ERICK PUBLIC SCHOOLS

Student & Family Handbook

A Summary of Erick Board of Education Policies

400 S. Oak St., Erick, OK 73645
Phone: 580-526-3351
www.Erick.k12.ok.us

This handbook summarizes official Erick Board of Education policy. It is intended as a convenient family reference and does not replace the full text of board policy, which governs in the event of any conflict. Complete policies are on file at the district office.

BOARD OF EDUCATION APPROVED AUGUST 10, 2026

Table of Contents

1. Welcome & How to Use This Handbook
2. Enrollment, Residency & Transfers
3. Attendance & School Hours
4. Student Conduct, Dress Code & Discipline
5. Bullying, Harassment & Sexual Harassment
6. Health, Medication & Medical Emergencies
7. Personal Electronic Devices & Vehicles
8. Student Records & Privacy (FERPA)
9. Reporting Child Abuse and Neglect
10. Student Athletics, Activities & Fundraising
11. Emergency & Pandemic Preparedness
12. Academic Programs, Grading & Graduation
13. Special Education: Child Find, Screening & Extended School Year
14. Library Media Center, Technology, Internet Safety & AI Use
15. Guidance, Counseling & Mental Health Support
16. Parent & Family Involvement
17. Nondiscrimination & Complaint Procedures
18. Testing, Student Surveys & Reading Support
19. Other District Notices

1. Welcome & How to Use This Handbook

Welcome to Erick Public Schools! This handbook gives families a plain-language summary of the district's board-adopted policies that most directly affect students on a day-to-day basis. Every topic in this handbook is drawn only from official Erick Board of Education policy — nothing has been added from outside sources.

If anything in this handbook seems to conflict with the official policy manual, the official policy manual controls. Complete policies, including any not summarized here, are available for review at the superintendent's office and, where noted, on the district website.

2. Enrollment, Residency & Transfers

Enrollment Requirements

Children who are at least 4 but not more than 5 years old on or before September 1, and who have not attended public kindergarten, may enroll in a half-day or full-day early childhood program free of charge. A child must turn 5 on or before September 1 to enroll in Kindergarten, and must turn 6 on or before September 1 to enroll in first grade. Age may be verified by birth certificate, parent statement, physician's statement, or prior school records.

All children ages 5–21 (as of September 1) who live in the district are entitled to attend, regardless of nationality or citizenship, provided age and residency requirements are met. Students may attend tuition-free through age 21, with limited extensions to age 26 in specific circumstances. Termination of attendance before graduation or age 18 requires mutual consent of the superintendent and the parent/guardian.

A student who was suspended out-of-school from a public or private school in Oklahoma or another state for a violent act, or an act showing deliberate or reckless disregard for health or safety, is not entitled to enroll until the terms of that suspension have been met or expired. The district will not provide regular-classroom services to a student removed from any school until it determines the student no longer poses a threat to self or others; alternative educational services (such as home-based instruction) may be considered, and IEP students will be served according to their plan.

(Erick Board of Education Policy FDA)
Legal Reference: 70 O.S. §1-114, §5-132, §18-108, §18-111

Student Residency

A child's school residence is generally the residence of the parent, guardian, or person with legal custody within the district. An adult who is not a parent/guardian but has assumed permanent care and custody of a child living in the district may file an affidavit attesting to that custody.

The superintendent (as residency officer) may require proof of residency, such as proof of tax payment, a lease or property title, utility bills, a valid driver's license/vehicle registration, voter registration, or a notarized residency affidavit. Filing a false affidavit is punishable under 70 O.S. §1-113(A)(1).

Homeless students (as defined by the McKinney-Vento Homeless Assistance Act) have the same right to a free, appropriate education as other children. The district will waive enrollment barriers such as fees, transportation rules, and records requirements for homeless children and children in foster care, and will provide comparable services including preschool, special education, Title I, gifted/talented programs, before/after-school programs, meals, and transportation.

The residency officer may be reached at 580-526-3351 or at 400 S. Oak St., Erick, OK 73645. If admission is denied, the parent/guardian may request a written review within 3 school days; the residency officer must respond within 3 school days. If the parent disagrees, they may request board review, which is the final administrative decision (residency disputes follow a similar timeline under the separate Student Residency Dispute Procedures policy).

(Erick Board of Education Policy FD / FD-P)
Legal Reference: 70 O.S. §1-113, §1-114, §18-111; 42 U.S.C. §11432

Student Transfers

Previously granted open transfers remain in effect unless the board takes action to deny a future year's attendance based on discipline or attendance issues. The district begins accepting applications for the following school year on May 1 and will not approve or deny transfers until district capacity is determined after July 1 of that year. A student may request a transfer at any time in the school year, but state law limits transfers to no more than two districts per school year in which the student does not reside (foster-care students are exempt from this limit).

A legally transferring student will be accepted if the district has capacity and the student has not been disciplined for a school-regulation violation, possession of alcohol/low-point beer or stolen property, or possession of a dangerous weapon or controlled substance, and does not have a "history of absences" (10 or more unexcused absences in a semester).

Transfer decisions are made within 30 days of application. Denials must be provided in writing with an explanation, a copy of the capacity policy, and appeal information; appeals to the board of education must be filed within 10 days of notification, and further appeal to the State Board of Education is available if the district appeal is denied.

Special transfer categories:

- Military families: Dependent children of active-duty service members are eligible for admission regardless of district capacity, provided at least one parent has a Department of Defense ID and is on qualifying active-duty orders.
- Employees' children: Children or wards of district employees may transfer in without regard to other transfer policies, subject to a one-year athletic-eligibility waiting period under OSSAA rules.
- Special education students: Transfers for children with disabilities require the district to establish availability of appropriate programs/staff/services, and a joint IEP conference is required before approval.

(Erick Board of Education Policy FE / FEF / FEG / FEH)
Legal Reference: 70 O.S. §1-113, §1-114, §5-117.1, §8-101 et seq., §8-103.1, §8-103.2, §13-103, §24-101 et seq.

Removal of a Juvenile Sex Offender

If a student has been adjudicated of an offense under the Oklahoma Juvenile Sex Offender Registration Act involving another student or that student's siblings in the district, the victim and their parent/guardian will be notified of their right to request separation from the offender at school and during transportation. The district may respond by facilitating an open transfer for the offender, transferring the offender to another school site, or placing the offender in an alternative education program. The offender or their parents are responsible for arranging and paying for any resulting transportation costs.

(Erick Board of Education Policy FE-P)
Legal Reference: 70 O.S. §24-100.6

3. Attendance & School Hours

School Year Length & Hours

The school year includes not less than 1,080 hours of classroom instruction and not less than 166 instructional days. Up to 30 of those hours may be used for professional meetings, and parent-teacher conferences held during the school day may count as classroom instruction for up to 6 hours per semester (12 hours per school year). The district notifies the State Board of Education of this policy each year prior to October 15.

(Erick Board of Education Policy EBA)

Legal Reference: 70 O.S. §1-109

Regular attendance is a key factor in student achievement, but students who are ill (including a fever of 100°F or higher) should stay home.

Excused Absences

Excused absences are granted for:

- Personal or family illness
- Medical appointments
- Legal matters, including jury service
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by the student's religious affiliation
- Documented participation in up to 10 4-H activities per school year
- Documented speech therapy, occupational therapy, or other IEP-related services

Parents must notify the school of an absence in a reasonable time; if there is no parent contact, the parent must send a note or call on the day the student returns. Students may promptly make up missed work without penalty; it is the student's responsibility to arrange make-up work on the day they return. No medical documentation is required to support a personal/family illness absence. Absences due to a severe, chronic, or life-threatening illness, injury, or trauma (a “significant medical condition,” as determined by the district's medical exemption review committee) are exempt from chronic-absenteeism calculations.

When a Student Is Not Considered Absent

A student is not counted absent if they are completing approved distance-learning/virtual coursework meeting attendance requirements (90% completion of provided instructional activities, on pace for on-time completion), have a medical condition precluding traditional attendance but are progressing through an approved alternative method, or are participating in an approved released-time program (up to 3 class periods per week, maximum 125 periods per year, with written parental consent and specific conditions listed in policy).

School Activities, Unexcused Absences & Truancy

Students may be absent up to 10 days per semester, per class period, to participate in approved school-sponsored activities and may make up missed work. Absences for state- and national-level activities tied to an earned right to compete (such as OSSAA state play-offs) do not count toward this limit; the following, however, do count toward the 10-day maximum:

- Athletic contests other than OSSAA play-offs, including initial play-off qualification
- Shows and contests that are not defined as state contests
- Annual staff workshops
- Conferences such as FHA or Student Council
- District band/marching band contests, FHA leadership, and non-academic club field trips
- Band, chorus, speech, and drama trips
- State vocational conventions with no earned right to attend required
- School-related community activities

The following do not count against the 10-day limit: academic classroom field trips (History Day, Math Day, High School Bowl, science fairs, Business Day competitions), OSSAA state play-offs requiring earned qualification, required school-sponsored assemblies, school pictures, class meetings, school-approved testing programs, state band/chorus/speech contests, scholastic contests, FFA state shows/fairs (top-seven county placement required),

legislative page service, and any time a student in an activity class is away from school during that class's scheduled period.

(Erick Board of Education Policy EBM / EBM-R)

An unexcused absence is any absence that doesn't fall into an excused category; work may be made up, but only 50% of the grade will be counted, and 10 unexcused absences in a semester will result in loss of course credit for that semester (a student may appeal to the board for reinstatement of credit). Truancy is an absence without the knowledge of the school or parent, or where the parent does not compel attendance.

Tardiness

A student is tardy if not in their seat when the period bell sounds; more than 15 minutes late counts as absent for the period. Every three tardies count as one unexcused absence from that class.

Chronic Absenteeism

A “chronic absentee” is a student absent 10% or more of enrolled school days, exclusive of a significant medical condition. When identified, the superintendent or designee will work with the student and family to determine causes, ensure awareness of the consequences of poor attendance, and jointly develop an improvement plan.

(Erick Board of Education Policy FDC-R1)

Legal Reference: 38 O.S. §37; 70 O.S. §10-105, §3-145.8, §11-101.3

4. Student Conduct, Dress Code & Discipline

Student Conduct

Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event may not:

- Obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions, or any board-sponsored activity
- Physically, emotionally, or mentally abuse or threaten harm to any person on school property or at a school event, including antisemitism (a certain perception of Jews, which may be expressed as hatred toward Jews)
- Damage or threaten to damage school or community property
- Force or unauthorized entry into district facilities
- Unlawfully use, possess, distribute, sell, or trade drugs, alcohol, or controlled substances
- Engage in conduct or speech that violates commonly accepted community standards
- Fail to comply with lawful directions of school officials or law enforcement, or fail to identify themselves when directed
- Violate any federal, state, or city law or board policy

Violations may result in warning, reprimand, probation, suspension, or expulsion, in addition to any civil or criminal proceedings.

(Erick Board of Education Policy FNC)

Dress Code

Generally, dress and grooming as determined by students and their parents will not be questioned, as long as it does not materially and substantially disrupt or interfere with a student's education, school activities, or create a safety hazard.

Specific rules:

- Hats/headwear are not permitted in classrooms unless a medical or religious exception applies, or on approved spirit days with administration permission
- Shirts may not be sheer or mesh and must cover the entire trunk of the body
- Clothing may not display messages referencing illegal drugs, alcohol, tobacco, or other products not permitted for children, and vulgar or obscene messages are prohibited
- Pants, shorts, skirts, and skorts must be worn at the waist and be no shorter than mid-thigh
- Sunglasses may not be worn in the building unless medically necessary and documented

(Erick Board of Education Policy FNCA / FNCA-R)
Legal Reference: 70 O.S. §6-114(C)

Personal Electronic Devices (Cell Phones)

Students may possess a personal electronic device on school premises with parent/guardian and superintendent (or designee) consent, but students are prohibited from using cell phones and personal electronic devices "bell to bell" — from the first bell of the school day until dismissal. School-issued or school-approved devices used for educational purposes are exempt.

Exceptions permitting use during the school day include:

- Emergencies — calling 911 or a parent during a medical emergency, natural disaster, or lockdown
- Monitoring health issues, such as glucose monitoring
- Students with special needs whose IEP, Medical Plan, or 504 Plan explicitly requires the device as documented assistive technology

A device used for any illegal purpose, privacy violation, or academic dishonesty may be confiscated; confiscated wireless devices are returned to the student at the end of the school day, though repeat violations may result in a student being disallowed from carrying a device (except for health monitoring).

(Erick Board of Education Policy FNG / FNG-R)
Legal Reference: 70 O.S. §1-126, §24-101.1 et seq., §24-102

Vehicle Use and Parking

Student vehicle use and parking is permitted on the high school campus only, in the lot designated for student parking (not staff/visitor lots); vehicles may not be used during the school day except with emergency permission. Parking on school premises is a privilege, not a right. The school may conduct routine patrols of student lots and search the interior of a vehicle when there is reasonable suspicion of illegal or unauthorized materials, without notice, consent, or a search warrant.

(Erick Board of Education Policy FFFD)

Search of Students

Authorized school personnel may detain and search a student when there is reasonable suspicion the student has alcohol, dangerous weapons, controlled substances, stolen property, or other items disruptive of school operations or in violation of discipline rules. Lockers and desks are school property; students have no expectation of privacy in them and they may be searched at any time, with or without reasonable suspicion.

Safeguards: a student may also be searched with valid consent; searches are conducted by (and witnessed by) an authorized person of the same sex as the student; strip searches are forbidden; and only outer cold-weather garments, shoes, hand coverings, and non-religious head coverings may be removed before or during a search. Any student found in possession of dangerous weapons, controlled substances, or other unlawful items may be suspended by the superintendent for up to the current and following semester, in addition to any civil or criminal liability.

(Erick Board of Education Policy FNF-R)

Legal Reference: 70 O.S. §24-101.3, §24-102

Student Discipline

The board's goal is to educate, not simply discipline, but corrective action may be necessary when a student's behavior interferes with the rights of others. A student suspended for a violent offense directed at a teacher may not return to that teacher's classroom without the teacher's approval. The discipline schedule below shows the typical range of consequences (the district is not limited to this list, and the schedule does not apply to determining discipline for a student on an IEP or 504 plan until the IEP team determines the infraction is not a manifestation of the student's disability):

Infraction	Minimum Action	Maximum Action
Unexcused tardiness	Refer to Attendance Policy	
Disruption of class or assembly	School Conference	Suspension
Lunchroom misconduct	School Conference	Suspension
Bus/playground misconduct	Refer to Bus Conduct Policy	
Negligence in completing classwork	School Conference	Suspension
Cutting class	Refer to Attendance Policy	
Leaving school without permission	Refer to Closed Campus Policy	
Truancy	Refer to Attendance Policy	
Tobacco on school grounds	School Conference	Suspension[1]
Drugs or alcohol possession	Parent Conference	Suspension[1,2]
Gambling	School Conference	Suspension
Theft	Parent Conference	Suspension[1,2]
Assault — physical or verbal	Parent Conference	Suspension[1,2]
Fighting	Parent Conference	Suspension
Destruction of property, vandalism	Parent Conference	Suspension[1,2]
Threats/Harassment	School Conference	Suspension[2]
Extortion	School Conference	Suspension[1,2]
Refusal to obey school officials	School Conference	Suspension
Possession of weapons or other items with potential to cause harm	Suspension[2]	

[1] May require counseling and rehabilitative efforts before reinstatement in school programs. [2] May require notification of legal authorities.

Other possible corrective actions include warnings, removal from class, before/after-school detention, alternative placements, financial restitution, and referral to social agencies. The administration may also prevent a student from participating in or attending extracurricular activities, and discipline consequences may include ineligibility for graduation ceremonies, prom, prom activities, school dances, and/or class trips.

(Erick Board of Education Policy FO-R1)
Legal Reference: 70 O.S. §6-114

Suspension of Students

Students may be suspended for policy violations; possession of an intoxicating beverage; possession of stolen/missing property reasonably suspected to have been taken from a student, employee, or the school; possession of a dangerous

weapon or controlled substance on or within 2,000 feet of school property or at a school event; any act disrupting the academic atmosphere or endangering others; or an assault/attempted assault on a school employee or volunteer by a student in grades 6–12 (which carries suspension for the remainder of the current semester and the following semester, subject to case-by-case modification by the superintendent). Possession of a firearm results in a minimum one-year out-of-school suspension (also subject to case-by-case modification).

Before an out-of-school suspension, the principal must consider alternatives such as an alternative school setting, reassignment, or in-school detention. A suspension will not exceed the current and next semester (except firearm violations, up to one calendar year). Except where immediate removal is required, parents/guardians will be informed before a student is released from school. Students suspended out-of-school who are on an IEP will continue to receive services in accordance with that plan. A student suspended for a violent offense against a teacher may not return to that teacher's classroom without the teacher's approval.

For suspensions longer than 5 days, the district will provide an education plan for eventual reintegration covering core units (English, math, science, social studies, art); a copy goes to the parent/guardian, who is responsible for providing a supervised environment and monitoring progress.

Appeals: Suspensions of 10 days or less may be appealed to a 3-member Suspension Appeals Committee (appointed by the superintendent) by notifying the superintendent within 10 days; the committee hears the appeal within 10 days and its decision is final and cannot be appealed to the board. Suspensions of more than 10 days may be appealed first to the administration and then, if not withdrawn, to the board of education (or a hearing officer), also within a 10-day notice window; that decision is final.

(Erick Board of Education Policy FOD / FOD-R)
Legal Reference: 10 O.S. §7005-1.2, §7303-5.3, §7307-1.2; 70 O.S. §24-101.3, §24-102, §24-103 et seq.

Corporal Punishment

Corporal punishment is administered only as a last resort after other reasonable corrective measures have failed. It will never be administered to a child in DHS custody or a student on an IEP. Parents/guardians are given the opportunity at the start of the year to authorize corporal punishment in writing for their child; without written authorization, alternative discipline will be used instead. When administered, it must occur in the presence of another certificated staff member (preferably an administrator), be carefully documented (student, behavior, administrator, witness), and never be observed by other students or non-certificated personnel. If a parent has requested that corporal punishment not be used, alternative discipline (which may include suspension) will be considered instead.

(Erick Board of Education Policy FOB)
Legal Reference: 10 O.S. §7115; 70 O.S. §6-113.1, §6-114, §13-116

5. Bullying, Harassment & Sexual Harassment

Prohibiting Bullying

Bullying of students by other students, personnel, or the public is not tolerated. This applies on school grounds, in school vehicles, at bus stops, at school-sponsored activities, and — for electronic communication specifically directed at students or school personnel concerning harassment, intimidation, or bullying at school — even away from school grounds.

“Bullying” is defined by Oklahoma's School Safety and Bullying Prevention Act as any pattern of harassment, intimidation, threatening behavior, physical acts, or verbal/electronic communication directed toward a student or group that results in, or is reasonably perceived as intended to cause, negative educational or physical results, and disrupts the school's educational mission. An isolated action alone does not meet the state's definition of bullying, but the administration will still investigate isolated incidents and may apply discipline under the student conduct code.

Bullying can be physical, emotional, social, or sexual in nature (sexual bullying may also constitute sexual harassment, addressed separately below).

Reporting and investigation:

- Incidents should be reported immediately to the building principal, who serves as the site's bullying incident coordinator. If electronic communication was involved, a printed copy and identifying information should be provided.
- Upon a written report, the principal contacts the superintendent and begins an investigation into the severity of the incident and potential for future violence.
- If a crime may have occurred, local law enforcement will be notified.
- Reports may be made anonymously, though no formal discipline will be based solely on an anonymous report.
- The principal must notify the superintendent within 24 hours of any bullying report.
- Upon completion of a verified, documented case, timely notification is provided to the parents/guardians of both the victim and the person responsible.

Students and witnesses who report bullying in good faith are protected from retaliation of any kind (threats, intimidation, exclusion, cyberbullying, spreading rumors, or other adverse treatment); retaliation by another student is subject to discipline, and retaliation by a district employee may result in disciplinary action up to termination. Anyone who knowingly makes a false bullying report will face disciplinary consequences, and any false accusation will be removed from the falsely accused student's records.

All school employees complete required professional development on bullying prevention, identification, response, and reporting; students receive annual age-appropriate training on identifying and reporting bullying and the consequences of violating policy. A copy of the bullying policy is provided to every student and teacher and is included in all student and staff handbooks.

(Erick Board of Education Policy FNCD / FNCD-R / FNCD-P)
Legal Reference: 21 O.S. §850.0; 70 O.S. §24-100.2, §24-100.3(c)

Sexual Harassment of Students

The district forbids discrimination against or harassment of any student on the basis of sex and will not tolerate sexual harassment by employees or students. Sexual harassment includes: (1) an employee conditioning a benefit or service on a student's participation in unwelcome sexual conduct (“quid pro quo”); (2) unwelcome conduct so severe, pervasive, and objectively offensive that it denies a student equal access to the district's educational program; or (3) sexual assault, dating violence, domestic violence, or stalking as defined by federal law. Examples include unwelcome sexual advances or touching, sexually-oriented jokes or comments, demeaning gender-based comments, inappropriate hugging or touching, and graffiti naming or identifying a student.

Romantic or sexual relationships between school personnel and students (including students who have reached 18) during school hours violate policy and may result in student suspension and employee suspension or termination; any sexual affiliation between a teacher and a student under 20 is a crime under Oklahoma law.

Reporting: Students are encouraged to report sexual harassment (or have a parent report it) to an administrator or teacher; if that person is the alleged offender, the report goes to the next level of administration. The Title IX coordinator will promptly contact the student to discuss supportive measures and explain the complaint process. Confidentiality is maintained to the extent possible, though it cannot be absolutely guaranteed due to due-process requirements, and no retaliation is permitted for good-faith reporting.

Grievance process highlights: both parties are treated equitably; a presumption of non-responsibility applies until a determination is made; a clear-and-convincing evidence standard is used; both parties receive written notice of allegations and have the right to an advisor (who need not be an attorney) and to review evidence; a written

investigation report is provided at least 10 days before any hearing or determination; either party may appeal a determination within 10 days for procedural error, new evidence, or conflict of interest. The district keeps related records for a minimum of 7 years. Training materials used for Title IX coordinators, investigators, and decisionmakers are posted at www.Erick.k12.ok.us.

(Erick Board of Education Policy FB)

Legal Reference: Title VII of the Civil Rights Act of 1964; 42 U.S.C. §2000e-2; 29 C.F.R. §1604.1 et seq.; U.S. Dept. of Education Title IX Regulations

Reporting Students Suspected of Alcohol or Drug Use

Any administrator, teacher, or counselor who reasonably suspects a student is under the influence of, or possesses, alcoholic beverages (including 3.2/low-point beer) or a controlled dangerous substance must immediately notify the principal, who will notify the superintendent and the student's parent or legal guardian. Any resulting search, seizure, or discipline follows applicable school policy, state law, and student handbook rules. School staff who make good-faith reports are protected from civil liability unless the report was made in bad faith or with malicious purpose.

(Erick Board of Education Policy FNCE)

Legal Reference: 70 O.S. §24-138, §24-102; 63 O.S. §2-101 et seq.; 37 O.S. §163.2

6. Health, Medication & Medical Emergencies

General Student Health

While general health and physical maintenance is a parent's responsibility, teachers and administrators encourage students toward healthy habits and will notify parents and schedule a conference if a health problem is identified. A child determined to have a contagious disease (as currently defined by the Oklahoma Department of Health) or head lice will be prohibited from attending school until a health officer determines the child is free of the condition.

(Erick Board of Education Policy FFA)

Legal Reference: 70 O.S. §5-117, §10-105, §11-103, §1210.194; 63 O.S. §1-507

School District Screening Protocol

To help prevent the spread of communicable disease, especially during a pandemic or public health crisis, the district may implement a screening protocol to control and restrict access to school property, activities, and events. Parents, guardians, and school employees are encouraged to self-screen at home; a student or employee with a temperature of 100°F or higher should stay home until they have been fever-free for 24 hours. The district may screen anyone entering a school facility, which may include taking temperatures, asking health-related questions, and isolating those with symptoms of a communicable disease, and will follow local, state, and federal health and safety guidelines when feasible.

(Erick Board of Education Policy ECA)

Legal Reference: 70 O.S. §5-117; 63 O.S. §1-507

Immunizations

No child will be admitted unless certification is presented showing the child has received, or is in the process of receiving, immunizations required by the Oklahoma State Department of Health, unless a medical, religious, or personal exemption has been granted. If a parent/guardian cannot afford required immunizations, the school will refer the student to the State Department of Public Health for assistance.

(Erick Board of Education Policy FFAB)

Legal Reference: 70 O.S. §1210.191 et seq.; Oklahoma State Department of Health Regulations

Vision Screening

Parents/guardians of students enrolling in kindergarten, first, or third grade must provide certification that the student passed a vision screening within the previous 12 months or during the school year, conducted by personnel on the statewide registry (which may include Oklahoma-licensed optometrists and ophthalmologists). No student will be prohibited from attending school for a parent's failure to furnish the vision screening report.

(Erick Board of Education Policy FFAF)
Legal Reference: 70 O.S. §1210.284

Medication: Administering to Students

If a student needs medication during school hours and a parent/guardian cannot be present, the principal or designee may administer it under specific conditions. Prescription medication must be in a labeled container (student's name, medication name/strength, dosage/directions, prescriber's name, date/pharmacy) delivered to the principal's office by the parent/guardian, along with written authorization stating the purpose, timing, self-administration status, and end date.

Self-administration: With written parental authorization and a physician's statement, students may self-administer inhaled asthma medication, anaphylaxis (epinephrine) medication, or replacement pancreatic enzymes for cystic fibrosis, and may possess and use these medications at all times. The district and its employees incur no liability for injury arising from a student's self-administration, and permission must be renewed each school year.

Nonprescription medication may be administered only with written parental request/permission when alternatives (rest, changing activities) are inappropriate or ineffective, following label directions or physician instructions. Students may possess and self-apply FDA-regulated sunscreen without written authorization, but not during instructional time, and may not apply it to other students.

School-nurse-administered emergency epinephrine and inhalers: A trained school nurse or trained employee may, in good faith, administer epinephrine to a student believed to be having an anaphylactic reaction (only for students with a liability waiver on file), or an inhaler to a student believed to be in respiratory distress. Staff must contact 911 as soon as possible after administering epinephrine and notify the parent/guardian as soon as possible of any possible allergic reaction. Annual training on food allergies, recognizing anaphylaxis, and administering epinephrine is required for staff directly responsible for students.

The administrator (or designee) will inform appropriate staff of medication being given, keep accurate administration records, keep all medication in a locked cabinet (except medication a student retains per physician's order), and return unused prescription medication only to the parent/guardian.

(Erick Board of Education Policy FFACA / FFACB)
Legal Reference: 10 O.S. §170.1; 59 O.S. §353.1; 70 O.S. §1-116 et seq., §1-116.3

Diabetes Medical Management Plan

A student's individualized diabetes medical management plan (created by the student's personal health care team) sets out the health services the student may need at school, which can include blood glucose checks, insulin administration, treatment of hypo/hyperglycemia, possession of diabetes supplies and equipment at all times and in any school location, and a private area for diabetes care. A school nurse or trained volunteer diabetes care assistant assists the student per the plan, with the parent/guardian's written consent, which may include administering glucagon in a hypoglycemic emergency.

(Erick Board of Education Policy FFACC)
Legal Reference: 70 O.S. §1210.196.1 et seq.

Administration of Emergency Opioid Antagonists

In light of the opioid crisis, the district authorizes trained medical personnel at school — including a school nurse, contracted nurse, licensed practitioner, or any person designated by administration — to administer an opioid antagonist (e.g., naloxone) to any student or person they, in good faith, suspect is experiencing an opioid-related overdose, regardless of whether a prescription or standing order is in place. In the absence of a specifically trained person, administration may authorize any person to administer the antagonist. Anyone administering an opioid antagonist consistent with policy is covered under the Good Samaritan Act and immune from civil liability, and must notify first responders as soon as practicable. Each school site maintains a supply of FDA-approved opioid antagonists in a secure but unlocked, easily accessible location.

(Erick Board of Education Policy FFACDA)
Legal Reference: 68 O.S. §1-2506.1; 70 O.S. §1210.242

Emergency Medical Services for Extracurricular Activities

The district and its local emergency medical services provider maintain an Emergency Action Plan for athletic events and activities held at district facilities, reviewed and updated annually. The plan includes maps/directions with contact information, an assigned medical administrator (a current employee such as a coach, administrator, or athletic director), defined responsibilities of on-site medical and school officials, and a listing of available medical equipment and the location of the nearest automated external defibrillator (AED). The plan is posted at each facility and, before events involving visiting schools, transmitted to visiting administrators or coaches or posted on the district website.

(Erick Board of Education Policy FMAAA)
Legal Reference: 70 O.S. §27-104

7. Personal Electronic Devices & Vehicles

See Section 4 (Student Conduct, Dress Code & Discipline) for the district's policies on personal electronic devices/cell phones and student vehicle use and parking.

8. Student Records & Privacy (FERPA)

The principal of each school is the legal custodian of that school's student records. Parents and adult (“eligible”) students have the right to inspect and review their education records, to seek correction of records believed to be inaccurate or misleading, to control other people's access to the records, and to file a complaint with the U.S. Department of Education if the district violates FERPA. These rights transfer to the student at age 18 or upon enrollment in a post-secondary school.

Within the first three weeks of each school year (and at enrollment for new students), the district publishes notice of these rights, including the types of records kept, how to inspect/copy them, and how to challenge inaccurate data.

Directory Information

The district may designate the following as “directory information” that can be released without consent unless a parent/eligible student objects in writing within two weeks of the annual notice: student's name, class designation (grade level), extracurricular participation, achievement awards/honors, weight and height (if on an athletic team), and photograph. The district maintains a limited directory-information policy and will not fulfill directory-information requests for commercial or marketing purposes.

Access, Disclosure & Corrections

Written consent is generally required before the district releases non-directory information to third parties, with exceptions for school officials with a legitimate educational interest, officials at a school where a student is enrolling,

certain audits/studies, financial-aid processing, judicial orders/subpoenas, accrediting organizations, and health/safety emergencies. A written request to inspect records should be submitted to the school principal; the district must arrange access within 45 days. Copy fees range from no cost to $0.10/page for FERPA-required copies, and $0.10–$0.35/page (plus postage) for other copies; fees may be waived for hardship.

A parent or eligible student who believes a record is inaccurate, misleading, or in violation of student rights may ask the record custodian to correct it. If not resolved informally, a formal four-level review process is available (record custodian → written request/second-level review → superintendent review → hearing), ultimately allowing the requester to insert a written statement of disagreement into the record if the district declines to change it.

When a school transfers records to a new educational institution, it will notify parents of the transfer and of their right to review and contest the material, except for material under court order (parents will be notified of such an order before release).

(Erick Board of Education Policy FL / FL-R)
Legal Reference: 34 CFR 99.1; 18 U.S.C. §2331, §2332(g)(5)(B); 20 U.S.C. 1232; 51 O.S. §24A.16; 70 O.S. §6-115, §24.101.4, §24-114

9. Reporting Child Abuse and Neglect

Oklahoma law requires any person to immediately report suspected physical abuse or neglect of a student under 18 to the statewide Department of Human Services (DHS) hotline and to local law enforcement. The statewide DHS hotline is 1-800-522-3511. Every teacher, support employee, or other district employee must immediately report any suspected physical, mental, or sexual abuse or neglect of a student by phone to DHS, and must also inform the building principal, who will advise the superintendent that a report was made.

“Child Abuse and Neglect” broadly includes (but is not limited to) child abuse, sexual abuse or exploitation, contributing to the delinquency of a minor, trafficking in children, incest, forcible sodomy, maliciously taking or enticing a child away, soliciting or distributing child pornography, rape, electronically-transmitted lewd or indecent proposals to a minor under 16, and certain sexual battery offenses by school employees against students.

Anyone who makes a good-faith report is protected from retaliation and from civil or criminal liability. A person (other than a superintendent or school administrator) who knowingly and willfully fails to promptly report suspected abuse, or who knowingly makes a false report, may be guilty of a misdemeanor; a superintendent or school administrator who knowingly and willfully fails to report or interferes with reporting may be guilty of a felony. The identity of a reporting employee will not be disclosed except by court order or as part of a law-enforcement/DHS investigation. Every school employee annually signs an attestation acknowledging their reporting responsibility, and the district posts a bilingual (English/Spanish) sign with the DHS hotline number in a publicly visible area.

(Erick Board of Education Policy FFG)
Legal Reference: 10A O.S. §1-2-101, §1-2-104; 63 O.S. §1-120(G); 70 O.S. §1210.162, §1210.163

10. Student Athletics, Activities & Fundraising

Student Athletes: Name, Image & Likeness (NIL)

Neither the district nor the Oklahoma Secondary Schools Activities Association (OSSAA) prohibits students from earning compensation through their name, image, and likeness (NIL), provided the student maintains amateur status under OSSAA Rule 5 and there is no violation of rules prohibiting influencing a student to attend or remain at a member school (OSSAA Rule 9). Compensation may not be contingent on athletic performance, may not be used as an enrollment incentive, and may not be provided by the district or anyone acting as its agent.

Students seeking NIL compensation may not use school marks (logos, name, mascot, or trademarked OSSAA logos/acronyms), wear school apparel/equipment displaying those marks, use any school facility for NIL purposes, or endorse activities that conflict with district advertising policy (such as tobacco or alcohol products). Students competing beyond the high school level should contact the relevant collegiate association for its NIL rules.

(Erick Board of Education Policy FGBD)

Fund Raising by In-School Organizations

Any organization or class wishing to raise funds must submit a project cost estimate and a list of funding sources to the superintendent, and obtain board approval. All funds raised go into the school activity fund (except funds raised by a board-sanctioned group, which remain that group's property); only the superintendent or a designee may approve activity-fund expenditures, and all funds must be returned to the school sponsor and deposited daily.

Raffles are permitted for qualified student groups, organizations, and affiliated parent-teacher associations, subject to the same approval process and board approval of raffle items. Students, staff, and patrons are prohibited from conducting fundraisers for non-school activities on school premises.

(Erick Board of Education Policy FJ)
Legal Reference: 21 O.S. §1051; 70 O.S. §5-122, §5-129, §5-135

11. Emergency & Pandemic Preparedness

The district maintains an all-hazards Emergency Management Plan that is practiced regularly, developed with community partners, based on sound data, and reviewed/updated on an ongoing basis. A companion Pandemic Plan addresses pandemic-specific needs, including:

- A communication plan identifying audiences (students, parents, staff), key messages, and a trusted spokesperson
- A plan for continuity of learning, including alternate learning strategies and potential calendar restructuring
- Coordination with local/state public health officials and other community stakeholders (law enforcement, emergency management, businesses, faith-based organizations)
- Review of essential functions, supplies, and personnel policies needed to sustain operations during an extended emergency

Planning and Coordination: The superintendent designates a staff liaison to coordinate with local/state health officials. The principal, school nurse, or designee develops a health-curriculum component on preventing/limiting the spread of communicable disease. The district purchases and stores supplies such as disinfectant, masks, water, and gloves as recommended by the school nurse or health department, and the superintendent develops evacuation/transportation procedures, including for students who cannot be transported home immediately.

Response: Anyone discovered or suspected to have a communicable disease that may cause an epidemic/pandemic will be immediately quarantined pending medical examination, and local/state health officials will be notified immediately. The superintendent determines whether an evacuation, lockdown, or shelter-in-place is needed, and the district will attempt to notify all parents once a decision is made. A person infected with such a disease may not return to school until medical clearance is provided. Students with excessive absences due to a communicable disease receive a reprieve from standard absence policies, and staff will help determine what schoolwork can be completed while absent.

Continuance of Education: The superintendent may develop a plan for alternate means of instruction during prolonged closures (e.g., mailed assignments, local cable access, the district website) and is authorized to amend the class schedule — including extending the school day, adding Saturday instruction, using scheduled vacation days, or extending the school year within statutory limits.

Everyday prevention reminders shared with families include covering coughs and sneezes, washing hands often (about 20 seconds — roughly the time it takes to hum a favorite tune twice), using alcohol-based hand sanitizer when soap and water aren't available, and staying home and away from large gatherings when sick.

(Erick Board of Education Policy FFAAC)

12. Academic Programs, Grading & Graduation

Basic Instructional Program

The board provides reasonable educational opportunities through a balanced curriculum serving the general academic needs of all students while allowing individual students to develop specific talents and interests. A committee of administrators, teachers, and parents evaluates the curriculum annually and reports findings and recommendations to the superintendent before February 1 each year; the superintendent then presents the report to the board. Goals of the district's curriculum include helping each student acquire: self-understanding and worth as an individual and citizen; mastery of basic language-arts and math skills; the ability to reason, think critically, and solve problems; understanding of the natural, physical, biological, and social sciences and current events; creative expression and appreciation of the arts; responsible citizenship; and an understanding of career roles.

(Erick Board of Education Policy EHA)

Alternative Education

The district provides an alternative education program for at-risk students in grades seven through twelve that conforms to state law, including: class sizes and student/teacher ratios suited to at-risk students; appropriately licensed teachers selected for a record of success with at-risk students; an intake and screening process; courses meeting state academic standards plus remedial coursework; individualized instruction; measurable program goals; counseling and social-services components; a graduation plan for each participating student; life-skills instruction; arts-education opportunities; and an annual written self-evaluation. The program is operational and serving students by September 1 of each school year, and participating students remain eligible for vocational programs and extracurricular activities, including athletics, band, and clubs, if they otherwise meet participation requirements.

(Erick Board of Education Policy EHBH)
Legal Reference: 70 O.S. §1210.568, §1210.569

Concurrent (College) Enrollment

Seniors who wish to attend college courses may request appearance at a board meeting; parents/guardians may be asked to attend. To enroll concurrently, a student generally must: be a senior enrolled in sufficient credits to complete graduation requirements by year's end; be enrolled less than full-time (fewer than six college courses) and not exceed 19 college semester credit hours; be enrolled in a full daily high school schedule of at least four units; have written parental/guardian permission if under 18; and achieve a qualifying composite ACT or SAT score based on the college tier (75th percentile for comprehensive universities, 62nd for regional universities, 46th for two-year colleges). Qualifying juniors may also enroll concurrently if they are on pace to graduate by spring of senior year and score at or above the 90th percentile on the ACT/SAT (or the relevant subscore). Students may petition to exceed workload limits, and eligible students may take up to nine summer-session credit hours without concurrent high school enrollment. Academic credit earned through concurrent enrollment must be transcripted according to its correlation with a district course and may not be reduced to “elective credit” if a correlating district course exists.

(Erick Board of Education Policy EHDD / EHDD-R)
Legal Reference: 70 O.S. §628.13

Online & Virtual Instruction

Online instructional programs offered for credit are approved by and supervised by the board and may be evaluated by the State Department of Education. “Synchronous” instruction involves real-time interaction between student and instructor; “asynchronous” instruction does not depend on real-time interaction. Supplemental online courses must be “educationally appropriate” (not substantially a repeat of completed coursework), and a request to enroll is evaluated by the principal or designee, with a right to appeal a denial to the local board. Enrolled students have a 15-calendar-day grace period to withdraw without academic penalty. Courses must align with Oklahoma Academic Standards, and progress/attendance/grades are monitored and reported to families on a regular basis. If the district's home-based education program is delivered solely through virtual instruction, any participating student lacking connectivity or a device will be provided one free of charge, or the district will offer an equitable alternative delivery method.

(Erick Board of Education Policy EHDF)
Legal Reference: 70 O.S. §1-111

Grading

Parents and students may access current grades online through the district's gradebook system. Official high school grades are the semester grades posted to transcripts. Progress reports are issued at the midterm of each nine-week period and at the end of the first and third nine-week periods; report cards are issued at the end of each semester. The standard grading scale is: 90–100% = A, 80–89% = B, 70–79% = C, 60–69% = D, below 60% = F, plus “Incomplete” and “No Credit” marks; Advanced Placement and concurrent college courses use a weighted 5.0-point scale. Students with special needs receive the grades they earn in mainstreamed classes with all IEP accommodations applied, plus a separate report documenting progress toward IEP goals.

Semester test exemptions are a reward for good attendance, not a punishment. To qualify, a student must have an A or B in all classes for both fall and spring semesters, and may not exceed 3 absences (for A's), 2 absences (for B's), or 1 absence (for C's) in the relevant class, excluding school-sponsored activities; students who are suspended or in In-School Placement (ISP) do not qualify for exemption during spring finals; an exempted student may still choose to take the exam, and any resulting grade counts toward the overall average.

(Erick Board of Education Policy EIA-R1)

Student Retention & Promotion

Students are promoted or receive course credit upon achieving at least a 60% grade average for a full course of study, as determined by the teacher. Students in grades one through eight must achieve at least 60% in at least three of the five major subjects (math, language arts, science, reading, social studies) to be promoted. A placement committee (principal, counselor, and teachers) determines grade placement in elementary and middle school, considering standardized test scores and the student's age. Parents/guardians dissatisfied with a retention or non-passing recommendation may appeal through the district's appeal process, up to the board, whose decision is final; a parent may also submit a written statement of disagreement to be placed in the student's permanent record.

(Erick Board of Education Policy EIA-R4)
Legal Reference: 70 O.S. §24-114.1, §1210.508C

Parent-Teacher Conferences

Individually requested parent-teacher conferences are scheduled as needed by the teacher or when requested by a parent. District-wide parent-teacher conference days are normally limited to one per grading period.

(Erick Board of Education Policy EIAD)
Legal Reference: 70 O.S. §10-105.2

Proficiency-Based Promotion

At the request of a student, parent, guardian, or educator, a student may demonstrate proficiency in one or more core curriculum areas (Social Studies, Language Arts, the Arts, Languages, Mathematics, Science) through an appropriate

assessment such as a portfolio, criterion-referenced test, thesis, project, or performance, twice each school year. A student may “test out” of a course tested under the Oklahoma School Testing Program by scoring at least “Proficient” on the corresponding assessment. Students demonstrating proficiency advance to the next level of study and, for grades 9–12, receive a “P” (passing) notation on the transcript that counts toward graduation requirements; units earned this way are transferable to other Oklahoma school districts. Failure to demonstrate proficiency is not noted on the transcript, and a student may try again during the next assessment period.

(Erick Board of Education Policy EIAE)

Graduation Requirements

Students entering eighth grade in the 2025–2026 school year and beyond must complete a minimum of 23 curriculum units to graduate, consisting of: 4 units of English; 4 units of mathematics (including Algebra I and either Algebra II or Geometry); 3 units of laboratory science (including Biology I and Physical Science/Chemistry/Physics); 3 units of history and citizenship skills (including American History, Oklahoma History, and U.S. Government); 6 pathway units aligned with the student's Individual Career and Academic Plan; and 3 elective units. With parent/guardian approval, a student may instead complete the “college preparatory/work-ready” curriculum track, which requires 23–24 units across similar categories plus 2 units of a world/non-English language or computer technology and 1 unit of fine arts or speech. All students are strongly encouraged (though not required) to complete two units of world language and two units of physical/health education.

Additional graduation requirements include: completion of a personal financial literacy passport; CPR and AED-awareness instruction at least once between ninth grade and graduation (waivable for eligible students with a disability, or with parental written objection); passage of the U.S. naturalization test (60 of 100 questions, retakes allowed, exempt for students on alternative assessment under an IEP); and, beginning with the 2024–2025 school year, completion and submission of a FAFSA (unless the student or parent/guardian opts out in writing, or a school counselor authorizes an opt-out). Students may apply for early graduation after 24 credits and the spring semester of sophomore year, but early graduates are limited to graduation activities only and are not eligible for the senior trip or for Valedictorian/Salutatorian distinction. Out-of-state transfer students entering after their junior year will not be denied a standard diploma solely due to differing graduation requirements.

(Erick Board of Education Policy EIED)
Legal Reference: 70 O.S. §11-101.3, §11-103.2c, §11-103.6, §1210.199, §1210.508, §1210.508-6

Individual Career and Academic Plan (ICAP)

Each student in grades 9–12 develops and annually updates an Individual Career and Academic Plan with their parent/guardian, in collaboration with school counselors, administrators, and teachers, to establish academic and career goals, explore postsecondary opportunities, and align coursework with those goals. The ICAP includes career/college-interest surveys, written postsecondary and workforce goals with progress information, an intentional course sequence, a record of academic progress (including AP, IB, concurrent, and career/technology credentials), and service-learning or work-based experience. For students with disabilities, the ICAP is coordinated with the student's IEP or Section 504 Plan.

(Erick Board of Education Policy EIEDF)
Legal Reference: 70 O.S. §1210.508-4

Valedictorian/Salutatorian (Erick High School)

To be recognized as Valedictorian or Salutatorian, a student must have attended Erick High School for two full years, including the senior year, while enrolled in the college preparatory/work-ready curriculum. The student with the highest weighted grade point average (based only on classes taken at Erick High School) is Valedictorian; the next highest is Salutatorian. If more than one student has a 4.0 or higher weighted GPA, all are recognized as Valedictorian,

the student with the single highest GPA delivers the first Valedictorian address at graduation and is introduced as the top-scoring Valedictorian, and no Salutatorian is named.

(Erick Board of Education Policy EIC)

Graduation Ceremony Conduct & Regalia

To participate in graduation ceremonies, a student must be in "good standing" — in compliance with student discipline policy, with no pending charges, investigation, or conviction, and no unpaid district fines or fees. Students remain subject to the school's discipline code throughout the ceremony and may not throw caps or other objects or engage in disruptive conduct that interferes with the ceremony or the rights of others; violations may result in discipline and removal from the premises. Students who can verify tribal enrollment (CDIB card) may wear an eagle feather and beading on the mortar board; students who qualify under federal law but do not have a CDIB card may wear beading (but not a feather) on the mortar board, sized to no more than ½ inch over or under the mortar board's edge. No other alterations to the cap or gown are permitted, and only school-issued cords and sashes may be worn.

(Erick Board of Education Policy EMC)

Released Time Courses

The board may approve "released time" courses — periods during which a student is excused from school to attend religious or moral instruction taught by an independent entity off school property — for elective credit. The independent entity proposes a syllabus, calendar, assessment methods, instructor qualifications, and a parental consent form to the superintendent, and the board evaluates the proposal using only secular criteria (instructional time, syllabus, assessment methods, and instructor qualifications) at a public meeting. If approved, a student may be excused for up to three class periods per week (maximum 125 periods per year) with written parental consent; no school funds, personnel, or resources may be used; the independent entity maintains attendance records available to the district; transportation is the responsibility of the entity or family; the entity or family indemnifies the district and maintains adequate insurance; the student is responsible for missed schoolwork; and a student may not be excused from a class in which the subject matter is subject to state assessments. Participating students are considered in attendance, and elective credit is awarded upon successful completion, substantiated by a transcript from the independent entity.

(Erick Board of Education Policy EIEC)
Legal Reference: 70 O.S. §11-101.3

13. Special Education: Child Find, Screening & Extended School Year

Child Identification, Location, Screening & Evaluation

The district makes a continuing effort to locate children ages 3–21 in the district who may be disabled or developmentally delayed and are not currently being served, including those with autism, deaf-blindness, hearing impairment, other health impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay. Anyone aware of a child who may need services is asked to notify the local superintendent, principals, or special education teacher. Preschool children ages 3–5 and K–12 students suspected of having a qualifying disability may be referred for screening and evaluation, coordinating with the Sooner Start Early Intervention Program (for infants/toddlers) and the Oklahoma Areawide Service Information System (OASIS, 1-800-42-OASIS).

Readiness screening is conducted for all kindergarten and first-grade students to assess entry readiness, with results shared with parents, teachers, and administrators; a child will not be screened or evaluated without notice to the parent/guardian. Educational screening (for identifying special learning needs) is implemented for all first-grade students each year, unless a parent/guardian has filed a written objection; students in grades two through twelve are screened as needed or upon request of a parent, guardian, or teacher. Students entering from out of state (or from within

the state) without prior educational screening are screened within six months of enrollment. A formal evaluation (used to determine whether a disability exists and the special education/related services needed) requires the parent or guardian's written consent on file before an initial evaluation. Personally identifiable information collected during identification, location, screening, and evaluation is maintained in accordance with FERPA and Oklahoma's special education policies and procedures.

(Erick Board of Education Policy EHBC-R3)

Extended School Year (ESY) Services

Extended School Year (ESY) services are special education and related services provided beyond the regular instructional year as a necessary part of a Free Appropriate Public Education (FAPE) for eligible children ages 3 through 21. A student is eligible when the IEP team determines that, without ESY, the student would regress to a degree that could not be recouped within a reasonable time; eligibility is not limited by disability category and is determined individually. Factors the IEP team must consider include: degree of impairment; degree of regression and recoupment time; the parents' ability to provide educational structure at home; the child's rate of progress; behavioral and physical problems; availability of alternative resources; the child's need for interaction with nondisabled peers; areas of curriculum needing continuous attention; vocational needs; and whether the requested service is extraordinary versus an integral part of the child's ongoing program.

ESY need is considered at every student's annual IEP team meeting, and additional February screening may be requested by a parent, teacher, or other service provider, with screening forms due by the end of the second week of March. If a parent rejects the ESY recommendation, that is recorded on the IEP; if accepted, the IEP team completes an amendment describing the services to be provided. Because ESY may be necessary for FAPE, parents/guardians have the right to request a due-process hearing to challenge identification, evaluation, or placement decisions, and mediation is available whether or not a hearing is requested.

(Erick Board of Education Policy EHBCA-R)

14. Library Media Center, Technology, Internet Safety & AI Use

School Library Media Center

The district staffs and maintains a school library media center adequate for student and teacher needs, reflective of community standards, and age-appropriate for students. The superintendent develops regulations governing selection of materials and use of the library media center, and the district has adopted procedures to review, receive, investigate, and respond to complaints about library materials.

(Erick Board of Education Policy EFA)
Legal Reference: 70 O.S. §11-201; OAC 210:35-3-126

Selection of Library Materials

The board delegates selection of library materials to library media center staff, following the American Association of School Librarians' Bill of Rights for Library Media Center Programs, which calls for enriching, diverse materials representing all viewpoints and religious, social, political, and ethnic groups, and prohibits removing materials of sound factual authority due to partisan or doctrinal disapproval. A Review Committee (library media specialist, principal, counselor, and a classroom teacher, approved by the superintendent) provides input on selection. Materials are evaluated for the qualifications of the author/producer, age-appropriateness, accuracy, logical arrangement, durability, and use of recognized selection aids (such as Booklist, School Library Journal, and the Oklahoma Department of Libraries Book List). Gift books and materials must meet the same selection criteria as purchased materials and become district property once accepted.

If a member of the public objects to a selection, staff will courteously explain the review process, invite the complainant to file a written objection with the principal's office, and hold an informal conference with the principal. If unresolved, the complaint goes to the Review Committee, which judges the material against the selection criteria and instructional goals and issues a written decision; material is not withdrawn without Review Committee input. A complainant dissatisfied with the committee's decision may appeal to the board of education through the superintendent, whose decision is final.

(Erick Board of Education Policy EFA-R1)

Use of the Library Media Center

Books are due two weeks from checkout and may be renewed for two more weeks unless requested by another student; students may check out a maximum of two books at a time (more with librarian permission for reference or a special project). Students with overdue books may not check out additional materials, and borrowers are charged replacement costs for lost or destroyed materials. Encyclopedias, reference materials, magazines, newspapers, and periodicals may not be removed from the library media center. Students need a signed hall pass to visit the library while classes are in session, and quiet, orderly conduct is enforced. It is a misdemeanor under Oklahoma law to remove library media materials without authority, to damage or alter them, or to fail to return them within seven days of a demand for return. Library staff will not disclose records of what a student or group has borrowed except to school officials acting within their duties, persons authorized in writing by the student/group, or by court order.

(Erick Board of Education Policy EFA-R2)
Legal Reference: 21 O.S. §1739; 65 O.S. §1-105

Public Complaints About Library, Curriculum & Instructional Materials

A three-level process governs complaints or requests to review library or instructional materials. At Level One, a signed written complaint goes to the principal, who informs the librarian and teacher, and refers the material to a faculty committee for review and a written recommendation kept on file. At Level Two, a complainant dissatisfied with the principal's decision may appeal (orally or in writing) to the superintendent, who must hear the complaint within three school days and decide within three school days (in writing, if the complaint was written). At Level Three, the complainant may appeal the superintendent's decision to the board of education within five days by written request; the hearing is held at the next regular board meeting with all prior participants, the complainant may be represented but must be present, and the board issues a final decision within ten days, subject to review in the courts.

(Erick Board of Education Policy EFA-P)

Internet & Computer Network Acceptable Use, Internet Safety

The district provides students and staff access to its computer network and the Internet for educational purposes only. Each year, students (with parent/guardian signature if under 18) and staff must sign and return the Acceptable Use and Internet Safety Policy to receive access. Unacceptable uses include violating the law (transmitting offensive/harassing messages, viewing or transmitting pornographic material, intruding into others' networks, transmitting copyrighted or trade-secret material), causing harm or damage to others (defamation, impersonation, uploading viruses or malicious code), jeopardizing network/account security (sharing passwords, impersonating another user), and commercial transactions. Users must follow network etiquette — polite, appropriate language and respect for others' privacy and communications.

Cyberbullying — including threatening or mean messages, spreading rumors, creating a site or account targeting another person, sharing embarrassing photos/videos, or stealing another's login to send harmful messages — is never tolerated and may result in loss of computer privileges, suspension, expulsion, and referral to civil or criminal authorities. Filtering software (currently SonicWall) blocks access to visual depictions that are obscene, pornographic, or harmful to minors as defined by the Communications Act of 1934; filtering may be disabled by a supervising teacher or administrator for bona fide research by students age 17 or older. Users have no expectation of privacy: the district

may monitor, inspect, copy, and review any use of its network and Internet access at any time and without notice. Personally identifiable student information may not be disclosed online without parental (or, if 18 or older, student) consent, except as authorized directory information. A user who violates this policy may, at minimum, have network/Internet access terminated, and may face additional discipline; the district makes no warranties regarding its network and is not responsible for costs or damages from a user's own use.

(Erick Board of Education Policy EFBCA / EFBCA-R1 / EFBCA-R2)

Legal Reference: 21 O.S. §1040.75, §1040.76; Children's Internet Protection Act of 2000 (P.L. 106-554); Communications Act of 1934, as amended (47 U.S.C. §254[h],[l]); Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Web Pages

The district encourages student web pages to foster creativity and communication, subject to district web page guidelines; violations can result in discipline, loss of Internet privileges, and/or referral to law enforcement. The district website provides information about the district, classroom activities, and board policies, and must include the time/date/place/agenda of board meetings, board member names, and, following any bond vote, required project and bond-proceeds disclosures. Staff may create web pages for class activities or as a staff resource, consistent with district educational goals, and staff linking to outside sites are responsible for checking that material before it is submitted.

(Erick Board of Education Policy EFBCC)

Legal Reference: 74 O.S. §464; The Bond Transparency Act of 2017; FERPA, 20 U.S.C. §1232g; Copyrights, Title 17, U.S. Code

Artificial Intelligence Systems and Tools

The district recognizes both the opportunities and the risks AI tools present for teaching, learning, data privacy, and academic integrity. AI systems and tools used in the district must comply with data privacy and security laws and policies, must enhance the district's commitment to high-quality learning, must include safeguards to minimize bias and preserve academic rigor, and must be implemented equitably.

Students may use AI for explanations, exploring new topics, and researching directions only as permitted, encouraged, or required by a specific assignment or teacher; any other use is prohibited. Students are responsible for verifying that AI-generated content they rely on or submit is accurate and does not violate anyone's property or privacy rights or the district's academic policies, and may not upload or input passwords or other personal, confidential, or sensitive information into an AI tool. Offenses are addressed by the teacher and professional staff under the student discipline code or academic integrity policy.

Teachers and professional staff may consult AI for ideas, outlines, lesson plans, and differentiated instruction, but must not input confidential, proprietary, or sensitive information — including student or personnel data, passwords, or non-public district information — into any AI tool, and must ensure their use complies with student- and data-privacy laws. Staff must supervise student AI use, evaluate the appropriateness of AI tools case by case, and guide students in appropriate use. If a teacher suspects AI-related plagiarism or a policy violation, the teacher first talks with the student to confirm the student understands expectations, then consults with administration on next steps; an AI-detection tool alone will not be the basis for a finding of a violation. Approved AI tools and their permitted uses are determined at the district level after considering security, privacy, data usage, and academic-integrity standards.

(Erick Board of Education Policy EFEA)

15. Guidance, Counseling & Mental Health Support

Guidance and Counseling Services

The district's guidance and counseling services meet state requirements and include testing to identify student aptitudes and abilities; educational and career information for students and parents; individual counseling to help students understand their strengths and weaknesses, relate aptitudes to educational and career opportunities, and plan

appropriate coursework (with professional referral offered when needed); and maintenance of individual cumulative folders to help staff plan curricular and instructional programs. Counseling is also provided for personal, social, and emotional concerns, with professional referral when appropriate. The guidance program is coordinated through the principal's office and is designed to help students learn to make informed, responsible decisions about their personal, educational, and vocational choices.

(Erick Board of Education Policy EJA)

Mental Health Crisis Protocol

The district aligns access to community mental health resources and provides mental health and crisis-response training to personnel, in coordination with community mental health partners. This policy supplements — and does not replace — the district's existing duty to report suspected abuse or neglect to the Department of Human Services and/or law enforcement. All protocols comply with FERPA and HIPAA privacy requirements. Staff are trained to recognize general warning signs of a student in crisis — such as marked changes in behavior, difficulty with daily functioning, increased agitation, withdrawal or isolation, a loss of touch with reality, or sudden or extreme mood changes — while understanding that these signs are not always obvious and any concerning changes warrant a caring, attentive response.

If a staff member observes warning signs or receives a disclosure, the district's approach is to: assess whether the person is in danger of hurting themselves, others, or property, and call 988 (the Mental Health Lifeline) for a mental health or substance-use crisis, or 911 immediately if medical attention is needed; talk with the person calmly, supportively, and without judgment in a safe space, listening and expressing concern without pushing; walk the student to the principal's office with adult supervision at all times; have the principal follow district safety protocol and refer the student for crisis services through Red Rock Behavioral Health Services; and promptly document the steps taken and contact the parent/guardian, with an administrator scheduling a follow-up meeting to share resources. If a student is out for more than two days following a crisis, the counselor holds a re-entry meeting with the student and parent/guardian to plan and document the transition back to school, with periodic check-ins by designated staff and coordination with the student's teachers.

The district reports Oklahoma Prevention Needs Assessment (OPNA) survey data and other mental health data to the State Department of Education as required; parents/guardians have the right to opt their child out of this assessment (see the Testing Program & Student Surveys policy). This policy is reviewed at least every two years with community mental health partners.

(Erick Board of Education Policy EJF)

16. Parent & Family Involvement

School Volunteers

The board recognizes that volunteers make valuable contributions to students and the district's educational program and has approved a volunteer program with appropriate rules and safeguards. The primary purpose of the program is to free teachers from tasks that others can perform so teachers can spend more time teaching. Example volunteer activities include making bulletin boards, clerical work, storytelling and listening to students read, drilling flash cards or spelling words, assisting the school nurse with vision/hearing screening, gathering resource materials, making props for plays, teaching a foreign language, and tutoring.

Volunteers are not regularly assigned to their own child's or grandchild's classroom at the elementary level, are not asked to grade papers, and are not asked to assume playground or lunchroom duty or be left alone with a classroom except in an emergency. Volunteers are not subject to a formal dress code but are expected to dress neatly and appropriately (no shorts except in PE classes, no clothing with inappropriate slogans). Issues involving a volunteer are first addressed by the volunteer coordinator, teacher, and volunteer together, with escalation to an administrator if unresolved; the volunteer coordinator is recommended by administration and approved by the board.

(Erick Board of Education Policy EEI / EEI-R)

Parent Participation in the School District

The district promotes parent and guardian involvement to improve cooperation on homework, attendance, and discipline; each teacher provides contact information at the start of the year. Parents may request additional information about their child's course of study and may review learning materials, including the source of any supplemental materials. A parent who objects to a learning material or activity as harmful (including because it questions beliefs or practices in sex, morality, or religion) may withdraw their child from that activity, class, or program, though withdrawal from a state-mandated course could affect diploma eligibility. Parents may opt their child out of any sex-education curriculum and out of instruction on HIV/AIDS, and are notified of the right to withdraw a child from other instruction or presentations regarding sexuality.

Specific parent rights recognized under state law include the right to: opt out of a sex-education curriculum; open enrollment; opt out of individual assignments; an immunization exemption under state law; review promotion requirements and test results; opt out of any district-level data-collection instrument except information necessary for a student's public school record; participate in gifted-program identification; inspect materials used in any research or experimentation program; receive a school report card; review attendance requirements; publicly review courses of study and textbooks; excuse a student from attendance for religious purposes; participate in board-sanctioned parent-teacher associations; and learn about school clubs and activities, including a list of board-approved clubs available from the administration upon request. Additional parent rights may be specified in Oklahoma Administrative Code.

A parent may submit a written request for district information during business hours to the school principal or the superintendent; the district must deliver the requested information, or a written explanation for denying it, within ten days. If the request is denied or unanswered within fifteen days, the parent may submit a written request to the board of education, which will formally consider it at the next properly noticed public meeting.

(Erick Board of Education Policy EHBDBA)

17. Nondiscrimination & Complaint Procedures

Prohibition of Race and Sex Discrimination in Curriculum

Neither the district nor any district employee may teach or include in any course, training, seminar, professional development, lecture, session, coaching, or tutoring the following discriminatory concepts: that one race or sex is inherently superior to another; that an individual is inherently racist, sexist, or oppressive (consciously or unconsciously) because of race or sex; that an individual should be treated adversely because of race or sex; that people cannot or should not treat others without regard to race or sex; that an individual's moral character is determined by race or sex; that an individual bears responsibility for past acts committed by others of the same race or sex; that an individual should feel discomfort, guilt, anguish, or other psychological distress because of race or sex; or that meritocracy or traits such as a hard work ethic are racist, sexist, or were created by one race to oppress another.

Anyone may file a written, signed, and dated complaint alleging a violation (electronic complaints with an electronic signature are accepted); the complaint must identify the dates of the alleged violation, explain the alleged conduct, include information enabling investigation, and identify any witnesses (though a complaint will not be dismissed solely for lacking witness names). The district superintendent is the designated employee for receiving complaints, reachable at 580-526-3351 or mbroyles@erick.k12.ok.us, also posted on the district website. The complainant receives notice within ten days of whether the complaint will be investigated; a legally sufficient complaint is investigated and resolved within ninety days, with resolution reported to the State Department of Education within thirty days. No one may be retaliated against for filing a complaint or exercising related civil-rights protections, and a teacher who files a complaint or discloses a good-faith belief of a violation is entitled to whistleblower protections; a person who knowingly, willfully, and without probable cause files a false report may face district or State Board discipline.

(Erick Board of Education Policy EGG)
Legal Reference: 70 O.S. §24-158; State Accreditation Standard 210:10-1-23

18. Testing, Student Surveys & Reading Support

Testing Program & Student Surveys

The board supports appropriate use of surveys by administrators, teachers, staff, and the board to help identify student needs, gauge views on proposed policies or practices, or assess knowledge and attitudes on a subject; all surveys require administrative approval and responses are not used in an identifying manner. Without prior written parental (or, for an emancipated/adult student, the student's own) consent, no student may take part in a survey, analysis, or evaluation whose primary purpose is to reveal: political affiliations or beliefs; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, antisocial, self-incriminating, or demeaning behavior; critical appraisals of close family members; legally privileged relationships (such as with lawyers, physicians, or ministers); income (beyond what's legally required to determine program eligibility); or religious practices, affiliations, or beliefs.

Parents/guardians may inspect, upon written request, any survey created by a third party before it is administered (with at least two weeks' notice before the survey is given), and results of surveys used in district decisions must be shared with anyone who requests them. At least annually, and at first enrollment, the district notifies parents/guardians of the right to opt a student out (in writing) of: the collection, disclosure, or use of personal information for marketing or sale (this does not apply to information collected solely for educational products/services such as college or military recruitment, book clubs, curriculum materials, tests, or student recognition programs); administration of any survey covering the sensitive topics listed above; and any non-emergency invasive physical examination or screening required as a condition of attendance (not including hearing, vision, or scoliosis screening). These rights transfer to a student who turns 18 or is an emancipated minor. Parents who believe their rights under this policy have been violated may file a complaint with the U.S. Department of Education's Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, D.C. 20202-8520.

(Erick Board of Education Policy EK-R1)

Strong Readers Act

To identify students with a reading deficiency, including characteristics of dyslexia, every student in kindergarten through third grade is assessed at the beginning, middle, and end of each school year using a State Board-approved reading screener covering phonological awareness, decoding, fluency, vocabulary, and comprehension. A student not meeting grade-level targets receives a research-based reading instruction program, which may include extra in-school instructional time, optional after-hours/summer tutoring (not counted toward the required school year), diagnostic and periodic-monitoring assessments, high-quality scientifically based materials, and free online literacy resources for families to support learning at home.

A student in kindergarten through third grade identified with a reading deficiency at any point receives an individual reading intervention plan within thirty days, describing the research-based services the student will receive, providing explicit instruction in the relevant skill areas, monitoring progress throughout the year, and continuing until the student meets grade-level targets. Beginning with the 2022–2023 school year, any student in first through third grade not meeting grade-level reading targets after the beginning-of-year Strong Readers Act assessment is screened for dyslexia; screening may also be requested by a parent, guardian, teacher, counselor, speech-language pathologist, or school psychologist. The district's Strong Readers plan, covering each school site, is updated annually with input from administrators, teachers, and parents/guardians (and a reading specialist where possible) and submitted to the State Board of Education for approval.

(Erick Board of Education Policy EKBA)
Legal Reference: 70 O.S. §1210.508A, et seq.

19. Other District Notices

Electronic Signatures

The board recognizes electronic communications for conducting district business. An electronic signature has the same force as a manual signature only if it identifies the signer by name and title, can be validated through an audit trail, cannot be altered once affixed, and conforms to all other policy provisions. Note: the district will not accept electronic signatures on certain student records, including parent/guardian absence excuses, educational trip requests, and certain IDEA-related documents.

(Erick Board of Education Policy FDAAA)

Flags

The American flag and the Oklahoma flag are flown at school during school hours, except in bad weather; an assigned custodian is responsible for raising and lowering them. Any American flag flown on school premises must comply with federal law governing display of the flag (4 U.S.C. §§1–2); failure to do so could lead to disciplinary action. The school day begins with a flag salute that includes recitation of the Pledge of Allegiance, though students who do not wish to participate are not required to do so (notice of this right is posted in each school building/classroom). Flags representing United States military branches may also be flown with administration approval; no other flags may be flown on school property, and any that are will be directed to be removed.

(Erick Board of Education Policy EMDB)
Legal Reference: 25 O.S. §91.2, §153; 70 O.S. §24-106; Accreditation Standard 210:35-3-5

Voluntary Private Prayer & Moment of Silence

No sectarian or religious doctrine is taught or incorporated into district curriculum or activities. Students who wish to pray voluntarily may do so during noninstructional time, so long as it does not interfere with the rights of other students. School employees may engage in private religious prayer during school events, including sporting events and graduation ceremonies, when employees are otherwise free to briefly attend to personal matters and students are engaged in other activities, consistent with Kennedy v. Bremerton School District, 142 S. Ct. 2407 (2022).

Each school site observes one minute of silence daily, immediately following morning announcements, during which each student may meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students' individual choices. The moment of silence is announced over the public address system as: “We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.” A person who wishes to complain about a violation of this policy notifies the building principal in writing; the principal investigates and, together with the superintendent, determines whether a violation occurred and whether corrective action is needed. If the district or an employee is sued over providing a moment of silence, the district must notify the Attorney General within five days, and the Attorney General will provide legal representation.

(Erick Board of Education Policy EMI)
Legal Reference: 70 O.S. §11-101.1, §11-101.2; Accreditation Standards 210:35-3-251, 210:35-3-252; Kennedy v. Bremerton School Dist., 142 S. Ct. 2407 (2022)

A Note on This Handbook

This handbook reflects Erick Board of Education policy as of the date the source policies were provided. Policies are reviewed and revised by the board from time to time; families should consult the district office or www.Erick.k12.ok.us for the most current official policy language, and should direct any questions about a specific policy to the superintendent's office at 580-526-3351.