, in, or upon any school property, including school transportation of school-sponsored transportation, will be removed from school for the remainder of the current semester and for the total of the following semester. The firearm or other weapon will be confiscated and released only to the parent or to police authorities. School officials will immediately report discovery of unauthorized firearms/weapons on school property to a law enforcement authority.

Knives are also not allowed on school property. The only exceptions are those described by Chapter 53, Section 1280.1 of Title 21 of the Oklahoma State Statutes. This includes pocket knives, utility knives, or any object designed as a knife. Disciplinary action may result when a student possesses any type of knife on school grounds, property, or at events. Any confiscated knife may not be returned.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

#### TOBACCO/VAPING

ECP is a tobacco free campus. There is to be no use of or possession of tobacco. This includes e-cigarettes, vaping or other methods of consumption not **known at this time**. All tobacco and vaping violations will be reported to the Oklahoma ABLE commission. Possession of tobacco or a tobacco/or vaping product by a person under 21 years of age is a violation of Oklahoma State Statute Title 10A, Section 2-8-224. Fine amounts are \$100 for 1st offense and \$200 for 2nd offense. Failure to pay this fine will result in the suspension or non-issuance of your driver's license. Further consequences will be administered by the administration of Elmore City-Pernell Schools.

#### ELECTRONIC COMMUNICATION DEVICES

Devices such as, but not limited to, cell phones, I-Pads, Kindles, I-Pods, Nooks, MP3 Players, laptops, smart watches, headphones, tablets in general, or any new electronic device not known at this time, without permission from a teacher or administrator for use, are not to be used, and should not be seen or heard at school except before school and after school. Students will refrain from answering/making phone calls without permission from administration or faculty. Those who violate this policy will be subject to the following disciplinary actions:

1. Device will be removed from the student's possession **and the student** may receive the item **from the staff** member that confiscated the device.
2. **Devices** will be removed from the student's possession, sent to the office, and **students** may receive the item from the administration.
3. Device will be removed from the student's possession and parent/guardian may receive the item from the administration.

Any failure to meet the above guidelines or for repeated violations of this policy will result in more severe consequences including, but not limited to, longer terms of lost privileges and/or suspensions as determined by the administration.

Students found to be using any electronic communication device for any illegal purpose, violation of privacy, unauthorized recording, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or assignments, harassment, or inappropriate behavior 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 may be disallowed from carrying any personal communication or electronic device following the incident unless a bona fide health emergency exists.

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#### ALCOHOLIC BEVERAGES & DRUGS

Possession, consumption, or being under the influence of alcoholic beverages, low-point beer (non-intoxicating beverage), or controlled dangerous substance\* is forbidden by state law and shall be enforced by members of the faculty and administration



during the school day, at school functions and when representing the school away from home as either a participant or spectator.  
\*(controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student)

#### CONDUCT IN HALLS

Students will refrain from yelling, running, horse-play, or other improper action while passing in the halls.

\*\*\*No skateboards, roller blades, roller skates, heellies or similar items are allowed on school premises (except during special events designated by the principal). \*\*\*

#### FAILURE TO PAY AT ATHLETIC CONTEST

Only students who are participating in a sport will be allowed to enter a contest at ECP without paying the cost of admission. The cost for students to attend athletic contests at ECP ranges from \$4.00-\$1.00. If you are found to have entered a venue without paying the proper cost of admission, you will be referred to the office for disciplinary action. This pertains to all home and away events involving ECP teams.

#### LUNCH

Students at ECPHS enjoy the privilege of **having** an open-campus during their lunch period. This privilege may be revoked at any time on an individual or group basis. Students who live close to campus may walk to their residence during the lunch period; however they may not allow any other students to go with them. Students may not drive during the lunch period unless they have prior administrative approval. Violation of these **lunchtime** rules may result in disciplinary measures. During inclement weather, a bus will provide transportation during the lunch period. As Lunch is part of the school day, all policies, rules, and regulations that apply to students on campus will be extended to cover students during their time off-campus.

Students at ECPMS will follow lunch procedures as administered by the faculty and staff. They may not leave campus during the lunch period without administrative approval.

All students will have the opportunity to eat in the cafeteria during the school day. Our policy is that a student may charge their meals up to the amount of \$50. Once the amount has exceeded \$50, the State Department of Education has advised the school to serve sack meals (or an alternative meal) until the bill is paid in full. If the student has a balance to be paid and brings money for that day's meal, it is allowed but the student cannot charge again until the balance is paid in full. Student lunches are \$3.50, and student breakfasts are free. Adult lunch prices for 2023-2024 will be \$5.00. Adult breakfast meals will cost \$3.00 and Adult Snacks will be \$1.25.

#### SEARCHES OF STUDENTS

The Elmore City-Pernell Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy. REFERENCE: 70 O.S. §24-102

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detail and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily

given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, any knife, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

#### PUBLIC DISPLAY OF AFFECTION

Public display of affection between two or more is not appropriate behavior for school and will not be tolerated. Kissing, hugging, groping, lewd dancing, and other behaviors deemed inappropriate by administration are examples. Offenders will be subject to disciplinary action.

#### SEXUAL HARASSMENT POLICY

The policy of the Elmore City-Pernell School District forbids discrimination against, or harassment of, any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

##### 1. Sexual Harassment

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented kidding, teasing, double meanings, passing notes and jokes.
- B. Demeaning comments about a girl's/boy's ability to excel in a class historically considered a "boy's/girl's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

##### 2. Specific Prohibitions – Administrators and Supervisors

- A. It is sexual harassment for an administrator, supervisor, support employee or teacher to use his or her authority to solicit sexual favors or attention from students.
- B. Administrators, supervisors, support personnel or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described below.
- C. The school district is not concerned with the "off duty" conduct of school personnel unless the conduct has or will have a negative impact of the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

##### 3. Report, Investigation and Sanctions

- A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.
  - i. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration, or supervision or to any responsible adult person.
  - ii. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the

- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to, warning, suspension or termination subject to applicable procedural and due process requirement. D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to, warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

## VEHICLES

### VEHICLE REGISTRATION

All automobiles driven to school must be registered in the principal's office during the first week of classes or at any time you begin driving that vehicle to school. You must provide the office with a copy of a valid driver's license, proof of insurance, and a valid tag.

### PARKING PERMITS AND DECALS

All vehicles used by students are to be registered with the administration and will be issued a hanging parking permit. Each student will be issued one hanging permit for free. Any additional permits will cost \$5.00. The cost to replace a missing or lost permit will be \$5.00. All motorcycles must also be registered in the office the same as any other vehicles. Motorcycles will receive an adhesive decal.

### DRIVING AND PARKING LOT RULES AND REQUIREMENTS

Automobiles driven by our students can present a major problem as far as public relations and safety are concerned. Students who will not observe the following high school parking and traffic rules will not be permitted to drive their cars to school.

1. The speed limit for school zones should be observed while in the vicinity of the high school or any other school.
2. A very slow rate of speed should be observed while cars are approaching or leaving the school. Rapid acceleration or "peeling out" from a congested area is most dangerous. Such practice may cause serious injury and property damage and may result in civil or criminal charges being filed on the offender.
3. Students are to leave their vehicles as soon as they have been parked in proper areas. They are not to sit in either their own cars or other cars while they are parked.
4. If it is necessary for you to go to your car during school hours, you must receive permission from the office or from a teacher.
5. The school is not responsible for automobiles or their contents. Students are encouraged to lock their car doors.
6. Any vehicle entering school property is subject to search by school administration and or law enforcement personnel working with them. Such search may be conducted without warrants and with reasonable suspicion. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.
7. Parking may be restricted to a designated area by administration.
8. Students are not to drive during the lunch period, unless approved by administration.
9. Tech Center students must receive permission from administration (parent signature required) to drive to Tech Center. If approved, they may not transport any other students with them. Tech center students may not drive to lunch.
10. Students will not be allowed to move their cars to another part of the campus during the school day without prior administrative approval. This will include athletics and agricultural education.
11. Students who fail to display a valid school parking permit may be subject to discipline and loss of parking privileges
12. Students may not park "off campus" unless a prior, valid reason is provided to, and approved by the administration.

## LIBRARY

Our high school library is organized and maintained:

To provide students with a collection of books, digital technology, and reference material that will be helpful in the preparation of class assignments.

To furnish students with recreational reading material.

To give students a quiet place to study, to read, or to complete online coursework and research.

## RULES AND REGULATIONS

There will be no food or drink in the library/media center except when approved by the librarian/staff/administration.

No one is to be behind the circulation desk without permission from the librarian. There will be no students allowed in the media workroom without the permission of the librarian or administration.

This media center is for our students and staff, and we want to make it as comfortable, usable, and desirable as possible for all. We ask that students take personal responsibility to keep the facility neat and clean.

## LIBRARY CHECKOUT

Books have a two week check out period. Overdue books should be returned or rechecked as quickly as possible. All books are to be returned before the end of each semester unless other arrangements have been made with the librarian ahead of time.

Absence does not excuse a student from returning a book.

Payment of a lost or damaged book is based on the replacement cost. If a lost and paid for book is found before a replacement is ordered, the amount paid can be refunded.

If a replacement has been ordered, no refund will be made.

## FORFEIT OF LIBRARY PRIVILEGES

Students who do not cooperate with the library staff or comply with these regulations will forfeit the privilege of using the library facilities. Any student that has lost or damaged books will not be allowed to check out additional books or materials until the replacement price of the book has been paid. Additionally, lost or damaged books must be paid for before students can check out or receive their report card.

## INTERNET USE POLICY

All students must read and familiarize themselves with the Elmore City-Pernell Board of Education's Internet and other

Computer Networks Acceptable Use and Internet Safety Policy and the Code of Conduct for Internet and Other Computer Network Access. A copy is available at [www.ecpbadgers.com](http://www.ecpbadgers.com) or in the school office.

Students must sign and return a copy of the district's Internet Conduct Access Agreement during enrollment.

## COMPUTERS

Computers are for the following purposes:

1. Internet Access
2. Research
3. General Academic Use

All computers are on the network and can access stored information.

## COMPUTER LAB RULES

Computer labs are available for your use during school hours, after school by arrangement and while the library is open during the evenings. Additional time may be available by arrangement. Computers are available on a first-come-first-serve basis AFTER classes scheduled have been served. Classes are requested by their teacher by signing for a time period on the lab schedule. 1. If you are not scheduled with a class in a lab, please have a pass signed by your teacher.

2. Students displaying inappropriate behavior will be asked to leave.
3. Please call any computer problems to the attention of your teacher.
4. Please save all of your work. Make sure ALL work is saved. Work saved on the desktop of the computer cannot be guaranteed to be there throughout the year.

Downloads are not permitted. Hacking around the firewall will be subject to disciplinary action. Educational games are permitted with the teacher's permission; however, all other games are not permitted. Chatting and messaging is NOT allowed. Email access is only available **through** school provided email accounts. Outside email accounts are only to be used with the teacher's permission. Students not following these procedures will lose all computer privileges.

If you have a problem, please let your teacher know. Please do not use equipment/programs with which you **are unfamiliar**. Ask for instruction from your teacher.

## GENERAL INFORMATION

### WEATHER CLOSING INFORMATION

For school closing information (i.e. snow days) tune to one of the following television stations:

KFOR (Channel 4) KWTW (Channel 9) KOCO (Channel 5) FOX (Channel 25) KTEN (Channel 10)

In case of weather closings, emergency situations or important announcements, those who provide current phone numbers will be notified through our school automated messaging system. Information will also be announced on the school website ([www.ecpbadgers.com](http://www.ecpbadgers.com)) , Twitter (@ecpbadgers) , and Facebook (Elmore City-Pernell School District) accounts.

#### DRIVING EXAMS

All students taking the driving examination written test must be enrolled as a full time student. The prospective driver must then provide the driving examiner with a letter from the school with the following verifications:

1. Documentation of enrollment or excused absence  
(as outlined in Oklahoma State Statutes, Title 47, Sec. 6-107.3)
2. Documentation of reading proficiency  
(as outlined in Oklahoma State Statutes Title 47, Sec. 6-107.3)

Students taking their driving exams may miss up to four (4) hours without being counted absent if parents have given the school notice prior to the student's absence.

#### ILLNESS AT SCHOOL

If **you need** special care at school due to some condition such as diabetes, epilepsy, asthma, rheumatic fever or a heart condition, we request you give the necessary information to the principal with a statement from your parents or your doctor concerning your illness and your care.

If a student becomes ill at school, they must check out through the office. Parent contact is required before a student will be released from school.

#### MEDICATION - ADMINISTERING TO STUDENTS

It is the policy of the Elmore City-Pernell Board of Education that if a student is required to take medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. Whether the child has asthma or other disability which may require immediate dispensation of medication.
2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
  - A. Purpose of the medication,
  - B. Time to be administered,
  - C. Whether the medication must be retained by student for self-administration,
  - D. Termination date for administering the medication, and
  - E. Other appropriate information requested by the principal or the principal's designee.
3. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement **acknowledging that** the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times. E. Definitions:
  - i. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat

anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.

- ii. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.
- iii. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or **written instructions** from the student's physician.

4. The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication. The policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

## MENINGITIS

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococcemia, a serious infection of the blood.

### Signs and symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

The disease is spread by droplets in the air and direct contact with someone who is infected. If your child has symptoms of meningococcal disease contact your health-care provider immediately. Vaccines can prevent many types of meningococcal disease, but not all types. Local county health departments have the **vaccine available not at no charge for all children who:** Have no health insurance

- Are Medicaid eligible
- Are Native American
- Or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

The vaccine is not required to attend kindergarten through 12th grade in Oklahoma. However, it is required for students who are enrolling in college and other schools after high school who will live in dormitories or on-campus student housing.

## CONTAGIOUS DISEASE

School Law of Oklahoma, Section 815

Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice. After three infestations, a no nit policy will be enforced for the remainder of the school year.

Any student who is sent home due to fever will not be allowed back in school until one of the following: 1) negative COVID-19 test or 24 hours fever free without medication 2) 14 days fever free with no medication and no symptoms if exposed to/diagnosed with COVID-19. (ECP Return to Learn Guidelines, 2020)

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## THE OKLAHOMA IMMUNIZATION LAW

[Oklahoma's Immunization Act](#) (10.2k.pdf) was passed by the state legislature in 1970. It requires all students to meet immunization requirements before they enter or attend any public or private school in the state. The law states that the Oklahoma State Board of Health will establish the regulations specifying which vaccines and how many doses of each vaccine are required. The immunization requirements

are specified by the State Board of Health. The regulations specify in detail: • What vaccines are required, **how** many doses of each vaccine are required, the minimum intervals of time that are needed between doses and the minimum ages for vaccine doses, **how** parents or guardians can obtain an exemption to a vaccine for their child, and **what** is needed to document immunity to a disease.

The Oklahoma State Board of Health changes the regulations when new vaccines become available and as old vaccines are no longer needed because the diseases have been controlled or eliminated.

#### TDAP – TETANUS, **DIPHTHERIA**, & PERTUSSIS VACCINATION

ALL 7<sup>TH</sup> Grade students must receive a TDAP Vaccine before enrolling in school. All students entering seventh grade will need proof of a pertussis booster (TDAP or pertussis containing vaccine). Students will not be allowed to attend school until an immunization record is presented with proof of the pertussis booster. State law permits medical and personal belief exemptions. A new personal beliefs exemption must be signed for the pertussis booster requirement. If you are refusing vaccination for your child, follow the link to the Certificate of Exemption Form. This form must be completed by the parent or guardian, signed by a doctor, and turned in to the school. [Certificate of Exemption Form](#)

#### WITHDRAWAL FROM SCHOOL

In order to withdraw from school the student must first get a withdrawal sheet from the principal's office. Each teacher must sign the withdrawal slip and give an estimated grade. All fees and fines must be paid. No credit will be transferred until the student has legally withdrawn. The principal reserves the right to contact parents before official withdrawal is completed.

#### USE OF SCHOOL BUILDING AFTER HOURS

Students are not to be in the building of Elmore City-Pernell High School (especially the gym lobby, weight room, gym, or locker rooms) after school hours unless they are supervised by a teacher, coach, or designated school employee.

Students needing in the gym or classroom areas after school hours can do so by securing permission from a teacher or coach that will be supervising your activity. Otherwise students are not to be in the building after hours.

Disciplinary action will be taken against students found in the building without permission. Your cooperation in this matter will help alleviate a number of problems and will be appreciated.

#### CHANGE OF ADDRESS AND PHONE NUMBER

At times during the school year students may move from one address to another in town. This information must be reported to the office where it will be entered on the office records. Updated phone numbers, contacts, and email addresses should be reported to the office as soon as they are known.

#### STUDENT LOCKER USE

Lockers will be assigned during the student's enrollment. Locks will not be furnished by the school, but may be used by the student if he/she desires. Students are responsible for the contents of the locker they have been assigned. **Backpacks and large bags should be stored in a student lockers and not taken to class.** If a student uses another locker, disciplinary action may result.

#### TELEPHONE USE

A telephone for student use is located in the office. Students must ask permission before using the telephone. Calls may not be made or received from cellular/mobile telephones without permission of administration/faculty. Violation of this policy may result in disciplinary measures.

#### LUNCHROOM

Remember that the lunchroom is your school dining room. The lunchroom is located on the campus of the elementary school. High School students walking to the cafeteria must walk north on Muse Ave one block until turning West on Curtis Kennedy Dr. High School students should follow this same route when returning to the High School.

#### ANNOUNCEMENTS

Students or teachers wishing announcements made should have them turned in to the secretary's office for approval by 8:30 AM each day.

#### MOMENT OF SILENCE

Pursuant to state law, Elmore City-Pernell High School observes a moment of silence daily.

#### PLEDGE OF **ALLEGIANCE**

As per SB114, Elmore City-Pernell High School will recite the Pledge of Allegiance.



## BUILDINGS

The middle/high school building will be open for students **at 7:30 a.m.** Students are permitted to enter the Commons Area of their building **at that time**, but must conduct themselves properly. If problems persist, students will be asked to wait outside. During inclement weather, special arrangements will be made.

## LOST AND FOUND

A lost and found department is maintained in the **school's** office. Articles which are found should be taken there. If you have lost an article, you may redeem by identifying the same. Your wearing apparel, books, and other articles should be marked for identification.

## DAILY SCHEDULE

**Classrooms will open at 7:55 AM.** The school day will begin at 8:00 a.m. Lunch will be from 11:56 am-12:26 pm. School will be dismissed at 3:04 p.m. each day.

## SOLICITING

No soliciting or selling may be done in school without approval of the superintendent.

## SAFETY DRILLS

The principal and faculty members of each school building will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the specific alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. These procedures will be developed to ensure the complete safety of children and other school personnel. An Emergency Procedures Guide is located in every building in designated locations.

Drills must be conducted each year, as follows:

- Fire drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. All students and teachers shall participate.
- Intruder drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. Student involvement shall be determined by the superintendent in consultation with the building principal.
- A tornado drill will be conducted two times per year, one in September, and one in March.
- Lockdown drills will be conducted twice a year, once each semester, at different times of the day.
- Other safety drills, as determined by the principals of each building, shall be conducted twice during the school year.

All drills must be documented and a copy filed at the administration office, and with the Oklahoma School Security Institute (previously known as Institute for School Security Resources.) The records for each fire drill shall be preserved for at least three (3) Years and made available to the State Fire Marshal or his/her designee upon request.

## ASBESTOS BUILDING INSPECTION

In compliance with the Asbestos Hazard Response Act, related Oklahoma and Federal regulations, Elmore City-Pernell Public Schools have had our buildings inspected by licensed personnel for the presence of asbestos. Precision Testing Laboratories, Inc., was contracted to write a Management Plan which outlines the potential health hazard and methods of maintaining asbestos containing materials. The current assessment of the Health Hazard is low. The condition of the material is good and the potential for damage is low. We have been advised by Precision Testing laboratories, with the special operation and maintenance procedures that Elmore City Pernell Schools are doing, there is no need for worry. We realize that this brief explanation concerning our plans and the results of the inspection will leave many unanswered questions in your mind. For this reason we will make available all documents for your review at the Board of Education Office at 408 East Broadway, Elmore City-Pernell, Oklahoma. Please feel free to come by and inspect all documents. Please check with the Administration Office to schedule an appointment to review the management plan.

## ACTIVITIES

### ACTIVITIES AND TRIPS

Students going on school-related activity trips are required to have an approved adult in each vehicle. When transportation is arranged for a group, every member of the group is expected to go and return with the group unless another plan is cleared with the faculty sponsor before the trip.

When a trip involves the absence of students from the classroom:

1. Their eligibility must be checked before the event.
2. A list of all students involved should be given to the principal's office three days before the trip.
3. The principal or sponsor may prohibit any student from participation in any activity at any time.
4. Students on school-related activity trips will not be counted absent from school.
5. Students who miss class for activities will be required to make up all work missed as defined by the policy.

## PROM

All attendees of the Elmore City-Pernell Banquet/Prom will adhere to all rules and regulations set forth in the current year's Banquet/Prom Activities policy and meet all requirements related to attendance.

## RULES FOR BUS RIDERS AND SPONSORS ON ACTIVITY TRIPS

These rules apply to any trip under school sponsorship, to any destination, and from the time the bus departs until it returns to the school. Bus riding is a privilege. A student's ability to ride the bus may be revoked.

1. Wait until the bus comes to a complete stop before attempting to enter.
2. Keep hands, arms, and head inside the bus at all times after entering the bus.
3. Assist in keeping the bus safe and clean at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would fine furniture in your own home. Any damages will be required to be paid for by the offender.
6. Never tamper with the bus or any of its equipment.
7. Keep packages, coats and all other articles out of the aisles. Leave no articles on the bus when you return home.
8. Keep feet OUT of the aisles. Sit properly in the seat, face forward, feet on the floor.
9. Do not throw anything out of the window.
10. Riders are not permitted to leave their seats while the bus is in motion. Do not walk in aisle nor exchange seats. Horseplay is not permitted at ANY time.
11. Riders are expected to be courteous to each other, the driver and sponsors.
12. No eating or drinking on the bus at any time without specific permissions from the activity sponsor (State law prohibits any glassware on the bus).
13. Bus **drivers have** authority to assign seats at any time.
14. Emergency door is for emergency use only.
15. Activities that require a return in late evening will be subject to special seating arrangements.

## TRANSPORTATION POLICY

1. If a bus is scheduled to transport students, no student will be allowed to drive his/her car to or from an activity, travel to or from an activity with other students or travel to or from an activity with anyone else unless the arrangements have been specifically cleared through the principal's office. In some cases parents will be allowed to transport their own children only to these events with proper permission.
2. If a student travels to an event on a school bus, that student is expected to return on the school bus. The **parent of** the student may present themselves to the coach or sponsor and seek permission to check their son or daughter only off the bus to ride home with the parent. The decision will be made by the sponsor or coach.
3. A student who misses the bus but arrives at the activity site is not to be allowed to participate unless he/she has been transported by his/her **parent** or parents. In the event this happens, the sponsor certainly has the prerogative not to allow the student to participate under any circumstances.

## ELIGIBILITY REQUIREMENTS

Eligibility requirements for inter-school activities correspond with those set by the Oklahoma Secondary School Activities Association. These apply to all high school activities unless approval has been granted by the administration. The principal has charge of all athletic contests and determines the eligibility of the participants. Any student who is on the ineligible list due to grades or attendance may not miss class for any activity, unless approval has been granted by the administration.

## EQUAL OPPORTUNITY STATEMENT

The Elmore City-Pernell Public Schools adhere to the equal opportunity provisions of Federal Civil Rights Laws and Regulations applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975) or veterans, in the pursuit of educational goals and objectives and in the administration personnel policies and procedures. Assistance is available for any student, teacher or school employee as needed. If you have questions and/or concerns regarding your rights under these laws, please contact Jennifer Cruz, Superintendent and Sheila Henry, Counselor, as the

Title IX, Section 504 and ADA Compliance Coordinators for immediate assistance. For additional information concerning the rights of individuals under Federal Civil Rights Laws, you may contact the Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.

**RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS (NON-DISCRIMINATION POLICY)** No employee, prospective employee, or student will, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the Elmore City-Pernell Public School System. Should any employee, prospective employee, or student of the Elmore City-Pernell Public School system feel that they have been discriminated against in any of the above mentioned areas, they have the right to file their grievance. The person filing a grievance will be free from restraint, coercion, discrimination, or reprisal.

The aggrieved employee shall present the grievance, in writing, to his/her immediate supervisor within five working days. After consultation with the superintendent, the principal or immediate supervisor should, within five working days of receipt of the grievance, arrange with the employee a meeting to discuss the grievance. A decision regarding the disposition of the grievance shall be conveyed in writing, to the employee within one week following the conference.

If the grievance is not resolved, the employee should then contact Sheila Riddle, Superintendent and Angela Doss, MS Principal, as the Title IX, Section 504, and ADA Compliance Coordinators for advice.

If necessary, the employee may subsequently appeal to the board of education, in writing, such appeal to be delivered within 30 days of the alleged discrimination.

At any time during this procedure or even without recourse to the grievance procedures, an aggrieved employee may file a complaint to the Department of Education, Office for Civil Rights, 88930 Ward Parkway, Suite 2037, Kansas City, MO 64114- 3302. It is the policy of the district to provide equal opportunities for employment retention, and advancement of all people, regardless of race, color, creed, national origin, or sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

#### **GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS A. DEFINITIONS:**

1. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. Student Grievant: A student of the Elmore City-Pernell Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. Employee Grievant: An employee of the Elmore City-Pernell Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.
4. Title IX and 504 Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. RESPONDENT: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
6. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturday, Sunday, and holidays.

#### **B. PRE-FILING PROCEDURES**

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Grievance Officer, and reasonable effort should be made to resolve the problem or complaint.

#### **C. FILING AND PROCESSING DISCRIMINATION COMPLAINTS**

1. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature, and date of alleged violation, names of persons responsible (where known), and requested action. **Complaints** must be submitted within 30 days of alleged violation. Complaint forms are available in the office of the high school principal.
2. Title IV/504 Coordinator: Notified respondent within ten (10) days and asks respondent to:
  - i. confirm or deny facts;
  - ii. indicate acceptance or rejection of student or employee's requested action, or;
  - iii. Outline alternatives. Respondent: Submits answer within ten (10) days to Title IX/504 coordinator.

3. Title IX/504 Coordinator: Within ten (10) days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the high school principal. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the high school principal.
4. Principal, Grievant Respondent, and Title IX/504 Coordinator: Hearing is conducted.
5. Principal: Issues within ten (10) days after the hearing a written decision to the student or employee, respondent, and Title IX/504 Coordinator.
6. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the superintendent.
7. Title IX/504 Coordinator: Schedule within ten (10) days of request a hearing with the grievant, respondent, and superintendent.
8. Superintendent, Grievant, Respondent and Title IX/504 Coordinator: Hearing is conducted.
9. Superintendent: Issues a decision within ten (10) days following the hearing.
10. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the governing board.
11. Title IX/504 Coordinator: Notifies governing board within ten (10) days after receiving request. Title IX/504 Coordinator schedules **hearings** with the governing board. Hearing is to be conducted thirty (30) days from the date of notification to the governing board.
12. Governing Board or Hearing Panel Established by the Board, Grievant, and Title IX/504 Coordinator: hearing is conducted.
13. Governing Board: Issues a final written decision **within** ten (10) days after the hearing regarding the validity of the grievance and any action to be taken.

#### D. GENERAL PROVISION

1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
2. Access to Regulations: Upon request, the Elmore City-Pernell Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three (3) years after complaint resolution.

## Graduation Requirements

### College Preparatory/Work Ready Curriculum Graduation Requirements

Class of 2024:

<https://sde.ok.gov/sites/default/files/2024-college-prep-work-ready-curriculum-graduation-requirements.pdf>

Class of 2025:

<https://sde.ok.gov/sites/default/files/2025-college-prep-work-ready-curriculum-graduation-requirements.pdf>

**Class of 2026:**

[https://sde.ok.gov/sites/default/files/2026-College\\_Prep-work-ready-curriculum-graduation-req.pdf](https://sde.ok.gov/sites/default/files/2026-College_Prep-work-ready-curriculum-graduation-req.pdf)

**Class of 2027:**

<https://sde.ok.gov/sites/default/files/2027%20College%20Prep.pdf>

Core Curriculum Graduation Requirements (must have signed letter on file with Counselor)

Class of 2024:

<https://sde.ok.gov/sites/default/files/2024-CORE-curriculum-graduation-requirements.pdf>

Class of 2025:

<https://sde.ok.gov/sites/default/files/2025-CORE-curriculum-graduation-requirements.pdf>

**Class of 2026:**

<https://sde.ok.gov/sites/default/files/2026-CORE-curriculum-graduation-req.pdf>

**Class of 2027:**

<https://sde.ok.gov/sites/default/files/2027%20CORE.pdf>