



EUFAULA HIGH SCHOOL

#1 ANDERSON-BELL DRIVE
EUFAULA, OKLAHOMA 74432-2410
918-689-2556

STUDENT/PARENT/GUARDIAN HANDBOOK 2014-2015

ADMINISTRATION

MICHAEL TAMEZ, PRINCIPAL

EUFAULA PUBLIC SCHOOLS MISSION STATEMENT

The mission of Eufaula Public Schools is to provide a positive environment that will enable all students to be lifelong learners and responsible, contributing citizens in an ever-changing global society.

EXIT OUTCOMES:

- Exhibit development of communication, computational, and scientific skills commensurate with individual potential;
- Exhibit critical thinking, decision-making, and problem-solving skills;
- Exhibit knowledge of how to learn as a lifelong skill;
- Exhibit a positive self-concept through valuing self and others.

FOREWORD

The purpose of this booklet is to inform faculty, students, and parents of the rules, regulations and policies that apply to the school setting. With this knowledge, it is hoped that all students will meet or exceed the expectations set forth and have a successful and enjoyable school year.

Reference to parent in this handbook refers to a student's parent or legal guardian.

Reference to principal in this handbook refers to the school principal or the school staff member to whom the principal has delegated administrative responsibility.

CODE OF ETHICS

- To develop school loyalty and spirit that will be recognized by everyone with whom I come into contact;
- To be known as one whose honor is trusted and who is capable of accepting responsibility;
- To be a true sportsman. To be able to lose the game, the contest, or an argument, but never to lose my courage or blame others for my shortcomings;
- To use my educational opportunity to the best of my ability so that I may be better equipped to do service for myself and others;
- To be able to scorn any personal success that I might achieve by unfair advantage over my school mates;
- To set my goals above the norm, realizing that the person who aims low seldom attains success;
- To act openly and honestly, to search for and uphold the truth;
- To strive constantly to control myself in thoughts, words, and actions;
- To be willing to give some time to any worthy cause or activity that may promote the welfare of the school, community, or state.;
- Finally, to strive for these high purposes, realizing that fulfilling them will help me become a better citizen.

EUFAULA HIGH SCHOOL
#1 Bell-Anderson Drive
Eufaula, OK 74432-2410
918.689.2556
www.eufaula.k12.ok.us

ADMINISTRATION

Jeanette Smith, Superintendent
Michael Tamez, Principal/Athletic Director
Heather Combs, Counselor/Assistant Principal

BOARD OF EDUCATION

Zone 1 Chuck Boss
Zone 2 Shirley Breedlove
Zone 3 Margaret Dobbs
Zone 4 Jeff Pippenger
Zone 5 Linda Calvert

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GENERAL INFORMATION

Asbestos Inspection:

All buildings of Eufaula Public Schools were inspected for asbestos-containing building materials. A report of this inspection, laboratory analysis of the samples, and other pertinent data are included in the AHERA Management plan. A copy of the AHERA Management Plan for each organizational unit is on file in the Office of the Principal of that unit, and the master AHERA Management Plan is on file in the Office of the Superintendent. These AHERA Management Plans are available for the public to review upon request to the building principal or superintendent. These documents are made available to enable the public to determine if the AHERA Management Plan has been satisfactorily implemented. Eufaula High School is an asbestos free building.

Assault on a School Employee

A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Eufaula school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.

Assault at Athletic Contests

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, assault and battery upon the person of a referee, umpire, timekeeper, coach, official, or any person having authority in connection with any amateur or professional athletic contest is guilty of a misdemeanor and is punishable by imprisonment in the county jail not exceeding one (1) year or by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. (21-650.1)

Concussions and Head Injuries

The Eufaula Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports. On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's parent/guardian prior to the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to insure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider.

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says the athlete is symptom-free and it's OK to return to play.

The coach shall restrict the student from any participation pending notice from the Athletic Director or Administrator for reinstatement. The parent/guardian and/or student shall provide the Athletic Director or Administrator with written documentation from the health care professional, experienced in evaluating for concussion and discuss any restrictions or dates to return to participation with the parent. Once agreed the Athletic Director or Administrator can provide the coach with a copy of the release and instructions specifying the doctor's orders and any agreement with the parents. The coach shall then adhere to the stipulations as set by the Athletic Director or Administrator.

Counselors

A counselor is available to answer questions about enrollment, course content, activities, graduation requirements, and college entry requirements. Students and parents are encouraged to visit with the counselors about any problem causing students difficulty with school. Counselors have reference sources and materials available that may help students find answers to a variety of problems.

Diabetes Medical Management Plan

EPS's Diabetes Medical Management Plan is to assist students that have diabetes and outline the health services and procedures that may be needed to assist the student. The parent/guardian shall notify the school of the student's condition. Once notified, the school will develop a personal health care team for the student. The team will be in place to assist the student in attending to the management and care of the diabetes as follows:

Performing blood glucose level checks; Administering insulin through the insulin delivery system used by the student; and Treating hypoglycemia and hyperglycemia; Possessing on his/her persons at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan. Any other procedures or needs shall be addressed and written within the student's diabetes individual medical plan as necessary and relates to each individual student. (70 O.S. 1210.196.1,etseq.)

Eighteen Year Old Student

According to Federal Law (FERPA), when a student turns 18 years of age, they become legally responsible for themselves. That means students who turn 18 can make their own decisions about their education. It also means that they must give their permission for anyone, other than themselves, to have access to their school information, including parent/guardian and the school district has no control over this. The only exception is if parent/guardian can bring in a current year's tax return showing that they still claim their student as a dependent.

FERPA—Family Educational Rights under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education record the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the student's privacy rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Eufaula Public School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information" and it will disclose that information without prior written consent. (As permitted by P.L. 99-31):
 1. The student's name
 2. The student's grade level (i.e., kindergarten or tenth)
 3. The student's participation in officially recognized extracurricular activities.
 4. The student's achievement awards and honors.
 5. The student's weight and height, if a member of an athletic team.
 6. The student's photograph
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the Eufaula Public School District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request.)
- The right to file a complaint with United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United State Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

Within the first three weeks of each school year, the Eufaula School District will publish in the Indian Journal the above list, or a revised list, of items it proposes as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or eligible student at the time of enrollment. After the parent or eligible student has been notified, they will have two (2) weeks to advise the school district in writing (a letter to the school superintendent's office) of their desire for the directory information not to be released.

Grievance Procedure for Students and Parent/Guardian

1. If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal.
2. If the issue involves another student or other school personnel, the parties will address the issue with the principal.
3. If the issue is not resolved, the parties will bring the issue before the superintendent.
4. If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent. The decision of the board is final.

Handbook Committee Review

The student handbook is reviewed annually by a committee made up of teachers from the senior high, students, community members, counselor, and principal. Recommendations are made for change or continuance of policy.

Legal Notice

The Eufaula School District hereby agrees that it will comply with Title IX, VI, and Sec. 504 of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal Financial Assistance. The Eufaula District I-1 is an *Equal Opportunity Employer*.

It is, therefore, the non-discriminatory policy of the Eufaula Independent School District No. 1, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions to all general educational classes, advanced courses, and all vocational educational classes, as well as any educational service, financial aid, and employment.

Inquiries concerning application of this policy may be referred to the *Special Services Coordinator*, phone (918) 689-3938.

Married Student

A married student under the age of 18, all rights vest with the spouse (regardless of the spouse's age). Parent/guardian are not entitled to information, unless spouse of student under 18 or married student 18 or over grant the parent/guardian written permission to have information related to the student.

Meningococcal Meningitis Notification

What is meningococcal meningitis?

Meningitis is rare. But when it strikes, this potentially fatal bacterial disease can lead to swelling of fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death.

How is it spread?

Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an infected person. This can include coughing, sneezing, kissing or sharing items like utensils, cigarettes and drinking glasses.

What are the symptoms?

Symptoms of meningococcal meningitis often resemble the flu and can include high fever, severe headache, stiff neck, rash nausea, vomiting, lethargy and confusion. If any of these symptoms are present and are unusually sudden and severe, call a physician. Do not wait.

Can meningitis be prevented?

Yes. A safe and effective vaccine is available at your local health department to protect against four of the five most common strains of the disease. For students under 18, the vaccine is free of charge. The Vaccine provides protection for approximately three to five years. Adverse reactions to the meningitis vaccine are mild and infrequent, consisting primarily of redness and pain at the injection site and rarely a fever. As with any vaccine, vaccination against meningitis may not protect 100 percent of all susceptible individuals.

Moment of Silence

Oklahoma School Districts must observe one minute of silence each day when students may "reflect, mediate, pray or engage in other silent activity", that is not disruptive to the classroom. This will be done at Eufaula Public Schools each day, in a uniform manner.

Notification of Rights Under Protection of Pupil Rights Amendment (PPRA)

The building principal will screen all of the survey requirements presented to him/her when in his/her opinion the survey has merit or value to our students, school or the educational process. The principal will allow the survey in the school provided PPRA rights are met.

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for the marketing purposes, and conduct of certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning "protected information". If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliations;
 - Mental or psychological problems of the student or student's family;
 - Sexual behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of student's family members;
 - Privileged or similar relationships recognized by law, such as with attorneys, doctors and ministers.
 - Religious practices, affiliations, or beliefs of the student or student's parents; or
 - Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a "protected information survey."

2. Opt out of certain surveys and exams. Parent/guardian and eligible students will receive notice of any of the following activities and will have the right to opt out of them;

- Activities involving collection, disclosure, or use of personal information obtained from students for the purpose of marketing or selling otherwise distributing the information to others.
 - Any protected information survey, regardless of funding; and
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screens, or any physical exam or screening permitted or required under state law.
3. Inspect certain material. Parent/guardian and eligible students have the right to inspect the following, upon request, before the district administers or uses them;
 - Protected information surveys of students (including any instructional materials used in connections with the survey):
 - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.
 4. Receive notification of district policy. The School District has developed a policy, in consultation with parents, regarding these rights, and has made information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parent/guardian and eligible students, such as through the student handbook, U.S. mail or email, of this policy at least annually at the start of each school year and after any substantive changes are made.
 5. Report violations. Parent/guardian and eligible students who believe that their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Ave. SW Washington, D.C. 20202-4605

Online Notification System

Eufaula Public Schools will use an online notification system that will notify parent/guardian and community members of various education and community related events. All student information will remain confidential.

Student Related Information: The system will be used to officially notify parent/guardian of their child’s attendance, grades and discipline as well as other issues that may arise such as emergency situations, testing dates, parent/teacher conferences, school cancellations and extracurricular activity, schedule changes/cancellations, etc. This system will be an aide to parents and school personnel but it is not intended to take the place of personal discussions regarding a student. Parents/guardians are encouraged to visit with teachers often about their students’ progress and discuss matters of educational concern with teachers, counselors and principals.

Community Related Event: Eufaula Public Schools will also have the ability to notify students, parents, as well as various other community patrons of situations such as severe weather notices, extracurricular events, cancellations, legislative issues related to education, local educational issues, elections, etc. Community members will be welcome to sign up for the service.

If a parent/guardian does not wish to participate in Community Related Notifications offered by this program they may “Opt Out”, however, student related information will still be disseminated.

No personnel may send any information via the notification system without express and direct permission of the superintendent. Any information that is known to be false or any other misuse of the program in any manner will be grounds for dismissal.

School Protection Act

The act allows teachers, principals and other school employees to take reasonable action to maintain order and discipline. Anyone 18 or older who acts with intent to falsely accuse an education employee of criminal activity would be guilty of a misdemeanor punishable by a fine of not more than \$2,000. Anyone between the age 7 and 17 who makes such an accusation would be subject to community service or other court sanctions, at the discretion of the court. A court will be allowed to award costs and reasonable attorney fees to a prevailing party in a civil action against a school or education employee when the school or employee prevails. The act prohibits any student enrolled in a school from assaulting, attempting to cause physical bodily injury or performing an act that could reasonably cause bodily injury to an education employee or person who is volunteering for the school. The act requires that any student grades 6 through 12 found to have assaulted or acted in a similar manner to a school employee or volunteer be subject to out-of-school suspension. The act allow school district employees necessary and reasonable force to control and discipline a student while he/she is in attendance or is in transit to and from the school or any other school-authorized function.

Student Education of AIDS Prevention

The Eufaula Board of Education recognizes that Acquired Immune Deficiency Syndrome (AIDS) prevention education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas. Therefore, AIDS prevention education will be taught according to the following schedule.

Students shall receive AIDS prevention education:

1. At the option of the school district, a minimum of once during the period from grade five through grade six.
2. A minimum of once during the period from grade seven through grade nine.
1. A minimum of once during the period from grade ten through grade twelve.

The district’s AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The

program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the students and the subject matter of the course. Development of the program should take into account the instructional needs of all students in the district. The superintendent shall ensure that the information presented as part of the AIDS program is articulated in such a way that transition from grade to grade in the elementary schools and from elementary to secondary approaches to the material will be appropriate for all students. The superintendent shall ensure that all staff involved in teaching the AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in universal precautions. The district may develop its own AIDS prevention education curriculum and materials (with the approval of the State Department of Health for medical accuracy) or will use the curriculum developed by the Oklahoma State Department of Education.

AIDS prevention education shall specifically teach students that:

1. Engaging in homosexual activity, promiscuous sexual activity, intravenous drug use or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
2. Avoiding the activities specified above is the only method of preventing the spread of the virus;
3. Sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS;
4. Abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact; and
5. That artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parent/guardian of the students who will be involved with the curriculum and materials. No student shall be required to participate in AIDS prevention education if a parent/guardian of the student objects in writing to such participation. Parent/guardian may complete an attendance waiver to opt out of this education for their children. Reference: 70 O.S. §11-103.

Student Immunizations:

State Statute 1210.191 (70 § 1991) as amended, states "No minor child shall be admitted to any public, private, or parochial school operating in this state unless such child presents to the appropriate school authorities certification from a licensed physician, or authorized representative of the *State Department of Public Health* that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubeola-rubella), mumps, polio, varicella, Hepatitis A, and Hepatitis B, or is likely to be immune as a result of the disease."

It shall be the policy of Eufaula Schools, therefore, that parents or guardians of all children entering Eufaula Public Schools present a certificate of required immunization upon school entry or present evidence that the immunization process is in progress.

The law provides three kinds of exemptions to these immunizations. They include:

1. *Medical Contradictions:* A signed statement, using ODH Form 216-A from a licensed physician, stating that the immunization would endanger the life or health of the child;
2. *Religious Objection:* A signed statement, using ODH Form 216-A from the parent or guardian, stating immunizations are contrary to their religion;
3. *Parental Objection:* A signed statement, using ODH Form 216-A from a parent or guardian objecting to the required immunizations on philosophical grounds.

According to this legislation, it is the duty of the school authorities to enforce this law by admitting only those students who have completed all immunizations required or are in the process of completing them. Failure of school officials to adhere to this law constitutes a misdemeanor and is punishable by law. No grace period. (83-84)

Student Organizations and Sponsors

Any parent/guardian that does not want their student to participate in any of these organizations will notify the school in writing of this request. It will be the parent/guardian responsibility to enforce the nonparticipation not the school district.

ATTENDANCE POLICIES

Absences:

Students are encouraged to be in attendance. The school discourages any absence except for personal illness, illness in the family requiring the student to remain home, death in the family, or dental or medical appointments. Students who must leave school during the day must secure permission from the principal's office. Special situations may be excused by the principal on a case-by-case basis, if brought to the principal's attention prior to the absence.

Absences will be neither excused or unexcused. Students have a maximum of seven per semester. Absences in excess of seven will result in failure. The attendance review committee (consisting of principal, counselor, attendance registrar, and teacher have the discretion to waive failure provided one of the following forms of documentation has been provided:

1. Doctor's Statement. This must be presented within five days of the absence or it won't be accepted.
2. Funeral Attendance. This must be approved by the principal in advance of the absence. A program from the funeral should be presented to the attendance secretary upon return to school.

It is the parent/guardian responsibility to notify the school about an absence. When a student is absent and no parent/guardian call is received, the student will be considered truant until the school is notified. Truant students will receive one day ISP for each hour truant.

Upon students return to school parent/guardian has two days to report absences in order to keep their student from being considered truant.

School Activity absences are those caused by the student participating in an authorized school activity. This absence counts on a student's attendance as an activity absence.

Attendance/Activity participation

Students must attend school four hours on the day of an activity in order to be eligible to participate. Exceptions can be made for doctor's appointments, funerals, and other emergencies approved in advance by the principal.

Ineligible students cannot be checked out to attend extracurricular activities. Ineligible students cannot attend extracurricular activities.

Attendance Policy

In order to receive credit, a student must not miss more than seven days per semester in any course in which the student is enrolled. Attendance begins with the first day of class at Eufaula Schools. Exceptions can be made for verifiable lengthy illnesses of a serious nature, and when the student is hospitalized or under doctor's orders to remain at home. A lengthy illness shall be five (5) or more consecutive absences. However, a combination of absences due to illness, truancy, parental excuse, or excused absence may result in failure.

- Parent/guardian of students with health problems that cause lengthy or excessive absences from school must meet with the principal to determine what arrangements may be made to best serve the student.
- Students will be expected to turn in work on the day of return if it was assigned previous to the excused absence.
- Students can receive work assignments on days absent by going to the school website. If internet access is not available, work may be requested by contacting the office prior to 10:00 a.m. Work requested from the office will not be available until after 2:00 p.m.
- It is the parent or guardian's responsibility to notify the office by 9:00 AM on the day a student is absent stating the reason for the absence.
- Parents or students should bring notes from doctors at the time of the absence to expedite the attendance rule process.
- The principal will be responsible for notifying teachers when this policy is to apply to a particular student, and it will not be enforced without proper notification and approval from the principal.

Attendance of Child Afflicted with Contagious Disease-Head Lice

- Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he is free from the contagious disease or head lice.
- Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.
- School district and county or city-county health departments may enter into agreements under the Interlocal Cooperation Act for the purpose of providing assistance to the school district by inspecting children who are returning to school after an absence due to head lice to ensure that the child is no longer afflicted with head lice.
- If a school district and county or city-county health department has entered into an agreement as authorized in subsection C of this section, upon written authorization of the parent/ guardian of a child, the county or city-county health department may provide treatment to the child for head lice. (70-1210.194)

College Day for Seniors

Two (2) days will be allowed for seniors to visit college campuses for the purpose of obtaining enrollment information, enrolling, getting financial assistance, etc. These days will count toward their ten activity absences.

College visits shall be coordinated by the high school counselor. Proof of attendance must be presented to the attendance secretary.

Cell Phone/Electronic Devices

Cell phones and electronic devices are not allowed in the high school building unless the student has permission from their teacher, during that hour, for educational purposes. Students MAY NOT have cell phones or electronic devices visible in the hallways. Students may use their cell phones/electronic devices during lunch, OUTSIDE OF THE BUILDING. If a student commits a cell phone violation, the following steps will be taken:

- 1st offense: the cell phone/electronic device will be confiscated and parent/guardian will be called to pick up. Principal may agree to alternative person to pick up if parent/guardian is not available.
- 2nd offense: the student will be sent to in-school placement for five days. The student may pick up cell phone/electronic device at the end of the day.
- 3rd offense: The student being placed in in-school placement for 15 days.

Driver's Exam Absences

Proof of examination will need to be furnished to the admit writer in order to verify student took exam. These days count toward the total allowed absences of seven per semester.

Make-Up Work

1. Students are required to complete all work missed as the result of any absence.
2. It is the student's responsibility to ask each teacher for make-up assignments the first day the student returns from an absence.
3. Getting make-up work must be done at an appropriate time during the day. Classes should not be interrupted.
4. Students will have the same amount of time as their excused absence to complete and turn in make-up assignments.

Assignments not turned in on time will be accepted at the instructor's discretion. Each teacher's late work policy is posted on the school website in her/his syllabus.

Tardy

1. Students will be allowed two tardies per semester.
2. Each subsequent tardy will result in a day of ISP.
3. When students are tardy more than fifteen minutes, they will be counted absent.

Ten Day Activity Absence

Extra effort will be used in developing extracurricular activity schedules so that they will occur outside of the academic day.

No student may miss more than ten days in a given year for school activities. The student and sponsors are responsible for planning absences in order that a student will not use their allotment and then miss activities.

State competitions in which a student earned the right to participate do not count in the ten absences. Students on the ineligible list will not be allowed to participate in activities.

Truancy

Any student who leaves school without permission, or who is absent without the office, teacher parent/guardian knowledge and approval, is considered truant and will be subject to disciplinary action. A student will receive no credit for work missed while truant. Punishment for truancy will be one day of ISP for each hour truant.

Withdrawal procedures

A parent or guardian must sign a withdrawal form from the counselor's office on the morning of the last full day of attendance.

The student is responsible for all assigned teachers to sign the withdrawal form, turn in textbooks to each teacher, and return the completed form to the counselor's office at the end of the school day. All fines, fees, and debt, including lost textbook costs, must be paid before withdrawal may be complete or release of records made.

ACADEMIC INFORMATION

Alternative Credit

It shall be the policy of Eufaula High School to accept the following courses when taught on a high school level, and when taken by middle school students for high school credit:

1. Algebra I or higher math classes
2. Music
3. Band

These classes, when appropriate, will be used in figuring the high school GPA and class rank.

History

AP US Government
AP US History I
AP US History II
Honors Oklahoma History
Honors US Government

Language Arts

AP English III
AP English IV
English IV
Honors Creative Writing
Honors English I
Honors English II

Mathematics

AP Calculus
AP Statistics
Honors Algebra I
Honors Algebra II
Honors Geometry
Honors Math Analysis
Honors Trigonometry

Science

AP Biology II-A
AP Biology II-B
AP Chemistry II
AP Environmental Science
AP Physics II
Honors Biology I
Honors Chemistry I
Honors Physical Science
Honors Physics I

AP and Honors courses are as follows:

- All Advanced Placement courses for which college credit may be earned, as well as all Honors courses, are five-point course
- All AP and Honors courses may not be offered every year

*****Any Student who has below 70% in an Honors or AP class at the semester will be removed from that class unless approval to remain is received from classroom teacher.**

Concurrent Enrollment

- Seniors and juniors who meet the published criteria for admission may concurrently enroll in college and high school if they satisfy current enrollment statutes.
 - Students in grades below eleventh may be considered for concurrent enrollment if they score at the 99th percentile on the ACT using Oklahoma norms.
 - Any questions about qualifying, classes approved for academic credit by the State Department and procedure should be directed toward the school counselor who will work with the college admissions office to determine placement. Concurrent classes approved by the State Department will count as a five-point course.
 - Students may not take more than 19 semester-credit hours at the college and high school combined.
 - When a student is concurrently enrolled, a copy of the enrollment schedule and a copy of college transcript upon completion must be furnished to the high school in order to be properly released from school in the amount of time according to the enrollment hours
 - Students concurrently enrolled are still obligated to the home high school for attendance. They are responsible for attending school six hours per day. That may be met by attending college courses.
 - Failure to attend college courses may result in failure to meet district attendance regulations and disciplinary action may be taken.
- Concurrently enrolled students must be enrolled in a minimum of eighteen semester credit hours each semester. Each class at Eufaula High

School counts as a three-hour course. EHS classes plus those classes being attended at the college level equal the total number of classes for which a student is enrolled.

Credit Based Solely on End of Instruction Examination

Students who score satisfactory or advanced on the EOI test who have also achieved a failing grade in the corresponding class, and who have special circumstances which are abnormal and have caused a student to fail the class; may request a review of those circumstances by the teacher of record for that class. The student should provide a written account of the special circumstances to be considered. If the teacher agrees with the student and believes that the student does in fact know the basis of the course, and agrees extenuating circumstances have caused the student to fail the class, the teacher may request in writing an administrative review for the student. An administrator will then review the written circumstances and render an opinion. If the student's request is approved, the student will be given a grade percentage earned and (F) grade on his/her transcript. If the administrator does not agree, the student will receive the grade percentage earned and (F) grade on his/her transcript. There is no appeal of the administrative decision. The decision will be final.

ACT Waiver

ACT fee waivers may be applied for based upon economic need. There are no other circumstances for which fee waivers may be obtained from ACT. See the counselor for specific guidelines. The fee waiver is only available once to a student during his or her junior or senior year.

ACT and/or SAT Score Requirements

Students must satisfy enrollment requirements of colleges and/or universities. Students who do not score nineteen (19) or above in a sub-test of the ACT will be required by *State Regent Regulations* to be tested. Should that student not make that institution's minimum score, the student will be placed in developmental classes for zero-level credit. See the high school counselor for additional information.

Eighth Grade Reading Remediation:

Students who fail to pass the Eighth Grade Reading Test will be enrolled in an Applied Communication class until an Accelerated Reading Assessment indicates that the student is reading at or above grade level.

Examinations:

- Comprehensive nine weeks tests will be given at teacher discretion.
- No students will be exempt from semester tests.
- All students, except those who have signed up to take AP tests, will take the 2nd semester tests.
- Students will *not be permitted* to take their 1st & 2nd semester tests early or late; unless otherwise approved by the principal.
- Test content will be over the current semester only.
- Students who miss semester tests must make arrangements to make them up within two days of the end of each semester, unless exceptions have been made by the principal due to extenuating circumstances.

Fifth-Year Students

All students who lack less than a full credit load to graduate and who would have graduated prior to current school year must make arrangements individually with the high school principal to develop a schedule for high school completion.

Gifted and Talented

The Board approved *Gifted and Talented Policy* is available at all administrative offices.

Grade Classification

Classification in school is based on units of credit earned above the ninth grade as follows:

- A sophomore must have earned at least three (3) solid units.
- A junior must have earned at least eleven (11) units, eight (8) must be solid subjects.
- A senior must have earned at least seventeen (17) units, twelve (12) must be solid subjects.

Grading

There will be an ongoing score that will reflect student achievement. Semester grades will be the ongoing score of daily work and grades. The semester test will be 20% of the grade for Honors and AP Classes and 10% of the grade for regular classes. Nine weeks tests will not be counted for more than double the test score. Grades will be entered into the teacher's grade book as numerical values and then converted into letter grades at the end of each grading period. The following conversion table will be used:

Grade and Numerical Average: A 90-100 B 80-89 C 70-79 D 60-69 F Below 60

Course credit:

NC (No Credit) will receive the same weight as a grade letter 'F' when figuring the GPA of a student.

Graduation Participation

All fees paid and all obligations to the school must be met prior to participating in graduation. Diplomas and transcripts will be held until all fees and obligations are met. Students who need more than one unit for graduation or have not passed four out of seven EOI tests shall

not be permitted to participate in the graduation exercises. Students must meet the graduation requirements of the year they are receiving a diploma, attending school, and participating in the graduation ceremonies.

Graduation Requirements

College Preparatory / Work Ready Curriculum for High School Graduation

Beginning with students entering the ninth grade in the 2006-07 school year, in order to graduate with a standard diploma from a public high school accredited by the State Board of Education, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

4 Units English—To include Grammar, Composition, Literature, or any English course approved for college admission requirements

3 Units Math—Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and /or rigor above Algebra I and approved for college admission requirements.

3 Units Laboratory Science—Limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.

3 Units History and Citizenship Skills—Including one unit of American History, on-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission.

2 Units of the Same Foreign or Non-English Language, or 2 Units Computer Technology—approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.

1 Additional Unit—selected from the courses listed above or career and technology education courses approved for college admission requirements, and

1 Unit or Set of Competencies Fine Arts Such as Music, Art or Drama, or 1 Unit or set of Competencies of Speech.

Plus 7 electives for a total of 24 credits.

Core Curriculum For High School Graduation

Students who entered the ninth grade prior to the 2007-08 school year shall enroll in the core curriculum for high school graduation.

4 Units or Sets of Competencies Language Arts—1 Grammar and Composition, and 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English course with content and/or rigor equal to or above grammar and composition.

3 Units or Sets of Competencies Mathematics—1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis, or Pre-Calculus, Calculus, Statistics and /or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra, contextual mathematics courses which enhance technology preparation whether taught at a comprehensive high school, or technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education, mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

3 Units or Sets of Competencies Science— 1 Biology I or Biology I taught in a contextual methodology and 2 in the areas of life physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses, including but not limited to Horticulture, Plant and Soil Science, and Animal Science; contextual science courses which enhance technology preparation whether taught at a comprehensive high school or technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education, science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

3 Units or Sets of Competencies Social Studies—1 United States History, 1/2 to 1 United States Government, 1/2 Oklahoma History, an 1/2 to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United State History, United States

Government, and Oklahoma History.

2 Units or Sets of Competencies the Arts—Which may include, but are not limited to, courses in Visual Arts and General Music

1 Unit Computer Technology—If not met with above requirement

Plus 9 electives for a total of 24 credits.

- Although any mathematics or science course meets the requirements for high school graduation, any course will not meet the requirements necessary for admission to college.
- There will be two levels of English offered at the senior high school level. Each student must enroll in English or Honors English. Advanced Placement (AP) courses are equivalent to Honors classes.
- Applied Communications is a curriculum that is linked to achievement test scores. *Students do not enroll in this course.* Students will be placed in an applied communications class if placement criteria is met. The number of students who may be enrolled in this class is limited.
- Seniors must be enrolled in a minimum of three solid subjects.
- Listed are courses a student should take at each grade level in high school. The remainder of a student’s schedule will be made up of elective classes of the student’s choice.

Grade 9	Grade 10	Grade 11	Grade 12
<i>English I</i>	<i>English II</i>	<i>English III</i>	<i>English IV</i>
<i>Mathematics</i>	<i>Mathematics</i>	<i>Mathematics</i>	<i>3 Solids</i>
<i>Physical Science</i>	<i>Biology</i>	<i>Science</i>	<i>Music</i>
<i>Oklahoma History</i>	<i>Computers</i>	<i>World History</i>	<i>Art</i>
<i>U.S. Government</i>	<i>U.S. History</i>		

- Credit must be earned in required courses before graduation may be accomplished.
- All students should enroll in at least seven subjects. At least five of these subjects should be solid subjects.
- All classes, activities and programs offered by the Eufaula School System are open to all students, regardless of race, color, national origin, sex, or handicap.
- Although the school attempts to be sure that each student is meeting these requirements, the primary responsibility for meeting graduation requirements rests with the student. Students are encouraged to visit the counselor’s office and periodically check their credits.

High School Diplomas

Refer to School Law, Section 245.2. *Certificates of Distinction*, which states:

- District Boards of Education may develop and issue a certificate of distinction that is to be awarded to students, beginning with students in the 2000-01 high school graduating class who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.0 scale:
 1. Earned four units each in English, mathematics, social studies, and science.
 2. Earned two additional units in the area of technology, the humanities, or the arts.
 3. Earned two units in a foreign language, and achieved a satisfactory score, or its equivalent, on all end-of-instruction tests as required pursuant to Section 1210.508 of Title 70 of the Oklahoma Statutes, as those tests are implemented.
- For the purposes of this section, applicable vocational-technical classes offered by comprehensive high school vocational-technical programs shall qualify for technology, science and mathematics units. Students enrolled in the programs may use one unit of their six concentrated vocational-technical curriculum units for one unit of mathematics required by this section and one unit of their six concentrated vocational-technical curriculum units for one unit of science required by this section. Advanced placement classes in the subject areas listed in paragraphs 1,2, and 3 of subsection A of this section may be substituted on a course by course basis to satisfy the academic units required for a certificate of distinction.
- For purposes of this section, “unit” means a Carnegie Unit as defined by the North Central Association’s Commission on Schools. (70-11 103.6c)

Honor Roll

In order to be named to the *Superintendent’s Honor Roll*, a letter grade “A” must be earned in every course taken.

In order to be named to the *Principal’s Honor Roll*, a minimum of 3.30 GPA on a 5-point scale must be earned.

All honor rolls, top ten awards, class rankings and other awards at Eufaula High School will be figured on a 5.0 scale.

Major Assignment Hand-In Policy

Major assignments will be any assignment that is valued at 300 or more points or is equivalent to three (3) or more tests. When there is a question whether an assignment falls into this category, a ruling shall be sought from the principal prior to the assignment being made.

An assignment will be accepted late for grading, but will be penalized 15% of the total points possible for the assignment for each day late, up to five (5) days. The twenty-four (24) hours that constitute a day will begin when the papers are collected from the other students in the class.

If a student is absent on the day an assignment is due the assignment will be accepted for grading without penalty when the student returns, if the student has an excused absence. If the student has an unexcused absence, the paper will be considered late. The office may contact the student and go to the student’s residence to get a major assignment due on the day of an absence.

Oklahoma Higher Learning Access Program (OHLAP)

The OHLAP program provides resident tuition for courses needed to complete degree or program within 5 years from the award. Program requirements as defined by OHLAP: The student must take 17 units of required high school courses to help get ready for

college. The student must make a 2.5 GPA or better in those courses and a 2.5 GPA for their high school career. Attend school regularly, do your homework, stay away from drugs and alcohol, and don't commit criminal or delinquent acts. You must also meet with your counselor to review academic work and records regularly and take part in OHLAP activities that prepare you for college. A resident of Oklahoma. Family income of not more than \$50,000. A graduate from an Oklahoma high school. Make a commitment to the program in either the 8th, 9th or 10th grade. The student must apply for financial aid during their senior year of high school. Be admitted and enroll in an institution of higher education or a post-secondary career-tech program.

Proficiency Promotion

During the week preceding the start of class and the week following the close of class, students have the opportunity to earn credit by proficiency testing. A student may earn and receive credit in any core course by taking a proficiency test and scoring 90% or better. The procedure for placement of students enrolling for the first time in the Eufaula School District shall be as follows:

1. Students entering grades nine (9) through twelve (12), after July 1, from a school not accredited by the State Board of Education shall be required to take the *Riverside Comprehensive Test* instrument in the subject areas pursued in the non-accredited school. Results of the examination will be used in determining the academic units for which a student is to receive credit. All examinations shall be administered by the receiving school. Copies of the exams given and the test results shall be kept on file for one year.
2. Students entering grades 1 through 8 shall be placed according to, but not limited to one or all of the following:
 - Results of criterion reference testing, or mastery, or district average, whichever is lower in basic skills in grades 1 through 8.
 - Proficiency Testing—All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated. The rule applies to, but is not limited to, credit earned by: proficiency examination, admission examination from private non-accredited schools, and admission examinations for enrolling home-schooled students.
 - Reviewing of student record—documentation from non-accredited schools that may include course work, text books, or other curriculum related material.
 - Standardized achievement test results.
 - An assessment prepared by Eufaula Public Schools.
3. Students enrolling with appropriately documented special education needs will be placed according to the recommendation of the Eufaula Public Schools *Individual Education Plan* placement team. These students will be required to satisfy the admission criteria which is appropriate for their ability.
4. All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated using the *Grading Scale* listed in this handbook.
5. In all cases the building principal's decision will be final and may not be appealed.

Repeat Classes

Students will receive credit for successfully completing a class only one time. Students earning a higher grade by repeating the course will have the higher grade placed on the transcript.

Report Cards

Report cards will be distributed on Wednesday of the week following the ninth week of each grading period.

Solid Subjects

All subjects taught at the high school will be considered solid subjects, with the following exceptions:

Athletics Band Jazz Band Driver Education Music Ensemble Vocal Music

Grades in non-solid subjects will not be used in figuring honor rolls, honor societies, grade point average, class rank, or any other honor school use.

Student Assistants

In order to qualify to be a student assistant one hour, a student must have a 2.5 grade point average or above. Students may be a student assistant for one class hour. A teacher may request a student aid by completing an official form. The principal must approve the request. No student will be an assistant or enrolled in a non-credit course unless approved by the building principal.

The teacher and student agree to be responsible for the hour selected and meet all requirements of normal attendance and regulations. All regulations of tardy and attendance will apply to the student during the designated time as student assistant. Classroom and office student assistants do not have vending machine privileges during their hour as assistant.

Valedictorian ~ Salutatorian

The valedictorian will be the student with the highest academic standing. The Salutatorian will be the student with the second highest academic standing. Selection will be based on the following criteria: High School academic honors, including Valedictorian and Salutatorian, will be selected on the basis of grade point average only. The grading scale of A+ (5) A (4) B (3) C (2) D (1) F (0) will be applied to all courses. An A+ may be earned in *Advanced Placement, Honors Courses, or Concurrent Enrollment Only*.

Both semesters of the ninth, tenth, and eleventh grades and the first semester of the twelfth grade will be used to determine all academic honors for seniors. The only grades considered will be those from solid subjects. will be applied to all courses. An A+ may be earned in *Advanced Placement, Honors Courses only, or Concurrent Enrollment*.

In order to be selected for one of these honors, a student must have attended Eufaula High School or schools annexed by EHS for at least

three full semesters immediately preceding the time of selection. These selections will be made at the end of the first semester of each school year.

CLUBS AND ORGANIZATIONS

Cheerleading and School Mascot Regulations

The purpose of the Eufaula Cheerleading Squad is to promote school spirit, pride, and student and community support for the athletic programs by leading cheers and chants at school events.

Membership shall be open to all student body members regardless of race, color, sex, or creed.

Try-outs will be held and cheerleaders will be selected in the spring for the following year. Try-outs are open to all students enrolled in Eufaula High School except for cheerleaders who have previously quit the squad without just cause. Cheerleaders may be selected for the high school squad based on a "cut" score to be determined by the judges.

Any student wishing to try out for cheerleader must attend, with a parent or guardian, a meeting called by the sponsor. This meeting will be held before tryouts. All rules and regulations will be discussed here and a permission form will be signed at this time. Failure to attend the meeting will result in ineligibility to try out, unless prior arrangements are made with the sponsor.

The cheerleading squad will be selected by an impartial three-member panel of judges. These judges will be selected from college or university cheerleaders that are not from Eufaula. Outside impartial sponsors or advisors may be used. Selection of judges will be the responsibility of the sponsor. Tryouts will be held after school in the high school gymnasium. Students trying out for cheerleader or mascot will be required to wear a plain white top and solid black or maroon shorts. Applicants will be judged on appearance, technique, motion of cheers, voice, enthusiasm, jumps, and motion and technique of dance. Selection of head cheerleader will be left to the discretion of the sponsor.

Applicants must attend a pre-tryout clinic. All cheers will be new to everyone. A person chosen by the sponsor will teach new cheers.

Each cheerleader must attend summer camp, as scheduled by the sponsor. Each cheerleader must be passing all subjects. Failure to do this may result in suspension from the squad.

Each cheerleader must have a physical and proof of medical insurance affidavit on file before the first practice. If severe injury and/or illness occurs, cheerleaders must have a doctor's written permission to resume cheerleading activities.

All squad members will be expected to display acceptable standards of behavior at all times, in accordance with school policy.

All practices and games are mandatory. This includes all summer and after-school sessions. Games and practices will not be scheduled around jobs or other personal commitments. A schedule of events will be passed out to cheerleaders and parents as soon as they become available. Excused reasons for being absent are illness, personal emergency, another school activity, or a doctor's appointment. Any other reason will need to be approved by the principal. Notification of absence must be made to the sponsor or principal prior to the event. An un-excused absence may result in removal from the squad.

Reasons for suspension from the cheerleading squad may include failure to follow rules, suspension from school, and academic ineligibility. Violation of school rules or other inappropriate behavior or while participating in school activities may result in suspension.

Cheerleaders must attend four hours of school the day of an event. The principal may make an exception if an acceptable reason is provided. Cheerleaders will wear the appropriate uniform to school on game day. No jewelry will be worn. No extra clothing should be worn except the agreed-upon uniform, unless given permission by the sponsor.

All squad members will be expected to keep the sponsor advised of their whereabouts at all times during athletic events, including letting the sponsor know when they are leaving after a home game.

Changes in these rules may be made with administrative and/or board approval upon request from the cheerleading sponsor.

Drum Major Selection

The band director(s) will make the selection of the drum major(s). In order to be selected for drum major, a student must maintain a satisfactory degree of academic excellence. All candidates for drum major must be a sophomore or a junior during the year they are applying. The drum major candidates will be informed prior to the selection process exactly what their functions will be as part of the EHS band. Drum major(s) are expected to attend a summer camp for drum majors and all of the EHS summer band activities. Candidates must agree to this prior to the selection process.

Color Guard Selection

A panel of impartial judges will be selected to evaluate and assign points on the performance of all candidates. Tryouts are to be conducted in the spring prior to the year the candidates wish to participate on the team. A student must be passing all classes to be eligible to tryout. All present team members must tryout, in addition to the new candidates. Selection will be based on a point system determined by judges. All flag and drill team members are expected to attend a summer flag camp plus all Eufaula summer band activities. Candidates and parent/guardian must agree to this prior to tryouts.

National Honor Society

Membership in this organization is based on scholarship, leadership, citizenship, character, and service. Each class is not limited to a specific number of members. Membership is available to any student who has attended Eufaula High School for at least one full semester, and has a cumulative GPA of 3.3 and is an active participant of the school and/or community. In order for a student to remain

in this organization, he/she must maintain at least a cumulative GPA of 3.3 and participate in one volunteer-work project each semester. Each member's grades will be reviewed by the advisor after each semester. Failure to maintain at least a 3.3 cumulative GPA could result in immediate dismissal from the honor society. Any National Honor Society student who is on disciplinary probation may not run for a National Honor Society office. The national constitution and by-laws will serve as our local constitution and by-laws.

Oklahoma Honor Society

Oklahoma High School Honor Society Rules and Regulations 210:35-23-2:

1. The organization shall be known as either the *Oklahoma Middle School* or *Oklahoma High School Honor Society*;
2. The purpose of this society shall be to promote high standards of scholarship among the students in the schools of Oklahoma;
3. Every accredited middle school or high school in the state is eligible to organize a local chapter of the society;
4. Each chapter shall take the name of the local school. The full name of the local organization shall be "(Name of School) Chapter, Oklahoma (middle, junior high, or high school) Honor Society";
5. Ten percent of the middle school or high school enrollment, whichever is applicable, will be eligible for membership;
6. Only those students enrolled in grades included in the school are eligible for membership; The ten percent of the student body making the highest average marks in the school may be nominated;
7. Forms to be used in listing students that have been nominated for membership will be sent to the local school authorities prior to February 1 of each year. Membership will be based upon work done during the first semester of the current year and the second semester in the preceding year. The standing of students enrolled in the first year of a particular organizational level will be based on the work done during the first semester of the current year;
8. The local chapter may be organized as soon as nominations are made. Nominations should be approved by the local school officials not later than March 15 of each year. A list of students nominated should be sent to the State Department of Education, Accreditation Section, on forms furnished for that purpose. A certificate of membership for each person approved will be sent to the local school authorities. These certificates will be distributed in time for closing school exercises in the spring;
9. At the time the certificates are presented, there should be appropriate ceremonial exercises. This is usually done in connection with the commencement program or special awards assembly;
10. The local school officials shall have authority to make additional rules pertaining to school attendance, department, and student activities.

Student Class Officers

In the fall, a filing period for student offices for the current school year will be announced. The offices will include President, Vice-President, Secretary/Treasurer, and Reporter for grades nine through twelve. The filing period will last two days. The primary election will be held within four days after the close of the filing period. Voting will be by secret ballot. In all offices, a plurality is a winner. A run-off election will be held to determine any tie.

Approval must be obtained before campaign posters may be displayed on the walls of the senior high. Each candidate will be responsible for removing his/her signs within one day of the election.

To be eligible to run for class officer, a student cannot have been on the failing list more than once, including probation, in the previous school year. An elected class officer is subject to removal from office if the student's name appears on the failing list more than one time per semester, including probation listings.

Student Council Election & Duties

Involvement with the Student Council will be limited to only those elections that involves the entire student body. The senior, junior, sophomore, and freshman classes will have four (4) Student Council Representatives. The following organizations will be allowed to elect one representative to the Council:

The Eufaula High School Band, the Eufaula High School Chapter of the Future Farmers of America, the Eufaula Chapter of the Family, Career, and Community Leaders of America, the Eufaula Chapter of the Business Professionals of America. This privilege may be awarded to other organizations by vote of the Student Council. All requirements set forth in this Constitution pertaining to membership on the Student Council applies to these organizations as well.

These elections include the election of Student Body Officers (President, Vice-President and Secretary/Treasurer) and Student Council Representatives.

The Student Council will be responsible for nominating process, preparing and distributing ballots, and counting the ballots.

Any student desiring to run for the Office of President must be a previous member of the Student Council and maintain a Grade Point Average of 3.0. Students desiring to run for the offices of Vice-President, or Secretary/Treasurer must have an overall GPA of 3.0 and any student desiring to run for the office of Student Council Representative must have an overall GPA of 2.5. Interested students will submit their names and desired offices to the sponsor. The nomination process will continue for two days. The Secretary Treasurer will then type and duplicate the ballots.

Voting for officers will take place on the fourth day of the nomination process. Two days after the election of officers, nominations will be opened for the Office of Student Council Representatives. Interested students with at least a 2.5 GPA will submit their names of the sponsor. The nomination process will continue for two days. Each class will elect four Student Council Representatives.

In both officer and representative elections, any student wishing to vote must sign his or her name before he or she will be given a ballot. All voting will take place before school or during the lunch period in a designated area. After each election, all ballots will be counted at one time. Counting will be done by student Council Officers, with a faculty member serving as a monitor. Ballots not filled out according to instructions will be discarded.

All ballots from these elections will be kept for not less than two weeks after the elections. Nominees who were not elected have the right to

recount the ballots in the presence of a witness from the faculty and the Student Body President. In addition to the representatives elected by each class, the following organizations will be allowed to elect one representative to the Student Council: FFA, FHA, High School Band. The Student council reserves the right to consider awarding this privilege to other organizations, but this is solely the jurisdiction of the Student Council, with the approval of the administration.

The Student Council shall hold elections each spring in accordance with the requirements set forth in the Student Handbook. Each candidate for office will be required to give a two to four minute speech to the student body. All Student Council Officers and Representatives for the next school year will be chosen in the Spring Elections.

Approval must be obtained before campaign posters may be displayed on the senior high walls. Each candidate will be responsible for removing his/her campaign signs within one day of the election. A run-off election will be held in the event of a tie.

Any Student Council member that is removed from the Student Council will not be allowed to run for a Student Council officer for the remainder of the current school year and the following school year. If removed for a second time, the student will not be allowed to run for office for the remainder of his/her career at Eufaula High School.

Royalty Elections

Electing kings, queens, beaus, sweethearts, princesses, princes, outstanding students, etc., will strictly follow and abide by Title IX, VI, and Sec 504 regulations. Each sponsor, director, advisor, coach, etc. will review their election procedure with the site principal prior to elections. Students are allowed to only be chosen for king or queen one time during a school year. If it is determined by the sponsor and principal there is no other student eligible then an exception can be allowed. Students must attend Eufaula Public Schools for two semesters before being considered for royalty. The crown bearer boy and flower girl selected for the activities royalty must be a kindergarten student from Eufaula Elementary.

Band Royalty

1. Band King and Queen must be seniors. If there is not a senior boy or girl, the King or Queen will be selected from the junior class. If there is no junior boy or girl, the royalty will be selected from the sophomore class;
2. King and Queen shall have been continuously enrolled in instrumental band during their junior and senior years at Eufaula High School;
3. Voting must be done by secret ballot;
4. King and Queen must be elected by popular vote of the band members present on the stated date of the election;
5. The highest number of votes determines who will be King and Queen;
6. The next highest number of votes determines who will be the attendants;
7. A run-off election will be held in the event of a tie;
8. Sophomore and junior attendants must have participated in band the year immediately prior to the election;
9. The coronation will be held at the winter or spring concert;
10. Possible reasons for being excluded include: excessive absences, lack of cooperation, bringing discredit to the band or school;
11. The election must be announced daily for at least the two days immediately preceding the election;
12. Results of the election are to be announced on the intercom and posted on the hallway bulletin board immediately after the votes are counted;
13. The election date will be determined by the band director and the high school principal.

Basketball Royalty

1. There will be at least two days prior notice of the election to all eligible voters;
2. Ballots will be given as the students register to vote. A sponsor will be present. Two students will be responsible for registration and distributing ballots;
3. Voting will take place by secret ballot;
4. Students will vote one at a time in the gymnasium office;
5. A list of eligible students' names will be on the ballots, listed according to class;
6. King and Queen must be seniors who have played basketball both junior and senior years and who are presently enrolled in Basketball;
7. The Queen and three attendants (one senior, one junior, and one sophomore) are to be elected by the boys' traveling squad;
8. The Captain and three attendants (one senior, one junior, and one sophomore) are to be elected by the girls' traveling squad;
9. If there are no senior boys or girls, the Queen or Captain will be selected from the junior class;
10. Candidates receiving the highest number of votes in each category will be the winner;
11. A run-off election will be held in the event of a tie;
12. Ballots will be retained in the principal's office for ten days;
13. The basketball coronation date will be set mutually between the girl's and boy's coaches and the high school principal;
14. The coronation date must be set giving consideration for the school annual to have time to obtain photographs.

FACSE Royalty and Officers

1. FACSE Sweethearts and Beaus must be seniors. If no boys are enrolled in FACSE, the sweetheart, senior, junior, sophomore, and freshman attendants may select their beau or escort from their respective classes from students presently enrolled at EHS;
2. Both voters and candidates must be members in good standing, including the payment of dues;
3. If no senior boy or girl meet the requirements, juniors will be eligible;
4. Senior, junior, sophomore, and freshman attendants will be elected from their respective classes, and each FHA member will be allowed to vote in each category;
5. The senior boy receiving the highest number of votes will be the beau. The runner-up will be the senior escort. If boys are

- enrolled in FACSE from respective classes, escorts will be voted on to represent those classes. If no boys are enrolled in the respective classes, other boy FHA members will be eligible to be voted on as escorts to represent those classes;
6. An officer candidate must be a member in good standing, including payment of dues. The candidate must have been in home economics the previous year and presently be an FACSE member;
 7. There will be at least two days of publicity prior to the election, by announcements and posters;
 8. There will be a two day sign-up period prior to the election;
 9. Prior year officers are to assist in balloting and tallying, if they are current member in good standing. If no prior year officers are enrolled in FACSE, the sponsor and principal will appoint four FACSE members to assist in conducting the election;
 10. Sponsor and principal will appoint four members: Two officers at the roll book, one officer will be assigned to the register and one officer will pass out ballots;
 11. There must be at least a quorum of officers to assist the sponsor in tallying votes;
 12. Voting will be by secret ballot in a private place in the home economics room;
 13. A list of members of FACSE will be available at the registration desk. Members must sign the roll book before receiving a ballot;
 14. The candidate with the highest number of votes will be the winner. In case of a tie, there will be a run-off within ten school days;
 15. Officer elections will be held in the spring. In case of the loss of an officer in the Interim, an election will be held in the fall to replace that officer;
 16. If royalty election is desired by the sponsor, this election will be held in the fall. Any FACSE will be eligible to vote;
 17. Ballots will be kept in the principal's office for two weeks.

Football Royalty

Football Royalty will be voted on by the High School Football Team. Senior football players nominate candidates for Homecoming Queen. All team members then vote for Homecoming Queen. The remaining senior nominees are then voted on as Senior Representative by the senior football players. Each class of football players then votes for a candidate to represent their class in the homecoming.

Prom Royalty

1. The candidates will be seniors who meet the following criteria:
 - a. Must have purchased a prom ticket by March 27th.
 - b. Must have attended Eufaula High school for two consecutive, complete, prior semesters.
 - c. Senior Boy and Senior Girl
 - d. Minimum GPA of 2.0
 - e. No discipline issues that have resulted in ISP or OSS during the current school year.
2. Prom King and Queen will be announced during Prom.

GENERAL RULES

Activity Participation Policy

No activity shall have rules that prohibit its participants from participating in other activities.

Assemblies

The auditorium should fill from front to back with no empty seats between students. Students are expected to be attentive and courteous at all times. Misbehavior during assemblies will result in disciplinary action.

Students are to be seated in the following arrangement:

Seniors — Front and Center Juniors — Behind Seniors Sophomores — Behind Juniors Freshmen — Behind Sophomores

Bell System

The bells have been arranged so that the students will have five minutes before their first class, and five minutes between classes throughout the school day. Students are to be on time for their classes. Five minutes will not allow time for loitering, especially for those students who travel from building to building. The school day begins at 8:10 AM and ends at 3:05 PM. The senior high lunch period is from 11:50 AM until 12:25 PM.

Bags/Purses

All bags and purses must be stored in the student's locker during the school day. Only exceptions is band, lunch and athletic classes. It is recommended each student have a lock on their locker.

Bullying Policy

Prohibition of Harassment, Intimidation, and Bullying

The Eufaula Public School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or

- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- Or has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, teasing, taunting or other written, oral, electronic devices or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for

victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure followed for Sexual Harassment.

STUDENTS

Prohibition of Harassment, Intimidation, and Bullying

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff members are required to inform the building principal or designated staff person when they receive complaints or witness harassment, intimidation, or bullying.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) may not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district initiated investigatory activities. The superintendent or building principal may conclude that the district need to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- All formal complaints shall be in writing. Informal complaints shall set forth the specific acts; conditions or circumstances alleged to have occurred that might constitute harassment, intimidation or bullying. The Superintendent or principal may draft a written complaint based on the verbal report of the complainant, for the complainant to review and sign.
- Regardless of the complainant's interest in filing a formal complaint, the principal may conclude that the district needs to draft a formal complaint based on the information in the officer's possession.
- The principal shall investigate all informal, formal and written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- When the investigation is completed the principal shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- The superintendent or designee, who is not the building principal, shall respond in writing to the complainant and the accused within thirty days, stating:
 1. That the district intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

Students will be provided with age-appropriate information on the recognition and prevention harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

PUNISHMENT

Dependent upon the severity of the infraction determined by the building principal, students could be punished up to the maximum allowed by law (two semester suspension) or a minimum punishment of two days OSS.

CAFETERIA INFORMATION

Payment

- Lunch charges may not exceed \$50.00. All students reaching this amount will be *Cash Customers Only* until debt has been paid or until an application for Free and Reduced meals has been completed and approved. Lunches will not resume until debt has been paid.
- Cafeteria bills will be sent home the last day of every month and payment is due by the fifth of the following month. A notice will be mailed to parent or guardian when a \$40.00 credit has been reached.
- Parents choosing to Pre-Pay may pay for their child's lunches weekly, bi-weekly, or monthly

Breakfast Program

- The breakfast program serving times begin at 7:45AM through 8:10 AM.
- Eating breakfast is not an excuse for being tardy to their first hour class.
- All rules and regulations of the cafeteria apply to the breakfast program.

Cafeteria Rules

- Students go directly to the cafeteria at the lunch bell;
- Do not cut ahead in the lunch line;
- Observe good dining room standards at the table;
- Leave the table and surrounding area clean;
- Put trash in proper containers;
- Finish eating before leaving the cafeteria — Do not take food or drinks;
- Extra milk may be purchased;
- Students going to the salad bar must also go through the lunch line;
- No gum should be brought into the cafeteria or used while in the cafeteria.

Class Schedule Changes

At the beginning of each semester, all students must attend the classes in which they pre-enrolled. Counselors will consider class changes through the first full week of school. No changes will be made after the first full week of school.

Computer Technology and Information Access

- Students will be allowed to use school technology for its intended purpose within the parameters designed. Information access will be limited to appropriate educational usage and may be restricted according to district guidelines.
- Each user and parent will be required to sign a contract specifying in more detail rules and guidelines for computer and internet usage. Attempting to access other student files or restricted levels of the network will result in disciplinary action.
- Using computers, computer technology, or information access for any purpose other than what the school deems correct and appropriate will meet with disciplinary action which may include any of the thirteen suggested alternatives;
- The availability, breakdown, unfamiliarity, or any other circumstance of school equipment will not be an excuse for late material.

Direct and Truthful Answers

All students shall follow the directions of administrators faculty and staff. Students are required to give any known information or evidence when questioned about incidents they have knowledge of or were witness to.

Disruptive/Inappropriate Behavior

A disruptive or inappropriate act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities which interfere with the educational program of the school. The following activities are examples of behavior which will constitute disruptive and inappropriate acts:

- Demonstrations, Sit-Ins, Walk-Outs, Blockages
- Possession and/or use of drugs and/or alcohol
- Group Violence
- Disrespect or disobedience to school personnel
- Harassment/bullying and/or intimidation, verbal or physical, of students or school personnel
- The use of obscene, lewd, or profane language (visual and/or auditory)
- Fighting
- Disruptive publications
- Theft or inappropriate use of personal or school property
- Violations of school rules and regulations

- Laser lights are strictly prohibited on school property or at school activities.

Administration response to student misconduct is a matter directly influencing the morale of the entire student body. All disciplinary actions should be based on an assessment of the circumstances surrounding each infraction (student's attitude, seriousness of the offense, potential effect, etc.) This being the case, the principal shall have the latitude to vary from the schedule in administering punishment.

Dress Code

To maintain a setting that is most conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner that is appropriate for school and extracurricular activities. The following are not appropriate attire:

- No sunglasses in the building, unless prescription
- Holes in pants/shorts above the knee that shows skin
- Pajama pants
- Shirts, dresses and sleeve openings must not expose the torso, cleavage or undergarments
- Spandex shorts, tights, leggings, swimsuit or underwear such as boxers may not be worn for outer wear. Any outer garment worn over spandex must meet the fingertip rule.
- Caps, hats, or other head gear are not allowed from 7:30 a.m. to 3:30 p.m. in any building on campus
- Shoes are required at all times. House shoes are not permitted
- Clothing designed to be worn as undergarments, such as undershirts, may not be worn as outer garments
- Clothing with graphics or expressions not in good taste, that are sexually suggestive, promote immoral activity, or are disruptive to the effective normal educational setting
- Clothing that advertises alcoholic beverages, and/or delineates the name or place of use of such
- Clothing, jewelry, or accessories that pertain to the use or approval of illegal drugs or tobacco
- Bare midriff, strapless, or see-thru garments
- Shirts must touch the top of the students jeans, shorts or skirt
- Tank tops, muscle shirts, or biker/running shorts as the primary garment
- No modified shirts
- Clothing with holes by design or accident that would draw undue attention, be considered inappropriate or interfere with the educational process
- Skirts, dresses, shorts, etc., must be of a modest length. Appropriate length will be the bottom of the garment being closer to the knee than to the top of the inseam, fingertip rule.
- All clothing will be worn in an appropriate manner at a level that does not expose undergarments.
- The practice of "sagging" will not be allowed.
- Any other attire or personal appearance that draws undue attention to the student or in any way interferes with the educational process or is considered inappropriate.

The principal will have the responsibility of determining what is or is not appropriate dress for the school setting. The principal's decision will be final. Teachers who find a student's mode of dress offensive will send them to the principal's office. Students determined to be in violation of the dress code will not be allowed to attend class and their absence will be unexcused.

For school dances, football and basketball homecoming, honor society induction, and graduation, the dress code will apply with the following exceptions: bare midriffs, spaghetti straps and strapless dresses will be allowed. At no time will see thru garments be allowed or the length of skirts, dresses and shorts modified.

Drugs

The possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer, and/or controlled substances is a violation of law. Use or possession of tobacco products is also prohibited. The possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of designers or abuse of prescription drugs is a violation of school policy. Students who violate this law or policy may expect full disciplinary action and punishment by law. Students will be suspended two semesters.

Drug Dog

Eufaula Public Schools may contract with a company or law enforcement to provide drug-sniffing dogs on our campuses. Dogs search lockers, vehicles and public areas. Visits are unannounced. Vehicles and lockers that are suspect will be opened and searched by the principal. If contraband is found, appropriate disciplinary action will be taken. Law enforcement officials may be notified. Parent/guardian will be notified as soon as possible when the student vehicle or locker is searched due to a 'hit' by the drug dog. Students shall have no expectations of privacy in these areas.

Enrollment of Suspended Students

No student will be enrolled at Eufaula Senior High until the term of a suspension from another school has expired.

Entering the Building

Students will not be allowed to loiter in the hallways before school or during the lunch period. Students who want to study or come indoors may go to the cafeteria before school. The first period warning bell will ring at 8:10 AM and the 5th period bell at 12:30 PM. Students who are not in one of the designated areas must remain outside the building until these warning bells ring, before first period and when returning from lunch.

Firearms

It shall be unlawful for any person, except a peace officer, to have in his or her possession on any public school property, or while in any school bus or school vehicle any firearm or weapon. *Section 1273 AS.*

This is a state law and the district will refer violators to the appropriate authorities for prosecution. Please know that any person violating the provisions of this section shall, upon conviction, be guilty of felony punishable by a fine not to exceed \$5,000 and imprisonment for not more than one year.

Any custodial parent or guardian of a child under eighteen years of age whose child commits the crime of possession of a firearm on school property may be fined not exceeding \$200, or ordered to do community service not exceeding 40 hours or both such fine and community service (OS 21-1280). Threats or conspiring to bring a weapon to school will be treated as a serious offense and appropriate disciplinary action will be taken.

Due to the seriousness of guns in school and the threat of violence, fake or toy guns will not be tolerated. Because of the possibility of retaliation and further problems, fake/toy guns will be treated as a serious offense and the disciplinary action will be taken.

Food and Drinks

- Students may use the vending machines before school, at lunch, and after school. They are not to be used at any other time. Students will be not permitted to take food or drink into the classrooms.
- Students are to respect the campus and lounge areas. All students should put soft drink cans and candy wrappers in appropriate receptacles.
- Students who eat in the cafeteria should give special attention to clean their trash from their area.
- Students should use the garbage cans in the parking lot and be aware not to litter their campus.
- No food or drinks are allowed in lockers.

Gang Activity: No gangs, gang-related clothing, gang-related dress, or gang signs and signals will be permitted at Eufaula Schools or activities.

Graduation Exercises: The Graduation Exercise is a formal and serious ceremony that represents a milestone of accomplishment. Any student making gestures, noises, comments, or any type of behavior judged to be inappropriate will face disciplinary action. The seriousness of the action will determine the seriousness of the discipline.

Hall Conduct: It is necessary for all students to be thoughtful and cooperative in the hallways. Students should not gather in groups at any time and interfere with traffic. The best plan is to keep moving and walk on the right side with the flow of traffic. Noise and confusion in the hallways will not be tolerated. Shouting, whistling, running, scuffling, etc. will result in disciplinary action.

Hazing/Bullying: House Bill 1906 prohibits hazing or bullying in public schools. All organizations of Eufaula Public Schools will respect the dignity and rights of individuals and subject no individual to any unusual or cruel rituals or routines during initiation ceremonies.

Internet and/or Network Usage

All Eufaula School students using the computer network or the internet will be required to sign a *User Agreement*. This agreement states the regulations and possible penalties for improper use of the system as well as the circumstances when the system is not operating properly. All students will sign an internal agreement in their English classes prior to accessing the internet.

Leaving Campus

- Students who leave campus with parents for any reason during the school day must notify the office. Students must sign the check-out booklet in the office. Verification will be needed from a parent before the student will be allowed to leave.
- “*Checking Out*” does not mean that the absence will be excused. The absence will follow guidelines for all absences policies.

Library Media Center

- The first and chief responsibility of the media specialist is to serve students and teachers promptly and accurately.
- The media center is automated, providing an on-line card catalog for students and teachers to search for books and other materials by subject, author, title, and keyword.
- The media center provides an online magazine database for students to search for research sources through hundreds of periodicals and journals
- The media center provides computers with internet access for research projects.
- Books are checked out for one week. Renewals for additional time is permitted.
- Books must be brought to the media center for renewal to provide the adjusted due date.
- Return all borrowed library materials to the circulation desk where they will be automatically checked in, making the book available for the next student. Putting books back in the stacks could result in lost library book fine.
- Reserve books, newspapers, magazines, and vertical file materials are to be used in the media center,
- If a book is lost or badly damaged, check with the media specialist or assistant for the replacement cost.
- Library media center materials are selected using the board approved “*Selection Policy*.”
- Copies of the board approved *Selection Policy* are available in the media centers and administrative offices.

Lockers

A locker is assigned to each student at the beginning of the year. Students are encouraged to put a lock on their locker. Key or combination locks are allowed. Students using a lock must provide the office with a key or combination. The school is not responsible for

stolen items. Lockers are subject to inspection by authorized school personnel. Students are to keep their lockers neat at all times. Lockers are not intended for use as trash receptacles and no food or drinks are allowed in lockers. Locker doors are not to be slammed and must be kept closed. Students are allowed to put removable items that exhibit EHS school spirit on lockers. *Students are not allowed to put stickers or posters on their lockers.*

Medication at School

It is the policy of the Eufaula Board of Education that if a student required to take medication during school hours and the parent/guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal or the principal's designee, may administer the medication only as follows:

Prescription medication must be in a container that indicates the following:
student's name; name and strength of medication; dosage and directions for administration,
name of physician or dentist; date and name of pharmacy, and
whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent/guardian that indicates the following:

Purpose of the medication, time to be administered, whether the medication must be retained by the student for self-administration, termination date for administering the medication, and other appropriate information requested by the principal or the principal's designee.

Self-administration of inhaled asthma medication by a student for treatment of asthma or anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent/guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of and has been instructed in the proper method of, self-administration of medication. Additionally:

The parent/guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

The school district will inform the parent/guardian of the student, in writing and the parent/guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medications at all times.

Definitions:

Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to epinephrine injectors prescribed by a physician and having an individual label.

Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

Nonprescription medication may be administered only with the written request and permission of a parent, guardian or person having legal custody when other alternatives, such as requesting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator or administrator's designee, will:

- Inform appropriate school personnel of the medication being administered
- Keep an accurate record of the administration of the medication
- Keep all medication in a locked cabinet except medication retained by a student per physician's order
- Return unused prescriptions to the parent/guardian only.
- The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.
- This policy statement will be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

Lunch Detention

- Do not leave the high school campus.
- Students must arrive in their assigned room by 11:55 AM.
- Students must bring books and have school assignments to work on during detention.
- Failure to attend detention when assigned will result in further disciplinary action.
- Teachers may assign detention as needed for make-up tests or discipline issues that are not referred to the office.

Personal Property

Even though the school provides lockers, storage areas, and stores equipment or other personal belongings, the responsibility for these items remains with the owner. The school cannot be responsible for any personal items at school. Locks are recommended for all lockers.

Petitions

Circulation of petitions or distribution of other non-curricular publications by students shall be subjected to time, manner, and place. Restrictions as follows:

- No distribution or circulation shall be made to students while students are attending class, lab, assembly, or other curricular-related function;
- No student shall distribute or circulate material while the student is attending a class, lab, assembly, or other curricular-related function;
- No distribution or circulation shall be made in hallways during class changes;
- No attempt shall be made to have a student sign a petition or receive a publication against the will of that student;
- Distribution of circulation that material and substantially interferes with school operations shall cease and any planned distribution or circulation may be prevented if there are reasonable grounds to fear such distribution or circulation will materially and substantially interfere with school operations;
- The building principals are held responsible for all activities that take place in their respective buildings. It is, therefore, required that a copy of all publications and/or petitions be presented to the principal prior to circulation. If the principal determines the material is likely to cause a disruption, the principal may deny the distribution or circulation of petition.

Plagiarism and Copyright Infringement

Students shall not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Students shall respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the student should follow the expressed requirements. If the student is unsure whether they can use a work, they should request permission from the author or copyright owner.

Policy on Promotion/Retention and Pass/Failure of a Course

- The Eufaula Public School Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him or her in the same grade for an additional year, has established the following policy to govern this question. The purpose of this policy is to promote or retain students in the school district, and to establish a uniform procedure to be followed in cases where retention is appropriate.
- This policy also establishes an appeal procedure for parents who may decide to challenge the decision to retain a student at his/her present grade level or to fail a student in a particular course.
- As used in this policy, “*promote*” or “*promotion*” means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student’s permanent record that he or she has successfully completed his or her current grade level.
- As used in this policy, “*retain*” or “*retention*” means to withhold a student from advancing into the next higher grade level following the end of the school year and to indicate on the student’s permanent record that he or she has not successfully completed the requirements of his or her current grade level.
- As used in this policy, “*not passed in a course*” or similar wording, means the student is assigned a failing semester grade in a course of study and that failing grade will be recorded on the student’s permanent cumulative record.
- Each school site will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor, the principal, when available, and additional personnel who may be assigned by the principal or superintendent when appropriate.
- Supportive evidence must be presented to the student and parent or guardian regarding retention. This evidence must be based on:
 1. Testing that actually covers the subject matter presented to the student.
 2. Assignments directly related to the subject matter being taught.
 3. Consideration will also be given to the student’s level of maturity (physical, mental, emotional, and social) and to the student’s attendance record, although these matters will not bear the same weight as stated above in items 1 & 2.
- The student and the parent or guardian must be made aware of the possibility of the student’s impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that his or her performance is insufficient, and the student’s parents or guardian will be mailed a written notice. School staff will make every effort to help the student improve his or her academic standing.
- Promotion will be determined by successfully completed units of instruction to be established by the Board of Education, the superintendent, and the relevant principal.
- Parents may request reconsideration of a retention decision or a decision not to pass a student in a course by taking the following steps:

First Level of Appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent’s receipt of written notification of the initial decision, the initial decision will be final and non-appealable.

Second Level of Appeal: The parent may request review of the principal’s decision by letter to the superintendent. If no request is received within five (5) days of the parent’s receipt of the principal’s written notification, the principal’s decision will be final and non-appealable.

Final Level of Appeal: The parent or guardian may request review of the superintendent's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent or guardian will be notified in writing of the date, time, and place of the School Board meeting at which time the decision will be reviewed. The Board's decision will be final and non-appealable.

If a parent or guardian disagrees with the Board's decision, he or she may prepare a written statement stating the reasons) for disagreement. That statement will be placed in and become a part of the student's permanent cumulative record.

Poster Displays

All materials for display on Eufaula Public School property must be approved by the principal or the principal's designee. Any organization at EHS is at liberty to display posters and signs at appropriate locations throughout the school campus. Posters and signs should, of course, be in good taste and will not impede orderly school movement or function. Approval from the principal must be given before placing posters around the school campus. Posters should not be designed to stay up indefinitely and must be removed by the group, which placed them when they are no longer meaningful. Non-school posters must be approved by building principal at Eufaula Public Schools.

Public Displays of Affection

Students must accept the responsibility of conducting themselves in a manner that is not subject to question. A public display of affection between students is considered offensive and unacceptable behavior. If students choose not to comply with this guideline, it is cause for any reasonable discipline the principal may decide to impose.

Reporting Substance Abuse

The Board recognizes the complexity of problems that may be associated with student substance abuse. The concern is for the well-being and best interest of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of low-point beer, alcoholic beverages, or controlled dangerous substances. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances that caused the student to appear to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The principal will immediately notify the superintendent of the report. The principal will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing. A copy of this policy will be delivered to each teacher and administrator of the district and filed with the State Superintendent of Public Instruction within ninety (90) days of its adoption by the Board of Education. (Adopted this fifth day of February, 1996)

School Day

Students should not be on school property before 7:45 AM unless special arrangements are made with the building principal. The school day begins at 8:10 AM and ends at 3:05 PM. The senior high lunch period is from 11:50 AM until 12:25 PM.

School Trips

Overnight school trips must have approval from administration.

Senior Announcements

Senior announcements will be selected each year by a committee consisting of the Senior Class Officers and the Student Body President.

Senior Letter Jackets and Sweaters

Students may purchase letter jackets after they have successfully completed a sport and earned a letter in the following activities: football, basketball, baseball, cheerleading, band, softball, track, golf, speech, or academic team. Students who order jackets will be responsible for the total cost.

There will be one style of letter jacket ordered through Eufaula High School with the athletic sales representative chosen to make orders for letter jackets. Any student wishing to order a different style jacket or sweater must do so on their own without school involvement.

Sexual Harassment/Battery

The Eufaula School District forbids sexual harassment or sexual battery of any student. The Board of Education will not tolerate sexual harassment or battery by any of its employees or students. This policy applies to all students, employees, and volunteers who work with Eufaula School Students.

Sexual Harassment, for the purpose of this policy, includes:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented kidding, teasing, double-meanings and jokes. This also includes talking about sexual matters, hugging, touching inappropriately, or writing graffiti of a slanderous or sexual nature. Making an oral, written, lewd, or indecent proposal; asking, enticing, or persuading a person to meet at a secluded, remote, or secret place with unlawful and willful intent to commit a crime. Also, any action not yet mentioned that is deemed inappropriate by definition or

intent of law.

Any incident of alleged sexual harassment or sexual battery includes: intentional touching, mauling, grabbing, or feeling of the body or private parts of any person in a lewd and lascivious manner without the consent of that person; any action not yet mentioned that is deemed inappropriate by definition or intent of law.

Any person found guilty of sexual harassment or sexual battery will face disciplinary action up to and including the maximum allowed by law (two-semester suspension), and a formal report made to the appropriate law enforcement officials.

Sexual harassment or sexual battery can be a felony punishable by imprisonment from one year to life without parole.

Students should report any incident involving the above-mentioned actions to an administrator, the counselor, or a teacher. If a student is not comfortable in reporting sexual harassment, the student should have a parent or friend report the incident.

Solicitation

Students will not be permitted to promote or participate in raising funds for any organization or purpose not associated with the school and sanctioned by the principal.

Student Insurance

Student insurance is made available to students as a convenience for the student. The school does not profit from the sale of student school insurance. The school neither encourages nor discourages students in taking school insurance, with the exception of those students enrolled in football.

Student Search Policy (Board of Education, August 3, 1987)

Since it is the duty of the school administrators and teachers to protect the school population from foreseeable injury, and enforce laws and school rules, searches based on reasonable suspicion may be conducted. Searches may extend from the person to his/her personal items, including automobiles, handbags, purses, or other belongings. Searches of students and the personal property of students will be made when there is reasonable suspicion the search will produce items that a student is not to have at school, according to school policy or discipline code. This may include weapons, alcoholic beverages, controlled dangerous substances, tobacco products, and stolen or missing property reasonably suspected to have been taken from another student, a school employee, or the school during school activities. Searches of a student's person are to be done by a member of the teaching or administrative staff who is of the same sex as the student. All student searches must be authorized by an administrator and should be done in the administrator's presence and in privacy. No strip searches of students are to be conducted by school personnel.

- If a student refuses to submit himself/herself or their personal belongings, including automobiles, to a search, the police will be called.
- School personnel will detain, and if necessary, restrain the student and secure personal effects until the police arrive. If items that were stolen, considered illegal, illicit, disruptive, or a general nuisance are found, parents will be immediately notified and appropriate disciplinary action will be taken.
- Students shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.
- Any student who refuses to be searched or refuses to allow his/her property searched will be detained and his/her parents will be contacted. Further refusal to permit search by student and/or parent could result in suspensions. If sufficient cause exists to warrant a search, the police and court system will be utilized.

Substitute Teachers

Substitute teachers provide a service to the school district and administration in the absence of a regular classroom teacher. Students are expected to follow the directions left by the regular teacher and then work on additional assignments when finished. Students who disrupt class, show disrespect, or create other problems when substitutes are in charge should expect disciplinary action.

Teacher Authority

Students must remember that all school personnel of this school system have authority over them. This not only applies during the school day, but also at any school-sponsored activity at home or away. School regulations apply to students from the time they leave their residence in the mornings until they return to that residence, or a length of time equivalent to that return.

Telephones

- Students will not be permitted to leave class to make phone calls, nor will the students be called from class to take incoming calls.
- Students will be given messages of an *Emergency Nature Only*. The school will not take messages to students from employers.
- Students are advised to take care of all personal business before coming to school and are not to ask for permission to use school phones unless it is an emergency.
- Students needing to make emergency phone calls must do so from the principal's office only and only after receiving permission.

Textbooks

All textbooks will be furnished by the school system, and each student is responsible for the care of his/her textbook. In the event a

textbook is lost or defaced, the student to whom the book was checked out is responsible for the replacement cost of the textbook. No transcripts or grades will be released until all textbooks have been turned in or replacement cost has been made to the school.

Tobacco Use

Students are not permitted to use or be in possession of any tobacco product in any classroom, on the school campus, or while participating in school sponsored activities. This includes travel to and from and while in attendance at school activities. This regulation is state law.

(Sec 600.3 of Title 37) It is unlawful for any person to sell or furnish in any manner any tobacco product to another person who is under eighteen years of age, or to purchase in any manner a tobacco product on behalf of any such person. Provided, however, that it shall not be unlawful for an employee under eighteen years of age to handle such products when required in the performance of the employee's duties.

(Sec 600.4 Title 37) It is unlawful for a person who is under eighteen years of age to purchase or accept receipt of a tobacco product, or to present or offer to any person any purported proof of age which is false, fraudulent, or not actually his or her own, for the purpose of purchasing or receiving any tobacco product. Provided, however, that it shall not be unlawful for such a person to handle such tobacco products when required in the performance of such person's duties.

When a person violates Subsection A of this section, the *Alcoholic Beverage Laws Enforcement Commission* (ABLE) shall assess such a person an administrative fine of \$100 for a first offense within a one-year period, and a fine of \$200 for a second or subsequent offense within a one-year period. Upon failure of the individual to contact the Legal Division 1-866-894-3517. The ABLE Commission shall notify the Department of Public Safety and the Department shall suspend or not issue a driver's license to said individual until proof of payment has been furnished to the Department of Public Safety.

Visitors on Campus

All visitors to the school campus must check in at the principal's office. If visitors do not have legitimate business at school, they have no business at school. There are to be no student visitors in the school.

SAFETY & TRANSPORTATION

Activity Trip Transportation

Students who participate in any school-sponsored activity must ride school transportation to and from the event. Parents requesting an exception for the return trip must present a written request to the principal, including a telephone number for verification purposes, by 2:00 PM on the travel date. Parents may sign their own children out at any event. If a parent chooses either of these options, the school is not responsible for the student's return trip. The person a student rides home with is the responsibility of the parent.

Bus Transportation

- All buses used in the Eufaula School System meet the requirements and follow the regulations of the State Department of Education.
- In order to prevent serious accidents, students are expected to conduct themselves on buses in the same manner as a classroom.
- Students who ride the bus to and from home and while on school trips should be careful about loading and unloading.
- Always wait for the bus to come to a complete stop before beginning to load or unload.
- Students must not depart from the school bus until it reaches his/her school or destination.
- Students are under the supervision of the bus driver. The driver is a school official and has the same authority as teachers.
- No student is to depart from the bus until it reaches the student's destination.

Bus Video Policy

Bus transportation by the district is a privilege, not a right, and it will be extended only to students who display good conduct while preparing to ride, riding or leaving the bus. An additional condition for riding district buses is parental consent to the release of videotapes that would otherwise be prohibited for reasons of privacy. Before a student is allowed to ride a district bus, the district must have obtained a parent's written consent for the release of any such videotapes.

Camera Surveillance Videos

Eufaula schools utilize video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other area except locker rooms and bathrooms. Surveillance videos are not considered to be educational records of students. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings. Videos will not be retained unless the District's determines that a video is needed. Any requests from the media for copies of videos are to be handled by the Superintendent. The District shall have discretion as to the release of surveillance videos.

Driving Regulations

Driving will be limited to licensed drivers only. It is the position of the Eufaula School District that students are allowed the privilege of driving to and from school. That privilege may be revoked for just cause. With this in mind, it shall be the policy of the Eufaula Schools that any student who has been found guilty by law enforcement officials of speeding or unsafe driving in the proximity of any local school campus shall be governed by the following disciplinary provisions:

- 1st Offense: Ten (10) days suspension of driving privileges to and from school;
- 2nd Offense: Twenty (20) days suspension of driving privileges to and from school;
- 3rd Offense: Suspension of driving privileges to and from school the remainder of the current semester or thirty (30) school days, whichever is greater.

When a student's driving privileges have been suspended, the only way that student may attend school is by bus or if they are brought to school by another person in a vehicle other than their own.

If a student drives a borrowed vehicle in violation of the above policies, the owner of the vehicle shall be held responsible until the identity of the driver is ascertained. Owners of vehicles need to be aware of their liability in this area when loaning vehicles. Appropriate disciplinary action will be taken against the driver by the driver's principal.

Driving and Parking Permits

- Reckless driving will not be tolerated and students may have driving privileges revoked. A 15 mph speed limit is in effect on the school campus at all times.
- Any vehicle parked on Eufaula Public Schools property will be subject to random search for dangerous or controlled substances and violations of the firearms policy.
- All students must park in the paved parking lot east of the senior high building. Students will not be allowed to drive their cars to classes away from the senior high building; however, first hour band students may drive to the band room and then to the parking lot after band. All other students will walk or ride the bus.
- Students may park their cars two deep in rows from north to south.
- Students are not to park three deep and *must not block the circle drive*.
- All students who park cars in the parking lot will be required to have a parking permit. The driver will be able to transfer it from one vehicle to another, provided that the vehicles are owned by the registered person.
- All cars in the parking lot must have a parking permit. The hang tag will be issued free. There will be a charge for any permits issued thereafter. Failure to adhere to the permit policy could result in loss of driving privileges and/or other disciplinary action.
- Students will not be allowed to sit in their cars or loiter in the parking lot.
- Cars should be kept locked.

Fire Drills

The signal for fire or a fire drill will be the fire alarm. The following procedures are to be followed in case of fire or fire drill. First, wait for teacher instructions and then *walk in an orderly fashion* to assigned exit. Exits will be posted in each individual classroom. Leave books and materials in rooms. All students are to remain with their teacher until the all-clear is given. All clear will be two short blasts of the bell.

Tornado Drills

The signal for an approaching storm or tornado will be a continuous intermittent ringing of the intercom for at least 30 seconds. Students in the school building will go to the nearest hallway, kneel, cover face with hands and arms, and remain quiet until the all-clear bell is given. Band room students will move to the south and east walls. Students in the gymnasium will move to the nearest restrooms. All other classes will move to an inside wall. If a hallway is not available, follow directions given above. All students are to remain with their teacher until the all-clear is given. All-clear will be two short blasts of the intercom.

OKLAHOMA STATE SCHOOLS ATHLETIC ASSOCIATION

OSSAA—Rules for Athletic and non-Athletic Activities

Age, Physical Exam, and Parent's Consent Certificate

Any student who reaches their nineteenth birthday before September 1st will not be eligible to participate in competitive athletics. No student shall be eligible to represent his/her school until there is a physical examination and parental consent certificate on file in the principal's office. The physical examination certificate shall be completed on a form prescribed by the Athletic Association and the examining physician shall certify as to his or her findings that the pupil is physically fit at that time to participate in various athletic sports for the current school year. One or both parents or legal guardian thereafter shall sign, certifying the student has their consent to participate in athletics.

Attendance

A student who has not attended classes ninety percent of the time for the semester becomes ineligible. If the student is ineligible because of late enrollment, the student must attend classes to regain eligibility the same number of days missed by late enrollment; otherwise, the student must attend a period of time equal to the number of days absent in excess of twenty percent for the semester. In the event of late enrollment due to illness, injury or death in the immediate family during the first ten days of a semester, the principal shall determine if a student should be charged with late enrollment for eligibility purposes. Time of additional absences while regaining eligibility will be added to the time required to become eligible.

After a student regains eligibility and then is absent, his or her eligibility is determined by the percentage of attendance from the beginning of the semester, except that percentage of attendance for late enrollees, after becoming ineligible, shall be calculated from the date on which eligibility is regained.

Semester Grades

A student must have received a passing grade in any five subjects counted for graduation that he or she was enrolled in during the last semester he or she attended fifteen or more days of school. This requirement would be five school credits for the 7th and 8th grade students.

If a student does not meet the minimum scholastic standard, the student will not be eligible to participate during the first six weeks of the next semester they attend.

Any student who does not meet the above mentioned scholastic standard may regain eligibility by achieving passing grades in all subjects

enrolled in at the end of a six week period.

Special Provisions

A 12th grade student may maintain eligibility if the student is passing the classes required for graduation. The number of classes may be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college course to meet the minimum number of four subjects needed to maintain eligibility. These subjects may be a combination of high school and college courses equivalent to four high school units which are accepted by the *Oklahoma State Department of Education*. Physical education and athletics may not be included in the four requirements.

An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain eligibility for achieving the scholastic standard at the end of the three week period.

Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships include illness, injury, death in the family, or natural disaster. Board policy allows a maximum of two weeks to apply to this exception.

One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements for the end of the spring semester.

Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Special education students who are enrolled in special education classes and have an Individual Education Plan and have been certified by the principal as doing a quality of work, may, with the approval of the *Board of Directors*, be accepted as eligible under this rule.

Student Conduct

A student whose conduct or character at school is under discipline, or whose conduct or character outside of school reflects discredit upon the school shall be ineligible until reinstated by the principal.

A student who is disqualified during a game or contest because of flagrant or un-sportsmanlike conduct shall be ineligible until reinstated by the principal. *See Board policy on OSSAA sponsored playoff games.*

Students ineligible under these rules are not eligible until reinstated by the principal.

If a student who is ineligible under these rules transfers, the principal shall notify the principal of the receiving school and the OSSAA Executive Secretary of the student's eligibility status.

A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Secretary for review with the *Board of Directors*.

It is recommended that a disqualified student forfeit the right to participate in at least one (1) contest before the student is reinstated by the principal.

Any student who is disqualified for cursing, fighting, or striking a person with a fist or object shall not be allowed to participate in the next two (2) games.

No person shall enter a contest under an assumed name.

Any pupil who is a member of a fraternity, sorority, or secret society in violation of the State law of Oklahoma, or the regulations of any local Board of Education, is not eligible. Any school violating this rule will be subject to suspension for a period of one (1) year.

Student 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 all subjects enrolled in during a semester. If a student is not passing all subjects at the end of the week, the 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 their probationary one-week period, the student will be ineligible to participate during the next one-week period.

- The ineligibility periods will begin on Monday and end on Sunday.
- A student who lost eligibility under the provision must be passing all subjects to regain eligibility.
- A student regains eligibility under Rule 3 with the first class of the new one-week period.
- *Passing Grade* means work of such character that credit would be entered on the permanent record were the semester to close at that time. Eligibility requirements pertain to all Eufaula School activities, regardless of whether or not they are competitive or local performances.

DISCIPLINE

Alternative Punishment

In administering discipline, consideration will be given to alternative methods of punishment. In all disciplinary action, the administration should be mindful they are dealing with individual personalities.

When feasible, the administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

Behavior or Conduct Which May Result in Student Suspension

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the district for:

- Violation of school regulation;
- Immorality;
- Adjudication as a delinquent for an offense that is not a violent offense;
For the purpose of this Section *violent offense* shall include those offenses listed as the exceptions to the term nonviolent offenses as specified in Section 571 of Title 57 of *Oklahoma Statutes*. *Violent offense* shall include the offense of assault.
- Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the *Oklahoma Statutes*, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance, as defined in the *Uniform Controlled Dangerous Substances Act*. Possession of a firearm shall result in out-of-school suspension as provided in the district’s policy related to firearms.

In the event of a suspension for any of the reasons listed on the previous pages, an education plan shall be applicable for acts which fall within parts above. However, no education plan shall be necessary for acts which fall within PART “E” above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher’s classroom without the teacher’s prior approval. Whether an offense is considered a violent offense, requires an affected teacher’s approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

Disciplinary Action for Distribution

Any student guilty of actually distributing contraband will be suspended for the maximum allowed by law (two semesters). Reports to the JSU, police, district attorney, and any other appropriate law enforcement agency will be made and charges filed.

Disciplinary Action for Possession of Drugs or Alcohol (as defined by Oklahoma statutes)

If any high school student is in possession of or under the influence of drugs or alcohol at school or during a school function, punishment will be to the fullest extent allowed by law which is up to two semesters.. Student will be referred to JSU, police and any other appropriate agency.

Disciplinary Action with Intent to Distribute

Intent to distribute will be determined by the quantity of contraband in a student’s possession. Generally, if a student has in his/her possession more contraband than that student could normally be expected to use, the intent to distribute will be assumed by the school. The term contraband as used in this policy includes any dangerous or controlled substances as defined by Oklahoma statutes or alcoholic beverages of 2.0 alcoholic content or more, or any drug, prescription or illegal. Punishment will also be to the fullest extent of the law which is two succeeding semesters.

Disciplinary Code

The disciplinary policy is to correct the misconduct of individual students and to promote adherence by each student to the policies and regulations of the school district.

In order to provide quality education for all students attending Eufaula Public Schools, Eufaula Schools will not tolerate disruptive acts that interfere with the tranquility of the school environment or the safety of its students. Furthermore, Eufaula Public Schools will not tolerate acts of vandalism to school property. Students, while enrolled in the Eufaula School system, shall be under the jurisdiction and shall be accountable to school personnel. This jurisdiction shall include attendance going to and from school activities and attending such activities.

Disciplinary Reports

In the event that students get into trouble at school-sponsored activities, a disciplinary report will be filled out on the student or students. These reports will be kept on file in the principal’s office.

Discipline Action Schedule (Schedule & Codes are Shown on Pages 39)

Nothing in the discipline schedule shall be construed to deny the student’s right to a fair and orderly hearing, appeal, counsel, and due process in cases which may end in suspension.

This schedule shall be interpreted by the principals and their designees in a manner in which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by a situation not covered in the disciplinary action schedule.

The principal shall have the latitude to vary from the schedule in administering punishment, depending upon students’ attitude, the seriousness of the offense, its potential effect on other students, and previous penalties for similar offenses.

Saturday school may be assigned to students as a consequence for violations of the student handbook.

Parents of students who do not want corporal punishment (paddling) administered to their child must state that in writing and bring it to the high school administrative office.

District's Obligation

Before the district, through its designated representatives, recommends out-of- school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out of school suspension. Students identified as disabled under the *Individuals With Disabilities Educational Act* or Section 504 of the *Rehabilitation Act of 1973* and who are suspended out-of-school or receive disciplinary removal from the classroom require additional procedural considerations.

Education Plan for Suspended Students

Students who receive out-of-school suspension for six days or more will receive an education plan for core subjects in which the student is currently enrolled. The work will be consistent with P.A.S.S. objectives for successful completion of competency in the core areas. Assigned work must be completed and turned in upon return to school. Credit will be awarded for completed work.

Failing List Protocol

We want to give students every opportunity to succeed. When a student is placed on the ineligible list that means that a failing grade is being attained that subject(s). The student will be offered after school tutoring on Tuesday, Wednesday or Thursday. Students may also schedule an appointment with a teacher before school, after school or at lunch for extra help. ***Students that are ineligible may not attend any school activities including the prom.***

Disciplinary Steps for Missing Lunch Detention

- 1st Offense—2 Additional Lunch Detentions
- 2nd Offense—1 Saturday School
- 3rd Offense—5 Days In School Placement

Saturday School

5 Days of In School Placement for missing SS.

The only reason accepted for missing SS are a funeral bulletin or Dr. note.

Gun – Free Student Suspension Policy

It is the policy of Eufaula School District that any student who is determined to have brought a weapon to school under the jurisdiction of the school district shall be suspended from school for a period of not less than one year. Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the school district.

For the purposes of this policy, the following definitions shall control:

The term *weapon* means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.

- (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- (B) the frame or receiver of any such weapon;
- (C) any firearm muffler or firearm silencer; or
- (D) any destructive device. Such term does not include an antique firearm.

The term *chief administrative officer* means the Superintendent of Schools.

The term “*determined to have brought a weapon to school under the jurisdiction of the school district*” means any student being in possession or control of a weapon on property owned, leased, or rented by the school district, including, but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any school district sponsored function regardless whether such function is conducted on school property. Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

It is the policy of this school district to refer to the appropriate criminal justice of juvenile delinquency system any student who has violated this policy. Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the school district’s policy for out-of-school suspension of students. To the extent that this policy is inconsistent with any other policy of this school district, then this policy shall control.

Immediate Out-Of-School Suspension Without a pre Out-Of-School Suspension Conference

A student may be suspended out-of-school without the above pre out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, school property, or a continued substantial disruption of the educational process.

In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

In School Placement

In-School placement will be used as an alternative method of discipline for certain offenses at the discretion of the principal.

When a student is placed in in-school placement, the student will:

- Take breaks at different times from those regularly scheduled and only when permission has been obtained from the principal;
- Eat lunch at a time different from the rest of the student body set by the principal or his/her designee;
- Students are responsible to get assignments from his/her regular teachers before and/or after school. This work will count for credit.
- Remain in the ISP room until released by the principal or his/her designee.
- Not be allowed to attend or participate in extra-curricular activities as outlined by the rules of the activities association;
- Defacing or damaging school property while in ISP will result in out-of-school suspension.
- Any misbehavior, talking, or failure to do assigned work will result in strict disciplinary action, as this is an extra effort on the part of the school to have this type of alternative discipline.

Failure to complete in-school placement or follow regulations of such will result in out-of-school suspension. In-school placement will be figured as out-of-school suspension when determining the progressive nature of a student's discipline record.

ISP will receive credit for any classroom work completed.

ISP Regulations

Students will utilize good manners while in ISP. Answer questions with "Yes sir/ma'am" or "No sir/ma'am" and start requests with "May I", "Please" and end with "Thank you".

Students will have a structured environment with zero tolerance for misbehavior. (No gum chewing, note writing, drawing, etc.)

STUDENTS IN ISP PICK UP WORK FROM THEIR TEACHERS EACH MORNING BEFORE GOING TO ISP. IF TEACHERS ARE NOT IN THEIR ROOMS, PLEASE REPORT TO VICE PRINCIPALS SECRETARY'S OFFICE FOR FUTHER INSTRUCTIONS.

- Students will receive a morning and afternoon restroom break at 10:30am and 1:30pm.
 - Students will have lunch in the cafeteria at 11:20.
 - Students will report to ISP room at 8:10am each morning. Students who are not in their designated seat at that time will be considered tardy.
 - Students will pick up work from their teachers BEFORE going to ISP room. If teachers are not in their room, contact vice-principal's secretary and let her know you were unable to reach them.
 - Students will bring work and work related materials needed to accomplish said work.
 - Students will knock and receive permission to enter ISP room.
 - Students will write one full page explanation regarding why they were given ISP and how long they will be in ISP. Student will hand write ISP regulations to ensure comprehension.
 - Students will remain silent at all times and must raise hand and receive permission to speak.
 - Students will direct all of their remarks and conversation to the instructor in charge.
 - Students are required to bring something additional to work on or read in the event that they complete their assignments. If students do not bring these materials, the ISP instructor will assign additional work.
 - Students may be assigned busy work if no extra work is brought with them; if student still does not stay busy additional days for ISS/Level One may be added.
 - Students in ISP may NOT attend ANY school activities as a participant or spectator. These include but not limited to: Athletic events, assemblies, livestock shows, and band functions.
 - Days missed in ISP will have to be made up before students return to classes. No exceptions.
 - Any tardies to ISP will result in additional days of ISP.
 - Students will be expected to clean their ISP desk area before the end of each day.
- Consequences for violating any ISP regulation may result in out of school suspension.

Students will have consequences if ANY adult reports a violation at anytime.

Indecent Actions

Any acts, expressions, comments, or other actions, either written or expressed, that are considered indecent, threatening, and/or inappropriate, will be strictly forbidden. Students who violate this policy will be disciplined according to the nature of the infraction.

Knives

No knives of any kind or size are allowed on the school campus.

Long Term Disciplinary Removal

The school district may implement the disciplinary removal of a child with a disability to an interim alternative setting for a period of 45 calendar days or less if the child.

- Carries a weapon to school or to a school function under the school's jurisdiction; or
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school

function under the school district's jurisdiction.

The child's individualized education plan or accommodation plan team will identify the child's interim alternative educational setting. Any interim alternative educational setting in which the school district places the child will:

- Be selected to enable the child to continue to participate in the general curriculum and to continue to receive the services and modifications, including those identified in the child's current I.E.P. or A.P. that will enable the child to meet his or her I.E.P. or A.P. goals; and
- Includes services and modifications designed to address the behavior that led to the placement change so that the behavior does not recur.

The school district will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and school district policy as soon as possible after the decision to take disciplinary action is made.

Long-Term out-of-School Suspensions in Excess of Ten Days

Right of Appeal: A parent or the student may appeal the out-of-school suspension decision of the principal to a committee of school persons and the Board of Education. At the student and/or parent or guardian's option, the appeal may be made directly to the Board of Education.

Method of Appeal to a Committee: An appeal to a committee can be requested by letter to the superintendent, which must be received within two days after the principal's out-of-school decision is received by the student, or by his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee can be authorized. If the superintendent determines that the period of out-of-school suspension is greater than ten school days, the procedures applicable to long-term out-of-school suspensions must be followed.

Out-of-school suspensions shall include an individualized plan for out-of-school suspensions, that shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The plans shall be prepared by the principal with the assistance of other school employees as warranted by circumstances of the out-of-school suspension.

The plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies, and art requirements by the Oklahoma State Department of Education for high school graduation in grades nine through twelve.

A copy of the plan shall be provided to the student or parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is re-admitted into school.

Hearing the Appeal: The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours Monday through Friday.

Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision. The failure to give such notice shall preclude the party's right to have counsel attend the hearing.

The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule, or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

At the conclusion of the presentation of evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

When a committee hears an appeal for a long-term suspension, the student and parent or guardian may appeal an adverse decision to the Board of Education.

In no appeal is received within two calendar days after the committee's decision is received by the parent or student, the committee's out-of-school suspension decision will be final.

Method of Appeal to the Board of Education

- An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
- If no appeal is received within two days after the decision of the committee is received by the parent or student, the decision of

the committee will be final. A direct appeal to the Board of Education requires the student and parent or guardian to file the written request for appeal within two days of the principal's decision.

Hearing the Appeal: The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent or guardian and student will have the right to an 'open' or "closed" hearing, at their option. Reasonable effort will be made to accommodate the work schedule of parents.

Out-Of-School Suspension

An Out-of-School suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten school days. A short-term out-of-school suspension shall be a period of ten or fewer school days.

In no event will an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the school district's *Gun Free School* policy. Out-of-school suspensions should have a definite commencement and ending date.

Out-of-school suspensions shall include an *Individualized Plan of Education* for out-of-school suspensions, which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The plan shall provide for the core units in which the student was enrolled. Core units shall consist of the minimum English, mathematics, science, social studies, and art units required by the *Oklahoma State Department of Education* for high school graduation in grades nine through twelve.

A copy of the plan shall be provided to the student or parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into the school.

Students will make up the time absent from their regular classroom, minute for minute, in Saturday School or other time assigned outside normal school hours, except for students assigned to alternative school.

Suspended students may not be on school property or attend school activities until re-admitted to class.

All suspensions and alternative in-school placements shall include forfeiture of the student's right and privileges as a student, including attendance and/or participation at any school-sponsored activity. The only appeal for disciplinary actions are those listed for short-term out-of-school and long-term out-of-school suspensions.

Out-Of-School Suspension or Disciplinary Removal of Children with Disabilities

This policy applies to the out-of-school suspension or other disciplinary removal from the classroom of a child with a disability.

"*Disciplinary removal*" refers to reassignment of a child to an interim alternative educational setting or another setting, designated by the school district for a prescribed course of education.

For purposes of this policy, the following definitions apply: "*Controlled substance*" means a drug or other substance identified under schedules I, II, III, IV, or V in Section 202©. Substances Act 21 U.S. C. 812 ©.

"*Illegal drug*" means a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed health professional, or that is legally possessed or used under any other authority under the Controlled Substances Act or any other provision of federal law. "*Substantial evidence*" means beyond a preponderance of the evidence.

"*Weapon*" means a dangerous weapon as defined by 18 U.S.C. 903 (g) (2), specifically, a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

Pre-Out-Of-School Suspension Conferences

When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense as set out in *Oklahoma Statute* Title 57 and 571, the principal shall conduct an informal conference with the student.

At the conference with the student the principal shall discuss the student's conduct that was a violation of the policy, rule, or regulation.

The student shall be given a full opportunity to explain and discuss his or her conduct.

It is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

The principal shall attempt to notify the parent by phone and will notify in writing that the student is being suspended out-of-school and that alternative in-school placement or other available options have been considered and rejected. Students shall not be dismissed before the end of the school day without advance notice to the parent unless their presence disrupts the safe environment of the school.

Procedure for Student Out-Of-School Suspension Review Hearing Before the Board of Education

The Board President should: Announce that the next agenda item is an out-of-school suspension review hearing for the student, stating his/her name. Ask whether the parents/student wish the hearing to be open to the public or executive session. The offer of an open hearing and their response will be made a part of the minutes of the meeting. If parents/student request a closed hearing, a motion to go into executive session per their request should be made a vote taken.

The Board President should advise the parents/student: That they are entitled to legal counsel, if they desire it. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given the opportunity to cross-examine. That the parents/student will be given an opportunity to call any relevant witnesses and present any relevant evidence that they may wish,

subject to cross-examination by legal counsel for the administration. That the Board will consider the evidence and documents and reach a decision that will be recorded by vote in open session. That the parents/student may ask any questions about the procedure.

- Following the presentation of above, all administration witnesses and documents should be presented subject to cross-examination.
- Parent/student may call any witnesses and present any documents subject to cross-examination.
- After each witness is presented, school board members may ask the witness any questions.
- Parent/student closing statement.
- Administration's closing statement.
- Deliberation in private.
- Return to open session and vote.
- After adopting a motion making certain findings of the fact, the Board must make a motion to affirm or revoke the out-of-school suspension.

Process for Implementing a Long-Term Out-of-School Suspension or Disciplinary Removal

No more than ten days after taking disciplinary action for an out-of-school suspension or disciplinary removal of more than ten school days or when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten school days during the school year, the school district will convene a meeting of the student's I.E.P. or A.P. team. The team will:

- conduct a functional behavioral assessment of the child and decide if a behavioral intervention plan is necessary, or
- if the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior, and
- make a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.

Making a manifestation determination: If the I.E.P. or A.P. team determines the behavior subject to disciplinary action is a manifestation of the child's disability, then the school district cannot suspend the child out-of-school long-term or implement a long-term disciplinary removal as discipline for the behavior. If the I.E.P. or A.P. team determines the behavior subject to disciplinary action is not a manifestation of the child's disability, then the school district may suspend the child out-of-school long-term or implement a long-term disciplinary removal as discipline for the behavior.

The I.E.P. or A.P. team may determine that the child's behavior was not a manifestation of his/her disability only if the team:

- (A) First considers as to the behavior subject to disciplinary action, all relevant information, including:
 - (1) Evaluation and diagnostic results including results or other relevant information supplied by the child's parents;
 - (2) Observations of the child, and
 - (3) The child's I.E.P. or A.P. Placement
- (B) And then determines that:
 - (1) as to the behavior subject to disciplinary action, the child's I.E.P., or A.P. placement was appropriate;
 - (2) The special education services, supplementary aids and services, and behavior intervention strategies were provided in compliance with the child's I.E.P. or A.P.
 - (3) The child's disability did not impair his/her ability to understand the impact and consequences of the behavior subject to disciplinary action;
- (C) The child's disability did not impair his/her ability to control the behavior subject to disciplinary action.

If the I.E.P. or A.P. team determines that the child cannot be suspended out-of-school or a disciplinary removal implemented as discipline for the behavior it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons.

School district personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

Continuing Educational Services: The school district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child with a disability, under the IDEA, whether or not the child's behavior is a manifestation of his/her disability. The school district will provide appropriate educational and/or related Services during long-term out-of-school suspensions to a child with a disability, under the term of out-of-school suspensions to a child with a disability, under the IDEA, whether or not the child's behavior is a manifestation of his/her disability. The school district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child who is a qualified individual with a disability under Section 504, if the child's behavior is a manifestation of his/her disability. The child's I.E.P. or A.P. team will determine an appropriate educational program and placement for the child. Otherwise, educational services during the out-of-school suspension term shall be governed by the school district's policy and procedures for out-of-school suspension of children with disabilities.

Stay Put: If a child's parent disagrees with the I.E.P. or A.P. placement team's determination that the child's behavior was not a manifestation of his/her disability or with any decision regarding placement, the parent may request a due process hearing. The school district will arrange for an expedited hearing if the parent requests one. In reviewing the team's manifestation determination, the hearing officer will decide whether the school district has demonstrated that the child's behavior was not a manifestation of his/her disability in compliance with the standards set out in Section 6 of this policy.

When a parent requests a due process hearing regarding:

- the school district's action imposing a disciplinary removal to an interim alternative educational setting for up to 45 calendar days for a drug or weapon offense;
- an interim alternative education setting imposed by a hearing officer; or
- the team's manifestation determination.

The child will remain in the interim alternative setting pending the hearing officer's decision or until the expiration of the time period identified for that placement (up to 45 calendar days), whichever occurs first, unless the parent and the school district agree otherwise. If a child is placed by the school district in an interim alternative educational setting for a drug or weapon offense or imposed by a hearing officer and school district personnel, propose to change the child's placement after expiration of the placement, during the pendency of any proceeding to challenge the proposed change in placement, the child will remain in the current placement, unless the following exemption applies. If school district personnel maintain that it is dangerous for the child to be in current placement during the pendency of the due process proceedings, the school district may request an expedited hearing. In determining whether the hearing officer may place the child in the alternative setting or in another appropriate placement the hearing officer will use the standard identified in section 9 of this policy.

Emergency Disciplinary Removal: The school district may request a due process hearing to obtain an emergency order placing a child with a disability in an interim alternative educational setting for no more than 45 calendar days. To enter such an order, the hearing officer must determine that the school district has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in an injury to the child or others, and will also;

- Consider the appropriateness of the child's current placement;
- Consider whether the school district has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and service; and
- Determine that the interim alternative educational setting meets the standards identified in Section 4 of this policy.

Racial/Ethnic Incidents: Using racial or ethnic terms, signs, or signals, determined inappropriate by the school, will be considered as such and will be dealt with in a disciplinary action.

Records and Reports: The principal will keep written records of each out-of-school suspension. The principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the plan.

Short-Term Out-of-School Suspensions: The Board of Education recognizes that student out-of-school suspensions of ten or fewer school days (referred to as short-term) involve less stigma and require less formal due process procedures than are required for out-of-school suspensions greater than ten days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved for the district's discretion.

Right of Appeal: A student who has been suspended out-of-school for a period of ten or fewer school days is entitled to all pre-appeal rights presently accorded by school district policy to students who have been suspended for a period of greater than ten school days.

A student who has been given a short-term out-of-school suspension and that student's parents have the right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting the appeal.

Method of Appeal to a Committee: An appeal can be presented by completing and returning an appeal request form (available at the superintendent's office) to the superintendent within two school days after receiving the out-of-school suspension decision of the principal.

If a completed appeal request form is not received within two school days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final.

Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

Hearing the Appeal: The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

The Superintendent of Schools shall schedule the committees hearing as soon as possible during regular school hours Monday-Friday. Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision. The failure to give such notice shall preclude the party's right to have counsel attend the hearing.

The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule, or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

At the conclusion of the presentation of evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student.

The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

The decision of the committee shall be final and non-appealable.

Short-Term Out-of-School Suspension Or Disciplinary Removal: The school district may suspend out-of-school or implement a

disciplinary removal of a child with a disability for a period of ten consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability.

The school district will follow its policy and procedures for the out-of-school suspension of children without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The school district will notify the child's parents of the disciplinary action and all applicable procedural safeguards under state and federal law, and school district policy as soon as possible after the decision to take disciplinary action is taken. No credit will be awarded for students suspended out of school.

The judicial extension of the *Fourteenth Amendment* protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases.

The policy of the school district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term *out of school* refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and all other offenses.

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspensions and do not require or involve the due process procedures set forth herein.

Any student subjected to an out-of-school suspension may also be referred to the *First Offenders Program* of the McIntosh County Juvenile Services unit, or other counseling program.

Student Suspension: The judicial extension of the *Fourteenth Amendment* protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases.

The policy of the school district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.

The term *Out of School* refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and all other offenses. Alternative placement, detention, and similar disciplinary options or correctional measures are not considered by law to be Out of School Suspensions and do not require or involve the due process procedures set forth herein.

Any student subjected to an Out of School Suspension may also be referred to the First Offenders Program at the McIntosh County Juvenile Services Unit or other counseling program.

Discipline Codes

- 1) Warn student
- 2) Advise parent/guardian
- 3) Remove from class/group; lose of credit
- 4) Parental conference.
- 5) Detention
- 6) Staff committee composed of counselor and the student's teachers will review the record and render a written recommendation.
- 7) Financial restitution
- 8) Involve law enforcement
- 9) Refer to other social agencies
- 10) Probationary period
- 11) Alternative In-School Placement
- 12) Suspension
- 13) Saturday School

Principal may assign Saturday School at his discretion for any offense.

THE PRINCIPAL (OR DESIGNEE) RESERVES THE RIGHT TO COMPLY WITH THE GUIDELINES OF THE HANDBOOK OR DEVIATE DEPENDING ON CIRCUMSTANCES AND CONSIDERATION OF FACTS INVOLVED.