

Etta Dale Junior High



Etta Dale Junior High School
2018-2019

Provides students of our community with learning experiences based in rigor relevance, and relationships allowing students to connect and compete with their peers in the 21st Century!



We Believe...

- *all students are to be treated as independent learners and provided with differentiated instruction to meet their needs.*
- *in a meaningful core curriculum that provides students with the skills and knowledge necessary for success in the 21st Century.*
- *in authentically engaging students in the best practices and teaching techniques that provide critical thinking and knowledge application.*
- *in a caring, trusting, and safe environment where teachers support and assist students to be the best they can be.*
- *in a partnership with parents and community members that provides structure for student learning and holds them accountable for their learning experience.*
- *in a school culture that stresses Academic Achievement as much as it stresses success in extracurricular activities.*
- *in a Professional Learning Community where teachers and administrators collaborate to be the best we can be.*
- **IN OUR STUDENTS!**

Etta Dale Junior High School

2018-2019

Faculty and Staff

Administration

Kim Landers	Principal	262-3253
Arryn Small	Asst Principal	262-3253
Garland Delk	ER Learning Center	262-3374
Julie Owens	Math Director	262-1120
Cheryl Parker	Testing Director	262-1120
Megan Davis	Counselor	262-3253
Lindsey Stafford	Counselor	262-0205
Ann Mulanax	Registrar	262-3253
Teresa Howard	Attendance	262-3253
Sharla Garcia	Library	262-4635

Athletics

Fred Slaughter	Athletic Director	262-8651
Rodney Haydon	Athletic Director	262-1317

Band

Marshall Douglas	Band Room	262-0190
Sandra Cowan	Band Secretary	262-0190

Directors

Jeff Edwards	Food Service	262-4287
Chuck Lawson	Transportation	262-3027
David Brittain	Transportation (Asst. Dir.)	

In School Detention (ISD)

Fred Slaughter	262-8651
Keith Hill	

Math Department

Catherine Kusik	Jordan Holsapple
Andrea Williams	Kristen Koehler

Science Department

Rachel McDonald	Laura Griesel
Patrick Whalen	

Social Studies

Ray Apple	Keith Griesel
Michael Kusik	Sam Hiatt

English

Kylie Collier (Schnellier)	Elizabeth Felz
Abby Taylor	Kylee Webb

Special Education

Mathew Riddle
Davida McClellan

Electives

Sherri Hall - FCCLA/FACS
Amanda Little - Vocal
Sam Hiatt - Computers
Donnie Woodard -Physical Education

Custodial

Evelyn Barkley	Ellen Johnson
Edith Hooley	Sam Cain

Cafeteria

Jeanette Houchin	Julia Resendiz
Isidra Avila	Maria Sandoval
Maria Martinez	

Native Advocate

Teranne Spottedbear

Etta Dale Junior High School

2017-2018

Bell Schedule

MONDAY, TUESDAY, WEDNESDAY, THURSDAY			
7th Grade		8th Grade	
8:00-8:55	1st Period	8:00-8:55	1st Period
9:00-9:50	2nd Period	9:00-9:50	2nd Period
9:55-10:45	3rd Period	9:55-10:45	3rd Period
10:50-11:10	Advisory	10:50-11:40	4th Period
11:10-11:40	Lunch	11:45-12:05	Advisory
11:45-12:35	4th Period	12:05-12:35	Lunch
12:40-1:34	5th Period	12:40-1:34	5th Period
1:39-2:33	6th Period	1:39-2:33	6th Period
2:38-3:32	7th Period	2:38-3:32	7th Period



FRIDAY SCHEDULE			
7th Grade		8th Grade	
8:00-8:40	1st Period	8:00-8:40	1st Period
8:45-9:25	2nd Period	8:45-9:25	2nd Period
9:30-10:10	3rd Period	9:30-10:10	3rd Period
10:15-10:25	Advisory	10:15-10:55	4th Period
10:25-10:55	Lunch	11:00-11:10	Advisory
11:00-11:40	4th Period	11:10-11:40	Lunch
11:45-12:30	5th Period	11:45-12:30	5th Period
12:35-1:20	6th Period	12:35-1:20	6th Period
1:25-2:05	7th Period	1:25-2:05	7th Period

TABLE OF CONTENTS (ALPHABETICAL ORDER)

Administration/General Information (p. 1-3)

- EDJH Faculty and Staff
- Bell Schedule

Academic Honor Code (p. 5)

Accident Insurance (p.5)

Assemblies (p.5)

Attendance (p.5-7)

Beverages (p.7)

Bullying Policy (p.7-8)

Cafeteria Expectations/Procedures (p.8)

Checking Out / Leaving School Early (p.8)

Change of Address (p.8)

Classroom Behavior (p.8-9)

Closing of School (p.9)

Communication (p.9)

Computer – Internet Use (p.9)

Dental and Medical Appointments (p.9)

Detention (p.10)

Discipline (p.10-11)

Distribution on School Grounds (p.12)

Dress Code (p.12)

Drills (p.13)

Electronic Devices (p.13)

Elevator (p.13)

Eligibility for Activity Participation (p.13-14)

Extracurricular Activities (p.14)

Fines, Fees, and Charges (p.14)

First Aid (p.14)

Flag History and Etiquette (p.15)

Food Service (p.15)

Fundraising/Sales (p.15)

Gang Activity (p.16)

Google Drive (p.16)

Grade-Point System (p.16)

Grading Scale (p.16)

Hall Passes/Hallway Expectations (p.16)

Honor Rolls (p.17)

Immunizations (p.17)

Indian Education (p.17)

In-School Detention (ISD) (p.17)

Lost and Found (p.17)

Lunch Detention (p.17)

Media Center Services (p.17)

Medication (p.18)

Messages (p.18)

Non-Discrimination Clause (p.18)

Oklahoma Junior High Honor Society (p.18-19)

Out-of-School Misconduct (p.19)

Parent Conferences (p.19)

Privacy (p.19)

Progress Reports/Report Cards (p.19)

Public Display of Affection (p.19)

Remediation (p.20)

Schedule Changes (p.20)

School Trips (p.20)

Secret Witness Hotline (p.20)

Section 504/ ADA Policy Notice (p.21)

Sexual Harassment Regulation (p.21)

Student Assistance Program (p.21-22)

Student Conduct On School Bus (p.22)

Student Records (FERPA) (p.22)

Student Searches (p.23)

Students with Disabilities (p.23)

Substance Abuse (p.24)

Substitute Teachers (p.24)

Suspensions (p.24-25)

Suspensions - Grievance Procedure (p.25)

Telephone Usage (p.26)

Textbooks (p.26)

Tobacco In/On School Premises (p.26)

Toys (p.26)

Visitors (p.26)

Weapons (p.26-27)

Withdrawal from School (p.27)

Athletic Handbook (p.28-34)

Student Athlete/Extracurricular Drug Testing Policy (p.35-39)

ACADEMIC HONOR CODE (On my honor.....)

Ethical standards of honesty are expected so that all students may compete fairly in the classroom to earn their academic standing through their own efforts. Academic dishonesty includes, but is not limited to cheating, lying stealing, and or being fraudulent. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. If caught cheating the student will be given a grade of zero(s) for the assignment or exam. (At the teacher's discretion, the student may be required to complete the assignment for reduced credit during outside of class time spent with the teacher). The teacher will notify the parent of the violation and the penalty assessed. Academic dishonesty includes, but is not limited to:

- Willfully copying or allowing assignments to be copied and presenting them as his/her own work.
- Using notes or prompts unless allowed by teacher.
- Obtaining answers by looking at other student's work.
- Being informed of or giving answers to test items before an exam.
- Plagiarizing someone else's work or ideas. (including online sources)
- Altering one's grades and/or other students' grades.
- Use of online resources to assist with homework, class assignments, quizzes, tests unless approved by the teacher.

ACCIDENT INSURANCE (# FFD)

Accident insurance is offered for student convenience and welfare. The insurance is a voluntary private agreement between the parent and the insurance company. The school does not handle the collecting of the funds, derive any of the premiums, or assume any obligation or liability as agent or representative of any insurance company or agency.

ASSEMBLIES (# EME)

Students will be assigned seats for assemblies held in the gym, auditorium or activity center. Failure to sit in the assigned seat will result in the student being disciplined accordingly. Disciplinary action will be taken against those students who are disruptive or uncooperative. Discipline steps may include exclusion from future school activities and assemblies.

ATTENDANCE (# FDC)

Regular attendance at school is necessary for students to fully benefit from the educational experience. It teaches students the necessity of regular attendance in preparation for work, and teaching students to be personally responsible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Absences for any reason, except school- authorized absences, will be included in determining a student's total absences. Therefore, a student (7th-8th) may not miss more than nine days per class in each semester.

Parent/guardian or the student may request a hearing before the attendance review committee. The Attendance Committee will determine if there are extenuating circumstances for the student's failure to meet attendance requirements and determine if absences may be excused. Some exceptions may be granted if a student has consecutive absences and can produce a doctor's statement of surgery, evidence of a contagious condition, chronic illness or other unforeseen emergency. No student will be permitted to stop attending classes after the 10th absence, failing the class, or receiving no credit. The decision of the committee may be appealed to the El Reno Board of Education.

Students and parents with extenuating circumstances may appeal to the Internal Review Committee and the local Board. Upon appeal, a maximum of 5 additional days may be granted in accordance with state law.

PROCEDURES FOR HANDLING ABSENCES:

- On the occasion of the second unverified or verified absence, a truancy intervention letter will be sent or delivered by the truancy officer to the home address. The parent/legal guardian will be required to attend the truancy intervention program.



- This program is available on the 2nd Tuesday and 4th Thursday of every month during the school year. It will be held from 7-8 p.m. at the Canadian County Justice Center at 7905 E. HWY 66, El Reno, OK 73036. Juvenile and parent must attend within 1 month of the date of the referral. If the child referred is under the age of 12, the parent/legal guardian is required to attend, but the attendance for the child is optional.
- On the occasion of the fourth unverified or verified absence within a four-week period, the parent/legal guardian will be notified and a truancy referral will be sent to the district attorney.
 - Juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes will follow.
- On the occasion of the tenth unverified or verified absence within a semester, the parent/legal guardian will be notified and a truancy referral will be sent to the district attorney.
 - Juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes will follow.

VERIFIED/UNVERIFIED/UNEXCUSED ABSENCES:

- An **unverified absence** is when the student is absent from school and a parent/legal guardian has not notified the school. An unverified absence becomes unexcused after three days.
- A **verified absence** is when the student is absent from school and a parent/legal guardian has notified the school of such absence.
- *When proper documentation (see below) is received, verified absences then become excused.*

VERIFIED AND UNEXCUSED ABSENCES COUNT TOWARD TRUANCY:

In order for the school to **excuse an absence**, there shall be documentation of **a valid excuse**. Examples of acceptable documentation are the following:

- Doctor's notes
- Family funerals
- Court summons
- Observance of religious holidays of the pupil's own faith
- School-related field trips or educational activities approved by the building administrators
- Any special circumstances—such as family emergencies, educational experiences, weather extremes, etc.—should be cleared through the building principal.

If a student is absent for 3 or more consecutive days, he/she will report to the office prior to attending classes.

MAKE-UP WORK POLICY IN RELATION TO STUDENT ABSENCES:

When a student is absent from school, make-up work is due within a period of time equal to the days missed. For example, if a student is absent three days, then assigned make-up work is due within three days after the student returns to school unless other arrangements have been made with the teacher.

If a student has a *planned* absence, a parent/legal guardian will notify the attendance clerk a minimum of 24 hours in advance.

TARDINESS (# FDD):

A student will be considered tardy if the student is not in his/her proper classroom at the time the tardy bell finishes ringing. Five minutes will be allowed between classes. **If a student is more than fifteen minutes late to a class, that student will be counted absent rather than tardy and be accountable for the absence.** Any student with a pass from office personnel shall be excused with no disciplinary action. DCT'S will only be given for professional appointments.

Students who have 3 tardies will serve a lunch detention. After the 6th tardy, the student will receive another lunch detention. Every tardy after the 6th tardy will result in either detention or ISD.

10/10 RULE:

Absolutely no student is to leave the classroom 10 minutes after the tardy bell rings or 10 minutes before the end of class bell rings. Students will only be allowed to leave in an extreme emergency or if they are called for by the office.

ACTIVITY (DON'T COUNT ABSENT) (# FMA):

The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which remove the student from the classroom (more than half of a class period) shall be ten (10) for any one-class period of each school year. Excluded from this number are :

- State/National Qualifying contests
- Activities on campus sanctioned by Principal
- Field trips with an academic class
- Career Tech field trips
- Service as a page in the legislature

ATTENDANCE/PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:

No student who is absent more than 3 hours on the day of a scheduled school activity due to personal illness or an unexcused absence will be allowed to participate in a school activity. Excused absences will be exempt from this only for emergency purposes with prior principal approval.

All students should exhibit good fan sportsmanship when attending athletic contests. School spirit should be exhibited in a positive manner. Students using inappropriate language, chants, signs, or cheers will be removed and will be subject to further school discipline including exclusion from attendance of athletic contests for the remainder of the year.

BEVERAGES

Bottled water and refillable water bottles are permitted. Filtered water is provided in the cafeteria for students at no charge. No outside cups are allowed (sonic, tooters, gas station, etc.) unless provided as a reward by the administration.

BULLYING (# FO-R4)

Threatening behavior is defined as an activity which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy. Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

- The student will be referred immediately to a site administrator or his/her designee for intervention.
- The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:
 - The student will be subject to an immediate suspension from school for a minimum of three days.
 - The student's parent(s)/guardian will be notified.
 - The El Reno Police Department shall be notified.
 - A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
 - The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's reentry to school.

- A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.
- Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.
- The above shall not apply for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.
- A site administrator shall file a report on any student disciplined under this policy and send the report to the superintendent.

CAFETERIA EXPECTATIONS AND PROCEDURES

1. Students must walk, not run, when entering the cafeteria.
2. ***Cutting in line and saving a place in line is not allowed.*** Students who cut in line will be sent to the end of the line. Continued cutting will result in discipline consequences.
3. Students are not allowed to throw food or any other objects.
4. Students may not run, push, or shove.
5. Students must remove their own tray and leave the table and area clean.
6. Students may be requested to help clean the area including picking up someone's "abandoned" tray.
7. Students must show respect to ***all*** cafeteria workers and staff on duty.
8. 7th and 8th may bring a sack lunch. They will be responsible for keeping up with it through the day.
9. Students may be checked out by a parent or guardian for lunch. They must remain with the parent or guardian until they are checked back in.
10. We will not accept food that is brought for students. If you wish for your child to have something else for lunch, you will need to check them out during their lunch period. Advisory is not part of a student's lunch time.

Discipline consequences may be assigned for those who choose not to follow the expectations or reasonable requests from staff on duty.

CHECKING OUT / LEAVING SCHOOL EARLY

Once students have entered the school campus, they are not allowed to leave campus until their academic day is completed, or upon permission of the secretary in charge of attendance. Such permission during school hours shall be given only in the case of illness or upon personal or written request of the parent/guardian.

The adult/guardian (18 years or older) must sign the official checkout sheet located in the attendance office. The adult/guardian checking out a student must be on that student's authorized checkout list. When the student returns to school, the student must sign back in.

CHANGE OF ADDRESS

Students who have a change in their address or telephone number should notify office personnel, counselor, or registrar in order that all records will be accurate.

CLASSROOM BEHAVIOR

The responsibility and authority for classroom management rests with the teacher. All students are responsible for following classroom expectations. The classroom teacher will handle discipline when possible. The teacher will notify the parent of the problem in an effort to reach a resolution. Parent cooperation is expected and needed. Failure to comply

with the teacher's discipline will result in an office referral. Students should understand that any adult employed by El Reno Schools has the authority to correct misconduct at school or at school-sponsored activities.

CLOSING OF SCHOOL (# CKBB, CKCA)

If school is to be closed because of inclement weather or other unexpected reasons, central office will notify radio and television stations of the closing and should request them to make appropriate announcements (Channels 4, 5, & 9). Many times a decision cannot be made until the morning of the school day in question. An automated call will go out to all student's residences.

COMMUNICATION

Information about our school along with the e-mail addresses for our administration and faculty, are available at the following address: <http://www.elrenops.org>. EDJH communicates with families via monthly newsletter, automated calls, email, ed.elrenops.org, EDJH Facebook page (The Real Etta Dale Jr. High), Instagram (Etta Dale Jr. High), and Remind texts. Parents/guardians are asked to keep their information up to date.

COMPUTER - INTERNET USE (# EFBC-EFBCA-E)

Personal computers not owned by the school district shall not be used in school except with permission of the superintendent or the superintendent's designee.

Persons who use school district computers will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy or softcopy within the computer or specific class instructions.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent's designee.

Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned floppy diskettes or tape cartridges or any other removable media will not be used in school computers except as authorized by a classroom teacher or other authorized school faculty member.

Users will not use profanity, abusive language or log into or download any pornographic or inappropriate material in any form. Students must have a Computer User Consent form signed by the student's parent, legal guardian, or legal custodian before using the computer.

Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time. For complete Computer Internet ERPS policies, please see the EFBC through EFBCA-E.

DENTAL AND MEDICAL APPOINTMENTS

Medical and/or dental appointments should be made for non-school hours, if possible. If unavoidable, students with these appointments during school hours will check out through the attendance office. If you do not check out properly, you will be assigned consequences and/or counted truant. Upon completion of the visit, the student must then return to the office for re-admittance to class. Please submit a copy of the doctor or dentist's notes to the office.



DETENTION (# FOC)

A student in this district may be detained after school hours for disciplinary reasons if, in the judgment of a school administrator or the student's teacher, such disciplinary measures are warranted. If a student is to be detained, the parent must be notified of the planned detention and, in the case of bus students, arrangements made for the student's transportation home after detention. In those cases where transportation is required, twenty-four hour notice will be given so that transportation may be arranged.

Parents shall be asked to arrange for the transportation of the detained student. However, if the parent cannot or will not provide transportation, an alternative disciplinary procedure must be substituted. Students who are detained after school must not be left alone during their detention. Supervision of students in detention must be provided or arranged for by the teacher or administrator who detains them. Detention is limited to sixty minutes on any one day.

EDJH has morning (7:40 am) and lunch detentions. For information, please see the Lunch Detention section of the handbook.

DISCIPLINE (# FO)

The ERPS Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unverified lateness to school
2. Unverified lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals



9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Cheating

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances, which may include, but is certainly 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.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

DISTRIBUTION OR POSTING OF MATERIALS ON SCHOOL GROUNDS (# GIA)

Students, school personnel and school facilities may not be used in any manner for advertising, selling, fundraising, or promoting the interests of any non-school agency, organization, or individual without the prior written approval of the superintendent or the superintendent's designee.

Requests for schools to use or distribute materials must be submitted in writing to the superintendent's office. The superintendent or designee will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school.

DRESS CODE (# FNCA)

The following are permitted items of clothing for school and all school activities for students. Standards of grooming and dress are provided so clothing and grooming does not distract from the educational process. All students are expected to be dressed appropriately.

1. Blouses or shirts:
 - a. All shirts must be worn in a manner that does not show cleavage. Shirts that are prone to slide down off the shoulder are not allowed.
 - b. Shirts that ride up and have to be pulled down to cover the midriff are not allowed. Bare midriffs are not permitted.
 - c. Any clothing that relates to violence, gang activity, drugs, alcohol, profanity and/or vulgarity is not allowed.
 - d. See-through shirts, halter tops, spaghetti straps and tube tops are not allowed.
 - e. Tank tops and sleeveless shirts must have a minimum of a standard credit card width and be tight fitting under the arms.
2. Pants or slacks:
 - a. Must be non see through without any exaggerated openings, slits, tears, or holes above fingertip length. Any slits, tears, or holes must be below fingertip length with arms fully extended.
 - b. Must have a fitted waist and worn to prevent slippage or sagging.
 - c. Leggings/Tights must be covered by a dress, skirt, shorts, or shirt that is below fingertip length with arms fully extended. (Posterior must be covered). Leggings/Tights are not considered pants.
3. Shorts, skirts, including jumpers or one-piece dresses must be fingertip length with arms fully extended
4. Pajamas are never appropriate school attire. (Unless part of a school spirit day and meet all requirements of modest dress). Blankets are not acceptable to be worn at school and in classrooms.
5. Hoods to jackets or hoodies may not be worn in the building.
6. Shoes:
 - a. House shoes are not allowed. (The only exception is a designated school spirit day.)
 - b. Roller tennis shoes are not allowed.
7. Accessories:
 - a. Bandanas, hats and/or beanies are not allowed. Religious and Medical Exemptions will be provided upon request.

Any student deemed in violation of the dress code will be required to find clothing that meets the code. Clothing may be provided from home, a fellow student, or from the office. Once the matter has been discussed with the student or with the students and parents, refusal to cooperate shall be given consequences according to existing school rules dealing with open defiance of authority. Dress code violators will be allowed 3 warnings. On the 4th dress code violation as well as subsequent offenses there will be disciplinary actions taken.

DRILLS

The principal will schedule fire drills at least twice during each semester. The first drill shall be conducted within the first 15 days of the school year. The second fire drill must occur after the first 30 days of the semester. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. Fire, lockdown, intruder, and tornado drills are held according to approved methods worked out by the fire marshal and civil defense personnel. The drills are a precautionary measure for your safety. All students and teachers should know the procedures for leaving each classroom and regulations that provide for the safety of the entire group. All should move orderly and quickly and refrain from talking.

ELECTRONIC DEVICES

It is the policy of the El Reno Board of Education that a student will not use an electronic device in a manner that interferes with classroom instruction and learning. Electronic devices must be turned off and put away during the school day (7:40am- the end of the school day). Students who do not follow the procedures for electronic devices will be considered in defiance of authority. This infraction may result in consequences such as, but not limited to the following:

- Morning or lunch detention
- In-school detention
- Electronic device suspension (Students will not have access to their phones during the school day)
 - Parent/guardian notified followed by choosing one of the following items:
 - leave the electronic device at home for a designated time period
 - check the electronic device in/out at the office during the school day (7:40am- the end of the school day) for a designated time period

Students who choose to bring electronic devices to school do so at their own risk. ERPS assumes no liability for lost, broken or stolen devices.

ELEVATOR

Etta Dale and Lucus Hall both have elevators. As needed elevator keys can be checked out in the main office. Keys are checked in and out daily. Keys are to be returned at the end of each day.

ELIGIBILITY FOR ACTIVITY PARTICIPATION (# FMA-R1-3)

In order for a student to participate in authorized school activities other than regular meetings and practices, a student must meet guidelines set forth by the Oklahoma Secondary School Activities Association. The guidelines apply to non-athletic and athletic activities. All students are subject to the following provisions:

- Scholastic eligibility for students will be checked at the end of the third week of school, and each succeeding week thereafter. Grades will be checked each Friday on a cumulative basis, not just grades for that particular week.
- A student must be passing in all subjects in which that student is enrolled during the current semester. If a student is not passing all subjects, that student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, that student will be ineligible to participate until the grade is passing. ***The ineligibility period will begin on Monday and end on Sunday.***
- At the end of each semester, a student must have received a passing grade in five of the seven classes that count toward graduation. If a student does not meet this minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next term attended.
- A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects that student is enrolled in at the end of the six-week period.
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. The principal will be authorized to make exceptions to this provision if the incomplete grade was caused by an unavoidable hardship such as illness, death in the family, or natural disaster.

- An eligible student who changes schools during a term will not be eligible at the new school for a minimum of three weeks. A student may regain his/her eligibility by achieving passing grades in all subjects enrolled in at the end of a three-week period.
- Students who are chronically failing classes or failing multiple classes may be prohibited from attending school sponsored extracurricular activities.

EXTRACURRICULAR ACTIVITIES (# FMA)

Each student is urged to participate in extracurricular activities. There are clubs for students interested in athletics, music, drama, publications, art, language, and other subject-oriented groups. Activities will be scheduled during the day or after school at times convenient to the group and its advisor. No student is to remain after school unless participating in a supervised activity.

Only officially recognized groups may use the school building or its facilities. In the event that a student is expected to be involved simultaneously in two school activities, the student is to confer with the sponsors of both activities in order to determine in which activity he/she will participate. The student will not be penalized in the activity in which he unable to participate. Each student is encouraged to become active in at least one group where the activities are of interest to the student. The primary purpose of student organizations is service to the school.

FINES, FEES, AND CHARGES (# FP)

In secondary schools, no departmental fees are collected. There are instances, however, when collections are made for items not uniformly applicable to everyone and purchased by personal choice. Types of fees that are permissible include:

- The fees may not exceed the cost of the materials in any programs (shop, home economics, art, etc.) in which the resultant product is in excess of the minimum graded requirements and, at the student's option, becomes the personal property of the student.
- Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
- Items of personal use or products that a student may purchase at his/her own option, such as student publications, annuals, class pictures, and graduation announcements.
- Any authorized, voluntary student health and/or accident benefit plan.
- Charges for any lost or damaged books, materials, supplies, or equipment.
- Library fines for overdue books.
- Reimbursement for cleaning of band uniforms
- Other fees, fines, or charges specifically permitted or required by law.

FIRST AID (# FFAC)

If a student becomes injured or ill during the school day or while attending a school-sponsored activity, any staff member present should render first aid and summon a school nurse. If a school nurse or other professional medical person is not available the staff person will:

- Administer first aid to the child or injured person.
- Notify the student's parent or guardian, if possible; otherwise, follow instructions on student's enrollment card, if available.
- In the event of an extreme emergency, summon professional care, with or without parental permission.
- In the absence of family transportation or ambulance service, the school nurse, principal, teacher, or other school personnel may transport the student to the student's home, to a physician's office, or to a hospital. An ill or injured student shall be accompanied by an adult.
- Medication shall not be administered by school personnel, including the school nurse, without a prescription or a written order from a physician.
- A written report of any accident or serious illness must be made as soon as possible, but not later than noon of the following school day.

FLAG HISTORY AND ETIQUETTE

- Requires instruction in flag history and etiquette to be given in one or more grades.
- Authorizes students to recite the Pledge of Allegiance at the beginning of each school day.
- Students not wishing to participate in the pledge are not required to do so.

FOOD SERVICE (# CO)

ARE SCHOOL MEALS HEALTHY?

All meals are planned to provide one-third of the nutrient and energy needs required by a secondary age student when averaged over a week.

WHAT KINDS OF MEALS ARE AVAILABLE?

- Students and adults have several meal options to choose from each day.
- Monthly menus are provided.
- Meal Prices are as follows:

Breakfast is offered daily for all students (free, reduced & paid) Cost:

- \$1.85 Students (unless free or reduced \$\$.30)
- \$2.00 Faculty, Staff & Visiting Adults

Lunch is offered daily for all students (free, reduced & paid) Cost:

- \$2.70 Students (unless free or reduced \$\$.40)
- \$3.50 Faculty, Staff & Visiting Adults

DO I NEED TO COMPLETE A FREE & REDUCED MEAL APPLICATION?

- We ask that EVERY FAMILY complete a meal application. (even if they feel they won't be approved or participate in the meal program)
- Many programs in the El Reno School System receive additional funding from the percentage of approved meal applications.
- Your child may not participate in the meal program, but the completion of this application will benefit all students.
- ***Only one application needs to be filled out per family*** (all students can be put on one application)
- Applications are provided during enrollment, but can be completed at any time during the school year.

AN EQUAL OPPORTUNITY PROGRAM

The Child Nutrition Programs are available to all children without regard to race, sex, and color, national origin, age, or disability. If you have been discriminated against write immediately to the Secretary of Agriculture, Washington, D.C. 20250

FOR MORE INFORMATION:

Food Service Director 262-4287
El Reno Public Schools
P.O. Box 580 El Reno, Ok 73036

FUNDRAISING/SALES (# FJ, DHB, DHA)

Special club or school projects which involve selling items for the purpose of fundraising are strictly voluntary. It is the policy of the El Reno Board of Education that students may not solicit funds or make cash contributions in the classrooms or halls except in the case of a united effort as especially authorized by the school, such as "Gifts to the Yanks". Students shall not be used to sell or promote any item or service that does not benefit a local school – related organization (i.e. PTA, PTO, booster clubs, etc.).

GANG ACTIVITY

It is the policy of this school district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited.

Gangs that initiate, advocate, or promote activities, which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment and culture are harmful to the educational process.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participation in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion. EDJH works with local authorities regarding current gang trends and activity in the community.

GOOGLE DRIVE

Each 7th and 8th grader will have an ERPS Google Drive account. They will be able to use and share Google Docs, Google Slides, Google Sheets, and Google Forms without the email feature. All student accounts are closed to anyone outside of El Reno Public Schools. This means that your student can only share documents with classmates and teachers. Using these online tools responsibly is a very important part of the learning experience. Google Drive accounts fall under the Code of Conduct for Internet and Other Computer Network Access.

GRADE-POINT SYSTEM (# EIA-R1)

Progress reports are received by each student at the end of the 1st and 3rd quarters. Report cards will be received by each student at the end of each semester. In order to compute grade averages for the awarding of honors and to determine class rank, letter grades will be assigned these values:

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>F</i>
Honors or AP courses	5	4	3	2	0
Regular courses	4	3	2	1	0

GRADING SCALE

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

HALL PASSES/HALLWAY EXPECTATIONS

Permission to go into the halls during class must be obtained from the teacher. Without a pass from a teacher, the student may be escorted back to class. The hall pass must be worn around the student's neck or clipped to their shirt. Students not wearing the hall pass accordingly will be escorted back to class. Students should only be in the halls for the specific reason communicated to the teacher. Students should never interrupt learning taking place in another classroom. Students who violate and/or abuse these procedures will face disciplinary action.

HONOR ROLLS (# EIDA)

The counselors at the end of each semester will figure "A" and "B" Honor Rolls.

- In order to qualify for the "A" Honor Roll, a student must have earned a grade point average of 3.75 or above, with no grade lower than a "C".
- In order to qualify for the "B" Honor Roll, a student must have earned a grade point average of 3.00 to 3.74, with no grade lower than a "C".
- Honor rolls will be issued at the mid-point of each semester and at the end of each semester.
- Students having an "I" (incomplete) grade will not be considered for the honor roll unless the incomplete grade is made up before the honor roll is published.

IMMUNIZATIONS (# FFAB)

The immunization requirements of 7th – 8th grade students are different for each grade level. All students must have a copy of his/her birth certificate and an up-to-date immunization record (including T-DAP booster) prior to entering school. For more information call our school nurse at 262-0972.

INDIAN EDUCATION (# DPAFE)

The Indian Education Program offers tutoring services to American Indian students who need additional one-on-one tutoring in academics. This service is offered Monday through Friday while school is in session. Scheduled times are requested by referrals. When referred for assistance, the tutor will contact his/her teacher to discuss what assistance will be needed. The tutor will then set up a time to meet with the student. The Cheyenne Arapaho Tribal Youth Program will also provide tutoring and academic assistance.

IN- SCHOOL DETENTION (ISD) (#FOD-IHS-R)

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the educational setting. ISD is in lieu of the regular school day. For a student to be placed in ISD, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISD program, its policies and procedures. When a student is suspended out of school (OSS) while in ISD, he/she will return from OSS to the ISD assignment. The classroom teacher shall prepare written lesson assignments for each student in ISD, and furnish any necessary special materials. The student will receive full credit for work completed and shall not be recorded absent. Students placed in ISD may not be allowed to attend or compete in school activities on the same day. Administration will consider the severity of the offense in making this decision.

LOST AND FOUND

Students who find lost articles are asked to take them to the secretary in the information room where the rightful owner may claim them. All articles not claimed by the end of the school year are donated to a needy cause.

LUNCH DETENTION

Lunch detention is assigned by an administrator for various disciplinary reasons. Students who are assigned lunch detention are released early to get their lunch and report to the assigned room. Students who fail to serve his/her lunch detention will have additional consequences. Students who choose not to act appropriately while in lunch detention will also have additional consequences.

MEDIA CENTER SERVICES



Hours 8:00 a.m. - 4:00 p.m. (later by special arrangement). Computer use is welcomed, but emails are not permitted. There is a charge per day for late books, per page for computer prints, and coin copier machine for student use.

MEDICATION (# FFACA)

A school nurse or in the absence of such nurse, an administrator or designated school employees, may administer medicine(s) to students when authorized in writing by the student's parent or guardian.

1. Sample drugs or over the counter medicines will be administered in accordance with label directions or by a physician's written order.
2. Written authorization and instructions by the parent or guardian must accompany all medicines sent to school.
3. All medication given at school requires a completed Medication Authorization Form signed by the parent or guardian.
4. The parent or guardian must also read and sign the Guidelines for Parents: Medication Administration at School.
5. All medications must be in the original/current prescription container or over-the-counter medication container.
6. Medications sent to school in baggies may create a high risk for medication errors. It will be returned to the parent with a copy of our Medication Authorization Form.
7. The medicine cabinet will be locked at all times.
8. After medication is administered to a student, time and initials will be placed on the medicine log.
9. Parents should only send one week's worth of medication to school at one time.
10. Students may carry an Asthma Inhaler if an Asthma Medication Authorization form is signed by the parent and accompanied by a written order from their physician stating that the child may administer his/her own inhaler. The parent must indicate on the form if they want their child to carry the inhaler with them while at school. Parents must also complete and sign an Asthma Emergency Care Plan for their child and send the School Nurse a copy of the plan.
11. Nebulizers must also be accompanied by a written order from their physician and signed Medication Authorization Form by the parent. The parent must also read and sign the Guidelines to Parents: Medication Administration at School and agree to the Nebulizer policy.
12. Nebulizers will be kept in a locked cabinet or file drawer.
13. The student must be able to administer his/her Nebulizer treatment.
14. Diabetic Students will be referred to the School Nurse before bringing any medication or a Glucometer to school.
15. **Tylenol, Ibuprofen, Aspirin, etc. are not to be carried by students. Parents are to check these in at the office the same as other medications.**
16. Failure to follow medicine procedures will result in disciplinary actions.

MESSAGES

We will be unable to deliver messages to students during class time, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc. should be made before the students arrive at school. An effort will be made for any non-emergency notes or deliveries at the beginning or end of classes.

NON-DISCRIMINATION CLAUSE (# CVFA, DAA)

The El Reno School District does not discriminate on the basis of race, color, religion, sex, age, national origin, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, and individuals, companies, and firms with whom the board does business.

OKLAHOMA JUNIOR HIGH HONOR SOCIETY (EJAC-R)

The purpose of the honor society is to promote high academic standards within the student body of Etta Dale. Five percent of the 7th grade class shall be elected to membership and 10% of the 8th grade class, giving a total of 15% of the 8th grade class in membership at the end of each year, based on the cumulative GPA of the previous three semesters. Etta Dale



school officials have authority to make additional rules pertaining to school attendance, deportment, and student activities. These school officials reserve the right to withhold the certificate of any candidate whose grades or conduct drops below expectations as outlined in membership eligibility.

OUT-OF-SCHOOL MISCONDUCT OF STUDENTS (# FODD)

The El Reno Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if that conduct has an adverse effect on the school.

Therefore, it is the policy of this district that any students enrolled in school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which, in the opinion of the school administrator, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

- Damaging school property, e.g. a school bus;
- Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel;
- Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

PARENT CONFERENCES (# EIAD)

Parents with concerns are encouraged to make appointments to see counselors, teachers, or the administration at any time. Good communication is one key to student success. See the calendar for the scheduled Parent Conference Days. . Parents are encouraged to actively use the PowerSchool parent portal to check students grades and academic progress. PowerSchool login information may be obtained through the EDJH office. Check with each teacher for his/her Remind account information. Teachers send texts through remind for various reasons.

PRIVACY (# FNF)

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

- Student lockers and desks remain under the jurisdiction of the District even though assigned to students and are subject to search at any time. Students are personally responsible for anything found in their lockers and desks.
- Classrooms and other common areas are subject to search at any time when students are not present or when there is reasonable suspicion to conduct a search.
- The police may search students or their belongings if they have a valid warrant to do so, or if they have “reasonable suspicion” to believe that students are in possession of unlawful items.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be prepared and provided for the parents at the end of each nine-week period, and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student. Report cards will be mailed to parents at the end of each semester. Should a teacher observe that a student is performing at a “D” or “F” level, the teacher is responsible for notifying (use the communication forms available in the office) the parent as soon as possible prior to the issuance of report cards.

PUBLIC DISPLAY OF AFFECTION

Relationships at school should go no further than what is considered in good taste and publicly decent. Consequences may be given depending on the severity of the incident.



REMEDIATION

EDJH Remediation is at 7:45am and/or the student's designated lunch period, which allows students to receive tutoring, instructional intervention, or makeup tests. Remediation is not a punishment. **Remediation time and/or Advisory time is mandatory for students who have a D or F in a class. They are required to report to the designated location for remediation.** Students are strongly encouraged to make good use of the remediation period in order to avoid the ineligible list. Students who fail to attend their scheduled remediation time will be subject to disciplinary action.

SCHEDULE CHANGES

From the opening of enrollment in early Spring until School begins in August, students are given ample opportunities to take part in the development of their schedules. With this in mind, **changes in class schedules must be made during the first week** of each semester at the discretion of the school counselor and principal. Changes are to be handled through the counselor's office. Schedule changes will only be made for exceptional reasons.

Class changes made from one subject area into an entirely different subject area before the end of the first week of any semester may be necessary only under certain circumstances. Credit will be granted only if the student makes up the work in the class to which he/she is transferring.

A student who enrolls in school after the second week of either semester may not be granted credit if that student has not been attending school elsewhere. A transfer student from another school may be enrolled in those subjects that most closely match those he was taking in the previous school. All transfer grades will be given to the admitting teacher. When a class cannot be matched after the second week of each semester, credit may not be granted for that class. If a student transfers in before the end of the first week with no transfer grades, all back work must be submitted in order for credit to be granted.

The principal and counselor may make changes for the purpose of helping to adjust class sizes and to help alleviate other problems that may arise.

SCHOOL TRIPS (# EFD)

Students are expected to conduct themselves properly and to follow instructions and directions of the adult leader(s). Any student whose conduct is deemed by the teacher in charge to be improper, shall be immediately disciplined as is necessary and, following the report to the building principal, may be subjected to further discipline as the principal may deem appropriate.

For overnight trips, provisions will be made between the school and the parents for the early return of a student whose conduct is such that it would be inappropriate for the student to continue as a member of the group or class. School trips are made in school-arranged transportation. Students must return by school transportation unless arrangements are made through the principal's office or accompanying sponsor.

SECRET WITNESS HOTLINE

It is the desire of the El Reno school district that our schools are a safe place for students. We need your help. You can help by notifying an adult in your building or by calling the Secret Witness Hotline 1-877-723-3225 ext. 651, when you have knowledge of drugs/ weapons or violent acts in your school. Your safety is at stake. All of us working together can make El Reno schools a safe learning environment.



SECTION 504/ADA POLICY NOTICE

The El Reno Public School District does not discriminate on the basis of disability with regard to admission access to services, treatment, or employment in its programs or activities.

Section 504 Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 both define and “individual with a disability” as a person who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, learning, or working; or
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

The District will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA. Parents of these students are entitled to procedural safeguards, including individual notice and impartial hearing.

The District will provide reasonable accommodation to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program.

Each of the programs of the District will be readily accessible to individuals with disabilities when viewed in its entirety.

The District will furnish auxiliary aids and services to students employees, parents, and member of the public who have disabilities to the extent necessary for communications with other persons.

The District has a grievance procedure for disability discrimination complaints.

For a description of this procedure, or any further relevant information, contact the Section 504/ADA Coordinator:

Craig McVay
P.O. Box 580 (100 S. Bickford)
262-4269

SEXUAL HARASSMENT REGULATION (# FB)

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. 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 sexual nature; and sexually-oriented “kidding” “teasing,” double meanings, and jokes.
- Demeaning comments about girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- Writing graffiti that 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.

STUDENT ASSISTANCE COUNSELING PROGRAM (# EJD)

The Student Assistance Program is a caring program for a student that is set up to deal with current behaviors (problems in attendance, academic performance and general classroom behavior) which are affecting a student’s performance in school. The ultimate goal is to keep students in school.



Education and prevention are major components of this program. The following concerns may be addressed: substance abuse, eating disorders, cutting, suicide, depression/grief, divorce, pregnancy, violence, and physical, sexual or emotional abuse. Contact the school counselors for more information.

STUDENT CONDUCT ON SCHOOL BUS (# FFFF-R)

Students are expected to behave at bus stops and on the bus as they do in the classroom. Due to misbehavior a child may be denied the privilege of riding the bus. Students are expected to ride their assigned buses. If circumstances require a student to ride a different bus, parents should provide a note to that effect. The note should be countersigned by the site principal before it is given to the bus driver.

School bus transportation is provided for El Reno students. No persons other than our students and employees in the performance of their jobs shall ride school buses without prior approval.

Bus drivers have a great responsibility in driving the bus so we expect complete cooperation from students and parents. Bus drivers will make all discipline reports in writing to the transportation office and to the principal. The following are examples of the types of behavior that may result in a student not being allowed to ride a school bus:

- Eating and/or drinking on the bus
- Failure to remain seated
- Fighting
- Hanging out of the window
- Lighting matches or lighters
- Profanity
- Refusing to obey the driver
- Spitting
- Throwing objects on the bus
- Throwing objects out of the bus
- Using tobacco, tobacco products, or vapor/electronic cigarettes on the bus
- Vandalism

STUDENT RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) (# FL)

The Family Educational Rights and Privacy Act (FERPA) requires each school district to inform parents and students of their rights that are protected by this act. Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this Policy:

- To inspect the student's education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34CFR S 99.1-00.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator. A copy of the FERPA policy is located in the office of each school administrator.

Request for records by a non-custodial parent. It is the District's duty under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. S 1232 (g) to make records available to parents. Official forms for this request are available in the office of each school site. Signature on this form makes a formal request for such records. It is our understanding that the non-custodial parent's signatures verify that there is not a court order or decree that affects his/her rights to receive these records. Notification will be sent to the custodial parent informing him/her of the request. The custodial parent has five days from the date of our letter to provide a court order or decree stating any reason why the non-custodial parent should not have access to the records. Otherwise, the records will be furnished as requested throughout the school year.

STUDENT SEARCHES (# FNF)

As allowed by law, the superintendent, any principal, or security personnel, who has **reasonable suspicion** shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's belongings or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by school personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time. Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, or in their possession.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or other school areas, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's door and trunk. If the student refuses, and the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue. The same procedure shall be utilized for searching a student's luggage to be taken on a District-sponsored trip departing from District property.

STUDENTS WITH DISABILITIES

All eligible children with disabilities, beginning at age 3, who are residents of El Reno Public School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. El Reno Public School District is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means:

- Autism
- Deaf-Blindness
- Developmental Delays (Ages 3-10)
- Emotional Disturbance
- Intellectual Disabilities
- Multiple Disabilities
- Orthopedic Impairments
- Other Health Impairments
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

For El Reno District residents needing information regarding eligibility for special education and related services beginning at age three, please contact the school psychologist at 262-1703.

For the Early Intervention Program services from birth to 3 years of age, contact SoonerStart (405) 271-9477.

Individuals may request special accommodations (e.g. request a need for an interpreter) to a building administrator forty-eight (48) hours prior to attending or participating in a school or district sponsored function.

SUBSTANCE ABUSE (# FCNF-R)

Attending school or attending an in-town or out-of-town school function when a student is under the influence of or in possession of drugs or alcohol will not be tolerated. Students will be subject to all consequences applying to drug and alcohol usage. Students found to be under the influence or in possession of drugs or alcohol will be suspended for 45 days (equivalent of a nine week period.) Parents of the student may have the opportunity to reduce the suspension to 10 days on the first offense if the student undergoes substance abuse counseling and assessment and agrees to a weekly drug test. Repeated violations will result in suspension for the remainder of the year and possibly the following year. **ALL COST FOR THE ASSESSMENT, DRUG TESTING AND ANY FOLLOW-UP COUNSELING IS THE RESPONSIBILITY OF THE STUDENT/PARENT/ GUARDIAN.**

If the student/parent/guardian does not agree to the above consequences, or does not successfully complete the recommendations from the assessment or has a positive DUA, then the student may be suspended for the remainder of the semester and for the succeeding semester. Failure to produce a sample for testing, or specimen that appears to have been tampered with ***will be considered the same as positive DUA.***

In the event of a ***medical emergency*** such as a student exhibiting signs of acute intoxication, incapacitation, or drug overdose, a student's parent or guardian shall be contacted immediately to obtain medical services. If a student's parent or guardian cannot be reached, emergency procedures may be initiated as deemed necessary for the student's safety.

SUBSTITUTE TEACHERS (# DPB)

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher is subject to disciplinary action. The responsibility is with the student to treat a substitute with the respect and courtesy that is due all persons.

SUSPENSIONS (# FOD)

The following behavior may be cause for a principal to suspend a student when such behavior occurs while the student is in attendance at school, in transit by either school district transportation or under school district supervision either to or from school or a school function authorized and/or sponsored by the school district, in attendance at any function authorized and/or sponsored by the school district, or when on any property subject to the control and authority of the school district.

1. Disobeying, showing disrespect for, defying the authority of, and/or being insubordinate to a teacher, administrator, or other school district employee including secretaries, custodians, and cafeteria workers;
2. Leaving school grounds or activities during unauthorized times without permission;
3. Refusing to identify or falsely identifying one's self to District personnel;
4. Violating the District's policies, Administrative Regulations, a school's student handbook provisions, rules, practices, or state law;
5. Possessing; using, transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns, rifles, pistols, shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks, hand chains, metal knuckles, or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon;
6. Engaging in conduct which endangers or jeopardizes the safety of other persons;
7. Harassing, hazing, threatening or verbally abusing another student, teacher, administrator, school district employee, and/or visitor;
8. Use of profanity, vulgar language or expressions and/or obscene gestures;
9. Committing acts of sexual harassment, and/or sexual assaults. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature which

has the purpose or effect of severely and unreasonably interfering with another student's educational performance or creating an intimidating, hostile or offensive educational environment.

10. Assault and battery of, inflicting bodily injury on, or fighting with a student, faculty member or other person;
11. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace and/or inciting, encouraging, prompting or participating in attempts to interfere with or disrupt the normal educational process;
12. Showing disrespect, causing damage, vandalizing, cutting, defacing or destroying any property, real or personal, belonging to the school district, its employees, students or visitors;
13. Using tobacco (including vapor/electronic cigarettes) products which are prohibited by school building rules and regulations;
14. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing or bartering any alcoholic beverages or low-point beer as defined by state law;
15. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled dangerous substance; and
16. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infraction during the current school year may be considered, particularly when similar infractions have occurred in such behavior. The length of the suspension shall not exceed the current school term and the succeeding school term, except in the case of a firearm. A student who brings a firearm to school shall be suspended for not less than one year. The District's Discipline Panel will determine the discipline to be imposed in accordance with procedures contained in other Board policies or regulations. The effect of any student suspension on grades, attendance, course credits and make-up work requirements shall be in accordance with policy. A suspended student may not participate in any extracurricular activities **nor may the student be on any school property without principal permission.** Students returning from suspension may be placed in ISD for a period of time to transition back into school. Students who are suspended from school will receive a form detailing the expectations for the student while they are suspended. This will include how to pick up work, when it is due, and what the student should be doing during their time away from school.

SUSPENSION - GRIEVANCE PROCEDURE

Grievance procedures for appealing an administrative hearing due to a suspension shall follow these appellate procedures:

1. The student or the student's parents shall notify the superintendent within 10 days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
2. Upon receiving notice of a student's intent to appeal the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within 10 days from the date the notice of intent is filed with the Superintendent. The Superintendent at his/her discretion may permit the suspended student to attend classes pending the outcome of the appeal.
3. During the hearing of the appeal before the board of education or hearing officer the student or the student's parents shall have the right to provide evidence as to why the suspension or the duration thereof is inappropriate. The student shall not have the right to be represented by legal counsel unless the school district is represented by legal counsel.
4. The board of education or the hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parents shall be notified within 5 days of the decision. The decision of the board of education or hearing officer shall be final.

For more information on grievance procedures please call the district office 262-1703 or visit the El Reno Public Schools website <http://www.elrenops.org> under School Board, then School Board policies online then policy FO, FO-R1, FO-R4, FOD.



All grievance procedures are gone over in detail in a hearing and a copy given to parents.

TELEPHONE USAGE IN THE OFFICE (# CPAC)

Students are encouraged to use the telephone only during lunch, before and after school. To use any telephone during class periods, the student must have a hall pass stating the reason for the call. Using the phone during passing periods is not an acceptable reason for being tardy to class. Students should not expect to be called from a class to answer a telephone call, nor do we take messages for students. Only in case of an emergency will this policy be altered. A school telephone will be made available for students who are returning from school activities.

TEXTBOOKS (# CMAB)

Teachers only have class sets of textbooks. If a textbook is needed to complete an assignment due to absences, it will be checked out from the teacher. The responsibility of caring for the book in a normal manner belongs to the student. In the event that a textbook has been lost or damaged, fines will be assessed at that time.

Textbooks are due on the last day of class. Textbooks need to be returned when leaving EDJH for whatever reason.

TOBACCO IN/ON SCHOOL PREMISES (# CKDA)

The El Reno Board of Education understands the concern of parents, educators, students, and other community members regarding the adverse effects of tobacco. Further, the board is aware of Oklahoma law, which prohibits furnishing tobacco products to minors under the age of eighteen. Therefore, tobacco in any form, or tobacco products of any kind, **or vapor/electronic cigarettes shall not be used or possessed on or near school premises by students.** Neither shall tobacco or vapors be possessed or used by students while attending any school-sponsored event outside school premises, or while transporting to or from such an event, or otherwise under the school's jurisdiction during school hours.

TOYS

No fad/trendy toys that disrupt the educational setting are allowed at school (rubrics cube, spinners, slime, electronic gaming devices, etc.)

VISITORS (# GJ)

All visitors entering the building for the purpose of communication with staff and/or students must report to the site office. Students may not bring visitors such as out of town friends or family to school to shadow them to their classes.

Classroom Visitation Guidelines:

- Parents/guardians are welcome with administrator approval. Parent(s)/guardian(s) will need to submit a request to a building administrator with a 24 hour notice to request to observe a classroom. Upon approval of request, a building administrator or designated appointee will schedule the visitation. Classroom visits may not exceed one hour.
- The ISD classroom is not available for classroom visits due to student confidentiality.
- Administration may determine at any time that classroom observations will not be allowed.
- His or her decision is not subject to review. Parent(s)/guardian(s) are not allowed to record any part of the school or classroom; including video, photo, or audio due to privacy of other students.

WEAPONS (# FNCE-R, FNCG, FNCGA)

Possession or use of any type of weapon, facsimile or counterfeit weapon by a student is detrimental to the welfare and safety of students and school personnel. Student use and possession of weapons are becoming **increasing** hazards. Therefore, the possession or use of these weapons on school property, at a school function, in a locker, on a school bus, in a personal vehicle or in transit to or from school or any District function is expressly prohibited.



A weapon under the regulation includes, but is not limited to, guns, rifles, pistols, shotguns, any device which throws, discharges or fires objects, bullets or shells, knives, explosives or incendiary devices, hand chains, metal knuckles, or any other object that can be reasonably be considered a weapon or dangerous instrument, or any object that is used as a weapon or dangerous instrument.

Exempt under this regulation are any instruments and devices that may be considered a weapon under this regulation but are specifically authorized by District personnel for use in an approved curriculum or extracurricular activity and are used in the appropriate manner. Any student who knowingly aids, accompanies and/or assists in the violation of this regulation shall be deemed in violation of this regulation and shall be subject to discipline in the same manner as any student who directly violated this regulation.

WITHDRAWAL FROM SCHOOL(# FEXX)

1. Authorization for withdrawal must be made in person by the parent or guardian (Signature required).
2. Obtain appropriate forms from the counselor's office.
3. Have the forms filled out by teachers; return all schoolbooks and property. (Pay for any damaged or lost school books and/or property).
4. Take completed forms to the counselor's office for final clearance.
5. Financial obligation must be met before a student can be properly withdrawn.
6. Transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

ATHLETIC HANDBOOK

2017-2018

Dear El Reno Student-Athlete and Parent,

We are very pleased to have you as a part of the El Reno Public Schools Athletics Program. We sincerely hope that the experience you have in your sports programs will be both enjoyable and successful. Your coaches are looking forward to helping you grow through athletics.

The information contained herein has been provided for you to read and study carefully, as it is your responsibility to know the rules and regulations of the El Reno Athletics Program. This handbook is used as a general guide for all our programs. However, your coach in each sport may give some additional rules.

Any questions that you may have should be brought to the attention of your coach or athletic director.

Athletic Director:

Rodney Haydon 262-1317

Fred Slaughter 262-8651

Philosophy of Athletics

The philosophy of the El Reno Public Schools Athletics Department is that athletics is an integral part of the school's program, which provides experiences to help students physically, mentally and emotionally. Athletics provides a healthy alternative for our students and provides life-lessons needed as an adult.

We believe that participation in athletics, both as a player and a spectator, is an important part of the student's educational experience. However, participation is a privilege that carries with it responsibility to the team, school, student body, community, and the student him/herself. In play and conduct, the student represents all these groups and is expected to present a positive image at all times.

A. Oklahoma Secondary School Activities Association

The middle, junior high and high schools of El Reno Public Schools are members of the Oklahoma Secondary School Activities Association (OSSAA). The El Reno Public Schools Athletics Department will strictly adhere to all rules and regulations of the OSSAA. The policies in this handbook are a supplement to the OSSAA rules. Your athletic director may make interpretation and clarification of OSSAA policies.

B. What to Expect from a Coach

- a. A genuine and up-to-date knowledge of the sport.
- b. A fair and unprejudiced relationship with all players.
- c. Firm disciplinary action if an athlete displays unsportsmanlike conduct or breaks the team rules.
- d. 100% effort to help you reach your maximum potential
- e. Genuine concern with all area of the athlete's growth (academic, athletics, and citizenship).

Title IX Statement—Grievance Policy

The El Reno Public Schools is fully aware of Title IX of the education amendments of 1972 and its provisions, and fully intends to comply with said Title IX and provisions thereof. Self-evaluation of the athletic program's and all other programs of the El Reno Public Schools for compliance with Title IX regulations is an ongoing process.

If you feel that El Reno Public Schools has violated Title IX provisions, please follow these steps:

1. Contact Athletic Director at 262-1317.
2. Write written statement to Athletic Director (P.O. Box 580 El Reno, Oklahoma 73036) within three (3) days.
3. A written or verbal response will be given to you within 10 days upon receipt of written letter.

C. Sportsmanship

- a. Always keep a good relationship with opposing players and coaches.
- b. Athletes are expected to treat game officials with the respect. Players showing disrespect to officials may be dismissed from the program.
- c. The use of profanity is inconsistent with the philosophy of athletics and will not be tolerated.
- d. Athletic Ideas and Courtesies from the OSSAA:
 - i. Sportsmanship is simply being honorable and courteous; that is while courageously striving to win, being certain that opponents have an equal and fair opportunity and knowing when to forego an advantage.
 - ii. The rules of the game are to be regarded as mutual agreements; all honorable persons will observe the spirit and letter of which.
 - iii. Respect the decisions of the officials, for they are mutually selected by the competing schools and are vested with final authority by the rules of the game.
 - iv. Consider opponents as having honest intentions although you may not agree with their points of view or approve of their actions.
 - v. Pursue a course of individual conduct and team action, which will seem honorable, if known to one's opponents or the public.
 - vi. Whether you are a visitor or host, "Do unto the other fellow the way you would like him to do unto you, and do it first".
 - vii. The spectator represents his/her school and community and should give suitable recognition to the skill and sportsmanship of players regardless of their team affiliation.

D. Supplemental Policies

Coaches will supply team members with written rules of participation at first team meeting. Coaches have the authority to supplement the rules in this handbook with additional team rules. However, any additional rules must be approved by the athletic director and given to the team members in advance.

E. Attendance

1. A player must attend 1/2 day of school on game day.
2. As required by the OSSAA, a 90% attendance rate at school must be maintained for eligibility.
3. An unexcused absence or habitual absences from practice or games may result in dismissal from the team.
4. An athlete who has been suspended cannot practice until reinstated by the head coach.

F. Grooming Standards

1. District dress code standards will be followed at all times.
2. Athletes are expected to be as neat and clean as possible at all times.
3. Coaches should instill pride in appearance as well as performance.

G. Changing Sports

1. From the time a team plays its first scheduled contest, a student cannot quit or be dismissed from that team and join another team until the first team's season is over.
2. Exceptions to this rule may be made under the following conditions:
 - a. If the athlete has a doctor's statement recommending that he/she drop the first sport for medical reasons and permits participation in the second sport.
 - b. If both coaches involved and the athletic director agrees that a mid-season change would be beneficial to the athlete without being unfair to the individuals of either team.
3. ***Before an athlete is cleared to go to another sport or released to another class, he/she must turn in all equipment and pay for lost or damaged equipment. All fund raising activities must be cleared.***
4. An athlete must not change classes or stop reporting to a sport until notified that the change has officially been made through the counselor.

H. Quitting a Team

1. When a player decides to quit a team, every effort should be made by the coach to prevent any harassment by players or coaches.
2. Coaches should take the following steps:
 - a. Discuss reasons for quitting with the student. Explain that the student may receive an “F” for that class.
 - b. Collect all equipment.
 - c. Inform the athletic director and counselor that a change needs to be made.
 - d. Keep the student on roll and check attendance until the change is official.
3. Athletes who quit a team will not be allowed to go to another team until the first team’s season is completed. The student may receive an “F” for that sport if he/she quits after first official event.
4. *See rule 3 Changing Sports.*

I. Dismissal from a Team

Coaches have the responsibility of providing an atmosphere that is conducive to teaching and learning. Therefore, athletes who may become disruptive to the program should be dealt with in a firm, fair, and consistent manner. The coach should try to resolve any problem before dismissing the athlete. However, if an athlete is dismissed, he/she may appeal the coach’s decision.

Appeal--Following dismissal, any athlete has the right of appeal by making a written request to the athletic director within 3 days of the dismissal. The athletic director and principal will confer and uphold or reverse the original decision. The athlete has a right to appeal this decision.

NOTE: An athlete who is dismissed from a team will not be allowed to go to another team until the first team’s season is completed and the athletic director has given approval. An “F” will be given for the sport.

J. Lettering in Athletics

A student must qualify under these specific regulations in order to letter in the individual sport. Coaches may submit alternative letter requirements to the athletic director for approval. Minimum rules of lettering are:

1. All athletes must complete season.
2. All athletes must be eligible at end of season.
3. Must attend all required practices.
4. Discretion of coach.
5. *Head coach may add additional lettering rules. These additional rules will be stated in information packets given to student at first meeting.*

K. Letter Jackets

Any student meeting the above listed requirements for lettering is eligible to purchase an athletic letter jacket.

Off Season Programs

1. *Athletes who participate in sports will be required to attend off-season programs of the sports that they wish to participate in the next season. Athletes who do not attend may lose playing time.*
2. *All off-season athletes will follow all guidelines of class attendance. Athletes must report and remain in class until end of school day.*
3. *Athletes who do not attend off-season programs may be restricted in playing time and or allowance to participate as a team member.*

L. Health and Safety

1. No student shall be eligible to participate in the athletics program until there is, on file with the coach, a Physical Examination and Parent Consent Certificate approved by the OSSAA.
2. In the event of a serious injury to a player, a coach will report to the parent and check on the player as long as he/she is injured.

3. Athletes are to report all injuries to their coaches, no matter how minor.
4. Coaches will not give permission for athletes to use the facilities without supervision.
5. We recommend that all athletes be insured against injury. Student insurance information may be obtained from the principal or coach.

M. General Conduct

The conduct of an athlete is closely observed in many areas of everyday life. It is important that actions at all times be above reproach. Thus, some guidelines which must be followed by all athletes in our program:

1. Conduct in competition: The athlete must be gracious in defeat, modest in victory, and maintain complete control at all times.
2. Conduct at school: The student-athlete should set examples for all students by following rules set forth by the administration and individual teachers.
3. Conduct on trips: The athlete represents not only him/herself, but also the community, school, coaches, and parents. Thus, it is expected that the athlete will dress and behave in an acceptable manner.
4. The following acts are considered severe enough that they may cause an athlete to be dismissed from the athletic program (each coach will hand out team rules indicating the severity of punishment for these acts):
Immorality, profanity, or obscenity.
Stealing or cheating.
 - a. Consistent violation of handbook or team rules.
 - b. Possession, threat, or use of a dangerous weapon.
 - c. Destruction of school property.
 - d. Possession or uses of any illegal narcotic drug, alcohol, or tobacco (see *drug-testing policy*).
 - e. Conduct which jeopardizes the safety of others.
 - f. Disrespect to coach, official, opponent, or any person of authority.
 - g. Habitual tardiness or absence.
 - h. Failure to pass district drug testing.

Physical Contact/Fighting

Physical Contact/Fighting occurring at practice or in travel will be turned into the appropriate principal and handled according to the school district discipline policy.

N. Team Travel

1. Team members will travel to and from contests on school provided transportation. Athletes may return with their parents if the parents make arrangements with the coach. A signed note from parent must be given to coach. Students will only be allowed to leave when a parent presents him/herself to the coach.
2. There will be no gambling allowed on any trip.
3. Teams must travel as neatly dressed as possible.
4. Coaches will see that teams return to the school as soon as possible after a contest, especially on school nights. Parents should be told when to expect the team home.
5. Athletes should help keep the bus as clean as possible. Coaches will expect them to pick up around their seat before leaving the bus.
6. Food and drinks are not allowed on the bus unless approved by the coach.
7. Athletes should be on time or they will be left behind.
8. To insure good relations with our opponents, athletes should pick up around dressing rooms, showers bleachers, etc. before leaving the opponent's facility.

O. Suspended Player

1. Students who are suspended from school cannot participate in practices or contests until reinstated by the principal.
2. Further or continued suspension from athletics may occur if the severity of the offense warrants. The principal, athletic director and coach will determine this.
3. Players who are suspended from a team will not be reinstated until after a parent/coach conference.

4. *An athlete who is placed on Out of School Suspension will not be allowed to practice or compete in games.*
5. *An athlete who is placed in In School Detention may be prohibited from participating in events at the administration's discretion. The severity of the incident will be considered in making this determination.*

P. New Students

Students attending a school on a transfer or have moved into the district must complete an "OSSAA New Student Form" before they will be allowed to participate. Coaches will have this form and review it with the athlete. A student who has established athletic eligibility at one school and transfers to another may have to attend school at the receiving school for one year before eligibility is considered. To be considered for eligibility before the end of one year, a hardship eligibility request must be completed through your athletic director.

Appeals for hardship eligibility must be made in writing through the athletic director.

Q. Participation

1. Students have the right to try out for all athletic teams. Eligible students should not be told that he/she could not try out.
2. *Students must have the coach's approval to be placed in the school-time athletic period.*
3. We prefer not to make cuts or set limits on the number of participants in athletic programs. However, in some cases, circumstances may make cuts or limits necessary.

R. Specialization/Recruiting

1. The Athletic Department discourages specialization in any one sport.
2. All athletes are encouraged to participate in all sports in which they have interest.
3. Athletes will not be restricted to any one sport by a coach.

S. Practice Sessions

1. There will be no mandatory practices or contest held on Sunday or legal holidays. (Exceptions will only be made for state play-offs per OSSAA guidelines.)
2. Wednesday practice must finish by 5:30 p.m.
3. *Parents/spectators are welcome at practice sessions. However, parents may not interrupt by trying to talk to players or coaches during practice.*
4. Poor attendance and tardiness will not be tolerated.

T. Equipment

1. Students are responsible for all school equipment checked out to them.
2. Parents and students are expected to take care in washing and cleaning of athletic clothing, if necessary.
3. Parents or students will be expected to pay for lost or damaged equipment.
4. School equipment will not be given out for use over the summer months without approval of the athletic director.
5. Athletes are not to wear school athletic clothing or equipment outside of practice or contests without approval from their coach.
6. Anyone who sees someone wearing school athletic clothing/equipment outside of the athletic program is asked to contact the athletic director immediately.

U. Scholastic Eligibility

"Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Semester Grades

A student must have received a passing grade in any five subjects to count for graduation that he/she was enrolled in during the last semester he/she attended fifteen of more days. If a student does not meet this standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.

Eligibility may be regained if the student is passing all subjects he/she is enrolled in at the end of the six-week period.

Students enrolled for the first time must comply with the same academic requirements.

Eligibility During a Semester

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.

A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period. *The ineligibility periods will begin on Monday and ends on Sunday.*

A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class on the new one-week period (Monday through Sunday).

V. Special Provisions

1. DCA's (Don't Count Absent)
 - a. Students are allowed 10 DCA's per year.
 - b. *After 10 days, student must follow El Reno Public School District absentee policy.*
2. Students may not be allowed to participate in athletic events if
 - a. Student's conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall not be eligible until reinstated by the school principal.
 - b. The El Reno Board of Education recognizes that out-of-school conducts of students attending school within this district are not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school. Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which, in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

You are probably ineligible if you meet any of the following conditions:

1. If you were 19 years of age before September 1 (15 years for 8th grade students, 14 years for 7th grade).
2. If you have not attended classes 90% of the time for the current and preceding semester.
3. If you were absent from school due to illness, you may not be able to participate that day. (Must attend ½ day)
4. If you have been disqualified from a contest because of unsportsmanlike conduct or a flagrant foul, or are under school discipline.
5. If you have participated in a contest where professionalism is being practiced or cash/merchandise prizes were offered, given, or paid to individuals or to the team.
6. If you participated in a contest under an assumed name.
7. If you have attended school eight semesters in grades 9-12.
8. If you have participated in a sport four seasons, or had the opportunity to participate four seasons in grades 9-12.
9. If your parents are not bona fide residents of the school district where you are attending.

10. If you have participated in athletics at any school other than the public school district where your parents reside.
11. If you have participated in organized practice or a game of football or basketball before the season opens or after the season closes.
12. If you do not have on file a Physician's and Parents Certificate for the current school year.
13. If you belong to a fraternity, sorority, or a secret society in violation of the State Law of Oklahoma for the regulations of the Board of Education.

NOTE: There are some exceptions to these rules. There are also some additional requirements. Consult your coach or area athletic director for more information.

An Ineligible Player:

1. May practice with a team.
2. Must have a physical and parental permission form on file.
3. Cannot participate in any inter-school contest at any level.
4. Citizenship, attitude, and scholastic work must be acceptable or the privilege of practicing may be denied.
5. May not attend, sit on bench, or travel with team to any contest.

Accidental Injury Insurance

The El Reno Public School District assumes no financial responsibility for medical cost of an accident occurring to a student/athlete while participating in a sport activity. An accident insurance program is offered for your convenience. The Insurance Company compensates neither the school nor any school official. Contact the Athletic Director if more information on these policies.

EL RENO EXTRACURRICULAR ACTIVITIES DRUG TESTING POLICY
2017-2018

STATEMENT OF PURPOSE AND INTENT

The use and abuse of illegal drugs by students in the public schools of this nation is an ever-increasing problem. In story after story, television news media, national magazines, local and national newspapers report the prevalence of drugs in our society. Sadly, more and more of these stories are focused on drug use and abuse by school-age children.

In addition to the well-publicized war this country is waging against illegal “street” drugs, there is mounting evidence of widespread use among athletes of “performance-enhancing” drugs such as anabolic steroids. Athletes resort to performance-enhancing drugs as a shortcut to enhanced strength, endurance and athletic ability. However, there is mounting medical evidence that the use of performance-enhancing drugs can have devastating side effects including permanent liver damage, heart damage, and significant other permanent damage to the body.

Drug use of any kind is incompatible with participation in any interscholastic or extracurricular activity in the El Reno Public School District. For the safety, welfare and best interests of the students of the School District, and to promote drug free lives both during and after high school, the El Reno Public School District has adopted a drug education and testing program for use by all students participating in any interscholastic or extracurricular activity. Participation in school sponsored interscholastic or extracurricular competitive activities such as interscholastic athletics, band, academic contests, vocational agriculture, cheerleading, dance, chorus, speech, drama, and various clubs is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, students that participate in any form of interscholastic or extracurricular activity carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use of illegal drugs and performance-enhancing drugs.

The El Reno School Board recognizes that all students have certain personal rights of privacy guaranteed by the Constitution of the United States of America and by the Constitution of the State of Oklahoma. This Policy is intended to supplement and complement the El Reno Public School District Policy on Student Possession, Use of Alcohol, Tobacco, Illegal Drugs and all other policies, rules and regulations regarding possession or use of illegal drugs.

The purpose of the Policy is to prevent drug use: to educate students to the serious physical, mental and emotional harm caused by drug use; to alert students with possible drug problems to the potential harms of drug use; to prevent injury, illness and harm as a result of drug use, and to maintain in the School District an environment free of drug use and abuse. This Policy is NOT intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student found to be in violation of the Policy to participate in interscholastic and extracurricular activities. There will be NO academic sanction for violation of this Policy.

DEFINITIONS

“Illegal drugs,” means any substance, which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. “Illegal drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed drugs being used for an abusive purpose.

“Performance-enhancing drugs” includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over-the-counter transactions.

“Positive” when referring to a drug use test administered under this Policy means a toxicological test result, which is considered to demonstrate the presence of an illegal drug, or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

“Drug use test,” means a scientifically substantiated method to test for the presence of illegal drugs or performance-enhancing drugs in a person’s urine.

“Student athlete” or “Student Participant” means a member of any school athletic team that participates in interscholastic competitive athletics.

“Athletic team” means any school organization sponsored by the School District whose members participate in interscholastic competitive athletics or events.

“*Extracurricular*” means any student, club or organization which participates outside the academic classroom.

“Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

“*Interscholastic activities*” means competition between schools.

EDUCATION

Attendance to all drug education sessions shall be mandatory for any student desiring to participate in any interscholastic or extracurricular activity. Parental attendance and participation is strongly encouraged at these sessions. If student does not attend a district sponsored drug education session he/she will become ineligible to participate until session is attended.

Drug education sessions will be given for all spring and for all fall activities. A copy of this Policy will be in all school student handbooks or distributed by the Sponsors of each activity. Policy will be reviewed at both drug education sessions.

Each student shall be provided a consent form (a copy of which is attached to this Policy), which shall be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to practice or participate in any interscholastic team or individual competition. The consent shall be to provide a urine sample at any time requested to be tested for illegal drugs or performance-enhancing drugs. No student shall be allowed to practice or participate in any interscholastic contest or extracurricular activity unless the student has returned the properly signed consent form.

A positive result of any students drug use test will be reported to the Drug Testing Program Coordinator. The Drug Testing Program Coordinator will contact the parent or custodial guardian, athletic director, school principal, the head coach, club Sponsor, his/her school counselor, and the student.

MANDATORY RANDOM TESTING

All students must be in mandatory random drug-use testing to participate in El Reno Public Schools competitive interscholastic and/or extra curricular activities. The El Reno School District will conduct the program of random drug use testing. Students who elect to participate in any interscholastic or extracurricular program shall sign a form consenting to random drug use testing. If the student is under the age of eighteen (18), the custodial parent or guardian of the student must also sign the form consenting to allow the student to participate in random drug use testing.

Any student who refuses to participate in the program shall not be allowed to practice or participate in competitive interscholastic and/or extracurricular events.

The Drug Testing Program Coordinator shall assign each student who delivers a properly signed consent form to participate in random drug use testing an identifying number (student ID number). Selection for random drug use testing shall be on the basis of the student’s assigned number rather than by name. The Superintendent shall be responsible for determining a selection method that generates random results. All students who have consented to random drug use testing shall be included in the selection pool each time the El Public School District conducts random drug use testing. The Superintendent shall determine an appropriate percentage of the total number of students who have consented to random drug use testing to be tested during each testing occasion.

Random drug use testing shall be done at least once a month, although the Superintendent shall have discretion to increase the frequency of such tests if he deems it necessary.

A student who has voluntarily consented to random drug use testing may withdraw such consent by submitting a written revocation of consent, signed by the student and, if the student is under the age of eighteen (18), also signed by the student’s parent or guardian.

If student or parent withdraws the student, the student becomes ineligible to participate in any interscholastic competitive or extra curricular events immediately and must take entry test before allowed to participate.

PROCEDURES

All students shall return their signed consent forms. All students shall be required to provide a urine sample for drug use testing for illegal drugs as part of their random test. All students must be tested by a district-selected service.

Any student may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs at any time upon reasonable suspicion by the principal, asst. principal, athletic director, asst. athletic director, club Sponsor, counselor, head coach or assistant coach of the student.

Any drug use test required by the El Reno Public School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the El Public School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The Drug Testing Program Coordinator shall designate a monitor of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The testing agent shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director or club Sponsor who will then determine if a new sample should be obtained. The student should notify the testing agent medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty (30) days.

If the initial drug use test is positive for the presence of an illegal drug or its metabolites, a second test will be taken from the same specimen. If test is positive, parents or student may choose to have specimen tested by an independent facility at their cost.

If the drug use test for any student has a positive result, the Drug Testing Program Coordinator will report that fact to the parent or custodial guardian, school principal, athletic director, head coach, student, club Sponsor, and counselor.

Medical Review Officer (MRO) notifies the Drug Testing Program Coordinator. Student and parents will be contacted by MRO for possible explanation of positive result.

If the student asserts that the positive test results are caused by something other than consumption of an illegal drug or performance-enhancing drug by the student, then the student will be given an opportunity to present evidence to the MRO that the positive test result was produced by other than the consumption of an illegal drug or performance-enhancing drug. The School District will rely on the opinion of the laboratory, which performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug.

A student who has been determined by the athletic director or club Sponsor to be in violation of this Policy shall have the right to appeal the decision to the Superintendent. Such appeal must be lodged within five (5) school days of notice of the original determination. The Superintendent shall then determine whether the original finding was justified. There is no further appeal right from the Superintendent's decision and his decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and shall not be appealed.

Before a student who has tested positive in a drug use test may participate in any interscholastic competitive or extra curricular events after a second offense, such student will be required to undergo one or more additional drug use tests to determine whether the student is no longer using illegal drugs or performance-enhancing drugs. The School District will rely on the opinion of the laboratory which performed or analyzed the additional drug use tests in determining whether a positive result in the additional drug use tests was produced by a drug or drug metabolite of illegal drugs or performance-enhancing drugs used by the student before the offense or by more recent use of illegal drugs or performance-enhancing drugs.

VIOLATIONS (in or out of Random pool)

Any student who tests positive in a drug use test under this Policy shall be subject to the following restrictions:

1st Offense:

(1) The student will be ineligible to compete for 7 days and a minimum of 1 or a maximum of 4 interscholastic or extracurricular events. The student may not participate in any meetings, practices, scrimmages, or competitions during this period. Student will not be allowed to attend extracurricular activities during this period. (2) Drug Testing Program Coordinator will notify parents the scheduled time of his/her drug and alcohol assessment. If the student does not attend the assessment he/she will become immediately ineligible until assessment is completed. (3) After assessment is complete parents will be notified to attend conference with Student, Parents, Drug Testing Program Coordinator, and School Counselor to discuss result of assessment. (4) Student must complete all recommendations of conference. Non-compliance will result in student becoming ineligible until recommendations are completed. (5) Student will be retested with-in forty-five days of first positive test. Student will continue to be tested for the remainder of the school year.

2nd Offense (in the same Academic year):

(1) Suspension from participation in all interscholastic competitive and extra-curricular events for 21 days from the date of final determination of the offense. The student may not participate in any meetings, practices, scrimmages, or competitions during this period. Student will not be allowed to attend extracurricular activities during this period. Such suspension may extend into the next school year. (2) Steps 2-4 will be followed from 1st offense (3) Student will take a retest with-in forty-five days of first positive test. Student will continue to be tested for the remainder of the school year.

3rd Offense (in the same Academic year):

Suspension from interscholastic competitive and extra-curricular events for the remainder of the school year, or ninety days, whichever is greater. . The student may not participate in any meetings, practices, scrimmages, or competitions during this period. Student will not be allowed to attend extracurricular activities during this period. Re-admittance to program after 1) completion of district approved drug rehabilitation program, and 2) hearing with Superintendent, Principal, Athletic Director, club Sponsor, and Student Assistance Program Director.

In subsequent years, if a student continues to violate the policy, he/she may be subject to suspension from all interscholastic competitive and extra curricular events for his/her school career. This will also result in a forfeiture of the privilege of attending extracurricular events.

REFUSAL TO SUBMIT OR NON-ATTENDANCE OF DRUG TEST

If a student refuses to submit or does not attend a drug test authorized under this Policy, it will be counted as a positive. Penalties are assessed from Drug Violation Steps.

Self-Referral

A student who self-refers concerning a violation of this Policy will be allowed to remain active in interscholastic and extracurricular activities, provided the student successfully completes this program on substance abuse education/counseling provided by the School District through the Student Assistance Program Coordinator. In order to successfully complete this program, the student must pass a drug use test at the conclusion of the substance abuse education/counseling program.

A student who self-refers under this Policy will not be considered to have committed his first offense under this Policy. Self-referral *may be used only once in a student's entire time* in interscholastic competitive or extra curricular activities. The term "self-referral" means the student reports drug use before being observed or confronted, or being selected for a random test by an administrator, coach, club Sponsor, or faculty member concerning the students drug usage or before the student submits to a drug use test.

TOBACCO (including Vapors and e-cigs)



It is illegal in the state of Oklahoma for minors to be in possession of tobacco products. The use of tobacco(including vapors and e-cigarettes) and being a committed participant in interscholastic or extracurricular activities for El Reno Public Schools do not go together.

1st Offense

If at any time, a student is found in possession of tobacco products, they will have their parents notified and must enroll in and attend the tobacco education classes. The coach or club Sponsor can also establish a program of extra counseling or conditioning for the student.

2nd Offense (in the same Academic year)

The student will have parents notified. A loss of 7 days of participation and a minimum of 1 or maximum of 4 interscholastic or extracurricular events.

3rd Offense (in the same Academic year)

The student will lose participation privilege for 14 days and a minimum of 4 or maximum of 10 interscholastic or extracurricular events.

4th Offense (in the same Academic year)

The student will be suspended from participation in all interscholastic and/or extra curricular activities for a period of 45 Days.

5th Offense

The student will be suspended from participation in all interscholastic activities for the remainder of the semester or 90 days whichever is longer.

If the student is caught in possession of tobacco at school or at a school sponsored activity, the school policy will take precedence. It will also be considered to be an offense of the drug policy.

GENERAL GUIDELINES FOR ATHLETES

1. A violation of the school drug and alcohol policy is considered to be an offense of the athletic policy. The athletic policy will apply in areas not addressed by the school policy. (I.e., loss of playing time, parental conference, etc.)
2. Any time that a failure of a random or mandatory drug test occurs, the Athletic Department Drug Testing Policy and its provisions will be invoked.
3. Parents are to be contacted at the earliest possible time when an apparent violation is reported.
4. Any violations of this policy must be reported in writing to the Athletic Office..
5. All students enrolled in an athletic class must be in the random pool. This includes all off-season programs.
6. Any student who withdraws from the random pool will not be allowed to participate until reinstate by a drug test at parents' cost.
7. The family and student must follow counselor recommendations immediately. If student does not he/she will remain ineligible until completion of recommendation.
8. Students will be placed in random pool beginning from their first athletic practice in any competitive sport. They will remain in the pool until the student withdraws from competitive athletic activities or is withdrawn from the pool by parents.
9. All students providing a dilute sample will be retested. Dilute samples will be considered as an invalid test.
12. Students will be notified for drug testing the day that the test is conducted.