2026-2027
STUDENT HANDBOOK



ELGIN MIDDLE SCHOOL

WWW.ELGINPS.ORG



ELGIN MIDDLE SCHOOL
Student Handbook 2026-2027



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MISSION STATEMENT

Our students are
Willing to excel and
Learning to become
Success driven leaders of tomorrow.

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ARTICLE I: ADMINISTRATION/ORGANIZATION

Administrators
- Nate Meraz – Superintendent
- Melissa Hitt – Middle School Principal
- Julie Arnold – Middle School Assistant Principal
- Rachel Ezell – Middle School Assistant Principal
- Vidale McCracken – Middle School Assistant Principal
- Damon Hitt – Dean of Students/MS Athletic Director

Counselors
- Carmen Kapeta
- Beverly Turner

Special Education Director
- Malia Thompson

Instructional Media Director
- Tomi Lorah

Technology Director
- Mike Evon

Middle School Secretaries
- Raegan Hughes (rahughes@elginps.net) – 5th/6th Grade
- Brandy Zollars (bzollars@elginps.net) – 7th/8th Grade

FIFTH GRADE BELL SCHEDULE

8:20-9:10	First Hour
9:15-10:05	Second Hour
10:10-11:02	Third Hour
11:05-11:30	Lunch
11:45-12:40	Fourth Hour
12:45-1:35	Fifth Hour
1:40-2:30	Sixth Hour
2:35-3:25	Seventh Hour

SIXTH GRADE BELL SCHEDULE

8:20-9:10	First Hour
9:15-10:05	Second Hour
10:10-11:00	Third Hour
11:00-11:30	Lunch
11:35-12:25	Fourth Hour
12:30-12:40	Tutorial
12:45-1:35	Fifth Hour
1:40-2:30	Sixth Hour
2:35-3:25	Seventh Hour

SEVENTH AND EIGHTH GRADE BELL SCHEDULE

8:20-9:10	First Hour
9:15-10: 05	Second Hour
10:10-11:00	Third Hour
11:05-12:10	Fourth Hour
12:15-12:40	Lunch
12:45-1:35	Fifth Hour
1:40-2:30	Sixth Hour
2:35-3:25	Seventh Hour

JULY

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AUGUST 10,11,12, PROFESSIONAL DAYS 1-3
AUGUST 13 FIRST DAY OF SCHOOL

SEPTEMBER 7 LABOR DAY HOLIDAY
SEPTEMBER 18 PARENT/TEACHER CONF. DAY

OCTOBER 12-16 FALL BREAK

NOVEMBER 11th VETERANS DAY
NOVEMBER 23-27 THANKSGIVING BREAK

DECEMBER 18 PROFESSIONAL DAY #4
DEC 21-JAN 1 CHRISTMAS BREAK

JANUARY 4 PROFESSIONAL DAY #5
JANUARY 5 FIRST DAY OF SECOND SEMESTER
JANUARY 18 MARTIN LUTHER KING JR. HOLIDAY

FEBRUARY 12 PARENT/TEACHER CONF. DAY
FEBRUARY 15 PRESIDENTS DAY HOLIDAY

MARCH 15-19 SPRING BREAK
MARCH 26 INCLEMENT WEATHER DAY

APRIL 16,23,30 INCLEMENT WEATHER DAYS

MAY 7 INCLEMENT WEATHER DAY
MAY 14 GRADUATION
MAY 19 LAST DAY FOR STUDENTS
MAY 20 TEACHER CHECK OUT DAY

- PROFESSIONAL DEVELOPMENT DAYS- NO STUDENTS
- PARENT/TEACHER CONFERENCES-NO STUDENTS
- HOLIDAYS AND BREAKS- NO SCHOOL
- POSSIBLE INCLEMENT WEATHER MAKE-UP DAY OR HOLIDAY
- GRADUATION
- FIRST/LAST DAY OF SCHOOL

JANUARY

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Please refer to our website for any updates to the bell schedule or school calendar http://www.elginps.org under the middle school tab.

ARTICLE II: ATTENDANCE

ATTENDANCE POLICY

HB 2692 requires school district attendance officers to notify the Department of Public Safety when a child under 18 withdraws from school through an enrollment status form, unless the student is withdrawn due to circumstances beyond his/her control, a lawful excuse, or transfer to another school or home schooled as confirmed in writing from the parent or legal guardian.

A student is only allowed to miss ten (10) class periods, whether excused or unexcused/absent without valid excuse, in one semester (with the exception of school related absences). Eleven (11) or more absences, whether excused or unexcused/absent without valid excuse, will result in loss of credit for the class. Missing 20 minutes or more – whether the beginning, middle, or end – of a class is considered an absence.

A. Types of Absences – Regular attendance is an integral part of the learning process.

1) Excused Absence – Counts against attendance for credit but allows students to make-up work. Parents must contact school within 48 hours of absence.
2) Exempt Absence – Does not count against the required attendance for credit.
   a) Medical verification for absence within five (5) school days of absence.
   b) School activity.
   c) Death of immediate family member.
3) Unexcused Absence – A result of no parental contact or truancy. Work may be made up for no credit and absences count toward required attendance for credit. Missing 20 minutes or more – whether the beginning, middle, or end – of a class is considered an absence.

B. Reporting an Absence

To excuse an absence, a parent needs to call the general attendance line that correlates to their student's grade level (580-492-3657 for 7th/8th grades; 580-492-3656 for 6th grade; 580-492-3655 for 5th grade) within 48 hours of the absence and include student name and reason for absence.

C. Truancy – Student Absent Without Valid Excuse

Examples of absences without valid excuse:

1. Being absent for any reason not listed as an excused absence.
2. Leaving school without first checking out at the attendance office.
3. Being ill and staying in the restroom instead of checking in

with the nurse or office.
4. Coming to school, but failing to attend class.
5. Obtaining a hall pass to a particular destination, then not reporting there and back.
6. Late arrival or non-attendance due to car trouble.
7. Being in an unauthorized area will be considered truant (being in the parking lots, off campus, and other areas designated as off limits).

If the child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (Reference: 700.S. 10-106)

Truancy Consequences:

1st offense – 5 days AISP
2nd offense – 10 days AISP
3rd offense – 15 days AISP

D. Checking In/Out

If a student finds it necessary to leave school during the day, he/she must check out at the principal's office. No student will be permitted to leave unless his/her parent has notified the principal in advance. In case of illness, the parent will be contacted. Any student leaving school without permission from the principal will be considered truant and can expect disciplinary action, as well as an unexcused absence.

E. Tardy

You are tardy if you are not in the classroom when class begins. Tardies will be documented by each teacher, with resulting consequences. A tardy becomes an absence 20 minutes after the designated time for class to begin. Consequences of unexpected tardies are per class, per semester.

2nd unexcused tardy: Teacher contacts parent
3rd unexcused tardy: Teacher contacts parent, Lunch detention
4th unexcused tardy: Teacher contacts parent, Saturday School
5th unexcused tardy: Teacher contacts parent, Saturday School
6th unexcused tardy: Teacher contacts parent, 1 day AISP
7th unexcused tardy: Teacher contacts parent, 3 days AISP

In an effort to promote students being on time to class, round-up will be periodically used to ensure that students are getting to class on time. The administration will notify the teachers that the

roundup is going to occur, and any student who is late will be rounded up and given lunch detention.

F. Loss of Credit Due to Absence

A student must be present 90% of the semester in each class in order to receive credit for that class. All absences, excused or unexcused, will be counted toward loss of credit with the exception of the following: illness confirmed by physician, suspensions, death of immediate family member and school activity absences. A doctor's note must be provided within a week (five school days) of the absence. It will not be accepted after that time and the illness absence will count against the student toward the loss of credit in those classes.

If a student is absent from a class more than 10% of the semester, an "F" will be recorded if that was the grade earned; if the student would have earned a passing grade an "NC" will be recorded. In case of extenuating circumstances, the principal or designee will make the final decision.

ARTICLE III: STUDENT BEHAVIORAL EXPECTATIONS/DISCIPLINE

Discipline Policy - Point System

In order to maintain a highly conducive atmosphere for learning to take place, discipline must be at the forefront. In order to maintain this structure it is sometimes necessary to discipline a student. The belief is that if the student is disciplined then they will refrain from that undesired behavior. In certain cases, students fall short of the expectation, and they should be held accountable for their actions and repeat offenders will not be encouraged. The virtues of respect, responsibility, punctuality and readiness are all ones that will serve the student well in their endeavors after middle school. The point system that will be in place will accumulate by semester.

Point System

Infraction:

1st point - Lunch Detention
2nd point - Lunch Detention
3rd point - Lunch Detention
4th point - After School Detention
5th point - After School Detention
6th point - 1 Day of AISP
7th point - 3 Days of AISP
8th point - 5 Days of AISP
9th point - 3 Days of Out of School Suspension
10th point - 5 Days of Out of School Suspension

A. Disciplinary Procedures

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control,

character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his part to make himself a better person and the school a better place.
So that Elgin Schools can maintain the best learning environment possible, the administration and faculty have expectations of the students. Those expectations are:

- Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
- Arrival at school and to class on time.
- Daily school and class attendance.
- Appropriate use and care of the building and facilities of the school.
- Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
- Adherence to acceptable standards of courtesy, decency and morality, and compliance with provisions of civil law.

Failure to meet the above expectations will result in specified consequences for various infractions plus loss of privileges.

Control and Discipline Policy

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

Oklahoma State Law (70-6-114) gives the teacher the same rights as a parent to control and discipline such child according to local policies. The following schedule is an aid to them in control and discipline. However, every possible incident cannot be spelled out. Therefore, teachers may discipline or control incidents that may arise in a responsible manner that they deem necessary at the time the child is in attendance, in transit to or from the school, or any other school function authorized by the school district. Students who are seen in the office for an excessive number of disciplinary referrals will lose all privileges (off-campus, school functions, banquets/prom, ball games, stock shows, etc.).

Infractions:

- Unexcused tardiness - see page 7.
- Disruption of class or assembly.
- Lunchroom misconduct.
- Bus/playground misconduct.
- Negligence in completing class work.
- Skipping/Truancy.

- Leaving school or classroom without permission.
- Absent without valid excuse - see page 7.
- Tobacco on school grounds - see page 14 for the full school policy.
- Theft -
  a. First Offense: up to 10 days AISP
  b. Second Offense: up to 20 days AISP
  c. Third Offense: up to 30 days AISP
- Assault—physical or verbal. Assault – intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.
- Battery/fighting.
  Battery—offensive, unconsented touching of another's person. Includes fighting, throwing objects, pantsing, etc. Students who commit assault or battery/fighting will receive:
  - First Offense: 10 days AISP
  - Second Offense: 20 days AISP
  - Third Offense: 10 days suspension

  Students are considered fighting when they are hitting, kicking, biting, etc. (no matter who throws the first punch, starts the mouthing, or threatening a claim of self-defense in the use of force will not exempt a student from discipline). The police department will be called and the students who are fighting will be placed in their custody.
- Destruction of property.
- Other offenses—possession of deadly weapons, use of drugs or alcohol (including 3.2 beer/wine coolers), possession of drugs, distribution of drugs or imitation drugs or alcohol (presenting an item as a drug). The police department will be called and the students who are in possession will be placed in their custody and charges filed.
- Distribution of obscene materials, obscene language, action, etc.
- Refusal to obey school officials.

Disciplinary Actions Alternatives
- Warn students.
- Remove from class or group.
- Lunch Detention (daily during students' lunch time) located in the in-school detention, room 21 in the 7th/8th grade building.
- Parental conference.
- After School Detention (Tuesdays/Thursdays, 3:30-4:15) located in the fifth grade annex.
  Note: Tardiness will not be accepted.
- Saturday School (8:30-11:30) located in the fifth grade annex.
- Alternative In-School Placement (AISP).
- Suspension.
- Expulsion (follow due process).
- Financial restitution.
- Involve law enforcement.
- Refer to other social agencies.

- Any other disciplinary action deemed appropriate under the circumstances.

Administrators shall have the authority to enforce other reasonable disciplinary action(s) which they find warranted by situations not covered in the disciplinary policy schedule. Students, who have been suspended or are on disciplinary referral, will not be allowed to attend school functions, activities, or leave campus.

B. Dress Code

The Elgin Middle School Student Dress Code is in place to support a positive, safe, and respectful learning environment for all students. While students often express themselves in the way they dress, it is important that students wear clothing that is respectful and appropriate for a middle school setting.

Parents may use the following as a guide to support students in dressing appropriately during the school day.

- Wearing a head cover of any kind indoors is considered inappropriate. All caps, hats, etc., will be removed when inside the building at EMS. Head coverings worn inside the building will be confiscated.
- Students will be allowed to wear shorts. Lengths of shorts must be appropriate. No bicycle or short-shorts allowed. The administration will determine the appropriateness of shorts and skirts.
- No see-through apparel, halter tops, tube tops, or tank tops will be allowed. The width of the strap is irrelevant.
- Skirts and blouses must completely cover the midriff, stomach, and chest (no cleavage).
- No clothes with large, indecent holes are allowed.
- No undergarments may be visible.
- Inappropriate words, vulgar connotations/innuendo, or any article of clothing that could create a distraction are not to be worn.
- Nothing that may be regarded as gang-related colors, such as bandanas, may be worn or displayed. No chains of any type will be worn.
- Sagging is prohibited. Clothing must fit properly at the waist.
- Scenes of violence and death are not allowed.
- Bracelets or chokers with any type of studs, dog collars, or leashes are not to be worn.
- No trench coats, long duster coats, or any oversized coats are to be worn inside the building.
- No type of hand or arm coverings are to be worn inside of the building. This includes any type of gloves, unattached sleeves, and such.
- Rollerskate shoes are not allowed.
- Non-prescription costume contact lenses are not allowed.
- Male students must wear shirts with sleeves.

- Blankets should not be worn in the hall. Pajamas and slippers should not be worn at school.

Consequences of dress code violations are:

First Offense: Warning - Call Parents
Second Offense: Lunch Detention - Call Parents
Third Offense: After School Detention - Call Parents
Fourth Offense and Up: 3 Days AISP - Call Parents

C. Cell Phone/Electronic Device Policy

Cell phones, IPods, pagers, earbuds, headphones and cameras are not allowed to be used by students during the school day from the hours of 8:20 a.m.-3:25 p.m. Use or active (on) is prohibited on school grounds during the school day. Silent status is not allowed. This includes the lunch time as well. If students are seen using their phone or electronic device or if the device is heard the name of the student will be referred to the office for discipline. Students may use cell phones and electronic devices before school (8:20 a.m.) and after school (3:25 p.m.) and at after-school functions.

Students needing to use a phone during the school day should report to the office and ask to use the school phone.

First Offense - Lunch Detention
Second Offense - After-School Detention
Third Offense - Saturday School
Fourth Offense - Three days AISP
Fifth Offense and Up - Five days AISP

D. Public Display of Affection

All students shall refrain from a "physical display of affection" during school hours and on school property. The definition of the term "Physical Display of Affection" shall be defined at the discretion of the current administration. Disciplinary action will be used to stop PDA. Hugging, kissing, rubbing, fondling, or touching of bodies in any manner are not allowed.

First Offense - Conference with students and Parent Contact
Second Offense - Lunch Detention and Parent Contact
Third Offense – After School Detention and Parent Contact

E. Intimidation/Bullying/Harassment/Cyber bullying

Every member of the school community is entitled to attend school free from harassment, threats, or fear. Bullying and/or intimidation of others may include, but is not limited to any repetitive aggressive, or negative gesture, or written, verbal, or physical act that places another individual in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any individual, including certified or support staff, in such a way as to disrupt the school environment or interfere with the school operation. All bullying/harassment should be reported

to the administration immediately. When evidence of harassment has been validated by the appropriate administrator the following consequences will be administered:
Based on the severity and nature of the incident to include:

1. Conference with the individuals
2. Conference with the student and parent
3. Detention
4. Saturday School
5. A.I.S.P.
6. Suspension
7. Notification to legal authorities

Threats of other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy and will be subject to additional administrative and/or legal action.

F. Alcohol and Illegal Drugs

- Drug/Alcohol – sale, distribution, possession, use and/or appearing to be under the influence of alcohol, low-point beer, inhalant, marijuana, any controlled dangerous substance, and substances prohibited by the laws of the State of Oklahoma or the City of Elgin or any other drug or medication not administered by the school administration with parental authorization.
- Drug/Alcohol – sale, distribution, possession, use and/or appearing to be under the influence of any "imitation controlled substance" as defined in Section 2-101 of the Uniform Controlled Dangerous Substances Act, 63 O.S. Section 2-101 et. Seq.
- Drug/Alcohol – sale, distribution, possession of drug paraphernalia.
- Drug/Alcohol – the use, possession or consumption of low point beer, inhalant, marijuana, any controlled dangerous substances, any substance prohibited by the laws of the State of Oklahoma or the City of Elgin or any other drug or medication not administered by the school administration with parental consent during the day, prior to attending school or any school sponsored event.
    - Consequences
        - Any student who sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, 3.2 beer or alcohol in or on school property or any school sponsored event, including buses will face the following consequences:
            - Up to ten days suspension and 45 days of AISP
            - Expelled from school for a semester; plus one
            - Reported to the appropriate law enforcement agencies for possible legal action.
- HB 1442 prohibits the distribution, dispensing or possession with intent to distribute or dispense controlled dangerous substances or imitation controlled dangerous substances on or within one

thousand (1,000) feet from school property. Any person convicted of a violation of this act is guilty of a felony. Conviction brings a mandatory sentence of not less than five (5) years and not more than twenty (20) years, plus a fine not to exceed $100,000. EFFECTIVE DATE: November 1, 1989.

G. Academic Dishonesty

Any attempt to obtain credit for work done by another is totally unacceptable at Elgin Middle School. This includes cheating on tests, copying work of others, copying word-for-word from published works (plagiarism), improper use of the Internet, and similar activities.

When a student participates in a form of academic dishonesty:

1. A zero will be assigned as a grade.
2. No extra credit work will be given to raise the grade.
3. Parents will be notified.
4. The principal's office will be notified.
5. Teacher may impose additional punishment.

H. Vandalism

The Elgin Board of Education adheres to State School Law of Oklahoma, Section 658:

Section 658. Damages – Liability of Parents

The state or any county, city, town, municipal corporation or school district, or any person, corporation or organization, shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars ($2,500.00). (23-10)

I. Tobacco/Nicotine/Electronic Cigarette Policy

Students of Elgin Public Schools are expected to comply with State Statutes dealing with possession/use of tobacco/nicotine products. Elgin is tobacco/nicotine free 24/7 (twenty-four hours a day; seven days a week).

Students will not be allowed to be in possession/use of any form of tobacco/nicotine product or electronic cigarette at school or while attending school functions and activities.

Students in possession of tobacco/nicotine or use of tobacco/nicotine products will receive AISP for 5 days (1st offense), AISP 10 days (2nd offense), and AISP 15 days (3rd offense).

J. Internet Acceptable Use Policy Terms and Conditions

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Board of Education believes that the use of the Internet will further education at Elgin Public Schools by promoting the exchange of information and ideas. For that reason, the school district has made Internet access available to staff and students.

Acceptable Use

Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials which a user may encounter. Students will be under teacher supervision when using the Internet; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or online conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed over the Internet. Users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended.

Users of the services will respect any copyright and license agreements. Copyrights software, pictures, or music will not be downloaded for use which violated the copyright laws.

Privileges

The use of the Internet is a PRIVILEGE, not a right! Violation of the Internet Acceptable Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

K. Bus Rider Rules

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Previous to loading, students should:

- Be on time at the designated school bus stops. The bus will pull up to bus stop with loading lights on stop and honk horn one time before proceeding to next stop. It is the duty of students and parents to have students at the bus stop on time waiting for the bus.
    - On mornings that it is raining or severely cold, the bus will stop and honk the horn one (1) time for students to be at

the bus stops. The bus will not wait unless students are jogging toward the bus.

- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stop.
- Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
- Respect people and their property while waiting on the bus.
- Receive proper school authorization before being discharged at places other than the regular bus stop.

While on the bus, students should:

- Keep all parts of the body inside the bus.
- Refrain from eating and drinking on the bus.
- The use of any form of tobacco, alcohol, or drug is prohibited.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be you own.)
- Treat bus equipment as you would valuable furniture in your own home.
- Damage to seats, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Maintain possession of books, lunches, or other articles and keep the aisle clear. (No feet in the aisle—Students should face the front.)
- Help look after the safety and comfort of small children.
- Do not throw objects in or out of the bus.
- Remain in your seats while the bus is in motion.
- Refrain from offensive, unconsented touching of another's person on the school bus. Includes fighting, throwing objects, teasing, etc.
- Be courteous to fellow pupils, the bus driver, and the patrol officers or driver assistants.
- Remain quiet when approaching a railroad crossing stop.
- Remain in the bus during road emergencies except when it may be hazardous to your safety.

After leaving the bus:

- Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross the road.
- Go home immediately, staying clear of traffic.
- Help look after the safety and comfort of small children.

L. Dangerous Weapons

It is the policy of the Elgin School District to comply fully with the Gun-Free Schools Act.

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon

any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by 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 including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

> "…*any pistol, revolver, dagger, Bowie knife, dirk knife, switch-blade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.*"

Elgin Public Schools prohibits the possession of any type of knife on school property, buses or at school functions, which includes activities held at other schools or buildings.

Any student who violated Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the Superintendent or the superintendent's designee.

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

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

M. Cafeteria

The Elgin School Cafeteria will serve breakfast and lunch daily. Breakfast will be served from 7:45 a.m. to 8:15 a.m. Lunch for mid-

dle school students is served depending on grade level from 11:05 a.m. until 12:40 p.m. Carry-outs are not allowed unless approval from the office is given.

Students eating in the cafeteria are expected to maintain proper conduct during the lunch period. Supervision will be provided by a faculty member.

1. Respect the rights of others; do not "cut" in the lunch line. Students who cut or have poor behavior will be moved to the end of the line; plus the person allowing the cut.
2. Students are to remain seated after getting their tray unless given permission by a teacher to move. There should be no more than four students per bench, or eight per table. Students should not be walking around the lunchroom after they have their tray.
3. Students will raise their hand for permission from the faculty on duty to get up for seconds, refill their drink, go to the restroom, and empty their trays.
4. Students will remain seated until dismissed by the faculty on duty to empty their trays and clean up the trash at their table.
5. All students should be in their lunch room at the designated time. The EMS campus is a closed campus.
6. Only food delivered by a parent or family member will be accepted in the middle school. Food delivery services such as DoorDash and Uber Eats will not be allowed.

Meal Prices

Breakfast:	K-2	$1.50	3-6	$1.75	7-12	$1.75	Adult $2.50
Lunch:	K-2	$2.80	3-6	$2.90	7-12	$3.15	Adult $5.00

(Note: Prices are subject to change.)

Weekly or monthly payments for lunches can be arranged, but due to business obligations that must be met by the cafeteria, there will be no charges. ***Parents can access their student's cafeteria account online at www.myschoolbucks.com. This is a "pay only" site. To see student balances and meal activity parents will need to login on the wengage gradebook site.*** Free and Reduced Price Meals Application Forms are available at each office and online using the school website, www.elginps.org (departments tab, food services). **Free and Reduced Price Meals Applications must be filled out every school year**.

N. Saturday School

Saturday School will be from 8:30-11:30 a.m. There will be one five-minute break at 10:00. Students must be in the classroom and seated by 8:30 (our clock) or he/she will not be allowed to attend Saturday School. They will be counted absent. Students who are tardy/absent or removed from Saturday School will be placed in AISP up to 10 days (except: when they are attending voluntarily to make

up an unexcused absence). Students must have paper, pencil, books, and classroom assignments from the teacher. Students are not allowed to talk, leave the room, nor have any of the following: gum, candy, drinks, food, magazines, newspapers, etc. Parents are responsible for transportation. (Students who miss Saturday School because of illness or emergencies must contact Mr. McCracken or Mrs. Ezell, at 580-492-3657, the Monday following the assigned Saturday School they are to attend.) *Note: Saturday School will not be reassigned due to school activities, work, and etc. (Saturday School may be assigned by teachers for disciplinary problems.)

Students who skip and/or miss Saturday School, without prior approval from Mr. McCracken or Mrs. Ezell, will be under the three strikes and you are out rule.

Strike one – 2 choices:
(1) 5 days in AISP
(2) 3 days suspension

Strike two – 2 choices:
(1) 10 days in AISP
(2) 5 days suspension

Strike three – 1 choice:
(1) 5 days suspension

Students who have been assigned to Saturday School a second time before completing the first Saturday School assignment will automatically be placed in AISP for 10 days.

O. Tutorial Period

Tutorial periods will be from 8:00 – 8:20 a.m. and 3:25 – 3:45 p.m. Monday through Friday. Students who need extra assistance in a subject should attend these tutorial periods. Students who are failing may be assigned tutorial by the teacher. Students should always communicate with the teacher as to when they plan to attend tutorial periods.

P. Visitors

All visitors to Elgin Middle School will sign in at the front office and be given a "Visitor's Sticker" that should be worn if they are going to be present in the building for any reason. Students will not be allowed to bring student visitors to school with them. Students who are not enrolled at Elgin Middle School will not be allowed to attend class, or eat lunch with the students of Elgin Middle School.

Q. Closed Campus Policy

Students are not allowed to leave campus without permission from the principal. Students must be in the following designated areas: 5th and 6th in the cafeteria or in the courtyard between buildings; 7th and 8th in the Middle School Courtyard. Students who violate the policy will be punished. The grade school and high school campuses are off limits to middle school students. Students

may be checked out by a parent to go eat with a parent. (The parent must come to the office to check out the student). No notes or phone calls please. Students who leave campus without permission or are not where they should be will be disciplined as truant.

R. Lunch Detention – After- School Detention

Lunch detention will take place during grade level lunch times. Students who are assigned lunch detention will report to the detention room after picking up their take-out lunch tray. Students will not be allowed to talk or leave the room. Students will need to bring homework or a library book to work on during detention. Any discipline problem during lunch detention will result in reassignment or other action by the principal. If the student misses lunch detention they will go to AISP the rest of the day. If the student is absent the day they are assigned lunch detention they will serve the detention the day they return.

A period of time from 3:30 p.m. to 4:15 p.m. on Tuesday and Thursday has been designated for the purpose of detaining students for disciplinary reasons (After School Detention). The same rules apply for after-school detention as for lunch detention. Students must report to the designated classroom by 3:30 p.m. Students who are late or skip after-school detention will be assigned Saturday School the following Saturday. Transportation after detention will not be provided and students will need to be picked up by 4:20 p.m. If a student receives two (2) detentions before serving a detention, the students will receive the next highest punishment.

S. AISP – Alternative In-School Placement Rules

1. Students assigned to AISP are required to report directly to the AISP room when they arrive on campus.
2. Electronic devices should be off and stored in your bag in the designated area.
3. Students are expected to be in their assigned seat by 8:20 a.m. with all of their supplies (paper, pencils, books, etc.).
4. Students should remain in their seats with their feet under the desk.
5. No talking; if you have a question, raise your hand and wait to be called.
6. No gum, candy, or food, except during breakfast or lunch times. Water with a lid can be kept at the student desk.
7. No sleeping or laying your head on the desk. If a student is unable to stay awake they may stand at their desk to work.
8. Restroom breaks are given twice each day.
9. Breakfast and lunch are served in AISP each day, and may also be brought from home.
10. Tutoring is available before and after school. Students can make arrangements with their teachers to receive addi-

tional assistance.

11. Students who are sent to class should report directly to their classroom teacher and return back to the AISP room when released by the teacher.
12. Students who have completed their work may read a book, work ahead, or ask for additional work from the teacher. All work must be completed before being dismissed from AISP and returning to the regular classroom.
13. Students assigned to AISP are not allowed to attend school activities or extracurricular events on campus. This includes FFA events, ball games, concerts, dances, or field trips. If you are unsure about attending an event ask the teacher or principal.
14. Appropriate school behavior is expected in AISP. If a student does not follow the rules while in AISP further discipline will occur, which may include out of school suspension.

ARTICLE IV: STUDENT RIGHTS AND RESPONSIBILITIES

A. Locks and Lockers

Locker space is available for students and every student will be assigned a locker. Students should only use the locker assigned to them. These lockers are school property and the contents are subject to school inspection. Students should not have anything in their lockers they do not want school officials to see. **Elgin Middle School does not assume responsibility for property removed or stolen from lockers**. The school reserves the right to remove any lock from a locker when necessary. Students have no privacy rights where school lockers, desks or other school property are concerned. Lockers may only be decorated for school-sponsored events. Nothing should be placed on the locker that cannot be easily removed. If a student chooses to lock their locker the office will need an extra key or the combination in case of emergencies.

B. Library

Use of the library is encouraged for pleasure reading, as well as research. There will be a professional librarian on duty all day to help you with the use of the library. The library will be open before school, at noon, and after school, as well as during all class periods. Students must present a library pass to the librarian if they come during a class period. Classes will be taught each year to all fifth graders on the proper use of the library and its materials. Other classes will frequently visit the library and conduct research.
Books may be checked out for a period of two weeks. There is no fine for overdue books; however, your library privileges will be suspended until the book is returned. If you lose a book, please notify the librarian at once. If it is not found by the end of the

semester, it must be paid for. Certain reference books, magazines, and encyclopedias cannot be checked out. These must be used in the library. Absolutely no food, drink, or candy is permitted in the library. Teachers who take their class to the library are required to remain in the library with their students.

C. Medication

The term "Medicine" as used in this policy means "nonprescription medicine" and "filled prescription medicine." "Filled prescription medicine" is prescription medication contained in a prescription vial with a label which correctly states the name of patient, name of prescriber, prescription number, and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school principal or school employees who have been designated in writing by the school and the school principal are authorized to administer medicine.

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given written authorization to the school. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends and complete and sign the "Parental Authorization" form given to each student. When a student enrolls in a particular school, the parent or guardian of the student may sign a "Clinic Card" authorizing the appropriate personnel to administer nonprescription medication to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student.

Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Nonprescription medication may be dispensed and administered only in compliance with the written directions on the label of the medication, or as otherwise authorized in writing by the child's physician. All medication shall be properly stored, and not readily accessible to persons other than the persons who will administer the medication.

Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medicine which was administered, and the time the medicine was administered. The "Log of the Administration of Medicine" shall be used by each school to keep the record of all medicine administered during each school year.

The Board of Education adopts this policy pursuant to the provisions of 70.0S 1984,1160.2. Under this statute a school nurse,

county nurse, administrator, or designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.

D. Privacy Rights of Students

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

ARTICLE V: ACADEMICS

A. Grading

Grade Scale:
A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 65 – 69
F = 64 – Below
I = Incomplete

Parents/Guardians may access student grades at http://www.wengage.com/elgingradebook/login.aspx. Parent passwords for the grade book will be mailed home at the end of August.

Students having incomplete grades at the end of a grading period, either nine weeks or semester, will have two weeks to complete all make-up work before final grades are calculated. This policy includes all students in regular attendance, as well as those students receiving homebound instruction.

At the discretion of the principal, an exception to this policy could be made for the following reasons:

1. Should a student be hospitalized, unable to do school work for more than two weeks just prior to the end of a grading period and/or,
2. Should a student be recuperating at home under a doctor's care, unable to do school work for more than two weeks just prior to the end of a grading period.

The teacher/administrator retains the authority to lower the

number upon which the scale is computed if he/she feels it is necessary.

B. Eligibility

Elgin Public Schools is a member of the Oklahoma Secondary School Activities Association (OSSAA). In order to participate in any activity recognized by the OSSAA, a student must meet the eligibility requirements set forth by the association. A student will be informed when he/she in ineligible. The administration of Elgin Public Schools may withhold a student from participation at any time because of disciplinary reasons and failure to meet scholarship rules.

A. Sponsors must list the students' names in the bulletin for extracurricular activities requiring loss of class time. (This should be completed 5 days prior to the day of the students' absence.)
B. Students that are ineligible the first six weeks will not travel or participate as part of the team. They cannot attend school functions.

C. Eligibility Rules

<u>SECTION 1</u> – Semester Grades

- A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for the 7th and 8th grade students.)
- A student must maintain a ninety percent (90%) attendance record.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- 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 end of a six-week period.
- Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.
- "Passing grade" means work of such character that credit would be entered on the records were the class trips in which the teacher is giving a related assignment and grade will be an exception to this procedure.

Ineligible students will not be allowed to go on field trips, class trips, dress-out, or travel to a school function with the sponsors or groups. Field trips and class trips in which the teacher is

giving a related assignment and grade will be an exception to this procedure.

SECTION 3 - Special Provisions

- A student may maintain eligibility if he/she is passing all graded classes.
- 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 his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a 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 (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, and natural disaster.) (Board policy allows a maximum of two weeks to apply this exception.)
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a, for the end of spring semester.
- School 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.

SECTION 4

Special education students who are enrolled in Special Education classes, 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.

D. Homework – Make-Up Work

In the event that a student is absent from school, for any reason, they will be given the number of days they were absent plus one to complete all assignments for the classes in which they were absent. These absences include being absent for school activities, illnesses, etc. It is the student's responsibility to initiate make-up work scheduling with his/her teachers, including tests/projects. Homework may be requested by the parent or the student when absent; this practice would be recommended so that the student does not fall behind in their work. Even though the student or parent requests make-up work early, the student still falls under the "number of days" rule. A student will not be penalized for attempting to request work while absent. The "number of days" rule will go in effect upon his/her return to school.

E. Honor Roll

Students making all A's in a semester period shall be placed

on the Superintendent's Honor Roll. Students making A's and B's in a semester grading period shall be placed on the Principal's Honor Roll. The following subjects will not be counted toward honor roll eligibility; office assistant, teacher's assistant, library assistant and physical education classes.

National Honor Society

Admission requires a cumulative grade average of 93 percent or better (certain courses excluded). Membership is granted by a faculty/administration committee based on scholarship, attitude, and involvement in school activities, leadership, and service.

After you are admitted, your cumulative grade average is routinely checked. If it falls below 93 percent at any time, you are put on probation for the following semester. If at the end of that probationary period your average is at or above 93 percent, you are taken off probation. If it is still below 93 percent, you are dropped from membership and can never be readmitted.

Students in grades 7-9 who are dropped from membership of the National Junior High Honor Society may be admitted to the National Senior High Honor Society during grades 10-12 if their average once again reaches 93 percent.

Oklahoma Honor Society

Students in the academic top 10 percent of the Middle School and students in the academic top 10 percent of the Senior High are admitted to membership each spring in the Oklahoma Honor Society.

F. Proficiency Based Promotion

1. 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 the core curriculum.
   a. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project product, or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
   b. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:
      - Social Studies
      - Language Arts
      - The Arts
      - Languages
      - Mathematics
      - Science
   c. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstra-

tion.

d. The opportunity for proficiency assessment will be provided at least once each school year for the 1993-1994 and 1994-1995 school years. Beginning with the 1995-1996 years, this opportunity will be provided at least twice each school year.
e. Qualifying students are those who are legally enrolled in the Elgin School District.
f. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
g. Students will be allowed to take proficiency assessments in multiple subject areas.
h. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
i. Exceptions to standard assessment may be approved for students with disabling conditions.

2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
   a. The school will confer with parents in making such promotion/acceleration decisions. Such factors, as social and mental growth should be considered.
   b. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
   c. Failure to demonstrate proficiency will not be noted on the transcript.
   d. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
   e. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
      The proficiency test/performance score will be recorded on the cumulative record as the course grade.
   f. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
3. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction is focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

4. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
    - Individualized instruction
    - Correspondence courses
    - Independent study
    - Concurrent enrollment
    - Cross-grade grouping
    - Cluster grouping
    - Grade/course advancement
    - Individualized education programs
5. Elgin School District will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.
6. **Appropriate notation for core curriculum area completed** Appropriate notation will be made for elementary, middle level, or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be recorded with a grade. This unit will count toward meeting the requirements for the high school diploma.

G. Semester Tests

Semester tests will be comprehensive in all courses. Students must take each test as scheduled. Students who have an emergency must have a parent contact the school and a time will be arranged to make up the test. Students who do not take their test at the scheduled time or make arrangements through the office will receive a zero on the semester test. (Work, trips, leaving state for visits, and etc. are not emergencies.)

H. Gifted and Talented Education (G/T)

An important goal of the Elgin Public Schools is to identify and provide appropriate educational experiences for those students who give evidence of high performance capability in areas such as intellectual, creative, artistic, leadership capacity, or in specific academic areas. Multiple criteria are used to place students in the G/T Program. A copy of the District Plan for Gifted Student Educational Program is available for public inspection and may be attained at the school superintendent's office, the building principal's office, or the school counselor's office.

ARTICLE VI: GUIDANCE

A. Counselor

A counselor is available to assist students during the day. The counselor may assist students with career, academic and personal

concerns. Students should meet with a counselor or any staff member when they feel assistance is needed.

B. Specialized Services for Students and Families

Juvenile Shelter	
AIDS Hotline	1-800-826-2961
Child Welfare Hotline	1-800-522-3511
Reach OUT	1-800-522-9054

C. Class Schedule Changes

A request for a schedule adjustment must be petitioned through the Guidance Office no later than the fifth day of the semester. At that time if the schedule change is necessary, the counselor will provide a request form, which must be signed by the parent, teachers involved, the counselor, and the principal. However, classes will not be overloaded to accommodate schedule change requests. As necessary throughout the year, schedule adjustments are made for academic misplacements only.

D. Student Aides

A student may qualify for being an aide if he/she meets the following criteria:

1. The student must have a minimum 2.50 grade-point aver age and be approved by the receiving supervisor as well as the building principal.
2. The student must have no serious disciplinary action on his record, i.e. AISP or OSS. (Being placed in AISP or being suspended out of school may be grounds for being removed from the aide position and being placed in an alternate setting.)
3. The student must agree to follow directions and abide by the school tardy and attendance policy.
4. A student may serve as an aide for only one period during the school day.

E. Testing Program

Each year students in the Elgin Middle School will be administered a nationally standardized achievement test or CRT supplemented every other year by a group of Mental Ability tests. This procedure meets the State Department of Education requirements, as well as those of the Elgin Public School System. Additional individualized testing is done upon referral with written parent/guardian permission. This testing is done for screening or placement purposes in special programs. All tests and test results are treated as confidential information with results kept on file in the counselor's or principal's office. Students and parent/guardians are encouraged to see these results and may do so upon request to the counselor. Questions concerning test results or the total testing program should be directed to the office in the individual buildings.

F. Promotion and Failed Classes

Students in grades five through eight must achieve a grade average of 65% or better in at least three core classes to be promoted to the next higher grade. Core classes of student include Math, Science, English/Language Arts, Reading and Social Studies. Students that achieve a grade average of 64% or less in any core class will be required to repeat the failed core class during the next opportunity to take the class or make up the class in an approved summer school program. Approval of summer school programs will be made by the administration.

ARTICLE VII: STUDENT LIFE

A. Dances

Students who are ineligible will not be allowed to attend school dances.

B. Activities Program

The activities program is designed to offer opportunities for exploring, developing, and widening the student's range of interest, and to help the student develop leadership and poise. Participation in extracurricular activities enables students to learn how to plan and work with others.

Clubs may meet during the lunch period, tutorial, the scheduled activity periods, or at night. Students who want to form a new club should meet with the principal for assistance.

All clubs should have a file containing the following items: a constitution, a list of officers, a working budget, and a membership roster. Each club should perform at least one service project per semester. All projects and fund-raising activities should be scheduled in advance and listed on the school calendar in the principal's office.

School organizations shall hold absences from regular classes and classroom work to a minimum. Students or groups of students participating in activities while representing the school, but away from school property, whether academic or nonacademic, must have prior approval of the principal.

No students will be excused to attend grade school or high school plays, programs, attend track meets, ball games, or other activities on campus. Notes will not be accepted. If parents choose to check students out to attend on campus activities, the parents must accompany the student to the event. Students who have a brother/sister graduating may attend if the parent checks the student out at the office. (No letters or phone calls.)
(It will count as an absence.)

The Elgin Board of Education subscribes to the philosophy that curricular and extracurricular activities should be mutually complimentary and enhance each other. Teachers should encourage students to participate in extracurricular programs

and should plan and schedule major assignments in order to permit students to take part in such activities without jeopardizing their grades or achievement potentialities. At the same time, it is important that activities be scheduled so that they do not disrupt the instructional process when such can be avoided. While the following policy will furnish some measure of direction and control to participation in extracurricular activities, it is still important that additional efforts be exerted to create an attitude of concern within the school to minimize conflicts between time allocated to instruction and that approved for extracurricular events.

Internal Activities Review Committee

The Board of Education will appoint an internal activities review committee. They will be responsible for periodic review, exception requests, and to annually review the entire activity policy. They will make recommendations to the Board of Education on any deviations to the policy. Activities covered under this policy: vocational agriculture, softball, FCCLA, band, basketball, cheerleading, speech, vocal music, volleyball, class activities, football, track, cross-country, wrestling, 4-H, yearbook, baseball, soccer, golf, weight-lifting and all clubs and organizations.

ARTICLE VIII: SAFETY PROCEDURES

A. Fire Evacuation Procedures

The fire alarm will sound and signal a fire or a fire drill. Principals and counselors will signal "all clear" when buildings can be reentered. During a fire drill all other bells are to be ignored.

Student Procedures (5-8)

1. At the sound of the alarm, students will form a single line in the classrooms.
2. The teacher will quickly check the exit route and move to the head of the student line.
3. The teacher will signal the students to evacuate the building following the exit procedure previously posted in the room.
4. The students will move quickly out of the building while maintaining a compact group.
5. The teacher, after exiting the building, will proceed directly with the students to the designated area.
6. The teacher will immediately, upon reaching the designated area, implement their procedure of accounting for all students.
7. Upon hearing the "all clear" signal, teachers should lead their students in single line back into the classroom.

Teacher's Procedures

1. Teachers are responsible to familiarize themselves with the fire drill exit procedure posted in rooms where their classes are held.

2. Teachers are responsible for informing the students in each of their classes about the exit procedure for a fire drill once each nine (9) week period.
3. All teachers will identify a specific area safely away from the building (designated area) where their classes will be taken upon evacuating a building during a fire or fire drill.
4. Teachers will inform the students in each class where the "designated area" is located.
5. Teachers must take their roll books when they exit the building.
6. Teachers will "actively supervise" their students and maintain an identifiable group while at the designated area.
7. Teachers should encourage silence among the students throughout the executions of the fire procedure.
8. Teachers should identify and make arrangements for the orderly evacuation of students having physical disabilities (assign students to assist, etc.).
9. Teachers, under any circumstances, should not permit a student(s) to leave the group to reenter the evacuated building.
10. Students should leave all books in the rooms. Personal items (purses, etc.) may be taken.
11. All other building occupants should evacuate the building according to the exit procedure posted in the room they occupy. They should move away from the building and wait for further instruction.
12. SPECIAL NOTE: **NO ONE IS TO REMAIN IN A BUILDING DURING A FIRE DRILL**.

B. Tornado Drill Procedures

When severe weather is threatening the area, administration will be in contact with the proper authorities and watching the weather via Channel 7, KSWO and the weather service. When the time arises to make our way to the sixth grade building safe room and the seventh/eighth grade building safe room, we will follow these procedures.

All classes in the fifth and sixth grade buildings will go to the safe room in the sixth grade building. All classes in the seventh and eighth grade building will go to the safe room in that building. Students who are located in other buildings will shelter in the nearest safe rooms under the direction of the immediate administrator in that building, to include the high school, elementary, and athletic facilities. Never release students to leave, everyone should take shelter when instructed to do so.

The fifth grade building will enter the sixth grade safe room using the north door. Students will file in using two lines and move quickly to the west end of the room. The sixth grade building will enter the sixth grade safe room using the hall door and forming two lines into the room and move quickly to the west wall of the safe room, away from the door. Students located in the seventh

and eighth grade building will move to the safe room area using two lines and move to their designated room. Teachers assigned to the safe rooms will be responsible for closing and locking the window storm door. Once everyone is inside the outside doors should be closed.

Teachers will take their class rosters and their cell phones. Students will be instructed to sit, and to keep their voices down the entire time. Students should not be allowed to go to their lockers to retrieve personal items. Instructions will come from the intercom, should power go out, we will use a bullhorn to give instructions in the hallways. Students located in the fieldhouse, football field, practice field or ag building will shelter in the high school safe room and will enter using the northeast doors. Students located in the elementary building, high school gym, or baseball/softball field will shelter in the elementary gym.

C. Lockdown Drill Procedures

One continuous ring for 15 seconds will signal a LOCKDOWN. At the signal, teachers should lock classroom door, activate their cell phones and e-mail. Students should be kept away from doors and windows. Do not come out of your classroom until the all clear is given and an administrative representative unlocks your classroom door. **CARE SHOULD BE TAKEN DURING LOCKDOWN PROCEDURES TO MOVE QUICKLY AND ORDERLY**.

D. Emergency Evacuation Plan

PLAN A: Weather permitting, and no outside threat, depending on the reason for evacuation, the football field is the best place to go. There is easy access for student pick-up and bathroom facilities. Elementary students would be seated on the visitor side, middle school on the field and high school on the home side bleachers.

PLAN B: Lower elementary (K, 1st and 2nd) evacuates to Elgin First Baptist Church.T-1 and third grade will evacuate to the First Assembly of God Church. Fourth Grade evacuates to the Untied Methodist Church.
The sixth Grade building will evacuate to the United Methodist Church. Fifth, Seventh and Eighth will evacuate to Crossroads Baptist Church. This may be done by bus, depending on the situation. High School will evacuate to Crossroads Baptist Church. This may be done by bus, depending on the situation.

We will have access to the Community Building next to the baseball field, if needed.

In the event we must evacuate the school out of town, elementary students would evacuate to Sterling School, middle and high school would evacuate to Fletcher Schools. We would need the cooperation of Fletcher and Sterling schools for the use of their

buses to transport all students. Student pick up would happen at those schools because time would not allow us to wait for parents in Elgin.

ARTICLE IX: ELGIN PUBLIC SCHOOL POLICIES

A. Communicable Disease Policy

If a student has contracted a communicable disease, illness, or infestation and the communicable disease, illness or infestation is in a stage that would endanger the health, safety or well-being of classmates, then the student will be denied permission to attend school. The principal may, if he/she deems it appropriate, require certification by a health officer, nurse or medical doctor, that the disease, illness or infestation is no longer in a communicable stage whereby the student could infect fellow classmates. Parents that fail to take appropriate and immediate steps to cure the student's condition so that the student may return to school are in violation of state truancy laws and it shall be the principal's duty to report the truancy case to proper authorities as required by Oklahoma school law.

B. Acquired Immune Deficiency Syndrome (AIDS) Policy

Whenever any employee or student has reasonable cause to believe any employee or student has the condition known as Acquired Immune Deficiency Syndrome (AIDS), that employee or student shall report that belief to the Superintendent of Schools. Whenever the Superintendent of Schools has reasonable cause to believe an employee or student has the condition known as AIDS, he/she shall do the following:

1. Contact the appropriate county and/or state health official and follow the procedure they outline.
2. Confront the person confidentially, if a minor then said confrontation shall include the parents of said minor, and require from that person a medical report as to whether the person has the virus or condition which causes or transmits AIDS or does not have said virus or condition, from a physician of the Superintendent's choice.
    A. The Superintendent may suspend either the employee, with pay, or the student, with full protection of his/her rights to continue his/her education.
    B. If offered, the Superintendent must accept and read a medical report from a doctor of the employee's or student's choice if it is not the same doctor chosen by the Superintendent.
    C. If there is a conflict in the reports, the Superintendent should do what he believes is reasonable under the circumstances to conform to the reports.
3. After receipt of a positive report, the Superintendent shall immediately consult with the individual concerned, the

doctor(s) involved, parents, one person of the choice of the individual concerned, one person of the Superintendent's selection, and any person recommended by the County and/or State Health Department.

4. At this consultation, all parties will have adequate time to present their views and evidence.
5. At the conclusion of this consultation, and after adequate time to reflect and consider, the Superintendent shall render a decision on a course of action. Such course of action shall consider both the needs of the district and the needs of the individual.
6. The Superintendent's decision shall be final unless appealed to the School Board. An appeal may be by an oral request.
7. The Board, after a closed hearing in which the individual involved will be guaranteed his/her Constitutional Rights to Due Process, shall render a decision, either affirming, modifying, or reversing the Superintendent's. Said decision shall be confidential. **The Board reserves the right to consult with medical professionals, in private, after hearing all testimony and seeing all evidence**.
8. At all times the Superintendent shall see to the educational needs of a student or the employment rights of the employee and protect them from loss. This will not be construed to extend either educational rights or employment rights beyond those already existing for the individual concerned.
9. If the student has an existing IEP, then the Superintendent shall relinquish his authority to that committee, act as its presiding officer, and that committee will take the appropriate and legal actions.

C. Exceptional Needs Information

The Elgin School District provides the following description of procedures that it will use to ensure compliance to meet the needs of exceptional children.

- Free Appropriate Education - All children with exceptional needs for whom Elgin Schools is responsible will be provided a free appropriate public education as defined by state and federal statutes. (Section 1 of EHA-B Plan)
- Program Options - Each exceptional student will be placed in the least restrictive environment as determined by the placement team with parental consultation and will have available to them the variety of educational programs and services provided by Elgin Public Schools including art, library, music, physical education, and counseling. (Section 5 of EHA-B Plan)
- Confidentiality - Elgin School District ensures that it shall permit parents to inspect and review any educational records relating to their child which are collected, maintained, or used by the school. (Section 14 of EHA-B Plan)
- Child Find - Elgin Public Schools actively participate in a Child

Find program to service the needs of handicapped children within the school district.

D. Family Education Rights and Privacy Notification to Parents

You have the right to inspect and review your student's education records.

You have the right to exercise limited control over other people's access to your student's education records. The school will limit the disclosure of information contained in education records except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA. You have the right to seek correction to a part or parts of educational records if you believe the record to contain inaccurate, misleading information, or if the record otherwise violates the student's rights. Your rights include the right to a hearing to present evidence that the record should be changed. You have the right to file a complaint with the Department of Health, Education, and Welfare if you believe that this school district has violated the FERPA. You have the right to obtain copies of this school's FERPA policy. To obtain copies of this policy and the locations where copies may be obtained, contact Nate Meraz, Superintendent, Elgin Public Schools, 492-3663. Elgin Public Schools will arrange to provide translations of this notice to non-English speaking parents in their native language. All right and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

E. Elgin Schools Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints

I. Definitions

A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, or disability.

B. Student Grievant: A student of Elgin School who submits a complaint alleging discrimination based on race, color, national origin, sex, or disability.

C. Employee Grievant: An employee of Elgin School who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, disability, or veteran.

D. Title IX and 504 Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and

recorder during hearings.

E. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

F. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

II. Pre-Filing Procedures

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

BOARD APPROVED: February 9, 1995

III. Filing and Processing Discrimination Complaints

A. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature, and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the principal's and superintendent's office.

B. Title IX/504 Coordinator: Notifies respondent within 10 days and asks respondent to:

1. Confirm or deny facts;
2. Indicate acceptance or rejection of student's or employee's requested action; or
3. Outline alternatives.

C. Respondent: Submits answer within 10 days to Title IX/504 Coordinator.

D. Title IX/504 Coordinator: Within 10 days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the principal or other designee. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.

E. Principal, Grievant, Respondent, and Title IX/504 Coordinator: Hearing is conducted.

F. Principal: Issues within 10 days after the hearing a written decision to the student or employee, respondent, and Title IX/504 Coordinator.

G. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Superintendent.

H. Title IX/504 Coordinator: Schedules within 10 days of request, a hearing with the grievant, respondent, and Superintendent.

I. Superintendent, Grievant, Respondent, and Title IX/504

Coordinator: Hearing is conducted.

J. Superintendent: Issues a decision within 10 days following the hearing.

K. Grievant: If the grievant or respondent is not satisfied with decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the governing board.

L. Title IX/504 Coordinator: Notifies governing board within 10 days after receiving request. Title IX/504 Coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the governing board.

M. Governing Board or hearing panel established by the board, Grievant, and Title IX/504 Coordinator: Hearing is conduced.

N. Governing Board: Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provisions

A. Extension of Time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.

B. Access to Regulations: The Elgin School District shall provide copies of all regulations prohibiting discrimina¬tion on the basis of race, color, national origin, religion, sex, age, disability, or veteran upon request.

C. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

F. Hazing Policy

Elgin Public Schools will adhere to the following HB 1906 which:

Prohibits hazing by any student organization or any person associated with any organization sanctioned or authorized by any governing board of any public or private school or institution of higher education; requires a copy of the policy or the rules and regulations which prohibit hazing be given to each student enrolled in the school or institution.

EFFECTIVE DATE: July 1, 1990

G. Search and Seizure Policy

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, while in transit

under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication devices or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices or missing or stolen property. Students found to be in possession of such an item shall be subject to suspension.

All wireless communication devices will be taken away and not returned to the student. The device will be returned to the parent after the first offense. The second time a student is caught with a wireless communications device, the device will be retained in the principal's office until the school year ends. The student or parent may pick up the device at that time. Students may have pagers and cell phones in their vehicles and at school functions.

H. Sexual Harassment Policy

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed.

1. SEXUAL HARASSMENT

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

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

         BOARD ADOPTED: October 13, 1994

3. REPORT, INVESTIGATION, AND SANCTIONS
   A. It is expressed policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. They may be done through the following manner:
      1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator

or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

I. Elgin Schools Student Suspension Policy

Oklahoma Statutes Section 23-101.3 of Title 70 (Amended for Elgin Public Schools Policy), reads as follows:

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

A. Violation of a school regulation; including, but not limited to the following:

1. Open or persistent defiance of authority. Students who show disrespect for teachers (cuss, mouth, or argue) will be placed in AISP for 20 days (1st offense) and suspended for 10 days (2nd offense). Students will be assigned by the teacher.
2. Verbal/physical assault upon student or school personnel (including verbal or written threats, notes, and arguing).
3. Creating or attempting to create a disturbance.
4. Unauthorized absence from classes.
. Excessive tardiness.
6. Willful disobedience, profanity, or vulgarity.
7. Showing disrespect for school property or causing damage to school property.
8. Possession, threat, or use of a dangerous weapon defined by the state statute.
9. Possession, selling, or under the influence of a narcotic or dangerous drug, or illegal possession of drugs, including

but not limited to marijuana, LSD, heroin, barbiturates, non-narcotic intoxicants, inhalants, glue, unprescribed cough medicine, gasoline, paint thinner, beer, or any type of intoxicating liquor or alcohol, as well as imitation dangerous controlled substances.

10. Possession of any explosive materials including ammunition of any type.
11. Verbal or implied threats or threatening gestures by an individual or group.
12. Stealing/extortion.
13. Conduct which jeopardizes the safety of others; to include objects that can reasonably be viewed as weapons with dangerous intent.
14. Any violation of state or local law or ordinance occurring on school property.
15. Possession/use of tobacco products.

B. Immorality.

C. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "non-violent offense" as specified in Section 571 or Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault.

D. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, 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.

E. 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 paragraph 2 of this subsection.

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out of school for a period of not less than one (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis. For purposed of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.

When a student violates a school rule or regulation, the principal (or staff member designated by the principal) shall conduct an informal conference with the student. At the conference, the administrator shall read the rule or regulations, which the student is charged with violating, and shall discuss the conduct of the student, which is in violation of the rule or regulation.

The student will be asked whether he/she understands the rule or regulation, and be given a full opportunity to explain and discuss his conduct. If it is concluded that a suspension is appropriate, the student will be advised that he/she is being suspended and the length of suspension. The administration will attempt to notify the parents by phone, or in cases where the parents cannot be contacted by phone, they would be notified by letter.

The parents should be advised of their right to a conference with the principal at the time they are notified that a suspension has been imposed. At this conference, the parents or guardians will be read the rule or regulations, which the student has been charged with violating, and a brief outline of conduct on the part of the student. The student and his/her parents or guardians will be given the opportunity to present their side. If the parents are not in agreement with the principal's decision, they should be advised of their right to have the suspension reviewed by the Superintendent of Schools (10 days or less review by appeals committee).

Before a student is suspended out of school, the school or district administration shall consider options, such as placement in an alternative school setting, reassignment to another classroom, in-school detention, or any other disciplinary action the administration deems appropriate.

Students suspended out of school will receive an education plan. Students who are suspended or placed in an alternative setting for disciplinary reasons will not be allowed to participate in or attend any school functions at home or away.

An education plan is not required for any student who has been adjudicated as a delinquent for a violent offense as defined in 57 O.S. Section 571, or for possession of a dangerous weapon or controlled dangerous substance.

Students suspended out of school for 10 days or less have the right to appeal the decision of the appeals committee before they may be suspended out of school. The appeals committee decision will be final. Students suspended for 11 or more days have the right to request a review of the principal's decision to the administration of the district before they may be suspended out of school. If the administration upholds the principal's decision the suspension will begin. The student may appeal the review of the decision of the administration to the Board of Education. Such student or parents of the student will give notice in writing to the Superintendent within two (2) school days after his/her suspension if they request a review of the Superintendent's decision by the Board of Education. The Superintendent shall notify the Board of Education. The Board of Education or a hearing officer delegated by the Board of Education will conduct a full hearing of the matter. The Board or hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The hearing shall be conducted at the next special or regularly scheduled board meeting of the district. The decision of

the Board of Education shall be final.

Except for possession of a firearm, no out-of-school suspension shall extend beyond the current semester and the succeeding semester.

The following provisions shall apply to students who are suspended out of school.

1. Upon the out-of-school suspension, the parent or guardian of a student suspended out of school pursuant to the provisions of this subsection shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school, which provides only for the core units which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. The core units shall consist of the minimum English, mathematics, science, social studies, and art units required by the State Board of Education for grade completion in grades kindergarten through eighth and for high school graduation in grades nine through twelve. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed.
2. A student who has been suspended out of school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll the student, until the terms of the suspension have been met or the time of suspension has expired.
3. No public school of this state shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception of a nonviolent offense or convicted as an adult of an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception to a nonviolent offense or who has been removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students until the school in which the student is subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students, or faculty, the school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.
4. Students suspended out of school who are on an individual-

ized education plan pursuant to the Individuals with Disabilities Education Act, P.L. No. 101-476, or who are subject to the provisions of subsection F of this section and who are on an individualized education plan shall be provided the education and related services in accordance with the student's individualized education plan.

5. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.
6. No school board, administrator, or teacher may be held civilly liable for any action taken in good faith which is authorized by this section. (70-24-101.3)

J. Substitute Teachers

In the normal operations of a public school it is not unusual for a regular teacher to be replaced by a substitute teacher. In many instances, the substitute is a community member that gives up his/her time to help out at our school. In most situations, a substitute teacher is at a huge disadvantage when entering a public school classroom. The substitute may not know any of the students by name. Additionally, the substitute may have never been in a position where it was necessary to control a classroom of middle school students. It is the belief of the staff of Elgin Middle School that substitute teachers should be treated as a guest in our school. Disruptive behavior by a student will be dealt with very harshly when the substitute is in the classroom.

K. Student Drug Testing Policy

Purpose and Intent: In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in competitive extra-curricular activities ("Activity Students"), as well as any other student who voluntarily wishes to be tested. This policy supplements and compliments all other policies, rules, and regulations of the District regarding possession or use of illegal and/or performance-enhancing drugs.

Although the Board, administration, and staff desires that every student in the District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in competitive extra-curricular activities and those who voluntarily participate in the drug testing program. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic

sanctions will be imposed for violations of this policy.

In addition to Activity Students, any student who does not participate in any competitive extra-curricular activities may voluntarily consent to being tested on a random and a reasonable suspicion basis, with permission of a parent, legal custodian, or legal guardian. This would allow parents and guardians to be notified as to a potential drug problem and enable them to seek help.

Participation in school-sponsored competitive extra-curricular activities at the District is a privilege. Students who participate in these activities should be respected by the student body, as well as the District and the community they represent. Accordingly, students in competitive extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the District. For the safety, health, and well being of students in extra-curricular activities, the District has adopted this policy for use by all participants in competitive extra-curricular activities in grades 7-12.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental, and emotional harm caused by illegal and/or performance-enhancing drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To ensure that students adhere to a training program that bars the intake of illegal and/or performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use.
5. To offer students practices, competition, and school activities free of the effects of illegal and/or performance-enhancing drug use.

The administration may adopt regulations to implement this policy.

DEFINITIONS:

"Activity Student" means a member of any middle school or high school District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student who represents the District in extra-curricular activities in interscholastic competition, including but not limited to FFA, FCCLA, Academic Bowl Team, Band, Vocal, Cheerleading, Athlet-

ics, Dance Team, Math Counts, and Batters Up.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

"Random Selection Basis" means a mechanism for selecting Participating Students for drug testing that:

A. results in an equal probability that any Participating Student from a group of Participating Students subject to the selection mechanism will be selected, and
B. does not give the District discretion to waive the selection of any Participating Student selected under the mechanism.

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

"Participating Student" means all Activity Students and any student voluntarily participating in the District's drug testing program which is the subject of this Drug Testing Policy.

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

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

"Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors/teachers of subtle changes in the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by a student supplied to school officials by credible sources. In order for a student to be referred for testing on a "reasonable suspicion" basis, the student's activity sponsor or teacher and at least one (1) building administrator must agree to the reasonable suspicion. The name and identity of any student referred on "reasonable suspicion" will be kept confidential. "Reasonable suspicion" would not include overtly recognizable signs of present illegal drug use,

such as a perceptible odor of drugs, erratic behavior reasonably attributable to illegal drug or alcohol use, or perceptible odor of alcohol. Instances such as these would subject the student to ordinary disciplinary action apart from this policy.

PROCEDURES:

1. **Consent Form: Activity Students**: Each Activity Student shall be provided with a copy of the form "Student Drug Testing Consent: Activity Student" which shall be read, signed, and dated by the student, parent or guardian, and coach/sponsor before such student shall be eligible to practice or participate in any competitive extracurricular activities. The consent requires Activity Students to provide a urine sample and submit to drug testing: [a] as part of the Activity Student's annual physical or for eligibility for participation; [b] when the Activity Student is selected by the random selection basis to provide a urine sample; [c] at any time when there is reasonable suspicion to test for illegal and/or performance-enhancing drugs. No Activity Student shall be allowed to practice or participate in any competitive extracurricular activities involving interscholastic competition unless the Activity Student has returned the properly signed Consent Form. An Activity Student who moves into the District after the school year begins will have to provide a Consent Form and undergo a drug test before he/she will be eligible for participation in any competitive extra-curricular activity.
2. **Consent Form: Non-Activity Students**: Other students who wish to participate in the District's drug testing program shall be provided a copy of the form "Student Drug Testing Consent: Non-Activity Student." No coach/sponsor signature is required on this form. Non-activity students who volunteer to participate in the drug testing program consent to provide a urine sample when the student is selected by the random selection basis or at any time when there is reasonable suspicion to test for illegal or performance enhancing drugs.
3. **Orientation**: Prior to the commencement of drug testing each year, an orientation session will be held to educate Participating Students of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process. Each Participating Student shall receive a copy of the Student Drug Testing Policy. The administration will be responsible for explaining the policy to all Participating Students and for preparing an educational presentation to acquaint the students with the harmful consequences of drug and alcohol use and abuse.
4. **Testing**: Drug use testing for Participating Students will also be chosen on a random selection basis from a list of all Participat-

ing Students. The District will determine a number of Participating Student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs. In addition, any Participating Student for whom the administration has reasonable suspicion of illegal and/or performance-enhancing drug use by that particular student will be included with the random tests and will not be identified in any way as separate from the random group.

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

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director, who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing this procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality: The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor (if applicable), and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal and/or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

Appeal: An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. An Activity Student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Consequences: Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences. These consequences and requirements shall begin immediately and be consecutive in nature, unless a review appeal is filed following receipt of a positive test. However, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of illegal and/or performance-enhancing drug usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test as would a student who has tested positive. A student will be allowed to self-refer only once during the time he/she spends in the District.

First Offense: The parent/guardian will be contacted and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the

positive drug test. In order to continue participation in the activity, the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within fifteen (15) days in accordance with the testing provisions of this policy. After the initial fifteen (15) days, a re-test must be clean or determined at a substantially lower level. After the first offense, the student will automatically be included with the next two (2) groups of random testing. If the parent/guardian and the student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions, the consequences listed in this policy for the second offense will be imposed.

Second Offense (same school year): An Activity Student who commits a second offense under this policy will be suspended from participation in all activities covered under this policy for fourteen (14) calendar days and will be required to successful complete four (4) hours of substance abuse education/counseling provided by the school. Parents should also consider seeking additional assistance, including the possibility of drug treatment centers. The student may not participate in any meetings, practices, scrimmages, or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

Third Offense (same school year): An Activity Student who commits a third offense under this policy will be suspended from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year or eighty-eight (88) school days (one semester) whichever is longer. Parents should strongly consider additional assistance from outside sources, including, but not limited to, the possibility of drug treatment centers. School officials will cooperate to help expedite this procedure, if it determined necessary by the student and parents.

Refusal to Submit to Drug Use Test: A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performance, and competitions for the remainder of the school year. Additionally, honors or awards given by the District.

ADOPTED: December 13, 2007

ARTICLE X: MIDDLE SCHOOL FACULTY E-MAIL LIST

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Carmen Kapeta – Counselor..... ckapeta@elginps.net
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Closing Statement

Parents, please be advised that you have the right to respond to the rules and regulations of Elgin Public Schools by contacting the administrator at 580-492-3655. **Administrators shall have the authority to enforce/change/add to handbook policy when new situations that are not covered arise.**