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PARENTS AND STUDENTS SHOULD READ THE ENTIRE COPY OF THE 2017-2018 STUDENT HANDBOOK AND LPS STUDENT CODE.
Lawton Public School Policy and Student Code will govern any item not covered or specified in this EMS document.

EMS IS A MEMBER OF THE NATIONAL MIDDLE LEVEL ASSOCIATION.

ALMA MATER
Hail Alma Mater Faithful and loyal
We sing to thy praise For Eisenhower we’ll fight
Loud in thy honor Hail to the Vikings
Our voices we raise Our Purple and White

EMS LEADERSHIP TEAM
Mattingly, Beverly ................................................................. Principal
Hagen, Brent ........................................................................ Asst. Principal (7)
Herbig, Sean ......................................................................... Asst. Principal (8)
Apple, Vicki ........................................................................ Asst. Principal (6)
Jung, Kristie ................................................................ Library/Media Center Specialist
Russell, Teresa .................................................................. Counselor (8)
Turner, Beverly ................................................................ Counselor (7)
Riley, Brenda .................................................................... Counselor (6)
Clemons, James.................................................... LPC/Behavior Intervention Counselor

EMS SUPPORT TEAM
Chilcote, Christina .............................................................. Media Secretary
Martinez, Arshundra .......................................................... Financial Secretary
Hill, Lamont ........................................................................ Head Custodian
Hill, Joyce ....................... Office Manager/Attendance & Communications Secretary
Arrowood, Deborah ............................................................ Cafeteria Manager
Kensell, Cindy.......................................................... Registrar/Counselors’ Secretary

WELCOME
The staff and faculty would like to welcome all new and returning students to Eisenhower Middle School. We challenge you to do your best and reach your goals.

ATTENDANCE
Good attendance is necessary if schoolwork is to be successful. There are a few accepted reasons for absence—personal illness of the student, death in the family, court appearances, or religious holidays. Students should not be kept out of school to work, run errands, care for younger children, or perform tasks that can be done by others. Parents are responsible for ensuring that their child attends school on a regular and punctual basis.

BOARD OF EDUCATION ATTENDANCE POLICY: LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES
No student shall receive semester credit in a course in which the student is absent more than ten (10) days per semester excluding approved activity absences, court appearances, religious observation days, or illness documented by a licensed medical practitioner. Documentation includes doctor’s appointment cards, medical bills, and/or pharmacy prescription. Students are encouraged to bring documentation to the main office when they return following the absence. The building principal shall have discretionary authority to approve any make-up or waiver policy for days missed beyond the 10-day limit.

**LATE ARRIVAL OR ABSENCE**
If you are going to be late for school, a parent should call the attendance office before you leave home.

If you are going to be absent all day, it is your parent’s responsibility to call the attendance office before 9:00 A.M., explaining why you are absent. The attendance secretary will attempt to call your parent in the event the school is not contacted.

Students absent from school without permission from the school or their parents will be considered truant and in violation of the Oklahoma State Compulsory Attendance Laws. You will have an unexcused absence or tardy.

If you know in advance that you will be absent, your parents should notify the attendance secretary prior to the absence.

Reminder: A tardy of 30 minutes or more will be documented as an absence.
Students arriving at school after 8:45 A.M. must report to the main office for an admit slip.

**THE ATTENDANCE PHONE NUMBER IS 353-1040**
A parent/guardian must call or walk you into the building if they feel the tardy is due to a circumstance beyond your control (i.e. car trouble, family emergency).

**RELEASING STUDENTS FROM SCHOOL**
For the protection of students and to prevent unauthorized and unwanted persons from taking students from school, the following procedures will be followed before a SPECIAL PASS (pink pass) will be issued:

- No student will be permitted to leave with anyone other than listed parent or guardian unless permission of parent or guardian has been secured.
- Persons picking up students are to report to the main office and be prepared to identify themselves.
- Under no circumstance is a student to leave the building without permission from the counselor or principal’s office.
• Students may not leave campus during lunch except in the company of their parent and must have a special pass and return with the parent. This rule is part of our closed campus policy.
• Upon returning to school, report to the main office with your Special Pass. A secretary will check you back in, sign your pass, and then send you to class.

MAKING UP CLASS WORK FOLLOWING AN ABSENCE
Students shall take the initiative in making up work. Immediately upon returning to school, you should consult each teacher to determine work to be made up or set up a time with your teacher to make it up. Students may obtain a hall pass from the teacher to come in the morning or make arrangements with the teacher to stay eighth hour. You will have the same number of days for every day absent due to sickness to complete assignments or tests.

For absences due to suspensions or vacations, work will be due on your first day back. Students excused from school for school sponsored events and activities shall follow the same procedure for making up work. Due dates for assignments should be negotiated with each individual teacher and should be reasonable. If work is not made up, regardless of the reason for absence, the student’s grade shall be discounted according to the value of the work missed.

If a student has missed three consecutive days or more of school due to illness, parents may call the counselor’s office to request homework. Parents for any anticipated absence of more than three days may also request homework in advance. The parent may pick up the assignments in the Counselor’s Office. Also, the parent may need to get books or materials from the student’s locker to complete homework.

WITHDRAWAL/TRANSFER
Should it become necessary to withdraw during the school year, parents should notify the counselor’s office as soon as possible so that checkout records can be prepared and processed. A withdrawal form will be given to the student on the last day of attendance. This form must be taken to the cafeteria, library, and to all classes for grades and clearance of any outstanding debts before a final clearance is issued. Books must be turned in and your locker cleaned out. A copy of the withdrawal form will be sent home with the student at the end of the day.

Intra-district transfers (one Lawton school to another) require permission from Student Services located at Douglass Learning Center, 102 East Gore, Lawton, OK.
SCHEDULES

BREAKFAST AND LUNCH SCHEDULE
Breakfast: 8:00-8:20 A.M.
First Lunch (6th Grade and Ms. Howard’s 7th Grade Team): 11:10-11:40 A.M.
In-House Lunch: 11:35 A.M.-12:05 P.M.
Second Lunch (8th Grade and Mrs. Cox’s 7th Grade Team): 12:05-12:35 P.M.

CLASS SCHEDULE
0 Period: 8:00-8:25 A.M. All students report to the gymnasium. Supervision is not provided before 8:00 A.M. Students should not be dropped off prior to that time. Any student who wants to eat breakfast should enter through the main entrance and proceed directly to the cafeteria.

Bell Schedule
1st 8:30-9:20 7th 8:30-9:15 6th/8th
2nd 9:25-10:15 7th 9:20-10:10 6th/8th
3rd 10:20-11:10 7th 10:15-11:05 6th/8th
Lunch 11:10-11:40 6th/7th Howard Lunch
4th 11:10-12:05 4th for 7th Cox/8th
4th 11:45-12:35 4th for 6th/7th Howard
Lunch 12:05-12:35 7th/Cox/8th Lunch
5th 12:40-1:30 7th 12:40-1:25 6th/8th
6th 1:35-2:25 7th 1:30-2:20 6th/8th
7th 2:30-3:15 7th 2:25-3:15 6th/8th

ASSEMBLY SCHEDULE
Times will rotate. Please wait for an announcement to be released.
ACADEMICS

NATIONAL JUNIOR HONOR SOCIETY
National Junior Honor Society was established to create an enthusiasm for superior scholarship, to develop citizenship, to stimulate a desire to serve, to promote leadership, and to instill exemplary qualities of character. To be eligible for membership in the EMS Chapter, the student must have been in attendance at least one semester in this school system.

*Article II Section 4: All students in the seventh and eighth grade who have a minimum cumulative grade point average of 3.5 the previous semester(s) shall be considered for membership. Candidates shall then be recommended for membership by a minimum of four teachers from the preceding semester on the basis of citizenship, service, leadership, and character.*

HONOR ROLLS
Honor Rolls are published in the Lawton newspaper at the end of each nine-week term. A pupil must obtain an average of 3.16 or more in all subjects to be eligible for the EMS Honor Roll. Students who earn a 4.0 average will be recognized on the Principal’s Honor Roll.

GIFTED AND TALENTED PROGRAM
The mission of the gifted and talented program of Lawton Public Schools is to develop and challenge those students who show evidence of high performance capability as defined by state law in the areas of intellectual ability, creative ability, leadership ability, artistic ability, and specific academic ability. For more information on any of these programming options or other facets of your child’s gifted educational program, contact your child’s grade-level counselor.

MIDDLE SCHOOL PROGRAM OF STUDIES and PROMOTION REQUIREMENTS
The daily class schedule consists of six 50-minute periods and one 45-minute period per day. Therefore, all students are required to enroll in seven courses. To be promoted to the next grade, a six, seventh, or eighth grade student must pass three (3) required subjects. If a student fails one or more subjects, he/she will need to make up the work in summer school. Only math, science, and English are taught in middle school summer school.

GRADING AND REPORT CARD MARKING
EMS students are graded every semester. Progress reports go out at six weeks and twelve weeks in each semester. The grades are based on a letter grade. The district grade point ranges are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior work</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>Above average work</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>Average work</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>Below average work but passing</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>Failing work—not passing</td>
<td>59-0</td>
</tr>
</tbody>
</table>
Semester tests will be given and will count 20% of the semester grade for 8th grade, 15% for 7th grade, and 10% for 6th grade. The semester grade is recorded on the permanent record.

WEIGHTED GRADES
The following courses receive weighted grades: Language Arts 8 Honors, Algebra I 8 Honors, Geometry 8 Honors, Science 8 Honors, Reading 8 Honors, Language Arts 7 Honors, Pre-Algebra 7 Honors, Science 7 Honors, Reading 7 Honors, Language Arts Honors 6, Math Honors 6, and Reading Honors 6. In these classes, A = 5 points, B = 4 points, C = 3 points.

SPECIAL REPORTS
Special reports (progress reports) are sent to the parents of students who are failing or performing below their identified ability. These reports are sent after the sixth week and 12th week of each grading semester.

PROGRESS REPORTS
Parents may request a progress report at any time except for the week before each grading period ends. These should be requested through the counselor’s office and can be done once every ten school days. Parents should call each time they want a progress report.

PARENT-TEACHER CONFERENCES
Parent-Teacher Conference Days for the 2017-18 school year will be October 16 and 17, March 27 and 29. All conference days will take place from 4:00-7:00 P.M. Please call the counselors’ office to schedule time with the teachers you would like to visit with concerning your child. You may meet with one teacher or your child’s entire team at the same time throughout the year. During the school year, you may have questions or need information about your child’s progress, discipline, etc. A conference can be scheduled by calling the counselor’s office at (580) 353-1040.

PROFICIENCY BASED PROMOTION
To assure the maximum opportunities for students’ individual learning needs are met, Lawton Public Schools offers a proficiency-based promotion option for grades 1 through 12. Upon the request of a student or parent, students in grades 1 through 12 may demonstrate proficiency in the Learner Outcomes: State Competencies. LPS recommends that parents confer with the child and the child’s counselor before proceeding. In order to receive credit through proficiency-based promotion, students must pass two test components at 90% or higher: (1) a criterion referenced test and (2) a performance component.

After successfully completing both components, and after appropriate consultation with parents, students will be promoted and will receive credit on their permanent record. The proficiency-based promotion test will be administered twice during the school year—once in the fall and once in the spring. See your counselor for more information.
ACTIVITIES AND ELIGIBILITY

ATHLETIC PROGRAM and COMPETITIVE ACTIVITIES
Competitive sports at EMS are extracurricular activities with all practices and most games after regular school hours. The school does not provide transportation home after games and practices. A physical examination is required before participation (including practice) in any sport. EMS offers competition in football, basketball, baseball, track, softball, golf, tennis, wrestling, volleyball, and swimming. Band, vocal music, and strings are credit courses. Most rehearsals are held during regular school hours; however, it is sometimes necessary to rehearse after school hours.

TITLE IX, 1972. EDUCATION AMENDMENT
Title IX requires schools that offer athletic programs to effectively accommodate the interest and abilities of both sexes and, to the extent necessary, provide equal opportunity in the selection of sports and levels of competition. The Title IX act reads, in part, as follows:

“*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.*”

Informal complaints should be verbally expressed to the student’s teacher, coach, or principal within 14 days of the time when the student first knew or should have known of the situation causing the complaint. Students, teachers, coaches, and principals are encouraged to work together to resolve complaints in an informal and cooperative manner. The informal decision rendered by the teacher, coach, or principal shall be deemed to be accepted by the student unless the student files a formal complaint in writing with the principal within 14 days after the informal meeting.

Information on the formal grievance procedure, including what information should be included in the formal complaint, may be obtained in the principal’s office. Parents or others may represent a student during all levels of this procedure.

ELIGIBILITY
Students participating in athletic or non-athletic activities are governed by the Oklahoma Secondary Schools Activities Association by Rule 3-Scholastic Eligibility and Rule 20-Approval of Tournaments, Meets, and Contests. These two rules are in effect for all events that are competitive in nature and where recognition, ratings, awards, or winners are determined.

To be eligible at the beginning of a semester, a student must have received a passing grade in any five (5) subjects counted for graduation that he/she was enrolled in during the last semester he/she attended. If a student does not meet these standards, he/she will not be eligible during the first six (6) weeks of the next semester. A student who is not eligible at the beginning of a semester may regain his/her eligibility by achieving passing grades in all subjects at the end of six (6) weeks.
During the semester, eligibility will be checked during the fourth week of that semester and each succeeding week thereafter. If a student is not passing all subjects at the end of a week, they will be placed on probation for the next week period. If the student is passing all subjects at the end of the probation week, they will retain their eligibility. If the student is failing the subject at the end of the probation week, he/she will not be eligible to compete the following week. Any student whose name appears on the weekly eligibility list two weeks in a row will not be able to participate in school activities until they are off the eligibility list. The ineligible periods begin on Monday and end on Sunday.

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

**ACTIVITY ABSENCE POLICY**

Please be aware of the **ten day activity absence policy**. A student cannot miss any one period more than ten times a school year for any school sponsored activity. Coaches and students are responsible for monitoring activity absences to ensure our students do not exceed the ten day rule. This is a State Department of Education regulation.

**ATHLETIC ELIGIBILITY REQUIREMENTS**

Students must satisfy the following guidelines in order to be eligible for participation in athletics at Eisenhower Middle School:

The student:

1. Must not be 16 years of age before September 1
2. Has not attended junior high/middle school more than 6 semesters since the time he/she entered the 7th grade (15 days membership counts as one semester)
3. Has not participated in any sports season three times
4. Lives with natural parent or custodial parent
5. Passed five classes the previous semester (students who did not pass five classes will be ineligible for the first six weeks of the new semester)
6. Is currently (within the semester) passing all classes

Students who are granted an intradistrict transfer are ineligible for athletic eligibility at the new school for one year from the date of the transfer. Athletic eligibility at the original school is lost upon transfer to the new school.
EISENHOWER MIDDLE SCHOOL POLICIES

BEHAVIOR POLICY
The Board of Education is deeply interested in creating a learning atmosphere in all schools. The Board is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school learning atmosphere includes maintenance of order that permits cooperative students to pursue their education free from disruption or distractions. The maintenance of order necessitates regulations relating to school discipline.

*Note: All rules and regulations are enforced not only during school hours, but also during any school activity or event during evenings, weekends, or during school holidays (i.e.: Ron Stephens Stadium, Cameron Stadium, Open House, school activity trips in and out-of-town, contests, etc.).*

The following are specific examples of unacceptable behavior that are subject to disciplinary action, including suspension from school:

1. Open or persistent defiance of authority
2. Physical or verbal assault upon student or school personnel  
   *FELONY CHARGES MAY BE FILED AGAINST ANY PERSON COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.*
3. Creating or attempting to create a disturbance
4. Creating a disturbance by yelling false alarms such as fire, fight, or screams for help
5. Unauthorized or excessive absence from class
6. Excessive tardies
7. Loitering in the office or areas of heavy traffic
8. Loitering after school
9. Display of affection other than holding hands
10. Sitting in or on cars in the parking lot
11. Willful disobedience
12. Loud or offensive language
13. Verbal and/or written profanity, gestures, or vulgarity or obscenity on clothing, books, note writing, or any other personal or school possessions
14. Disrespect or damage to school property
15. Possession, or use of, any dangerous or annoying instrument, including: firearms, explosives, fireworks, knives, razors or other weapons used for assault. Replica and look-a-like firearms will be treated the same as actual firearms.
16. Selling, Possession of, or Use of Narcotic or Dangerous Drug (Policy FNCF-R)  
   This includes using or having used before arrival at school or a school activity a narcotic or dangerous drug; including, but not limited to marijuana, LSD, heroin, and barbiturates (not prescribed by a licensed physician), or non-narcotic intoxicants, such as: glue, non-prescribed cough medicine, gasoline, beer, or any type or form of intoxicating liquor or alcohol.
17. Possession of drug paraphernalia. Possession of any container for products illegal at school (i.e. beer cans/bottles)
18. Stealing, gambling, extortion, concealing and/or possessing and/or withholding stolen property
19. Hazing by any group in the Lawton Public School System
20. Inappropriate dress (see Dress Code)
21. Any violation of federal, state, or local law or ordinance
22. Participation in any meeting, assembly, or demonstration not authorized or conducted in accordance with provisions of paragraphs 8.1 and 8.2 of the Student Code
23. Participation in the publication or distribution of any printed material in violation of Paragraph 9.0 of the Student Code
24. Failure to comply with current State of Oklahoma Immunization Law, Title 70, Section 1210.191, as amended July 1999
25. Use or possession of tobacco on school premises
26. Fighting: While on school property, attending any school sponsored activity, riding school buses, in transit to or from school; situations involving students under the jurisdiction of the school as determined by the principal NOTE: STUDENTS INVOLVED IN FIGHTING WILL BE SUSPENDED
27. Instigating a fight: STUDENTS INSTIGATING A FIGHT ARE SUBJECT TO SUSPENSION
28. Verbal or implied threats or threatening gestures by an individual or group
29. Possession of an electronic paging device (Policy FNG)
30. Gang Activity (Policy FMCAA)
31. Weapons (Policy FNCGA)
32. Sexual harassment (Policy FB)
33. Laser pens/Distracting devices
34. Inappropriate internet use
35. Bullying
36. Students are restricted from the Stripes convenience store at 5120 West Gore (across from Eisenhower High School) before 4:00 P.M. on school days.

BULLYING POLICY
Bullying happens when someone with more power unfairly hurts someone with less power over and over again. The power may be physical strength, social skill, verbal ability, or another resource of physical aggression, emotional harassment, and/or social alienation. Some conflicts between middle school students are normal and can be resolved. Bullying is not considered a normal conflict and will not be tolerated. All incidents of bullying should be reported to a school official (teacher, counselor, principal).

BUS POLICY
All students riding buses will have a bus stamp on their student ID. This ID will be required for admittance on the bus. Students will be given a yellow card at enrollment to use as a temporary bus pass until student IDs are distributed. Riding a bus is a privilege. All students must behave at bus stops and on the school bus. All school rules and state
laws must be followed while riding the school bus. Failure to comply with the rules, regulations, and laws could result in loss of bus privileges and/or additional disciplinary actions.

CLOSED CAMPUS POLICY
Eisenhower Middle School has a CLOSED CAMPUS. Students are not allowed to leave the school grounds during the school day except with a special pass and in the presence of a parent or a person appointed by the parent.

DISCIPLINE POLICY
The following is a list of optional disciplinary actions that may be taken for any violation of the Student Code of the Lawton Public Schools. The order in which this list is written should not be considered sequential, but optional, as required by each particular case. School administrators should not be limited by a specific policy for a particular infraction because circumstances cannot be known before an act is committed. Principals may use any disciplinary actions appropriate to a specific case.

1. In-school detention (before school, noon, after school)
2. Removal from class
3. Assign Eighth (8th) Period
4. Verbal or documented warning to student
5. Faculty consultation concerning student
6. Contract, behavior, or action plan
7. Activity suspension
8. Transportation suspension
9. Notification of parent
10. Parental conferences
11. Confiscation or temporary holding of personal items
12. Probationary period
13. In-school suspension (In-House)
14. Corporal punishment
15. Financial restitution
16. Referral to other social or educational agencies
17. Suspension—short or long-term
18. Involvement of law enforcement
19. Parental shadowing
20. Assignment to BRIDGE Academy
21. Cafeteria or Custodial Duty
22. Any other disciplinary action deemed appropriate under the circumstances

If a student has been placed on short or long-term suspension, a parent will need to pick up any suspension work (assignments) in the main office. A designated principal will suggest an appropriate day and time for the work to be picked up. A parent should call the main office before coming to the school to pick up the schoolwork due to the fact that it takes time for the student’s teachers to prepare the work.
While on short-term suspension, it is the student’s responsibility to complete and return all school assignments to the appropriate teacher upon returning to school. If suspension work has not been picked up or completed upon the student’s return to school, the student may receive zeroes for incomplete work.

Students on long-term suspension must have their parent pick up and return any assignments as given by the teacher on a regular basis (weekly or every 10 days as agreed upon) so that new assignments may be provided to continue the assignment process.

Each teacher will work with the student on the best alternate plan for a specific course. A student on long-term suspension is responsible to keep in contact with his/her teacher by phone for an individual plan of action to complete the course.

Threats to school personnel: The following policy was approved by the Lawton Board of Education on November 7, 1994: Any threat of physical harm to school personnel whether verbal, written or conveyed in any manner of assault upon personnel will result in disciplinary action to include long-term suspension. If long-term suspension is not imposed, the student will be assigned to an alternative program in another location.

**FELONY CHARGES MAY BE FILED AGAINST ANY PERSON COMMITTING AN AGGRAVATED ASSAULT OR BATTERY AGAINST ANY SCHOOL EMPLOYEE.**

**STUDENT’S SUSPENSION APPEAL**
Nothing in this discipline policy shall be construed to deny the student’s right to fair and orderly hearings, appeals, counsel, and due process in cases that may end in suspension. The principals and their designees in a manner that they deem just, given the circumstances of the individual case, shall interpret this policy. Additionally, administrators shall have the authority to enforce other reasonable disciplinary actions that they find warranted by circumstances.

**DRESS CODE POLICY**
The Lawton Public Schools Board of Education encourages students as career bound citizens to dress conservatively and appropriately during school hours and activities. All clothing, visible images, and text must be appropriate for the school setting, free of vulgarity and cannot promote anything illegal or age-inappropriate. Body piercing jewelry or adornment is not allowed except in the ears. Clothing must be free of holes which expose undergarments or skin above fingertip length when standing. Clothing must fit appropriately. General dress or appearance must not disrupt the educational process. Exceptions may be made for Spirit Week on a school-wide basis.

**Allowable Dress**
- Jeans, slacks, wind pants, capris, and overalls which rest at the waist and cover all undergarments above fingertip length when standing
- Dresses, shorts, and skirts which extend to fingertip length when standing
- T-shirts, shirts, blouses, sweaters, and pullovers with fitted armhole which cover cleavage, undergarments, underarms, and midriff when sitting or standing
• Shoes designed to be worn outdoors and which do not pose possible damage to flooring
• Head gear for religious or medical purposes

Students who wear inappropriate clothing in violation of the Student Dress Policy will be asked and required to change into appropriate clothing. If they cannot make arrangements to be in compliance, they will be loaned a t-shirt to wear or placed in In-House. The shirt should be returned to the counselor’s office at the end of the day or the following day.

All rules and regulations are enforced not only during school hours, but also during any school activity or event during evenings, weekends, or during school holidays (i.e. Ron Stephens Stadium, Cameron Stadium, Open House, school activity trips in and out-of-town, contests, etc.).

DRUG-FREE SCHOOLS POLICY STATEMENT
All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, the Lawton Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive abuse of alcohol, tobacco, and drugs in our society, the Lawton Public Schools provides drug and character education units which are integrated within the standard curriculum. EMS teaches drug education in several subject areas including Family Life and Science.

The abuse of drugs may result in physical and/or psychological dependence. Students are warned against their abuse. A student who feels he or she has a drug problem or knows someone who does should contact a teacher, counselor, or principal whose primary concern is to help the individual.

Students are prohibited from selling, possessing, or using (or having used before arriving at school or a school activity) a narcotic or dangerous drug, including, but not limited to marijuana, LSD, heroin, and barbiturates; or non-narcotic intoxicants such as glue, unprescribed cough medicine, gasoline, beer, or any form of intoxicating liquor or alcohol.

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary action are listed in the LPS Student Code and Administrative Handbook. Possible actions include parental contact, assignment to BRIDGE Academy, and suspension.

MEDICATION POLICY
The Lawton Public Schools’ Policy (based on current state law) concerning the dispensation of medication at school states, “No medicine shall be administered at school
unless the parent or guardian of the student has given the school written authorization to administer said medicine.”

The parent/guardian shall bring the medication to the counselor’s office and sign either the “Request for Administration of Prescription Medication” or “Request for Administration of Non-Prescription Medication” form. No prescription medication shall be administered unless the physician has completed this form. A new form must be filled out each school year.

At the middle school level, all prescription medications except asthma inhalers shall be kept in the counselor’s office. Non-prescription medication and asthma inhalers may be carried on the person if it is in the original container. STUDENTS SHALL NOT SHARE ANY MEDICATIONS. The district shall incur no liability as a result of any injury arising from a student self-administering a medication.

NO TOBACCO POLICY
In cooperation with the Surgeon General’s effort to discourage smoking and other use of tobacco products among young people, smoking or use of tobacco is not permitted on the Eisenhower Middle School campus, its immediate perimeter, or any LPS property or event. Students are not to bring cigarettes or other forms of tobacco to school or to school events.

The penalty for violating the tobacco policy is as follows:

1st offense: In School Suspension
2nd offense: Three-day suspension
Subsequent offenses: Student is subject to long-term suspension for the remainder of the semester of the remainder of the school year.

PROHIBITION OF GANGS AND GANG-RELATED BEHAVIOR OR INCIDENTS
The Lawton Board of Education recognizes that the presence of the emerging gang-related incidents in our schools can create an atmosphere of intimidation and harm. The mere presence of such conditions can be disruptive and potentially dangerous. It is, therefore, the policy of the Lawton Board of Education that gangs and gang related behavior or incidents are prohibited in the Lawton Public Schools.

Definitions and descriptions of what is prohibited:

1. Gangs—Any assembly of individuals who gather on a continuing basis, whose purpose the district reasonably believes is to commit antisocial behavior or to violate school district policy.
2. Gang-Related Behavior or Incidents—Any behavior or event, including but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances, or encourages gang activity in the Lawton Public Schools.
   A. Possession, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with or
membership with a gang. Students will not be permitted to wear pants below the waistline (sagging/dragging) or wear caps, bandanas, bandannas, handkerchiefs, shoestrings or any other item associated with gang-related behavior.

B. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, etc. that may indicate an affiliation with or membership in a gang.

C. Participation in any act that may further the interest in gang affiliation or gang membership.

D. Participation in any act that may be evidence of intimidation, threats, "pay for protection", or any other behavior of potential violence.

E. Participation in the writing, painting, or inscribing of gang-related graffiti, to include messages, symbols, or signs on school property.

F. To assemble or congregate as a gang or members of a gang for any purpose.

SEXUAL HARASSMENT POLICY
All students have a right to be educated in an environment free from sexual harassment by other students or adults. Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors, sexual assault, or unnecessary touching. Sexual harassment will not be allowed. Disciplinary action will be taken for those who do not treat others respectfully.

Sexual harassment may take many forms, including but not limited to:

- Unwelcome leering, staring, sexual flirtations, or propositions.
- Unwelcome sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Unwelcome graphic verbal comments about an individual’s body or overly personal conversation.
- Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
- Unwelcome spreading of sexual rumors.
- Unwelcome teasing or sexual remarks about students enrolled in a predominately single-sex class.
- Unwelcome touching of an individual’s body or clothes in a sexual way.
- Limiting a student’s access to educational opportunities because of gender.
- Basing academic and or student activity privileges on submission to unwanted sexual conduct from students or staff.
- Cornering or blocking of a sexual nature the normal movements of an individual.
- Displaying sexually suggestive objects in the educational environment.

Any student who believes he or she has been subjected to sexual harassment should report the incident to a teacher, counselor, or principal. Allegations of sexual harassment will be investigated and, if substantiated, corrective or disciplinary action taken. This
action may include suspension of the student and suspension or termination for the employee. The school district prohibits retaliatory behavior against any student who complains or participates in the complaint process. A complaint of sexual harassment will not reflect negatively on the student’s academic standing, rights, or privileges.

WEAPONS POLICY
Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be suspended long-term.

1. First and Subsequent Offenses
   A. The appropriate administrator will notify the parent/guardian and request an immediate conference. Law enforcement officials will be notified immediately.
   B. The student will be suspended long-term.
   C. During any period of suspension, the student will forfeit the privilege of participating in or attending any extracurricular activities.
   D. Upon readmission to school, the student will receive counseling services from his/her counselor.

Any student found to be in possession of dangerous weapons (including replica and look-a-like weapons), controlled dangerous substance, intoxicating beverage, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester.

Pupil Suspension Appeal: The pupil has the right to appeal the decision of the principal to the Director of Secondary Education. The student then has the right to appeal the decision of the Director to the Board of Education through the Superintendent of Schools.

In addition to the above, a student shall be subject to disciplinary action, including suspension or long-term suspension from school, when charges are filed in any state or federal court accusing the student of a criminal offense involving violence, moral turpitude, or drug-related activity occurring either on or off school premises at any time if it is determined that the filing of such charges causes an adverse effect on the discipline, operation, general welfare, educational environment, or safety of the school.

Students who have been suspended will not be allowed to ride school buses, to be present at any school-sponsored activities, or to be on the premises of the Lawton Public Schools.

STUDENT INFORMATION

AFTER-SCHOOL ACTIVITIES
All students are encouraged to participate in after-school activities. Students must observe LPS/EMS dress and behavior codes. Students must make their own arrangements for transportation to and from school activities. Any student not picked up within fifteen (15) minutes after an activity is over, except in the case of an emergency, will not be permitted to attend the next activity.
ARTICLES NOT ALLOWED AT SCHOOL/DISTRACTING DEVICES
In addition to those articles mentioned in the student behavior policy, the following articles are not allowed: iPods or similar devices, cameras, tape players, CD players, radios, walkmans, noise-making devices (i.e. firecrackers), beepers, or pagers. Articles not allowed will be confiscated, kept in the main office, and should be picked up by the student at the end of the day. **Students should never bring valuable items to school.**

The BRIDGE Academy – “Building Responsible Individuals Developed by a Guided Experience”
The BRIDGE Academy provides a highly structured, controlled academic setting for students who disrupt the learning atmosphere on the regular campus. Intense monitoring assists students to change their behavior and earn their way back to the regular campus. BRIDGE hours for middle school students are 7:30 A.M. – 2:00 P.M.

CAFETERIA AND GUIDELINES FOR FREE OR REDUCED LUNCH EMS
Cafeteria serves a well-balanced and nutritious breakfast and lunch daily. All students are encouraged to participate in our food service programs. Parents may apply for free or reduced lunches anytime during the school year by completing an application form available in the cafeteria or main office. **PARENTS ARE ENCOURAGED TO COMPLETE THE APPLICATION AT ENROLLMENT** so that paperwork can be processed as soon as possible. **Application must be made each school year.** The Food Services Department evaluates all applications and information is confidential.

Students must use their own student ID number (the number stays the same from year to year) issued at enrollment to access their breakfast and/or lunch account each day on the cafeteria computers. Students may NOT enter another student’s ID number to obtain a lunch whether free, reduced, or full pay.

Breakfast is served from 8:00-8:20 A.M. and is free for all students. First lunch is served from 11:10 A.M.-11:40 A.M. In-House students are served from 11:40 A.M.-12:05 P.M. Second lunch is served from 12:05-12:35 P.M. Several food choices are available during lunch at a cost of $2.60 ($4.40 reduced). The following ala carte items are available for purchase: Chicken Strips $2.75/Chicken Poppers $2.75/Personal Pizza $2.75/Stuffed Bread Sticks $2.75/Burritos $2.00/Pretzels $1.75/ Ice Cream $1.00/Smoothie $1.50/Extra Milk $0.35. Federal regulations do not allow ala carte items to be substituted for a free or reduced lunch. **Students on free or reduced lunches must pay full price for ala carte items.** Students may bring a lunch and eat in the cafeteria.

Accounts should be kept current; charges are not allowed. This is LPS Board Policy. Payments on breakfast or lunch accounts for full-pay and reduced students should be made in the cafeteria before school. Students may pay cash each day. Checks made out to Eisenhower Middle School for breakfast/lunch can be used in the cafeteria only. The check cannot be cashed for vending machines. Parents may also pay online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). To apply online for free or reduced lunches, please visit - [www.schoollunchapp.com](http://www.schoollunchapp.com).
CAFETERIA RULES

- No running.
- No cutting in line.
- No saving places in line or saving seats for friends.
- No throwing food.
- No leaving trays on tables.
- Chairs are not to be moved to another table and should be pushed in when you leave.
- Clean trash and food off tables before you leave.
- Take trays and trash to clean-up window.

CELL PHONE AND OTHER ELECTRONIC DEVICES POLICY
Cell phones and any other electronic devices (iPods, ear buds, etc.) may be brought to school but must be kept turned off and in the student’s locker, pocket, or purse until school dismisses. Cell phones and other electronic devices may not be used at lunch or between classes. Cell phones may be taken to after-school activities if used in accordance with the LPS Electronic Communication Devices Policy. Cell phones and other electronic devices that are improperly used will be confiscated and must be picked up by a parent. Students who continue to violate the electronics device policy will not be allowed to have a cell phone at school and may face additional disciplinary actions, such as placement in IHS.

CRIMESTOPPERS
Only if we work together can we keep our school safe and free of crime. Whenever a crime is observed, whether in or out of school, the person who observes the crime should contact a principal, counselor, or teacher. All informants remain anonymous. Reward money will be paid.

EIGHTH PERIOD
The purpose of 8th period is twofold. Students may stay 8th period (3:15-3:45 P.M.) to get help from a teacher, make-up assignments, use the library, attend an organization meeting, etc.
Students may also be assigned an 8th period from a principal as a form of discipline for minor offenses. Teachers may have a student stay 8th period for tardies or minor offenses. A student may be given 8th period a day other than the day of the offense if arrangements need to be made with a parent or conflicts occur (i.e. doctor’s appointment, transportation problem, etc.). Transportation following 8th period is no longer provided except for the LATS bus which is available to any secondary student with their school I.D. Otherwise, parents must arrange to pick students up at 3:45 P.M.

EMERGENCY FIRE, EVACUATION, AND TORNADO DRILLS
Fire: In the event of a fire or a fire drill, a series of short bells will signal to evacuate the building. Fire drills will be conducted monthly.
Tornado: In the event of a tornado or tornado drill, administrators will go from room to room and direct students to our storm shelter unless otherwise directed. Teachers will give students instructions on the orderly single-file exit of the classroom. Evacuation:
Evacuation routes are posted in each classroom. If you are in an area other than the classroom, stay calm and follow the evacuation route closest to you.

GUIDANCE AND COUNSELING
Have you ever wanted to ask someone about one or more of the following issues?
- What courses should I take next semester and the remaining years?
- What occupation should I select? Should I attend the Vocational Technical School?
- How can I improve my school subjects? How do I become a better reader?
- What student activities can I enter and how do I join them?
- How can I make new friends or get along with the ones I have now?
- Should I go to college? Where can I find a part-time job?
- What do my abilities, interests, intelligence, and achievements mean in terms of my present and future opportunities?

Eisenhower Middle School has a number of activities that would help you answer these questions. Our school counselors are always ready to help you with school or personal problems. You are free to consult the counselors at any time. If the counselor is in a conference when the student comes in, the student should leave his/her name with the secretary in the waiting room and go to class. The counselor will send for the student when time is available. Parents may call the counselor’s office and make arrangements for a conference with the counselor and student or the counselor only. To schedule any conference with a counselor, please call 353-1040.

The following counselors are available for students:
- 8th Grade.................... Teresa Russell
- 7th Grade................... Beverly Turner
- 6th Grade...................... Brenda Riley

HALL PASSES and TEN-TEN RULE
Students MUST have a hall pass in order to leave a class. Students found in the hall without a hall pass will be taken back to the appropriate teacher’s class. Students should not be given hall passes the first ten minutes or the last ten minutes of class.

HALLWAY CONDUCT
Acceptable behavior is expected in the halls before school, during lunch, and between classes. These simple rules will help alleviate problems in the crowded halls:
- No shouting, yelling, singing, or dancing in the halls.
- Do not block the hall or stairs. Avoid standing in groups and blocking other students from proceeding to class.
- Do not stop and stand in a No Standing Areas.” “No Standing Areas” are areas in front of lockers painted red at the top.

IMMUNIZATIONS
All students must present upon school entry a certified immunization record indicating the date and type of immunization received. This record, preferably the Oklahoma
Official Immunization Record Card, Form 218B, must be signed by a licensed physician or an authorized public health representative. No grace period is allowed for any student. All students are required to have received two doses of hepatitis A vaccine and three doses of hepatitis B vaccine. Incoming 7th and 8th graders must have received the varicella vaccine. A parental history of a child having varicella (chickenpox) is acceptable in lieu of the vaccine. They must also have 5 DTP/DtaP/TD completed (if 4th dose is on or after 4th birthday, 5th dose is not required) and 1 Tdap booster before entering the 7th grade. If students have not completed the hepatitis A or B series by the first day of school, they will be allowed to attend school as long as parents present to school officials a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority and shows that the series has been started and no doses are currently due. According to state law, the schedule must be followed or the child will be excluded from the school.

IN-HOUSE SUSPENSION (IHS: In-School Suspension)
1. A principal may assign a student to In-House for misbehaving, attendance/tardy problems, or continuous misbehavior.
2. Students are required to do their class work while in IHS.
3. Students who refuse to stay or conform to the rules of IHS will be subject to At-Home Suspension. Students assigned to IHS more than three times will be subject to suspension or BRIDGE Academy placement.
4. School hours remain the same for students in IHS.

JACKETS, COATS, BOOK/ATHLETIC BAGS, GLOVES, AND HATS
Oversized bulky, winter type coats, book/athletic bags, gloves, and hats must be stored in lockers upon arrival at school. The principal, due to special circumstances, may make exceptions to this rule.

LOCKERS
School lockers are loaned free to students for the purpose of storing outerwear and school materials only. Lawton Public Schools does NOT carry insurance to cover the loss of a student’s property and will not reimburse a student for any item lost or stolen. Each student should memorize the combination to the lock on his/her locker and NEVER reveal it to any other students. Please notify your counselor if you have problems concerning lockers. DO NOT CHANGE LOCKERS WITHOUT GETTING PERMISSION FROM YOUR PRINCIPAL. Money and other valuables should never be left in your locker. DO NOT SHARE YOUR LOCKER WITH ANYONE! Students enrolled in P.E. must provide their own lock if they wish to use a locker.

NOTE: Students should always turn the dial of their lock after closing it so that the lock is properly secured.

The locker is school property and locker contents are subject to school inspection. The school has the right to conduct locker inspections/searches to rid the lockers of trash, dangerous weapons and contraband, or to remove school contents such as overdue library books.
If a lock or locker is broken or jammed, contact a principal or custodian. Students should not have anything in their lockers that they do not want school officials to see.

To open your combination lock:
1. Turn knob to right, stop at first number of combination.
2. Turn knob to left, pass the second number and stop on it the second time around.
3. Turn knob to right, stop at third number.
4. Open lock.

LOST AND FOUND
“Lost and Found” items are kept in the main office. Students must identify any lost items to claim them. Unclaimed items are donated to charity organizations at the end of the school year. A student who has lost something should complete a “Lost Item” card in the counselor’s office with a description of what was lost. Students should carefully mark their personal belongings such as articles of clothing, school supplies, and gym equipment for easy identification.

LOST OR DAMAGED TEXTBOOKS
Lawton Public Schools provides textbooks to each student. Students are responsible for all learning materials issued by each teacher. Lost books or materials will be paid for, at total replacement value, by students. Any damage done to materials or books will be assessed for payment by the student.

METAL DETECTORS
Upon entering the building students will be randomly asked to walk through the metal detectors. Students who cannot be screened due to health conditions need to let their counselor or principal know.

MINUTE OF SILENCE/PLEDGE OF ALLEGIANCE
Each day, the Pledge of Allegiance followed by a minute of silence will be observed.

OKLAHOMA’S PROMISE/HIGHER LEARNING ACCESS PROGRAM
Oklahoma’s Promise, formally called The Oklahoma Higher Learning Access Program (OHLAP), has been available to students since 1992. The program provides free in-state/resident tuition for courses needed to complete a degree or program within five years from award at a state college or university.

To be eligible, students must meet all these requirements:
- Be a resident of Oklahoma
- Make commitment to the program as an 8th, 9th, or 10th grader
- Complete the courses required for admission to any Oklahoma college or university plus 1 unit (these courses must include 2 units of foreign language or technology, and 1 unit of fine arts)
- Have a family income of $50,000 or less
- Have been admitted and enrolled in an institution of higher education or postsecondary career-tech program

Parents are welcome to use a school computer to enroll in Oklahoma’s Promise. For more information or a complete listing of requirements, contact your counselor.

ORDERS TO LEAVE SCHOOL PROPERTY
The superintendent or principal of any LPS school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave after being ordered to do so shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than $500.00 or by imprisonment in the county jail for not more than 90 days, or both such fine and imprisonment (70-24-131, school laws of Oklahoma).

CAMPUS PORTAL
Campus Portal is Lawton Public School's access for parents to their child's grades, attendance, and behavior reports. Through a web portal, your child's grades come in live time from the teacher's grade book straight to your screen. Different views allow parents to see the overall grades on every subject all the way down to details showing grades for each assignment in a class, as well as attendance and behavior reports.
Parents sign up to use Campus Portal and receive a logon and password for each student in the household. Then, they can log on to the internet to connect to Campus Portal and see the grades. Additionally, a parent may sign up inside Campus Portal to have grades sent to an e-mail address of their choosing. Campus Portal will work with any student in Lawton Public Schools from 3rd grade through 12th grade. Contact your child’s counselor to obtain your log-on and password.

PUBLIC DISPLAYS OF AFFECTION
Handholding is the ONLY display of affection that will be allowed at EMS.

SEARCHES
The superintendent or principal of any Lawton Public School, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, nonintoxicating beverages as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil or a school employee of the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one authorized person, said person to be of the same sex, if practicable.

The superintendent or principal searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled
dangerous substance, intoxicating beverage, nonintoxicating beverage, or missing or stolen property that might be in the pupil’s possession, including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapon, controlled dangerous substance, intoxicating beverage, nonintoxicating beverage, or missing or stolen property.

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 anytime, and no reason shall be necessary for such search.

If a pupil flees pending a search or destroys any property in the pupil’s possession prior to or after the search, this will be considered a serious violation of the Student Code and punishment shall be a minimum of a ten (10) day suspension.

Canine inspections of school property or property in the possession of the pupil, including automobiles, may be periodically conducted and no reason shall be necessary for such inspections.

SKATEBOARDS, CYCLES, AND VEHICLES
Skateboards are not to be ridden on school property. They will not fit in lockers and should be kept at home. NOTE: Skateboards are not allowed on LPS school buses.

Students who ride bicycles to school must park them in the bike rack in front of the building as soon as they arrive. It is recommended to chain lock them for safekeeping.

Middle school students are not permitted to drive cars or motorcycles to school.

TELEPHONE USE
Students are allowed to use the school phone before school, during lunch, and after school. The student phone should NOT be used for social calls. It is to be used when you must make a call concerning school business.

Parents should be informed of after-school activities BEFORE leaving for school.

Students who are feeling ill and need to call to be picked up should report to the counselor’s office. IT IS ESSENTIAL FOR YOU TO KEEP OUR RECORDS UPDATED WITH CURRENT TELEPHONE NUMBERS AND EMERGENCY CONTACTS.

All phone calls should be limited to one (1) minute.
ONLY URGENT PHONE MESSAGES FROM PARENTS/GUARDIANS WILL BE DELIVERED TO STUDENTS. ONLY PARENTS/GUARDIANS WILL HAVE ACCESS TO STUDENTS DURING THE SCHOOL DAY (unless it is a person who would otherwise have legal access—DHS worker, etc.).

Students should not make telephone calls from a classroom phone unless a teacher initiates a phone call and passes the phone to a student.

TEXTBOOKS
The school furnishes all textbooks. Each student is expected to furnish his own notebooks, paper, pencils, etc. Any student who loses or damages a textbook will be expected to pay the price of the lost or damaged book before the teacher can issue another book. Due to the high cost of the books, please be very careful to keep up with and take care of your books.

TIME TO GO HOME
The only students allowed to remain in the building after 7th period are those students who are staying with a teacher or coach. All other students must ride the bus or have other means of transportation. Any student found in the building or on school grounds after the regular school day without permission will be told to leave the premises. Students staying for 8th period must be picked up promptly, as supervision is not provided after 8th period and loitering in the building or on school grounds is not allowed.

VANDALISM
The Lawton Board of Education will prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind. State law makes parents responsible for willful destruction of property by their children.

VENDING MACHINES
Water and juice, healthy snacks, and chips are available to students during lunch in the vending machine area. Vending machines are meant to supplement the school lunch program, not replace it. Students are encouraged to eat the well-balanced school lunch the majority of the time. Items purchased from machines should be consumed in the vending machine area. Food items and drinks are not allowed in the hallways, classrooms, or lockers. The vending machine area should be kept clean with trash placed in the appropriate containers.

VISITORS
Persons having official business at Eisenhower Middle School are welcome anytime. Anyone not a student or staff member at EMS must report to the main office, produce a valid form of identification, and pick up a visitor’s badge. Persons failing to do this will be considered trespassers. School personnel will escort visitors to their destination.
Students from another school or not attending school are forbidden by city ordinance from visiting or loitering around the school.

VISITS OF PARENTS
EMS faculty welcomes parent involvement with any concern that may develop. Parents wishing to schedule a conference should:

- Call their child’s counselor ahead of time to make an appointment with the faculty member.
- The parent must report to the counselor’s office at the time of the agreed appointment and a staff member will make the teacher aware of the parent’s arrival.
- Under no circumstances should a parent go to a classroom or interrupt a class without prior consent from the office. EMS will make every effort to work with parents wanting to speak to a faculty member. However, a scheduled appointment works best for all. Lunchtime conferences are not suggested as ALL counselors and principals are assigned to lunchtime supervision.
Dear Parent,

The Lawton Public Schools works diligently to call attention to the success of its students and faculty. The primary way we do this is by working with the media and by posting information on the LPS Web site (www.lawtonps.org). Because of this cooperative effort, it is not unusual during the course of the school year for representatives of local TV, newspaper and radio outlets to visit our school to do stories. This often includes requests for interviews, photographs or video footage of our students. In these cases, LPS personnel remain with the media at all times during their visit, including during interviews with your child.

Although federal privacy guidelines allow us to give the media your child’s name in conjunction with an event or an honor, they cannot photograph or speak with your child without your authorization. Obviously, the majority of families are thrilled for their child to receive recognition for their efforts. However, for a variety of reasons, it is possible that some families may not wish to have information about their child appear in the media. The purpose of this letter is to notify you that your child may be interviewed, photographed or videotaped by the media, unless you specify otherwise. If you do not wish your child be available for these media opportunities, please complete the bottom portion of this document, sign it and immediately return it to the school office, where it will remain on file for the remainder of this school year.

Yours truly,
Beverly Mattingly, Principal

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Name of Student: ____________________________________
Grade: _____________________________________________
School: _____________________________________________

______  I do not wish for the media to photograph and/or interview my child.

Parent Signature: __________________________________________
Date: ____________________________________________________