

# ***ERICK JR-SR HIGH SCHOOL***

## ***STUDENT HANDBOOK***

### ***2016-2017***

#### *Administration*

*Mr. Jeff Kelly, Superintendent*  
*Mr. Lantze Blevins, Principal*

#### *School Board*

*Brady Greer, President*  
*Joel Carpenter, Vice President*  
*Kevin Black, Clerk*  
*Stacey Davis, Member*  
*Jessica Lyons, Member*

400 S. Oak

Erick, OK 73645

**580-526-3351**

School Website [www.erickps.k12.ok.us](http://www.erickps.k12.ok.us)

**This handbook belongs to:**

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

**ERICK JR-SR HIGH SCHOOL  
A LEARNING PLACE**

**PHILOSOPHY**

**The purpose of the Erick Public Schools is to help each student develop his/her abilities to the highest extent possible, so that he/she might become an effective member of society.** The school should aid the young people of the community in acquiring habits, skills, attitudes, and basic knowledge to guide them in becoming desirable citizens in a democratic community and in assuming responsibilities and duties expected of an American citizen. The curriculum should provide ample training in academic, physical and cultural development, as well as in industrial and vocational fields on both the secondary and adult levels. The attainment of these purposes requires full cooperation of the school with all agencies in community life, for the development and the welfare of the student. The purpose, responsibility, and function of the Erick Public Schools is to direct the student to live among his fellowmen so that he will respect them and be respected by them in conformity to the era in which he is now living and is likely to live in the years to come.

**WELCOME**

Dear Student, Parent, or School Patron:

Welcome to a new school year. The faculty and staff of Erick Public Schools hope you have had a productive and restful summer. We hope you are rejuvenated and ready to reach new educational heights. To reach these educational heights it is necessary for students, parents, faculty, and staff to work together toward one common goal. The purpose of this handbook is to insure that everyone understands the guidelines by which we will reach our educational goals. Please read and study this handbook carefully, it is a critical document that will help us work together.

It is important that everyone involved in the education of the youth in the Erick School District understands his or her responsibilities. A good school system cannot run without a certain amount of uniformity and rules. The school will be effective only if we all work together toward one common goal. Together we can work to help the youth of the Erick School District become the progressive and responsible leaders of tomorrow.

The patrons of Erick Schools should be proud of the school system that you have helped nurture into the high quality educational system that it is. The Erick Public School belongs to you. Please feel free to come by your school and discuss in a courteous manner any questions or concerns that you might have. **GO BEARCATS!**

Sincerely,

Mr. Jeff Kelly, Superintendent  
Mr. Lantze Blevins, Principal  
Erick Secondary Faculty and Staff

## **NOTIFICATION OF AHERA**

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at your child's school during normal working hours.

## **NONDISCRIMINATION STATEMENT**

Erick Public Schools, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990 and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures.

## **ERICK JR/SR HIGH HERITAGE**

### **SCHOOL COLORS**

RED, WHITE, and BLACK

### **SCHOOL MASCOT**

BEARCAT

### **SCHOOL SONG**

O'er the fields of battle,  
Bravely we go  
Bearcats and Pep Club  
Fighting every foe.

RAH! RAH! RAH!

In the fade of dawning  
Victory's our goal  
We'll fight together,  
Hands, heart and soul.

## **NOT DOING YOUR WORK IS A DISCIPLINE PROBLEM**

**YOU ARE HERE FOR AN EDUCATION. IF YOU ONLY WANT THE SOCIAL PART AND WILL NOT PARTICIPATE IN THE EDUCATIONAL PART, THEN YOU WILL LOSE THE SOCIAL PART AND WILL STILL BE REQUIRED TO DO THE SCHOOL WORK. IF ISD DOES NOT CHANGE YOUR BEHAVIOR, THEN YOU WILL BE SUSPENDED.**

### **STUDENT ARRIVAL**

The entrance near the principal's office is the designated student entrance. Students will be allowed into the main building when the 7:45 AM bell rings and all students should go directly to the cafeteria at that time.

**BREAKFAST WILL BE SERVED EACH MORNING AT 7:45 AM IN THE CAFETERIA.**

### **ATTENDANCE POLICY**

The Erick Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance. A maximum of nine (9) absences will be allowed each semester. On the tenth absence the student will not receive credit for course in which the student has accumulated ten (10) absences. Exceptions to this requirement will be considered by the board on an individual, case by case basis. The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

### **EXTRA-CURRICULAR PARTICIPATION SCHOOL ATTENDANCE POLICY ON DAY OF AN EVENT**

The OSSAA has no rule that governs extra-curricular participation in regards to attendance (whether partial or full day absence on day of an event) as it relates to eligibility to participate. The Erick Board Of Education has established that the student's absence must be an *excused absence*. The administration will decide if the absence (whether partial or full day) is excused. Parents and/or students are encouraged to get confirmation that the absence will be excused beforehand when possible.

### **EXCESSIVE ABSENCES**

Excessive absence is defined as a student with 10 or more absences in a class for any reason except activity absences. When a student acquires 10 absences in a semester; credit for classes with excessive absences will not be given. An Attendance Review Committee will meet to hear extenuating circumstances concerning absences and review documentation of students who have over nine (9) absences. The committee members shall be selected by the principal. When coming before the committee, all absences must be supported with proper written documentation. In cases of excessive absences, the school will

pursue the legal obligation of the parent/guardian to compel the student to attend school as required by law.

## **TYPES OF ABSENCES**

### **DRIVING TEST ABSENCES**

Students taking the driving test must notify the office before their drivers test or the absence will be considered an unexcused absence.

### **EXCUSED/WITH KNOWLEDGE**

An excused absence occurs when the student is absent with the knowledge and approval of the parent/guardian and school. The parent/guardian must notify the school of the student's absence. Parent/guardians are asked to call the school by 9:00 a.m. on the day the student is absent. Failure to do this could result in an unexcused absence and/or admittance problems to class for the student when they return to school. If a parent/guardian does not contact the school, and the parent/guardian cannot be reached by the school at the phone numbers on file in the office, the school will contact the Erick Police Department and have them begin a search for the child. Students will be responsible for making up all work missed. These days will count against semester test exemptions.

### **PLANNED ABSENCES**

If an absence is planned in advance, the parent/guardian is asked to call the school no later than 3 days prior to the planned absence. The student should contact the office for a Planned Absence Form, and then he/she will be responsible for contacting the teachers to arrange his/her make-up work. The form should be returned to the office before the absence. These days will count against semester test exemptions.

### **TRUANT/UNEXCUSED ABSENCE**

Any student who is absent from school without the knowledge and approval of the parent/guardian and school will be considered truant. The student will be allowed to make up all work missed, but no credit will be given. These days will count against semester test exemptions. Truant/unexcused absences will result in discipline.

### **LATE ARRIVAL**

**ALL STUDENTS LATE FOR SCHOOL ARE TO REPORT TO THE OFFICE.**

### **TARDY**

Students will be considered tardy if they are not inside the classroom when the tardy bell finished ringing. It is the teacher or principal's discretion to excuse or not excuse a student's tardiness. Being more than 15 minutes tardy will constitute an absence in that class. Excessive tardiness will result in penalties similar to those for truancy. Every third tardy is equal to one absence and will count against semester test exemptions.

## **ACTIVITY ABSENCE**

An unrecorded absence is given when the student is engaged in a school sponsored activity sponsored by a teacher, provided the schoolwork has been made up and the student meets eligibility requirements. This absence does not count against semester test exemptions. Students with an absence coded as school activity are responsible for turning in missed work upon their return to class. The student should ask the teacher for the assignment before leaving on the activity. Any exceptions must be approved by the teacher.

## **RAMIFICATIONS FOR UNEXCUSED TARDIES AND UNEXCUSED ABSENCES**

When a student has unexcused absences (AU), unexcused tardies (TU) or a combination of unexcused tardies and unexcused absences equals the steps the described punishment will be handed out. Students will receive at least one week of notice as to the next Saturday School. If they are unable to serve Saturday on the assigned day they will need to serve the alternative intervention. Parents shall be responsible for transporting their child to and from the Saturday School. A student failing to attend the required session could face out of school suspension, in-school detention (intervention), or other punishment deemed to be appropriate by the principal. Failure to complete the assigned Saturday School is considered a serious infraction by the Erick Public School System.

**The following discipline will be used when a student is tardy the following number of times per nine week period:**

Tardy 1 – Verbal Warning

Tardy 2 – Verbal Warning

Tardy 3 – **Three** days of detention, or **one** day of ISD in the case the student has already been assigned detention for other infractions.

Tardy 6 – **Six** days of detention, or **three** days of ISD in the case the student has already been assigned detention for other infractions.

Tardy 9 – **Three** days of ISD

Tardy 12 – **Four** days of ISD

Tardy 15 – **Five** days of ISD

**Every third tardy will earn increased days of ISD.**

**Corporal Punishment or out of school suspension may be used as a substitute measure where deemed appropriate by the administration.**

## **TEN (10) DAY RULE**

Unless advance permission is received from the superintendent, students may miss no more than ten (10) class periods during the year to attend extra-curricular activities sponsored by the school district or related association. **Permission to exceed the ten (10) day limit will be granted only if the student has a current letter grade of “C” or better in the course(s) that would be missed, the student’s academic record shows that his/her grade was not adversely affected by the previous ten (10) days of absences, the student is not in detention, the student is not delinquent in returning school property or fund-raising money, AND the superintendent is of the opinion that the reason for the desired absence is of such significance as to permit absence from schoolwork.**

Students must make up any work missed because of participation in extra-curricular activities. The time in which such work must be made up shall equal no more than the time of the absence, but it is the responsibility of the student no later than the day of return to the course to make needed arrangements to make up for credit all work missed.

The 10-day maximum absence rule to attend extra-curricular activities does not include class meetings, assemblies, and field trips and, if approved by the superintendent, state and national levels of school-sponsored contests.

### **ADMISSION AFTER ABSENCES**

Prior to school following an absence, students should report to the office. If parent/guardian has not called the absence will be unexcused. Time given for make-up work should correspond to time of absence (if absent 2 days, the student has 2 days to make up the work missed). Daily assignments should be made up prior to school activities, while tests may be made up at the convenience of the teacher. It is the student's responsibility to see teachers about make-up work.

### **LEAVING SCHOOL**

Once the school day begins, students are not allowed to leave until their academic day is complete or by permission of the school and parent/guardian. Such permission during school hours shall be given only in case of illness, or upon personal request of the parent/guardian, within the discretion of the principal or counselor or designee. Parents/guardians must sign a student out through the office if they make a request. THE STUDENT MUST CHECK OUT AND INTO SCHOOL THROUGH THE OFFICE. Students leaving school without permission of school authorities will be considered truant. Violations will result in unauthorized departure from campus and disciplinary action.

### **MEDICAL/DENTAL APPOINTMENTS**

Medical and dental appointments should be made for non-school hours if possible. If unavoidable, parent/guardian should call the office to make arrangements for the absence. Students must check out through the office.

### **ILLNESS AT SCHOOL**

Students needing special care at school due to some special condition, illness or disease should give information to the counselor or principal including a statement from parent/guardian or doctor concerning the difficulty and care needed.

### **LEAVING CLASS**

When it is necessary for a student to leave a classroom the student must get permission from the teacher and obtain a HALL PASS from said teacher. Failure to receive permission from the teacher will result in unauthorized departure from class and disciplinary action.

## **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from Erick JR/SR High School during the school term, he/she should report to the office on the morning of the day he/she leaves. There he/she will turn in any school –owned text-books furnished for him/her, fill out a withdrawal notice form, and complete other requirements set forth by the school.

## **SEMESTER TEST EXEMPTIONS**

**Semester Tests will be counted as 20% of the students' semester grade.** All students, including seniors, are required to take all exams. All fines, dues, or other bills must be paid before a student's semester report cards are issued. Students with perfect or exemplary attendance for a semester are eligible for semester test exemptions. Exemptions will be granted on a class by class basis. Absences for school sponsored activities will not be counted in the number of absences; however absences for non-school related activities do count as absences. All other absences will count against test exemptions. **Absences due to catastrophic illness or injury will be reviewed by the administration.**

Exemptions for semester tests are as follows:

- A----4 Excused absences
- B----3 Excused absences
- C----2 Excused absences
- D or F---- Must take test

## **GRADUATION REQUIREMENTS: 23**

Minimum requirement for graduation from Erick High School are twenty three units of approved courses taken the ninth through the twelfth grades and must include:

- 4 UNITS ENGLISH GRAMMAR, COMPOSITION, AMERICAN LITERATURE AND ENGLISH LITERATURE
- 3 UNITS MATHEMATICS
- 3 UNITS SCIENCE
- 1 UNIT U S HISTORY
- 0.5 UNIT U S GOVERNMENT
- 0.5 UNIT OKLAHOMA HISTORY
- 2 UNITS FINE ARTS
- 9 UNITS ELECTIVE COURSES

Sixteen of the twenty-three units required for graduation shall be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. Students who need more than one unit to graduate will not be permitted to participate in the graduation activities.

**Valedictorian and Salutatorian** must be in attendance at Erick High School two full years, one of which must be the senior year, to be eligible. The student with the highest weighted grade point average will be recognized as Valedictorian. (Only classes that will be weighted are those taken while enrolled as a student at Erick High School.) The student with the next



highest weighted grade point average will be recognized as Salutatorian. If more than one student has a 4.0 or higher weighted grade point average:

1. All will be recognized as Valedictorian.
2. Student with highest weighted grade point average will deliver the first Valedictorian Address at graduation exercises.
3. No student will be recognized as Salutatorian.
4. Introduction at graduation will recognize the senior who is delivering the first address as the top scoring Valedictorian.

## **REQUIREMENTS FOR COLLEGE**

- 4 UNITS ENGLISH (GRAMMAR, COMPOSITION, AND LITERATURE)
- 3 UNITS MATH (ALGEBRA, ALGEBRA II, GEOMETRY, TRIGONOMETRY, MATH ANALYSIS AND CALCULUS)
- 3 UNITS LAB SCIENCE (BIOLOGY, CHEMISTRY AND PHYSICS)
- 3 UNITS HISTORY (INCLUDING 1 UNIT OF AMERICAN HISTORY AND 0.5 UNITS OF OKLAHOMA HISTORY AND 0.5 UNITS OF GOVERNMENT) .5 FROM GEOGRAPHY, ECONOMICS, NON-WESTERN CULTURE WORLD HISTORY, AND ANTHROPOLOGY)
- 2 UNITS COMPUTER SCIENCE OR FOREIGN LANGUAGE

The fifteen units set forth above will be required for admission. Two units of one foreign language are strongly recommended), Economics, Geography, Government, Fine Arts-Music, Art, Drama. Students pursuing admission to Associate in Arts, Associate in Science, and Associate in Applied Science or Baccalaureate degree programs may not count developmental/remedial courses toward satisfaction of degree program requirements.

## **GRADING SYSTEM**

Grades are becoming more important every day, not only for the students who plan to attend college, but for those who plan to enter a vocation immediately after graduating from high school. Student's work done in class will be evaluated by the teacher. The grading scale for all classes is as follows:

A= 100-90	Excellent. All work is done promptly and frequently more than required.
B=89-80	Good. Cooperates willingly. Work is above average of class.
C=79-70	Average. Work in general is of medium quality. Student seldom shows enthusiasm
D=69-60 Poor	Low passing. Work is below average in quality and quantity.
F=Below 60	Failure. Not a passing mark. Student is supplying a low quality and/or quantity of work. Causes for grade might include poor study habits and/or poor attitude. A parent-teacher conference is suggested.

An "H" following a grade signifies that grade was earned in an Honors Class. Honors Class grades of "C" or better receives one additional grade point.

**STUDENT CLASSIFICATION**

A student entering Erick Junior High School must have satisfactorily completed all work in preceding grades. A 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade student must pass at least five of seven subjects to be promoted on to the next grade. However, if a 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grader fails mathematics or English they must repeat that subject independent of how many other subjects they pass or fail.

Students in grades nine through twelve will be promoted by subjects rather than by grade. Classification or class membership of a student is determined by the number of units held by the student at the beginning of the school term.

- Freshman.....0
- Sophomore.....5
- Junior.....11
- Senior.....17

**HONOR ROLL**

For each 9 weeks and semester period:

- All A's = Superintendent's Honor Roll
- All A's and B's = Principal's Honor Roll

**ELIGIBILITY**

Only those students who are fully eligible scholastically, and are good citizens will be permitted to represent the school in any capacity. PARTICIPANTS MUST MEET ALL REQUIREMENTS OF ELIGIBILITY AS ESTABLISHED BY THE OKLAHOMA SECONDARY SCHOOLS ACTIVITIES ASSOCIATION (OSSAA). Eligibility requirements must be met for all school sponsored events, such as, Prom, Dances, and Special Events.

**Section 1. SEMESTER GRADES**

- A. A student must have received a passing grade in any five subjects counted for graduation.
- B. If a student does not meet the above minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the semester he/she attends.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the six-week period.

**Section 2. STUDENT ELIGIBILITY DURING A SEMESTER**

- A. Scholastic eligibility for students will be checked at the end of the third week of each semester and each succeeding week thereafter.
- B. A student must be passing in all subjects he/she is enrolled in on Monday morning (9:00 AM) of any week, or he/she will be placed on probation for that week. If a student is still failing in one or more classes on Monday morning (9:00 AM) after the probationary week period, he/she will be ineligible for the up-coming week. The ineligibility period begins on Monday and ends on Sunday.

- C. A student who has lost eligibility under this provision must regain passing grades in all his/her classes in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

## **INELIGIBLE STUDENTS ATTENDING AFTER-SCHOOL EVENTS**

### **ERICK PUBLIC SCHOOLS POLICY**

#### **GE-1**

This policy addresses the issue of allowing students that are on the ineligible list to come to after-school events on school grounds, such as basketball games.

Students that are on the ineligible list can only come to after-school events on school grounds if they enter with a parent/guardian and remain with them the entire time.

Ineligible students that try to enter without a parent/guardian will not be admitted and will likely be disciplined by the Principal when school resumes as they will have tried to break the rules and caused the Teacher working the gate to take time out from normal duties to deal with them.

Ineligible students that do not remain with their parent/guardian will be disciplined by the Principal when school resumes. The student will not be reminded nor asked to leave as that can cause a scene that sheds a negative light on Erick Schools in the eyes of our visitors.

This policy is effective immediately and is to be a part of the Student Handbook until it is amended and/or repealed.

#### **DISCIPLINE**

State law says that the teacher of a child attending a public school in Oklahoma will have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to and from the school or any other function authorized by the school district. **DISCIPLINE IS THE RESPONSIBILITY OF THE TEACHER.** Students who do not conform to the rules and regulations of the school and continue to be a distracting element must be corrected. Parental cooperation will be solicited when needed to secure a change in behavior. Behavioral problems which cannot be handled by the teacher will be referred to the principal. The administration of Erick JR/SR High School is appreciative of the cooperative attitude of the students. **Any conduct which causes or which created a reasonable likelihood that it will interfere with the health, safety, well being, or the rights**

**of other students or school personnel is prohibited.** The preceding statement is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in a list, but the following is an itemized list of some of the major areas of conduct which may lead to disciplinary action. Disciplinary action will be taken by the school regardless of whether criminal charges result if misconduct occurs in the school building, on school property, on school buses, or at school sponsored activities for any one of the following reasons:

1. Violation of state, local and/or school regulations.
2. Disrespect, disobedience and insubordination.
3. Possession, use, sale, distribution and/or being under the influence of; beer, alcoholic beverages, controlled drug substances, drug paraphernalia, or other habit forming narcotics.
4. Appearance in violation of health or safety standards.
5. **Threat, interference, intimidation, or harassment of students or employees (including cyber-bullying).**
6. Inappropriate dress.
7. Violation of compulsory school laws.
8. Assault upon another student, employee or other person.
9. Immoral and/or gross misbehavior/conduct.
10. Profanity, vulgarity and/or obscenities.
11. Indecency.
12. Forgery.
13. Gambling.
14. Trespassing.
15. Extortion.
16. Vandalism and/or defacing school property.
17. False alarms.
18. Truancy and/or unexcused absence.
19. Excessive tardiness.
20. Theft and/or possession of stolen property.
21. Possession, threat, and/or use of a dangerous weapon as defined by State Statute.
22. Individual and/or group violence.
23. Possession and/or use of fireworks at school and/or school sponsored activities.
24. Use and/or possession of any tobacco product.
25. Littering.
26. Illegal distribution of matter and/or literature on school property.
27. Violation of activity trip rules.
28. Violation of bus riding rules and regulations.
29. Careless and/or reckless driving on school premises or streets adjacent to the school.
30. Parking violation.
31. Disruptive acts at end of school term.
32. Sexual harassment.
33. Cheating.

34. Use and/or possession of paging devices, cell phones, radios, compact disc/tape players, headphones, or laser lights.
35. Hazing.
36. Conduct which disrupts the operation of the school.
37. Violation of written school rules, regulations and/or policies.
38. Failure to attend an assigned detention without prior approval.
39. Fighting.
40. Unauthorized departure from campus and/or class.
41. Failure to attend an assigned class while on campus without prior office approval and/or unaccounted for time.
42. Unauthorized entry to campus, building and/or class.
43. Activities which occur off of school property, but which have impact on the school.
44. Failure to sign out in the office when leaving school.
45. Violation of school rules and regulations concerning the use of the Internet and/or computers.
- 46. FAILURE TO FOLLOW THE DIRECT INSTRUCTION OF A TEACHER**

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all responses should be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the student's previous conduct, the seriousness of the offense and its potential effect on other students). The principal of the school has permission to suspend students for additional offenses as he/she deems necessary. The constitutional rights of individuals assure the protection of the due process of law; therefore, this system of constitutionality and legally sound procedures is approved with regard to the administration of discipline in Erick Public Schools. All students are entitled to due process. This means that no action will be taken against a student until the student is allowed to respond to the alleged violations. There are certain procedures which school officials must follow prior to taking appropriate disciplinary actions. There are also procedures which students must follow if they do not agree with the school's actions.

The hallmark of the exercise of disciplinary authority shall be fairness. Every reasonable effort shall be made by the administration and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent/guardian.

**An important part of the student's education is the right to make decisions and the responsibility to accept the results of these choices.** Students are subject to discipline for conduct while traveling to and from school, at school sponsored events and off campus during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school.

When problems violate state law, school officials may need to notify the appropriate authorities.

## DISCIPLINE VIOLATIONS

### 1. ALCOHOL/CHEMICAL ABUSE

– Attending classes alert and ready to learn is a prime responsibility of students at Erick Public Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal’s office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, possession of an illegal drug, alcohol, or tobacco.

A trained employee of Erick Schools may check the neurological function of the student by means of a simple examination of the papillary reflexes and muscle functions of the eye. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

A student found possessing, distributing or using alcohol or drugs or other contraband at school or a school sponsored activity will receive: Out of school suspension for the remainder of the semester and the following semester. Reentry to Erick Schools may be contingent on appropriate counseling and/or parent intervention.

### 2. ARSON

**1<sup>st</sup> Offense:** Out of school suspension for the remainder of the current semester and the succeeding semester.

### 3. ASSAULT & BATTERY

*Assault – Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.*

**1<sup>st</sup> Offense:** ISD corporal punishment, or out of school suspension up to ten (10) days per the circumstances.

**Subsequent Offenses:** Out of school suspension for a period of time appropriate for the offense. Report to authorities on the first of subsequent offenses where appropriate.

*Battery – Offensive, un-consented touching of another’s person (Includes fighting and throwing objects).*

**1<sup>st</sup> Offense:** ISD or Corporal Punishment (Report to authorities if necessary).

**Subsequent Offenses:** Out of school suspension commensurate with the offense including the current and subsequent semester. Report to authorities where appropriate.

### 4. ASSAULT ON A SCHOOL EMPLOYEE

A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Erick School System for any purpose, including such

personnel not directly related to the teaching process and board members during 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.

5. **BUS RULES**

Students must ride the bus on all school activities unless permission has been given by the administration. **Rules:** (1) Be on time. (2) Observe safety practices (check traffic both ways before boarding or departing the bus). (3) Keep hands inside the bus. (4) Stay in your seat. (5) Place trash in the proper place. (6) No loud, disruptive behavior. (7) Do not throw objects on or out of the bus. (8) Do not leave items on the bus. (9) In case of an emergency, remain on the bus unless the driver instructs you otherwise. (10) Be courteous.

**First Offense:** ISD Corporal Punishment or suspension from riding the bus to and from school or any school activity for up to 5 days.

**Subsequent Offenses:** Suspension from riding the bus to and from school or any school activity up to the remainder of the semester and the following semester.

6. **CHEATING/PLAGIARISM POLICY**

Some students occasionally feel a need for various reasons to resort to cheating. Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment.

If a student is caught cheating on tests or other classroom work, “zeros” will be given to the student(s) involved. **No provisions are made to makeup or otherwise receive credit for the work or test in question.**

**First Offense:** A grade of Zero (0) will be given for all work resulting from the cheating/plagiarism for the student(s) and any student(s) who assisted the student(s) to cheat.

**Subsequent Offenses:** A grade of Zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student(s) who assisted the student(s) to cheat and ISD will also be assigned.

7. **DISRUPTIVE BEHAVIOR**

– Failing to follow classroom rules and/or disrupting the educational environment. ISD, Corporal Punishment, or out of school suspension

8. **HARASSMENT/BULLYING**

– Harassment includes, but is not limited to: Offensive teasing, un-consented communications with another student, taunting, slanderous remarks regarding another student, etc.

**1<sup>st</sup> Offense:** Corporal Punishment, ISD and mandatory counseling.

**Subsequent Offenses:** ISD or up to 10 days out of school suspension per the circumstances.

**9. INSUBORDINATION**

– A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel without just cause as determined by the principal, shall be subject to the following discipline: Corporal Punishment, or ISD

**Subsequent Offenses:** Corporal Punishment, ISD, or out of school suspension per the circumstances.

**10. MISINFORMATION**

– Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent). **No student shall willfully give misinformation by commission (lying), or omission (misinforming by remaining silent). Offenders will be subject to disciplinary action.**

**1<sup>st</sup> Offense and subsequent offenses:** Corporal Punishment, ISD, or out of school suspension per the circumstances.

**11. OBSCENITY/PROFANITY**

– Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited.

Profanity, including but not limited to: gestures, symbols, verbal, written, etc. is prohibited at school and all school sponsored activities. Corporal Punishment, ISD, out of school suspension per the circumstance.

**12. UNAPPROVED ABSENCES/SKIPPING CLASS**

– Students absent from school or class without permission, prior notification, or for unapproved reasons will receive a grade of zero (0) for all class assignments and homework assigned during the time of the absence that was not completed prior to the absence. Additional disciplinary action (ISD, Corporal Punishment, or out of school suspension) may also be assigned for unapproved absences/skipping class. Unapproved absences will be at the discretion of the administration.

**13. STEALING PROPERTY**

– Willfully and knowingly taking of another person or persons' property without consent constitutes a theft.

**1<sup>st</sup> Offense:** Out of school suspension, ISD, Corporal punishment, restitution, referral to authorities, and/or graduated sanctions when deemed appropriate.

**Subsequent Offenses:** Out of school suspension for a minimum of 10 days, restitution, and informing the proper authorities.



**14. TOBACCO USE & POSSESSION TOBACCO PRODUCTS**

Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242). Prohibited tobacco products and paraphernalia include, but are not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc.

Any minor in possession of the above materials being asked by an administrator or teacher where and from whom such materials were obtained; who shall refuse to furnish such information shall be guilty of a misdemeanor.

Students are prohibited the use, or possession of tobacco products of any kind at school, on school property, or during school activities. This policy includes students participating in extra-curricular activities.

**1<sup>st</sup> Offense:** Confiscation of tobacco products and ISD

**Subsequent Offenses:** Confiscation of tobacco products and ISD or out of school suspension per the circumstances.

**15. VANDALISM/DESTRUCTION OF SCHOOL PROPERTY**

--Including vandalism/destruction of the property of others on the school grounds.

**1<sup>st</sup> Offense:** Restitution, corporal punishment, ISD, and/or out of school suspension per the circumstances.

**Subsequent Offenses:** Restitution, and/or out of school suspension per the circumstances.

**16. WEAPONS**

– The possession or use of any weapon during the time a student is in attendance in Erick Public Schools, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns, daggers, knives, razors, clubs, slap jacks, night sticks, any device which throws, discharges or fires objects, bullets, or shells; explosive and incendiary devices; hand chains, artificial knuckles, or any object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon resembling a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

**A student who violates this weapon policy shall be subject to: Out of school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstance.**

**17. CLOSED CAMPUS POLICY**

In order to keep our students in a supervised, safe & orderly environment the Erick Board of Education and administration have established a “CLOSED CAMPUS” policy at Erick Public Schools for grades 6-12. Once a student arrives at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parent or guardian or a phone call must be received from parent or guardian. They must also have received permission from the school administrator to leave for a legitimate specific purpose. The note or phone call **MUST** contain the specific date and/or reason to deviate from the said policy.

Students who leave campus without such prior authorization/permission shall be classified as truant & subject to appropriate disciplinary action. The requirement to keep students on campus is part of the board of education’s & administration’s efforts to maintain a safe school climate.

**LUNCH POLICY FOR JUNIOR AND SENIOR STUDENTS (NEW)**

1. Students who are assigned lunch detention, ISD, or any other type of punishment are not eligible to be checked out of school for lunch, nor are they to be brought any outside food or drink.
2. Students in good standing who are juniors, seniors, or eighteen years of age may check out for lunch, if the parent/guardian and student fill out the Erick Public Schools Closed Campus Policy form giving them permission. Students must stay within city limits for lunch. Students must sign out and sign back in. This is a privilege and may be revoked at any time—especially if you are late getting back to class after lunch.
3. Parents who wish to check their child out for the purpose of taking them to lunch must do so in person, accompany the student during the time out of school, and sign them back into school in person.

Consequences for students who leave campus without permission/authorization during the school day are as follows:

- 1<sup>st</sup> Offense: 3 days ISD
- 2<sup>nd</sup> Offense: 5 days ISD
- 3<sup>rd</sup> Offense: Suspension & referral to Beckham County Graduated Sanctions Program.

**18. DETENTION**

The administration reserves the right to conduct a before-school, after school, and lunch time detention period for students. Students may be assigned to any detention period for disciplinary actions or attendance problems. Students must provide their own rides home after detention. Detention times will be worked out among the administrator,

student, and teacher. Teachers requiring students to stay after school will also follow the above policy. Students who fail to attend an assigned detention can be subject to suspension and/or more detention. Detention is a type of discipline action used for minor infraction of school rules and procedures is detention. The following guidelines are used for students assigned to detention.

1. **Detention may be assigned before school, from 7:45 a.m. to 8:10 a.m., at lunch, or after school, from 3:25 p.m. to 3:55 p.m. on assigned dates.**
2. **BE ON TIME; BRING AMPLE WORK FOR 30 MINUTES.**
3. **There is to be no sleeping, talking, note writing, or disruptions of any kind.**
4. **Tardiness WILL result in you being assigned more detention and/or ISD.**
5. **Should you not be able to attend on the assigned date, you must obtain approval from the principal, or principal's designee, before the detention class begins. Failure to get approval WILL result in you being assigned more detention and/or ISD.**
6. **Failure to attend on the assigned date, if you attend school that day, WILL result in further disciplinary action.**
7. **Any disruption which caused you to be sent out of detention WILL result in ISD or out of school suspension for three days.**
8. **If school is closed due to inclement weather, detention is also canceled for that date and will be rescheduled.**
9. **Any combination of three misses including absences and reschedules may result in more detention, ISD, and/or out of school suspension. (The number of allowed misses may be reduced at the principal's discretion.)**
10. **Students will not be allowed to eat candy, chew gum, or have drinks in the assigned detention room.**
11. **Students assigned to lunch detention will forfeit any privileges ordinarily allowed during the period of the lunch detention assignment, such as, C & K and F.I.S.H.**

**19. COMMUNITY SERVICE**

The administration reserves the right to assign community service such as but not limited to picking up trash, mopping floors, or taking out trash. Students may be assigned community service for disciplinary action or attendance problems. This method of discipline is designed to serve as a disciplinary tool which will help keep students in the regular classroom as much as possible.

**20. IN-SCHOOL DETENTION PROGRAM (ISD)**

The purpose of the Intervention program is to provide students with a program of in-school education that will serve to modify deviant student behavior and prevent short term out-of-school suspensions.

Assignments to Intervention will be made by the principal. The classroom teachers will prepare assignments for each student and will grade these assignments upon their

return. Each student will receive credit for work completed during this time. Intervention may not be appealed to the Board of Education.

**21. OUT OF SCHOOL SUSPENSION**

**The principal, superintendent, or designate of the board of education has the authority to suspend a student for serious offenses and/or multiple infractions of lesser offenses.** A student has the right to appeal a suspension decision of nine days or less to the superintendent. The decision of the superintendent is final and may not be appealed to the board of education or any other school official.

A student has the right to an appeal of a suspension decision of ten days or more to the superintendent. If the suspension is not withdrawn, a student has the right to appeal the decision of the administration to the board of education. The decision of the board of education is final.

**No student suspended from school shall participate in nor attend extra-curricular activities on school property or other sites where school activities occur during the period of suspension. A student shall serve the assigned suspension period on consecutive days.**

A student shall receive a grade of zero (0) on all work, during the period of out-of-school suspension for which the student would have normally received a grade for out-of-school suspensions for 5 days or less. A student will not be allowed to make up work for academic credit that was assigned during the period of suspension nor will the student be allowed to complete additional work to compensate for the work which the student received a grade of zero (0). A student may complete the work for the student's own benefit but no credit, other than zero (0), may be given for that work. The grade of zero (0) will be computed with the other grades of the student.

A student shall receive an educational plan of the core curriculum for days suspended beyond five days. The parents have the responsibility for monitoring the student's progress until the student is readmitted into school. Credit shall be granted for academic work completed beyond five days.

**22. SHORT SUSPENSION**

This will consist of an exclusion of a student from school and school activities for a period of up to 9 school days. In these cases every reasonable attempt to conduct a conference between administrator, student, and other appropriate persons will be made. Short-term suspensions may be appealed to the Superintendent. The Superintendents decision will be final.

**23. LONG SUSPENSION**

This will consist of an exclusion of a student from school and school activities for a period of 10 or more school days. A conference between the administrator, student and other appropriate persons will be conducted. The legal guardian has the opportunity to respond to the charges and may request a conference with appropriate school

authorities. In special cases, as determined to be necessary by the administrator ordering the suspension, a long suspension may be continued pending the occurrence of some specific action (i.e., a physical or psychological examination, incarceration by court action or action by the Board of Education regarding expulsion).

**24. EXPULSION**

The principal or his administrative designate, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the Board of Education. Through this action of the Board, the student is excluded from school attendance and from all school activities in the district. The law provides for the length of expulsion to be no longer than the remaining days in the current semester and the semester succeeding. Exceptions in the length of the expulsion may be recommended to the Board by the school staff. The Board will make the final decision in all expulsion cases. The expulsion will be enacted during the semester in which the offense occurred and may extend through the next semester. The student and legal guardian are notified of charges by telephone and certified letter. The procedure for expulsion follows in accordance with the rights of the student within due process. These rights will be given to the legal guardian.

**25. LOCKER INSPECTION**

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

**26. SEARCH AND SEIZURE**

Search of the student's person or possessions will be limited to the situation where there is reason to believe that a student is hiding evidence of an illegal act, issues dealing with student or teacher safety, or a school violation. **THE ERICK SCHOOL SYSTEM ADMINISTRATION SHALL HAVE THE AUTHORITY TO REVIEW ANY INFORMATION ON ANY ELECTRONIC DEVICE THAT IS DISCOVERED ON SCHOOL PROPERTY.**

**27. POLICE INVOLVEMENT**

School officials have the option to notify police authorities, and in cases of major violations, may press charges. If the police are notified, reasonable attempts to contact the parent will be made. Any action taken by police authorities will be in addition to action by the school. School officials, guided by the district procedures, will cooperate with police authorities during investigations.

**28. OTHER DISCIPLINARY ACTION**

A school official may assign other disciplinary action which is deemed appropriate under the circumstances of the individual case. Example might include: financial

restitution, work restitution, involvement of law enforcement agencies, referral to social agencies, etc.

**29. PROBLEM AREA AND DISCIPLINARY ACTION RELATIONSHIP**

The following list is intended as a guide for disciplinary action. It is intended to provide students with a definition of the limits of acceptable behavior, and they will be used by school officials to provide consistence and continuity. This list is not absolute and shall be interpreted by school officials in a manner which they deem just, given the circumstances of the individual case. If a student becomes involved in an infraction, school officials may consider the student's past behavior record prior to taking any action. If a student has continually and frequently been involved in problem areas or in the case of severe misconduct, then disciplinary action will probably be the maximum or beyond this list of guidelines. If a student's misconduct is directly related to an identified handicap, school officials will take such handicap into consideration. Nothing in this list shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel and due process in cases which may end in suspension or expulsion.

1. Informal talk
2. Conference
3. Parental involvement
4. Disciplinary Reassignment
5. Counselor
6. Before or after school detention
7. Lunch detention
8. In-School Detention program
9. Probationary period
10. Short suspension
11. Long suspension
12. Expulsion
13. Other disciplinary action deemed appropriate under the circumstances.

**30. SNOW BALLS**

**There is to be no snow ball throwing on or within one block of school premises.**  
Offenders will be subject to disciplinary action.

**31. ANIMALS OR PETS ON SCHOOL GROUNDS**

**No animals or pets of any kind will be permitted on school grounds without prior approval by the administration.** Offenders will be subject to disciplinary action.

**32. COURTYARD RULES**

No student shall at any time jump or attempt to jump up and grab the covering for the walkway that leads from the high school hallway to the Tech Ed Room, Ag Room, and/or Art Room. **Offenders will be subject to disciplinary action.**

**33. DRESS CODE**

How students dress affects their behavior. Appropriate school dress is the responsibility of every student and parent. A school is a place for business as well as a place for fun and enjoyment. The three clothing standards for all students are:

1. The clothing promotes cleanliness.
2. The clothing promotes modesty.
3. The clothing is not disruptive to the learning process at Erick Junior and Senior High School.

There will be no clothing promoting illegal substance, vulgarity, and lettering or numerical figures, which carry a connotation of immorality or obscenity or any other inappropriate imprints. There shall be no beer, tobacco, or alcohol ads, no displays of nudity or offensive dress or grooming; no see-through or revealing clothing. No hats, caps, spurs, or sunglasses are to be worn inside any building. The official cheerleaders of Erick School may wear their uniforms as approved by the cheerleading sponsors on game days. The cheerleaders must have the approval of the cheerleading sponsor for their dress on game days. **The school Administration shall reserve the right to correct any mode of dress that it sees as inappropriate and not in the best interest of Erick High School students.**

- A. NO CLOTHING THAT COULD CONCEAL A WEAPON SUCH AS A BAT OR RIFLE WILL BE ALLOWED ON CAMPUS. THIS INCLUDES BUT IS NOT LIMITED TO COATS THAT EXTEND PAST THE WAIST SUCH AS TRENCH COATS. THIS IS A MATTER OF SECURITY AND THE ADMINISTRATION WILL DECIDE IF THE CLOTHING PRESENTS CAUSE FOR CONCERN. INFRACTIONS OF (A) WILL BE MET WITH MORE SEVERE PUNISHMENT DUE TO THE SAFETY ISSUE THEY REPRESENT.
- B. **No tank tops** or any shirt that shows underclothing or skin under the arms will be allowed.
- C. No underclothing of any kind shall be showing at any time.
- D. No tops with spaghetti straps.
- E. No blouses that do not cover the midriff or cleavage area.
- F. No shorts shorter than your arm length when they are worn at the waist.
- G. NO FACIAL JEWELRY OR TONGUE PIERCINGS ALLOWED!!
- H. NO UNNATURAL HAIR COLORING WILL BE ALLOWED.

**THE ERICK SCHOOLS ADMINISTRATION SHALL HAVE THE AUTHORITY TO DECIDE WHETHER THE INDIVIDUAL STUDENT'S CLOTHING IS APPROPRIATE TO THE EDUCATIONAL ENVIRONMENT.**

**34. POSSESSION OR USE OF ELECTRONIC PAGING DEVICES/ CELLULAR**

**1. PHONES/RADIOS/ LASERS/IPODS ETC.**

Possession or use of an electronic paging device, cell phone, iPod, ipad, MP3 player, and/or any other electronic devices by a student while on school

premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school is prohibited except by written consent of the superintendent of schools. This is in violation of State Law, Section, 491. School personnel shall have the authority to detain and search upon reasonable suspicion any student who is in possession of unauthorized electronic equipment. Radios, paging devices, c.d./tape players, headphones, and lasers are not allowed at school and may also be confiscated. Students may possess cell phones on school property but these cell phones must be checked in at the office during the school day or locked in the student's car. Cell phones may be used, with the permission of teachers or sponsors, before school, during lunch break, and at extra circular activities.

2. **CELLPHONE USAGE IS PROHIBITED DURING CLASS TIME, EXCEPT IN EXTREME EMERGENCIES WITH SPECIAL PERMISSION. STUDENTS MAY USE THEIR CELL PHONES BEFORE AND AFTER SCHOOL, DURING LUNCH, AND BETWEEN CLASSES.**
3. **UPON ENTERING THE CLASSROOM EACH PERIOD, ALL STUDENTS WILL DEPOSIT THEIR CELLPHONES INTO THE PROVIDED CELL PHONE/CALCULATOR CADDIES IN EACH CLASSROOM. STUDENTS WHO DO NOT FOLLOW THIS RULE WILL BE SUBJECT TO DISCIPLINARY MEASURES.**
4. **CONSEQUENCES**
  - A. **1<sup>st</sup> Offense** – 1 to 3 days of ISD
  - B. **2<sup>nd</sup> Offense** – 3 to 5 days of ISD
  - C. **3<sup>rd</sup> Offense** – Suspension
5. Corporal punishment, ISD, and/or out of school suspension may be used as a substitute consequence where the principal deems appropriate. For example, a student who has already had multiple discipline infractions may receive a higher level of consequences, or a student whose attitude while being disciplined warrants further punishment.
6. **CHRONIC OFFENDERS** – The “chronic offender” may receive out of school suspension without credit for a one day, two days, three days, etc. The principal will decide how many days of out of school suspension will be given on a case-by-case basis. The student **MAY** also relinquish their device/phone at the beginning of each school day to the principal, or secretary, for a period of **up to ten** days after each suspension.



35. **PUBLIC DISPLAY OF AFFECTION (PDA)**  
**Physical contact is prohibited on campus and at off-campus activities. Students in violation of this policy will be disciplined.**
36. **CONDUCT OFF OF SCHOOL PREMISES**  
**School authorities may discipline pupils for out-of-school conduct having direct immediate effect on the discipline, welfare, or effectiveness of the school.** The rationale for this rule is obvious. Students can effectively disrupt the school by off campus attacks on school officials, their families, animals, or property. Students know that such attacks will result in disciplinary action.

## **SAFETY PROCEDURES/DRILLS**

### **A. FIRE PROCEDURES/DRILL**

#### **A SERIES OF SHORT RINGS OF THE BELL**

If a fire starts in any part of the building you will be alerted by a series of short rings of the bell. Be calm and follow the directions of the teachers in clearing the building. Instructions for the evacuation of the buildings are posted in each classroom. Stay clear of building(s) until the emergency is over. **State law requires at least two fire drills each semester.**

### **B. TORNADO PROCEDURES/DRILL**

#### **ONE LONG CONTINUOUS RING OF THE BELL**

In case of advance warning of an impending storm, we will clear the building and go to the storm cellar as instructed. In the event that a storm hits without warning, all persons will lie flat on the floor, face down, under or between desks in the West Side of the room if possible. If next to windows, be sure to get under something to protect from broken glass.

### **C. LOCKDOWN PROCEDURE/DRILL**

An announcement will be made to go into Lockdown. For example, "Teachers we have a lockdown situation, please take precautions now."

Doors need to be shut and locked, lights need to be off, and students will need to be moved away from doors and windows.

### **D. INTRUDER PROCEDURE/DRILL**

**PURPOSE:** To vacate the building and meet in a safe place and/or get the students as far away from danger as possible.

- a. School may go into Lockdown first. Wait for further instructions.
- b. **Signal:** TEACHERS PLEASE CHECK YOUR **SECONDARY** EMAIL IN THE \_\_\_\_\_ (Where the intruder is believed to be e.g. Library).
- c. Exit out nearest door and take students to the assigned place listed below.
- d. Rooms north of the high school central offices (including cafeteria) evacuate to the Erick Administration Building lawn.
- e. Rooms from the Library south take students behind the bus barn.
- f. Ag., Tech. Ed., and Art buildings will take students to the park.

- g. When in the gym or at the fields, take the students to the park or bus barn, whichever is most convenient and safest.
- h. If nothing looks safe at the time, use your best judgment in order to protect the students.
- i. The individual teacher will have to make the determination if it is safe to proceed and then take students to the predetermined area.
- j. If the Intruder is believed to be close to your position, stay put or find alternate means of exiting the building (window as last resort/do not use window during drill, simply exit).
- k. Check Roll to see if you have students missing.
- l. We will all then wait for law enforcement.
- m. An “All Call” will go out for parents to let them know the status of the situation and where and how to pick up their students.

**E. ELECTRICAL BLACKOUT PROCEDURE**

- a. In case of electrical blackout, stay in your room or area. Teachers will be personally notified with instructions.
- b. Do not send students to their next hour class until directed to do so by the building principal.

**STANDARDIZED TESTING**

Erick School embarked upon a testing program with the aim of providing information designed to help the student know himself/herself—his/her interests and capabilities, and to help in planning his/her schoolwork and his/her life work. A well-rounded testing program has been valuable to each student if the information is properly interpreted and used. These tests are given each spring and the results are available and explained to each student taking them. Any student or parent/guardian having questions about the tests or testing program is encouraged to ask the help of the counselor, principal, superintendent, or any teacher. Students will not be released if they are not taking the achievement tests.

**PROFICIENCY BASED PROMOTION**

Proficiency Based Promotion is a system which awards credit for students’ knowledge in the core curriculum areas, i.e., social studies, language arts, the arts, language, mathematics, and science through an assessment process. Upon the request of a student, parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of curriculum. All students in grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90% level in designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas. If the students demonstrate proficiency for 9-12 curriculum areas, appropriate notation will be entered in the high school transcript. The unit will count toward meeting the requirements for graduation. Credits earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma. Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript.

## CAFETERIA

There is a well-equipped cafeteria available to all. We hope you will take advantage of this facility. Students should conduct themselves in appropriate manner during lunch.

## SOLICITING

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

## USING THE LIBRARY

Our library provides a wide selection of materials—books, pamphlets, magazines and newspapers—both educational and entertaining. The following library guidelines should be observed:

1. The librarian or the assistant must check out all items taken from the library.
2. Books of fiction, travel, biology, etc., are checked out for two weeks.
3. Encyclopedias, large dictionaries, reference books, etc., may be used in the library or checked out by the students for overnight use only. Current magazines may be used in the library or checked out overnight by signing the magazine checkout sheet.
4. Fines for overdue materials are five cents for each day overdue.
5. Teachers may send students two at a time from classes during time that the library is open. Time limit from class is ten minutes
6. Both the library workers and the borrowers should observe courtesy.
7. **Each student is responsible for materials checked out in his or her name and will reimburse the school for lost materials.**
8. Library hours are 8:15 a.m.-3:30 p.m. each school day.

## ON AND OFF CAMPUS RESPONSIBILITIES

### DRIVING REGULATIONS

All vehicles must be parked upon entering any street bordering the school. There will be no sitting in parked cars around school. Student vehicles will be parked in designated areas. Student parking will be in the parking lot in front of the bus barn, west of the school building. **Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband might be present in these vehicles. Searches will be conducted in accordance with legally approved policies. Students parked in unauthorized areas may be towed at the student's expense and disciplinary action may result.** **STUDENTS WILL NOT GO TO CARS OR THE PARKING LOT BETWEEN CLASSES UNLESS SPECIAL PERMISSION IS RECEIVED FROM THE PRINCIPAL.** Parking on campus is a privilege that can be revoked. The school assumes no responsibility for theft or vandalism in parking areas. Students will be held responsible for all violations.

**STUDENTS THAT WISH TO DRIVE TO AND/OR PARK ON SCHOOL PREMISES MUST BE A LICENSED DRIVER, AND COMPLETE THE APPROPRIATE PAPERWORK PROVIDED BY THE ADMINISTRATION.**

## **BUS RULES AND REGULATIONS**

1. Please be on time for buses.
2. Drivers have the same authority over pupils riding buses as teachers have while the pupils are in school. Students will observe classroom conduct while riding on the bus.
3. be courteous. Use no profane language.
4. **KEEP THE BUS CLEAN. NO EATING, DRINKING, OR TOBACCO USE OF ANY KIND PERMITTED.**
5. Cooperate with the driver. Remain in seat at all times.
6. Do not damage bus or tamper with bus equipment.
7. Keep head, hands, and feet inside the bus.
8. Do not fight, push or shove.
9. Do not bring pets on the bus.
10. Do not bring flammable materials on the bus.
11. The bus driver is authorized to assign seats.
12. Any misconduct on the bus will be reported to the principal.
13. Students are expected to ride the activity bus to and from all extracurricular activities unless a written request from the student's parent/guardian is received by the administration and/or sponsor prior to the bus's departure for the event or unless personal notification is given by the student's parent/guardian to administration and/or sponsor at the event.
14. **Students who refuse to obey may forfeit their privilege to ride the bus.**  
**Loss of bus privileges may result from the following infraction:**
  - a. Interfering with the safe operation of the bus
  - b. Fighting
  - c. Possession of alcohol, tobacco products, or drugs
  - d. Vandalism
  - e. Creating a fire hazard
  - f. Throwing hazardous objects in or from the bus
  - g. Flagrant insubordination/defiance

## **GENERAL INFORMATION**

### **GYM POLICY**

1. **There will be no one in the gym after 4:00 p.m. on non-school days unless accompanied by a coach or other designate of the school.**
2. No shoes other than basketball shoes will be allowed on the floor.
3. Basketballs will be put in the racks after practice.
4. No pop allowed in gym during school hours.
5. The gym will remain closed on Sunday except for occasional special practices as called by the coach.

### **ASSEMBLY PROGRAMS**

Assembly programs are held regularly to broaden the experience and interest of students and are planned for everybody. **Students will be seated, at all programs, according to classes and roll will be checked. "Cuts" from assemblies will be handled as unexcused absences**

**from all classes.** Students should be courteous to speakers at all times. Applause should be shown by clapping hands only. Any teacher has the authority to reprimand any student. Parents and visitors are welcome at all assemblies.

## **CLUBS AND ORGANIZATIONS**

Many activities are scheduled by the school to satisfy the needs and tastes of the student body. For the welfare of the student body there must, of necessity, be some restrictions. Reasonable regulations, under which the different group activities are to be conducted, will be given at the time of the planned activity.

**ATHLETICS:** This school is a member of the Oklahoma Secondary School Activity Association. Scholastically as well as in athletic participation with other schools, the rules of the association will be adhered to. All students, both boys and girls, in Erick Junior-Senior High School who participate in athletics will be required to be insured against injury. A policy will be available through the school.

**FFA:** This is the national organization of, by and for students studying agricultural education in public secondary schools under the provisions of the National Vocational Education Act.

**TECHNOLOGY STUDENTS ASSOCIATION:** The primary purpose of to provide leadership experience and opportunities for students who are or have been enrolled in Technology Education courses.

**STUDENT COUNCIL:** The Student Council is an organization made up of representatives elected by each class and the school as a whole. It is designed to give students a planned voice and organizing student activities.

**UNIFORMS:** The Erick School Administration will approve uniforms. Equipment purchased by the school district and issued to student athletes will not be allowed to be worn for any reason other than practices, competition, or special events approved by the building principal or assigned sponsor.

## **CLASS PARTIES WILL NO LONGER BE CARRIED OUT BY ERICK PUBLIC SCHOOLS**

### **SCHOOL TRIPS**

#### **BUS RULES AND REGULATIONS MUST BE FOLLOWED**

**All school trips must be well organized, properly sponsored, and scheduled in sequence through the principal's office.** All students going on a trip of any type will go and return on the bus to which they are assigned. The only exception will be a student who leaves an event with their parent. **If the student is to leave with any other adult, the parent should personally contact the coach or sponsor to make arrangements.** Students may not travel to nor leave from activities with other students or non-students.

## **CLASS MEETINGS**

**All class meetings must be scheduled by sponsors in cooperation with the principal.** Class meetings are for business purposes only and should be carried on in an orderly fashion. Class sponsors are in charge of the meeting and shall be the final judge as to whether the decisions made in the meeting shall stand.

## **CALENDAR OF EVENTS**

**The official calendar is kept in the principal's office. All individuals or organizations wishing to put events on the calendar or change the date of an event should contact the principal.** Requests for use of school property must be approved by the faculty sponsor and the principal. **All extracurricular activities are to be scheduled through the principal at least two weeks in advance.**

## **IMMUNIZATION REQUIREMENTS**

By state law, all students entering the school system for the first time, from kindergarten through twelfth grade, must provide certification that such child has received a test or tests for tuberculosis and is free from contagious forms of this disease, and has received or is in the process of receiving immunization against diphtheria, pertussis, tetanus, measles (rubella and rubella), polio or is likely to be immune as a result of this disease. In addition, a smallpox vaccination is recommended. Students may be exempt from taking shots if the parent will sign a statement stating objections because of religious, medical, or personal reasons. Every student must have on file in the office an emergency treatment card.

## **INSURANCE**

Students may take private insurance through the school at a low cost. It is not compulsory and the school cannot be responsible in case payment of claim does not come to expectations of students and parents.

## **PRESCRIPTION MEDICATION**

**Medication may be administered upon written authorization from a parent/guardian. Prescription medications must be in a pharmacy container, properly labeled by a pharmacist with the following information provided:**

1. Name of student
2. Current date
3. Name of drug
4. Dosage
5. Time to be administered
6. Physician's name
7. Pharmacy name and telephone number
8. Whether the child has asthma or other disabilities which may require immediate dispensation of medicine

## **NON-PRESCRIPTION MEDICATION**

**Written authorization of a parent or guardian granting authority to administrator non-prescription medication must accompany any non-prescription medication to school students.**

School personnel will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of the medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician's orders.
4. Return unused prescription to the parent/guardian only.

**Students are not to give, sell, or administer any drugs, pills, and prescription or non-prescription medication to another student at any time. Violation of this policy will result in disciplinary action for all students involved. All medications must be registered.**

### **A.I.D.S. INSTRUCTION**

An A.I.D.S. prevention Education program shall be offered to students in the Erick School System pursuant to H.B. 1476 of the 1987 Legislative Session.

### **SEXUAL HARRASSMENT**

Sexual harassment in any form will not be tolerated. If a student, male or female, believes that they are being sexually harassed, they are encouraged to report any incident(s) to their teacher, counselor, or building administrator. Information received will remain confidential, and all sexual harassment complaints will be investigated. The Erick Board of Education reserves the option to review any rule or regulations creating a unique hardship on individual basis. If State Law is gendered or modified, the handbook shall conform to State Law.

### **HARASSMENT, INTIMIDATION, AND BULLYING**

"Harassment, intimidation, and bullying," as defined by Oklahoma Law, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another students property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. "At school" means on school grounds, in school vehicles, at designated school bus stops, at school- sponsored activities, or at school sanctioned events. "Harassment, intimidation, and bullying are specifically prohibited by the Erick School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

### **TEXTBOOKS**

The State of Oklahoma provides textbooks that are used by the instructors. All books are to be returned at the close of the semester, close of the school term or when withdrawing from school. Students who have lost or damaged textbooks will pay restitution for the book.

## **CARE OF SCHOOL PROPERTY**

A modern, fully equipped school building designed for beauty and utility is a part of the heritage of the student body. It belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one student body to appreciate fully, use carefully, preserve faithfully, and pass to future generations, the building, its grounds and its equipment, without blemish. Anyone who damages or defaces any school property will be punished and expected to replace or pay for the property damaged.

## **USE OF THE TELEPHONE**

The office telephone was installed primarily to aid in the carrying on official school business. **It is available for the use of students only in emergencies deemed justifiable by the principal.** All calls made by the students should be brief. Good manners and courtesy should be practiced. Any person calling a student while the student is in class will be asked to leave a number or a message for the student, except in emergencies.

## **HOW PARENTS CAN HELP STUDENTS STAY IN SCHOOL**

The following is a partial list of ways parents can help students stay in school. The key to regular school attendance is parent involvement. When parents are concerned about the educational experience, and take an active interest in the educational process, their children are less likely to have attendance problems and are more likely to graduate.

*Make education a family priority.*

*Build the child's self-confidence as a student by recognizing when he or she does well in school.*

*Help the child develop good study and work habits.*

*Develop a system of praise and rewards for good study habits, good grades, and other good school-related behaviors.*

*Schedule a daily period of home study time.*

*Help with homework when needed.*

*Meet the child's teachers and other school personnel. They can provide important insights into the child's school performance and suggest ways of improvement.*

*Get to know the child's friends and classmates. They can influence the child's school performance. Lack of friends or problems with classmates can also affect school performance.*

*Find ways to discuss issues, subjects and course materials being covered at school.*



*Help the child develop an interest in extra-curricular school activities such as sports, clubs, organizations, etc...*

*Get the child tutorial help with subjects that pose learning difficulties.*

*Help the child develop and achieve academic goals.*

*Emphasize the important role education plays throughout life.*

*Develop a phone-in policy with the school to check on the child's daily attendance, or have the person in charge of school attendance alert you about non-attendance.*

*Explain how dropouts have more trouble getting and keeping jobs and make less money than graduates.*

### **CONCURRENT ENROLLMENT**

Every student must be enrolled in class all seven hours. The only exception is for students enrolled in concurrent college courses. Each three hour credit college course equals one daily hour at the high school. One class hour may be used for travel to and from college or study time.

### **ALTERNATIVE EDUCATION**

The Erick Public Schools has an Alternative Education Program to reach out to students who may be classified as "At Risk." These are students who, for one reason or another, are not able to meet requirements for graduation from high school. The program will place these students in special classes where they will be given more individual attention and will be working with a competency-based curriculum. However, the Alternative Education Program is not for most students. The few it is designed for will hopefully find success where they have not found success before. Students will be assigned to the Alternative Education Program only at the recommendation of the principal following conferences with the student and parent/guardian.

### **GUM/SUNFLOWER SEEDS/CANDY/SNACKS/POP**

**Chewing gum and sunflower seeds will not be permitted and candy/snacks/pop is permitted only in designated areas at designated times.**

### **JUNIOR/SENIOR BANQUET AND PROM**

The junior class is responsible for the banquet and prom honoring the graduating seniors. The banquet will be for members of the Junior and Senior classes; faculty and spouses; board of education and spouses, and the sophomore servers.

The prom will be open to students in 9<sup>th</sup>-12<sup>th</sup> grades. **No student below 9<sup>th</sup> grade may be invited.** The following is a list of a few general guidelines for the banquet and prom. They are by no means an entire list of all the rules. All rules that are in the handbook apply to the prom with the exception of the dress code. The dress code for the prom will be interpreted and enforced by the sponsors and the administration. Students may attend the prom/banquet as

juniors once and as seniors once. Their junior and senior year will be when the class that they entered the 9<sup>th</sup> grade with are juniors and seniors.

General guidelines:

1. The prom will be chaperoned by the high school principal and sponsors
2. Sponsors or administration have the right to refuse entry to anyone or remove anyone during the prom, banquet, or after prom.
3. Appropriate dress will be required (Determined by sponsors)
4. The prom will end at 12:00 midnight
5. No alcoholic beverages will be allowed.
6. No smoking will be allowed
7. Once a student or their date leaves the dance, they will not be allowed to re-enter under any circumstances.
8. 9<sup>th</sup> - 12<sup>th</sup> graders may bring one date to the prom.
9. The time of your departure from the prom will be documented and provided to your parents at their request
10. Dates for the prom must be signed up in the office 24 hours prior to the banquet/prom. The hometown and age of all dates must be provided.

STUDENT ORIENTATION AND QUICK REFERENCE LIST

BE IN ASSIGNED CLASSROOM – MUST HAVE NOTE FROM OFFICE TO GO ANYWHERE ELSE

IF SENT TO OFFICE FOR DISCIPLINE, WAIT FOR PRINCIPAL IN LINDA'S OFFICE  
NO EXCEPTIONS

(7-8 grades): ON THE FAILING LIST = IN REMEDIATION ALL WEEK – NO YOU CANNOT SKIP REMEDIATION BECAUSE YOU GOT YOUR GRADE UP DURING THE WEEK YOU HAVE ALREADY BEEN ASSIGNED TO REMEDIATION

SKIP REMEDIATION FOR ANY REASON = 1<sup>ST</sup> OFFENSE -- ANOTHER WEEK OF REMEDIATION --- FOR 2<sup>ND</sup> OFFENSE AND ALL AFTER THAT = ONE DAY ISD FOR EVERY DAY OF REMEDIATION MISSED PLUS ANOTHER WEEK OF REMEDIATION (THREE TARDIES EQUAL ONE ABSENCE)

(7-8 grades): AS PER THE HANDBOOK, YOU MUST PASS 5 OF 7 CLASSES OR YOU WILL NOT MOVE ON TO THE NEXT GRADE

IF YOU ARE REFERRED TO THE OFFICE OUT OF AN EXTRACURRICULAR BASED CLASS SUCH AS TE, AG, OR ATHLETICS, YOUR OPPORTUNITY TO GO ON TRIPS WITH THAT GROUP WILL BE SEVERELY RESTRICTED.

IF YOU WILL NOT BEHAVE IN THE CLASSROOM, YOU WILL NOT REPRESENT ERICK SCHOOLS ON TRIPS.

OFFSEASON BE WITH THE TEACHER/COACH YOU ARE ASSIGNED TO.

NOT DOING YOUR WORK IS A DISCIPLINE PROBLEM – YOU ARE HERE FOR AN EDUCATION – IF YOU ONLY WANT THE SOCIAL PART AND WON'T DO THE EDUCATION PART, YOU WILL LOSE THE SOCIAL PART AND WILL STILL BE REQUIRED TO DO THE SCHOOL WORK

ONLY THE PRINCIPAL OR COUNSELOR CAN ALLOW YOU TO GO BACK TO YOUR VEHICLE

FROM THE OFFICE OF  
JEFF KELLY, SUPERINTENDENT  
ERICK PUBLIC SCHOOLS  
P.O. BOX 9  
ERICK, OK 73645  
580-526-3476

RE: PARENTS RIGHT TO KNOW

Dear Parent/Guardian:

Any school receiving Title I funds is required to notify the parents of each student that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

Whether the teachers has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;

Whether the child is provided services by paraprofessionals and, if so, their qualifications; and

What baccalaureate degree major and any other graduate certification or degree;

In addition to the information that parents may request, districts must provide to each parent:

Information on achievement level of the parent's child in each of the state academic assessments as required under this part; and

Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly-qualified.

Please feel free to contact the superintendent's office for any information you might have as a parent about the qualifications of the teachers in the Erick Public Schools system.

## Notification of Rights under FERPA for Elementary and Secondary Institutions

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- **The right to inspect and review the student’s education 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 records(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 records 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.**

*One exception which permits disclosure without consent is disclosure to school officials with legitimate education 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 or 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 district discloses 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 or 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 officer that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.**

**THIS PAGE INTENTIONALLY LEFT BLANK**

I have received and reviewed the Erick Student Handbook for 2015-2016. I understand that the hand book contains information that my child and I may need during the school year.

I also understand and agree that my child, (children)

\_\_\_\_\_ shall be held accountable for the behavior and consequences outlined in this handbook at school and at school-sponsored and school-related activities, including school-sponsored travel and for any school-related misconduct, regardless of time or location.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school and most recent previous school attended. Directory information may be released by the district to anyone who requests it unless I object to the release of any or all of this information within ten days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the district to withhold.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date