



**EL RENO HIGH
SCHOOL**

**STUDENT HANDBOOK
AND CODE OF CONDUCT
2025 - 2026**

Amended July 2025

Table of Contents

Introduction.....	3
Faculty Directory.....	5
Academics.....	6
Attendance.....	9
Code of Conduct.....	12
Discipline.....	19
Food Service.....	22
Medical.....	23
Parent Information.....	24
Procedures.....	26
School Songs.....	27
Student Activities.....	28
Student Rights and Services.....	30
Transportation.....	33

Letter from Mr. Pounds

Dear El Reno High School Family,

Welcome back to another exciting school year at EHS! We're coming off a fantastic 2024-2025 school year, and we're eager to make this one even better. There are several important updates and changes to share with you, so let's dive right in.

New Cell Phone Policy:

First, a quick reminder about the new cell phone law. Effective this year, students are prohibited from using cell phones and personal electronic devices from bell to bell while on school grounds. This change is in line with state regulations and aims to ensure that all students are focused and engaged during the school day.

Free Meals for All Students:

We're excited to announce that El Reno Public Schools has qualified for the Community Eligibility Provision (CEP) program! This means all enrolled students will receive free breakfast and lunch for the 2025-2026 school year. No need to complete the free/reduced meal application this year.

Bond Proposal Update:

There's a new Bond Proposal on the table that will benefit all EHS students and families. The details are available on our website, but rest assured, this proposal will not raise current taxes. The vote for the bond will take place on October 14, 2025. We encourage you to learn more and participate in this important decision.

Meet our new and returning staff:

We're also welcoming several new faces to the EHS team this year. Please join me in welcoming:

- Ceila Caro (Returning from Lincoln)
- Charles Hunt (Returning from another district)
- Mathew Bradley (Returning to EHS)
- David Bynum (Returning from another district)
- Matt Dowdy (New to EHS)
- Zack Burkhalter (New to EHS)
- Jason Zaragoza (New to EHS)

- Kaitlin Castillo (New to EHS)
- Jordan Scott (EHS Alumni, now returning)
- Bobbi Jo Robinson (New to EHS)
- Spencer Scott (REturning from EDJH)

We're excited about the energy and expertise they bring to our school community!

Freshman Orientation

We will be hosting a Freshman Orientation on Monday, August 11th alongside our Leadership Students. It's a great opportunity for freshmen to get to know the campus and discover some exciting new adventures at EHS. For students in grades 10-12, schedules will also be available on August 11th.

If you have any questions, please don't hesitate to visit our website at www.elrenops.org or call us at 405-262-3254.

Once again, welcome back! Together, let's make this year at EHS the best one yet!

Warm Regards,
Tim Pounds
High School Principal

El Reno Schools Mission

To ensure every student's achievement and to inspire excellence.

El Reno High School Vision

Our vision is to create a learning community where every student is empowered to achieve their highest potential.

EL RENO HIGH SCHOOL ADMINISTRATION

Tim Pounds	Principal	262-3254
Zack Burkhalter	Asst Principal	262-2026
Jerelyn Atchison	Asst Principal	262-3396
Fred Slaughter	Discipline	262-7137
Rhonda Elmenhorst	Registrar	262-3249
Elizabeth Kinsey	Counselor	262-8621
Sara Wilkins	Counselor	262-2210
Kara Watts	Counselor	262-2212
Marci Fedderson	Counselor	262-5028
Opal Rochdi	Business Office	262-3254
Kelli Webster	HS Attendance	262-3947
Sharla Garcia	Media Specialist	262-4635
Cindi Turner	Media Assistant	262-4635

Athletics

Rodney Haydon	Athletic Director	262-1317
Patty Purvis	Athletics Secretary	262-1317
Russell Cook	Football	262-1754
Anthony McDonald	Wrestling	262-3372
Keith Hill	Baseball Office	262-4760
Rodney Haydon	Boys Basketball	262-0760
Jennifer Douglas	Girls Basketball	262-1892
Kristen Koehler	Volleyball	262-3253
Brianna Michalicka	Softball	262-3253
Peyton Haskins	Track	262-1317
Cameron Wilkins	Boys Golf	262-1317
Cameron Wilkins	Girls Golf	262-2396
Gary Elledge	Tennis	262-3254
Anthony Klipp/ Joe Patton	Cross Country	262-3253
Joe Patton	Boys Soccer	262-3253
Anthony Klipp	Girls Soccer	262-3253
Spencer Bond	Athletic Trainer	262-1754

Band

Shane Johnston	Band Room	262-0190
----------------	-----------	----------

Food Service

Jeff Edwards	Director	262-4287
--------------	----------	----------

Special Education

Mendy Klepper-504 Coordinator		262-1703
Lynette Thompson-District SPED Director		262-1703

Transportation

David Brittain	Director	262-3027
----------------	----------	----------

EL RENO HIGH SCHOOL FACULTY***Math Department***

Lisa Kindsvater (Leader)	Brian Rukes
Kristen Koehler	Jessica Shamblyn
Nathan Holliday	Chris Burdine
Heather Reeves	Matt Dowdy
David Bynum	

Science Department

Kandy Connor (Leader)	Tim Bench
Patrick King	Noah Wallace
Briana Michalicka	Zach Speer
Joe Patton	Anthony Klipp

Social Studies

Becky Lockler (Leader)	Matthew Bradley
Garland Delk	Mandy Elder
Dakota Jones	Wade Bozeman
Andrew Doutey	

English

Cindy Lambert (Leader)	Carlyn Magness
Morgan Beeby	Hannah Wolf
Stacy Haberland	Jason Zaragoza
Jordan Scott	Debra Auten
Lesla Bradford	

Agricultural Education

Mo Newell	Chris Whitley
Tarren Sherman	

Computers

Charles Hunt	Carl Hill
Cameron Wilkins	

IEP Coordinator

Stacie Riddle	
---------------	--

Transition Team

Abigail Branstool	
Celia Caro	Bobbi Jo Robinson

Language

Vanessa Gallegos	Angela Henry
Jeffrey Black	

Electives

Garland Delk	Senior Seminar
Marci Underwood.....	Art
Fatima Silva.....	Art
Julian Cole.....	Health and Wellness
Kaitlin Castillo.....	Vocal
Shane Johnston.....	Band
Ardy Ferrell.....	Band

In School Detention (ISD)

Keith Hill	
------------	--

Custodial

Julie Phillips	Alicia Barbosa
Heath Frazier	Cody Westerman
Jordan Melancon	Tamara James

Teachers Assistants

Carole Davis	Lorraine Price
Tamera Culbertson	Jill Howards
Tiffany Mann	Spencer Scott
Kayla Duran	Theresa Barton
Reagan Benton	Micah Haden

Academics

ACADEMIC HONOR CODE (On my honor...)

Ethical standards of honesty are expected so that all students may compete fairly in the classroom to earn their academic standing through their own efforts. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. If caught cheating the student will be given a grade of zero(s) for the assignment or exam. (At the teacher's discretion, the student may be required to complete the assignment for reduced credit outside of class time spent with the teacher). The teacher will notify the parent of the violation and the penalty assessed.

- Willfully copying or allowing assignments to be copied and presenting them as his/her own work.
- Using notes or prompts unless allowed by a teacher.
- Obtaining answers by looking at another student's work.
- Being informed of or giving answers to test items before an exam.
- Plagiarizing someone else's work or ideas. (including online sources)

ADVANCED PLACEMENT COURSES

Advanced Placement, Pre – Advanced Placement, and Honors Courses are offered to challenge students and help prepare them for future college opportunities. Students wishing to participate in these courses must meet the following guidelines:

- a. Students who receive a grade of a D or an F in a core subject area, will not be allowed to enroll in the subsequent AP or Pre AP course (including Honors courses) for that content area. Students will have to demonstrate learning in the standard content course before requesting to return to the Advanced Placement Track for that content area.
- b. Students in AP, Pre AP, and Honors courses will be allowed to retake a unit exam 1 time for a maximum grade of an 80.

CLASS LOAD

All students will carry a full class load, either in regular hourly classes, in equivalency college classes, career tech classes, or in supervised work experience. All students will be enrolled in 7 rigorous hours of instruction. Fifth-year seniors are the only exception to this rule.

Students enrolled in Auxiliary Education services may be subject to an Individualized Education Plan.

CONCURRENT ENROLLMENT

Students who are concurrently enrolled assume all responsibility for transportation to and from the college, cost of books and supplies. College course grades will be weighted according to board policy G-9-3. The weighted grade will be reflected in the student's GPA, class ranking, and any honors recognition. Students who are on campus on days when their concurrent class does not meet should check in at the office and remain in the commons, media center, or may report to a teacher's classroom for tutoring at the teacher's discretion. Students who enroll in a concurrent course during the summer time and wish to NOT receive High School Credit for the course must declare BEFORE beginning the course of this intention. If no declaration is made, the course will be for high school credit by default. A form is available from the counselor's office.

ERPS will pay the cost of senior fees up to 18 hours at Redlands Community College. Any senior who drops a course or fails a course will no longer be eligible to have their fees paid. Juniors are eligible to take up to 9 hours during their junior year. ERPS will pay the cost of junior fees up to 9 hours at Redlands Community College. Any student wishing to take advantage of this must have a Concurrent Agreement form filled out and returned to the High School office. Any junior who drops a course or fails a course will no longer be eligible to have their fees paid for the remainder of the year and their Senior year. All concurrent students must maintain a 2.0 GPA to be eligible to continue in concurrent enrollment.

GRADE-POINT SYSTEM

Report cards can be accessed digitally by each student at the end of each semester. In order to compute grade averages for the awarding of honors and to determine class rank, letter grades will be assigned these values:

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>F</i>
AP courses	5	4	3	2	0
Honors/Pre AP courses	4.5	3.5	2.5	1.5	0
Regular courses	4	3	2	1	0
Concurrent courses	5	4	3	2	0

(This applies only to the following Concurrent Courses)

- Any Social Studies concurrent course, Comp I, Comp II, Chemistry, Biology, Calculus, Trigonometry, Blue Stem Research Year 2 and beyond.
- College Algebra and Blue Stem Year 1 will be on the Honors/Pre AP scale.

GRADING SCALE

100-90	A
89-80	B
79-70	C
69-60	D
59 and below	F

GRADUATION REQUIREMENT

A total of 24 credits must be earned during the four years of high school. Students have the opportunity to earn seven credits each year. Students must enroll in English, Math, Science and Social Studies each of the four years in high school. Exceptions to this are students attending the Canadian Valley Technology Center or on an IEP. All students are required to enroll in a full schedule. Seniors are required to be enrolled in a full schedule, although this may include a combination of college, career tech and local hours. Seniors who meet Redlands concurrent enrollment policies may enroll at Redlands Community College for college credit. Students may receive dual credit in some classes. Students are responsible for tuition, fees, books and transportation.

INDIAN EDUCATION

The Indian Education Program offers tutoring services to American Indian students who need additional one-on-one tutoring in academics. This service is offered Monday through Friday while school is in session. Scheduled times are requested by referrals. When referred for assistance, the tutor will contact his/her teacher to discuss what assistance will be needed. The tutor will then set up a time to meet with the student. The Cheyenne Arapaho Tribal Youth Program will also provide tutoring and academic assistance.

SCHEDULE CHANGES

From the opening of enrollment in early Spring until School begins in August, students are given ample opportunities to take part in the development of their schedules. With this in mind, ***changes in class schedules must be made during the first full week*** of each semester at the discretion of the school counselor and principal. Changes are to be handled through the counselors' office. Schedule changes will only be made for exceptional reasons.

Class changes made from one subject area into an entirely different subject area before the end of the first week of any semester may be necessary only under certain circumstances. Credit will be granted only if the student makes up the work in the class to which he/she is transferring.

A student who enrolls in school after the first month of either semester may not be granted credit if that student has not been attending school elsewhere. A transfer student from another school may be enrolled

in those subjects that most closely match those he/she was taking in the previous school. All transfer grades will be given to the admitting teacher. If a student transfers in before the end of the first month with no transfer grades, all back work must be submitted in order for credit to be granted. The principal and counselor may make changes for the purpose of helping to adjust class sizes and to help alleviate other problems that may arise.

Schedules **will not** be changed for the following reasons:

1. Preference of a different teacher
2. Preference of a different hour
3. Preference to be with friends in class
4. Failure, fear of failure or poor grades

Students wishing to drop an AP Class will need to submit a request in writing to the Advanced Placement Committee

TRANSCRIPTS

Transcripts will be provided upon request with the *Transcript Request form*. Forms are available on the school website or for pickup in the office. Students should allow 24 hours after the request to receive the transcript.

TEST RETAKES

To ensure student learning and to obtain a reliable measure of a student's actual achievement, EHS will utilize the following test retake procedures:

- Prior to a retake, student must demonstrate effort to improve knowledge and understanding of the standard being assessed.
- Students in AP, Pre AP, and Honors classes may retake each Unit Test 1 time with a cap of an 80% for their grade.
- Students in a standard class may retake a Unit Test for a maximum of 3 attempts with no cap.
- Each retake must take place in the time allotted for each unit.

VALEDICTORIAN AND SALUTATORIAN

Students seeking the honor and distinction of being Valedictorian or Salutatorian will have taken at least 13 Pre AP and AP credits in grades 9-12. Four of the 13 must be AP core classes, one from each discipline. Students may substitute a concurrent core class for the AP core classes. See below for the courses they may substitute. Any student with all A's, a 4.0 unweighted GPA, and with 13 or more Pre-AP and AP credits will be considered for Valedictorian. Any student meeting the above 13 credits in Pre AP and AP classes with the next highest GPA will be Salutatorian.

Concurrent Course Substitution:

Concurrent Chemistry, Biology, or Physics will count as the AP Science Core class

Concurrent Social Studies courses will count as the AP History Core class

Concurrent Calculus will count as the AP Math Core class

Concurrent English Composition will count as the AP English Core class.

Students who take the following college courses will receive a weighted grade on a 5.0 scale:

American History

US Government

Any Social Studies concurrent course

College Algebra - 4.5

Comp I

Comp II

Chemistry

Biology

Calculus

Trigonometry

Blue Stem Research Class: 1st year - 4.5
 2nd, 3rd year - 5.0

- Those running for Valedictorian and Salutatorian must complete all Pre AP and AP classes/Honors (no dropping at semester).
- There will be NO duplication in classes.
- All Honors/Pre AP and AP courses must be recognized by a College Board.
- The Valedictorian and Salutatorian shall be chosen on the basis of semester grades made during the school terms of grades 9th – 12th, up to and including the first semester of their senior year.
- The principal, senior class advisor, and senior counselor(s) shall compose the committee to review transcripts and announce the Val/Sal.
- Classes taken in the 8th grade, summer school for credit recovery, and alternative school will not be included in the calculation for Val/Sal.
- Concurrent College classes: All concurrent classes taken in the fall semester to fulfill their obligations as a full-time student at EHS must be passed with an “A”. Any summer classes taken for high school credit must have an “A”. Students must declare before taking the class if it is not for high school credit. If it is not declared, it will be counted as high school credit by default. All classes taken concurrently must be successfully completed (no dropping classes).
- For a senior student new to El Reno to be eligible for Valedictorian or Salutatorian, the student must be enrolled before September 1 of their senior year.
- There will be no distinction for the highest GPA.

W.I.N. TIME

WIN (What I Need) time is a 45 minute time period for specific student interventions and enrichment on essential skills for all students. This time is built into their daily bell schedule and will target the foundational, essential skills, and enrichment based on what the individual student needs. WIN will be Monday thru Thursday and Friday’s will be Encore/Team time.

Attendance

ATTENDANCE

Regular attendance at school is necessary for students to fully benefit from the educational experience. It teaches students the necessity of regular attendance in preparation for work, and teaching students to be personally responsible. Realizing that some absences may be beyond a student’s control, **the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled.** Absences with doctor verification, for funerals, or court related, will not count against the student’s total. A student (9th-12th) may not miss more than nine days per class in each semester if that student hopes to receive credit. Parent/guardian or the student may request a hearing before the attendance review committee. The Attendance Committee will determine if there are extenuating circumstances for the student’s failure to meet attendance requirements and determine if absences may be excused. Some exceptions may be granted if a student has consecutive absences and can produce a doctor’s statement of surgery, evidence of a contagious condition, chronic illness or other unforeseen emergency. No student will be permitted to stop attending classes after the 10th absence, failing the class, or receiving no credit. The decision of the committee may be appealed to the El Reno Board of Education. Students and parents with extenuating circumstances may appeal to the Internal Review Committee and the local Board. At which time, the student may be allowed to earn credit by successfully completing a subject proficiency exam. Upon appeal, a maximum of 5 additional days may be granted in accordance with state law.

PROCEDURES FOR HANDLING ABSENCES:

1. On the occasion of the second unexcused or verified absence, a truancy letter will be sent or delivered by the school to the home address.
2. On the occasion of the fourth unexcused or verified absence within a four-week period, the parent/legal guardian will be notified and a truancy citation will be issued by the El Reno Municipal Court.

If students have reached the absence threshold (8 excused or unexcused in a semester) and are in danger of losing credit, they may earn attendance days back by making arrangements with an administrator.

VERIFIED/UNVERIFIED/UNEXCUSED ABSENCES:

An ***unverified absence*** is when the student is absent from school and a parent/legal guardian has not notified the school.

A ***verified absence*** is when the student is absent from school and a parent/legal guardian has notified the school of such absence.

When proper documentation (see below) is received, verified absences then become excused.

VERIFIED AND UNVERIFIED ABSENCES COUNT TOWARD TRUANCY

In order for the school to ***excuse an absence***, the school must receive documentation.

Examples of acceptable documentation are the following:

1. Doctor's notes
2. Family funerals
3. Court summons
4. Observance of religious holidays of the pupil's own faith. Must provide documentation
5. School-related field trips or educational activities approved by the building administrators
6. Any special circumstances—such as family emergencies, educational experiences, weather extremes, etc.—should be cleared through a building principal.

(excused absence will not count towards truancy referrals however they do count toward State of Oklahoma mandated chronic absentee reporting)

MAKE-UP WORK POLICY IN RELATION TO STUDENT ABSENCES:

When a student is absent from school, make-up work is due within a period of time equal to the days missed. For example, if a student is absent three days, then assigned make-up work is due within three days after the student returns to school unless other arrangements have been made with the teacher.

COLLEGE VISITS

EHS students will be given **3 days** per year to visit prospective college campuses of their choice. These absences will not count toward test exemption or class credit. Documentation may be required upon the student's return.

TARDINESS

A student will be considered tardy if the student is not in his/her proper classroom at the time the tardy bell finishes ringing. Five minutes will be allowed between classes. **If a student is more than fifteen minutes late to a class, that student will be counted absent rather than tardy and be accountable for the absence. DCT's will only be given for professional appointments.** Students who have been tardy 1st-3rd hour on the current day or 4th - 7th hour the day before will report to the auditorium at lunch and remain until released.

SCHOOL SPONSORED ACTIVITY (Don't Count Absent):

The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which remove the student from the classroom (more than half of a class period) shall be ten (10) for any one-class period of each school year. Excluded from this number are:

- State/National Qualifying contests
- Activities on campus sanctioned by Principal
- On campus visits by college/career representatives
- College entrance/AP examinations
- Field trips with an academic class
- Career Tech field trips
- Service as a page in the legislature

ATTENDANCE/PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:

No student who is absent more than 3 hours on the day of a scheduled school activity due to personal illness or an unexcused absence will be allowed to participate or attend a school activity. **Excused absences will be exempt from this only for emergency purposes with prior principal approval.**

All students should exhibit good fan sportsmanship when attending athletic contests. School spirit should be exhibited in a positive manner. Students using inappropriate language, chants, signs, or cheers will be removed and will be subject to further school discipline including exclusion from attendance of athletic contests for the remainder of the year.

CHECKING OUT / LEAVING SCHOOL EARLY

Once students have entered the school campus, they are not allowed to leave campus until their academic day is completed, or upon permission of the secretary in charge of attendance. Such permission during school hours shall be given only in the case of illness or upon personal or written request of the parent/guardian.

The student must sign the official checkout sheet located in the foyer of the attendance office. When the student returns to school, they must sign back in.

High school students (10-12) in *good disciplinary and academic standing* are allowed to leave campus for lunch. During this time, they must exhibit responsible behavior. Students are not permitted to leave El Reno for lunch. Students may also leave campus to attend college classes, and to attend vocational-technical school without checking out.

High School students are not permitted to drive between various buildings for class changes nor are they permitted to go to a vehicle during the course of the school day without direct permission. Students violating this policy may be subject to disciplinary action. The parking lot will be deemed off limits to students during the school day except for those students who are leaving campus or arriving.

The Board of Education has determined that *EHS Freshmen students* will have closed campus lunch periods. In order for a freshman student to leave school to go home for lunch, they must be checked out *by a parent or guardian* and must remain with their parent or guardian until checking back in as soon as they arrive back on campus. Students are not allowed to be checked out and then “handed off” to someone else to go to lunch.

Student Code of Conduct

BULLYING

Threatening behavior means any pattern of behavior, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written, or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal or physical act.

Harassment, intimidation and bullying set forth above may include, but is not limited to the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student; and
5. Unwelcome physical contact.

Any student who influences school culture by exhibiting threatening behavior either verbally, in written form, digitally, or by gesture toward another student or school personnel shall be subject to disciplinary action.

Neither the school’s network nor the broader internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology:

Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, social media posts, digital pictures or images.

CAFETERIA EXPECTATIONS AND PROCEDURES

1. Students must walk not run when entering the cafeteria.
2. ***Cutting in line and saving a place in line is not allowed.*** Students who cut in line will be sent to the end of the line. Continued cutting will result in disciplinary consequences.
3. Students are not allowed to throw food or any other objects.
4. Students may not run, push, or shove.
5. Students must remove their own tray and leave the table and area clean.
6. Students may be asked to help clean the area including picking up someone’s “abandoned” tray.
7. **Students must show respect to all cafeteria workers and staff on duty.**

Discipline consequences may be assigned for those who choose not to follow the expectations or reasonable requests from staff on duty.

CLASSROOM BEHAVIOR

The responsibility and authority for classroom management rests with the teacher. All students are responsible for following Classroom Expectations. The classroom teacher should handle discipline when possible. The teacher will try to notify the parent of the problem in an effort to reach a resolution. Parent cooperation is expected and needed. Failure to comply with the teacher’s discipline will result in an office referral. **Students should understand that any teacher employed by El Reno Schools has the authority to correct misconduct at school or at school-sponsored activities.**

COMMENCEMENT POLICY

The El Reno Board of Education, the administration, and the faculty of El Reno High School view the commencement ceremony as formal celebrations of students' accomplishments. Many family members and friends of the graduates, as well as guests from the community, look forward to these significant events. Graduating seniors are asked to display appropriate and controlled behavior during speakers' presentations and during the awarding of diplomas to ensure those in attendance have an enjoyable experience and the ceremonies proceed in an atmosphere of pride and dignity. The following policies apply to graduating seniors:

- A student participating in commencement exercises will be considered a student of the El Reno School District until such exercises have been completed.
- A student participating in commencement exercises will be required to abide by the school discipline and dress code during practice sessions and the actual ceremony. Any student failing to attend graduation practice sessions without prior communication for extraordinary reasons will not be allowed to participate in the commencement ceremony.
- A student will not engage in any disruptive or distracting activity, which interferes with the graduation process or infringes on the rights of other graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.
- Honoring Students Posthumously at Graduation:
 - In an effort to honor those students who have passed away, we will use the following guidelines:
 - They must be a current El Reno High School student.
 - They must be 'on track' to graduate. This means credits and grades are in good standing.
 - They will be honored the year of their intended graduation.
 - A gown, cap, medallion and diploma cover will accompany their empty seat.
 - Their name will be called followed by a pause so the students and audience can honor them.
 - Parent(s) of the deceased student will be notified by the Senior Class Sponsor asking for permission to honor their child using the above guidelines.
 - The gown, cap, medallion and diploma cover will be given to the parents after the ceremony.

COMPUTER - INTERNET USE

Persons who use school district computers will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy or softcopy within the computer or specific class instructions.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent's designee.

Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personal flash drives or other removable media will not be used in school computers except as authorized by a classroom teacher or other authorized school faculty member.

Users will not use profanity, abusive language or log into or download any pornographic material in any form. Students must have a Computer User Consent form signed by the student's parent, legal guardian, or legal custodian before using the computer.

Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

DRESS CODE

It is the judgment of the Board of Education that certain clothing practices of students of this district can distract from the educational process and threaten the ability of school administrators and teachers to efficiently assure an atmosphere of order, discipline, and safety prerequisite to providing an education. The Board desires to leave students with enough freedom of choice in clothing to allow individual creativity and expression while, at the same time, limiting the scope of acceptable clothing to accomplish educational goals.

Students are to avoid:

- Any clothing that relates to violence, gang activity, drugs, alcohol, profanity and/or vulgarity.
- See through shirts, halter tops, and tube tops.
- Sagging pants
- Pajamas and blankets
- Hoods from hoodies and/or jackets being worn in the building or at entrances.
- Bandanas

To ensure the safety of all students on our campus, students should wear proper footwear that can be worn throughout the day to accommodate inside, outside, stairs, etc.

Violations of the student dress code will be identified by principal discretion. Any student deemed in violation of the dress code will be required to find clothing that meets the code. Clothing may be provided from home, a fellow student, or the office. Once the matter has been discussed with the student or with the students and parents, refusal to cooperate shall be given consequences according to the existing school rules dealing with open defiance of authority.

ELECTRONIC DEVICES

REFERENCE: [70](#) O.S. §1-126, [70](#) O.S. §24-101.1, et seq., [70](#) O.S. §24-102

THIS POLICY REQUIRED BY LAW.

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use refers to situations where immediate communication is necessary for safety and security. This includes, but is not limited to:
 - a. Medical Emergencies - Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or
 - b. Natural Disasters or Lockdowns - Communicating with law enforcement or family during events such as tornadoes, fires, lockdowns, or other emergencies affecting the school.
2. A personal electronic device may be used to monitor health issues as prescribed by a physician on a student's medical plan.

“Bell to Bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smartphone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for in-class instruction.

Upon reasonable suspicion of illegal activity or content, the superintendent, principal, teacher, or security personnel shall have the authority to detain or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices. The search of the actual wireless communication device shall be conducted by law enforcement in the presence of a parent or guardian.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any wireless telecommunication device following the incident unless a bona fide health emergency exists.

PROGRESSIVE CONSEQUENCES FOR ELECTRONIC DEVICE VIOLATIONS

First Offense

- Device secured in office lock box until end of school day
- Student may retrieve device at dismissal
- Parent/guardian contacted and offense documented

Second Offense

- Device secured in office lock box until end of school day
- Parent/guardian must come to school to retrieve the device
- Student may not retrieve device independently
- Conference with student and documentation in disciplinary record

Third Offense

- Device secured in office lock box until end of school day
- Parent/guardian must come to school to retrieve the device
- Student will be assigned detention

Subsequent Offenses

- Device secured in office lock box until end of school day
- Parent/guardian must come to school to retrieve the device
- Progressive disciplinary action may include:
 - Multiple days of detention
 - In-school suspension
 - Out-of-school suspension
 - Loss of privileges (parking, activities, etc.)

FLAG HISTORY AND ETIQUETTE

- Requires instruction in flag history and etiquette to be given in one or more grades.
- Authorizes students to recite the Pledge of Allegiance at the beginning of each school day.
- Students not wishing to participate in the pledge are not required to do so.

GANG ACTIVITY

It is the policy of this school district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited. Gangs that initiate, advocate, or promote activities, which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment and culture are harmful to the educational process. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participation in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

HALL PASSES/HALLWAY EXPECTATIONS

Permission to go into the halls during class must be obtained from the teacher. After students have obtained permission to leave the classroom they will use their digital hall pass to check out of the class. Students without a digital hall pass will be subject to disciplinary action. Students should only be in the halls for the specific reason communicated to the teacher. Students should never interrupt learning taking place in another classroom. Students who violate these procedures will face disciplinary action.

OPEN/CLOSED CAMPUS

EHS Students leaving school during school hours, except for school sponsored events, are to be checked out by a parent or guardian through the office. Exceptions to this are students who are leaving campus to attend concurrently enrolled classes, attend the Technology Center, or students enrolled in OJT. **The parent or guardian of a 9th grade student is the only person who can check a student out for lunch.** *An older, graduated sibling may check a student out with prior parental permission.* The student ***must remain with the parent or guardian*** until they are checked back in. Students who leave campus during the day without checking out will face disciplinary consequences. Sophomores, Juniors, and Seniors who are in good disciplinary and academic standing may leave campus at lunch.

OUT-OF-SCHOOL MISCONDUCT OF STUDENTS

The El Reno Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if that conduct has an adverse effect on the school.

Therefore, it is the policy of this district that any students enrolled in school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which, in the opinion of the school administrator, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

- Damaging school property, e.g. a school bus;
- Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel;
- Engaging in activity which directly impedes discipline at school or the general welfare of school activities.
- Engaging in activities which have a negative impact on healthy school culture.

PUBLIC DISPLAY OF AFFECTION

Student relationships at school should go no further than what is considered in good taste and publicly decent.

SCHOOL TRIPS

Students are expected to conduct themselves properly and to follow instructions and directions of the adult leader(s). Any student whose conduct is deemed by the teacher in charge to be improper, shall be immediately disciplined as is necessary and, following the report to the building principal, may be subjected to further discipline as the principal may deem appropriate.

For overnight trips, provisions will be made between the school and the parents for the early return of a student whose conduct is such that it would be inappropriate for the student to continue as a member of the group or class.

School trips are made in school-arranged transportation. Students must return by school transportation unless arrangements are made through the principal's office or accompanying sponsor.

STUDENT IDENTIFICATION

Every student of EHS will be issued a picture student ID which they will be required to wear while they are at school. The initial ID will be free of charge to the student. If the ID is lost, the student will be responsible for the cost of the new ID. Students will be given one free pass per month for not having their ID. Failure to wear their ID will result in disciplinary action.

SUBSTANCE ABUSE

Attending school or attending an in-town or out-of-town school function when a student is under the influence of or in possession of drugs or alcohol will not be tolerated. Students will be subject to all consequences applying to drug and alcohol usage. Students found to be under the influence or in possession of drugs or alcohol will face disciplinary consequences. The school will also notify local Authorities. Parents of the student may have the opportunity to reduce the discipline on the first offense if the student undergoes substance abuse counseling and assessment and agrees to a monthly drug test.

If the student/parent/guardian does not agree to the above consequences, or does not successfully complete the recommendations from the assessment or has a positive DUA, then the student may be suspended for the entire 45 Day period. Failure to produce a sample for testing, or specimen that appears to have been tampered with will be considered the same as positive DUA.

In the event of a **medical emergency** such as a student exhibiting signs of acute intoxication, incapacitation, or drug overdose, a student's parent or guardian shall be contacted immediately to obtain medical services. If a student's parent or guardian cannot be reached, emergency procedures may be initiated as deemed necessary for the student's safety.

SUBSTITUTE TEACHER

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher is subject to disciplinary action. The responsibility is with the student to treat a substitute with the respect and courtesy that is due all persons

OFFICE TELEPHONE USAGE

Students are encouraged to use the telephone during lunch, before and after school. Using the phone during passing periods is not an acceptable reason for being tardy to class. Students should not expect to be called from a class to answer a telephone call. **Only in the case of emergency** will student phone

messages be delivered to the student. A school telephone will be made available for students who are returning from school activities. (For additional information see the electronic device policy)

TOBACCO ON OR NEAR SCHOOL PREMISES

The El Reno Board of Education understands the concern of parents, educators, students, and other community members regarding the adverse effects of tobacco. Further, the board is aware of Oklahoma law, which prohibits furnishing tobacco products to minors under the age of eighteen. **Therefore, tobacco in any form, or tobacco products of any kind, or vapor/electronic cigarettes shall not be used or possessed on or near school premises by students. Neither shall tobacco or vapors be possessed or used by students while attending any school-sponsored event outside school premises, or while transporting to or from such an event, or otherwise under the school's jurisdiction during school hours.**

VEHICLE POLICY

The following are basic parking guidelines:

1. The speed limit in all areas of the parking lot will be 10 mph.
2. Cars shall occupy only one parking space.
3. Students should park only in designated areas. Students are responsible for being legally parked. (do not block driveways and mailboxes)
4. Students are not allowed to drive their automobiles during passing periods to change classes that are held in another building on campus. The school retains authority to conduct routine patrols and inspections (external and internal) of the students' automobiles without notice, without consent, and without a search warrant while at any school activity on or off campus.
5. While on campus, students are not allowed to go to the vehicle between classes. As students walk from one building to another, they must stay in the designated walking area and away from vehicles. If students need to return to their vehicle during the school day, they may seek permission from the office
6. **PARKING PASSES** Students parking on school property will be required to have a parking pass. To purchase a parking pass, students must fill out a form and pay \$2.00. Vehicle, make, model and license plate number will be required. Students can purchase a pass at back to school night or any time in the STEM office.

WEAPONS

Possession or use of any type of weapon, facsimile or counterfeit weapon by a student is detrimental to the welfare and safety of students and school personnel. Student use and possession of weapons are becoming increasing hazards. Therefore, the possession or use of these weapons on school property, at a school function, in a locker, on a school bus, in a personal vehicle or in transit to or from school or any District function is expressly prohibited.

A weapon under the regulation includes, but is not limited to, guns, rifles, pistols, shotguns, any device which throws, discharges or fires objects, bullets or shells, knives, explosives or incendiary devices, hand chains, metal knuckles, or any other object that can be reasonably be considered a weapon or dangerous instrument, or any object that is used as a weapon or dangerous instrument.

Exempt under this regulation are any instruments and devices that may be considered a weapon under this regulation but are specifically authorized by District personnel for use in an approved curriculum or extracurricular activity and are used in the appropriate manner.

Any student who knowingly aids, accompanies and/or assists in the violation of this regulation shall be deemed in violation of this regulation and shall be subject to discipline in the same manner as any student who directly violated this regulation.

Discipline

DETENTION

A student may be assigned morning, lunch, or after school detention for disciplinary reasons if, in the judgment of a school administrator or the student's teacher, such disciplinary measures are warranted. If a student is to be detained after school the parent must be notified of the planned detention and, in the case of bus students; arrangements made for the student's transportation home. In those cases where transportation is required, twenty-four-hour notice will be given so that transportation may be arranged. Parents shall be asked to arrange for the transportation of the detained student. If a student fails to report to time assigned by the teacher, administrative disciplinary action will be warranted. Students who ride buses to school and students who work or participate in sports after school can avoid detention by simply following the rules. Students assigned lunch detention will not be allowed to leave campus during the lunch hour.

DISCIPLINE

All students enrolled at El Reno Schools will be expected to abide by the expectations and regulations set forth by the administration, teachers, and Board of Education.

We want each student to become a self-disciplined learner. To become self-disciplined, students must accept responsibility for their actions. If they take that responsibility, they will enjoy all the rights and privileges that come with school citizenship. Responsible behavior carries with it many privileges in and around school. The rules are made to allow each individual to exercise individual rights and responsibilities. Failure to comply with those rules is irresponsible behavior. The natural consequences of irresponsible behavior may mean a loss of certain privileges at school and school sponsored activities, as well as other types of disciplinary assignments.

The teachers or administrator shall have the same right as a parent or guardian to control and discipline a child while in attendance at school, school-sponsored activities, or being transported to or from school or school-sponsored activities. Any students who are found to be guilty of disobeying the rules or showing disrespect for any staff member and/or school property will be subject to disciplinary action. Disciplinary actions are categorized according to levels of intervention:

- Level 1: Teacher administered
- Level 2: Teacher administered w/ consequence including Parent Notification.
- Level 3: Referral to administrator with intervention of detention, ISD, or OSS.

Infractions: (this is not an all inclusive list)

- Violation of electronic devices
- Any subversive group activity
- Assault-physical or verbal
- Bus/common area misconduct
- Cutting class
- Defiance/Disrespect
- Destruction of property, vandalism
- Disruption of class or assembly
- Drugs or Alcohol possession
- Extortion
- Fighting
- Gambling
- Gang related behavior
- Harassment
- Leaving school without permission
- Lunchroom misconduct
- Negligence in completing class work
- Possession of weapons or other items with the potential to cause harm
- Refusal to obey school officials

- Refusal to identify self to a school district employee or volunteer
- Repeated failure to cooperate with teacher behavior consequences
- Serious violation of any rule or policy of the El Reno Public Schools
- Sexual misconduct
- Theft
- Threats/Harassment
- Threatening a school district employee or volunteer
- Truancy
- Tobacco (**including vapor/electronic cigarettes**) on school grounds
- Unexcused tardiness
- Vandalism

*All disciplinary actions will be at the discretion of administration, following all guidelines set by board policies.

IN SCHOOL DETENTION (ISD)

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the educational setting. ISD is in lieu of the regular school day. For a student to be placed in ISD, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISD program, its policies and procedures. When a student is suspended out of school (OSS) while in ISD, he/she will return from OSS to the ISD assignment. The classroom teacher shall prepare written lesson assignments for each student in ISD, and furnish any necessary special materials. The student will receive full credit for work completed and shall not be recorded absent. All cell phones and electronic devices must be checked in at the start of each day in ISD. Students placed in ISD will not be allowed to attend or compete in school activities while serving In School Detention. At 3:35 on the final day of their assignment, students may be allowed to attend and/or participate in school activities. Administration will consider the severity of the offense in making this decision.

STUDENT SEARCHES

As allowed by law, the superintendent, any principal, or security personnel, who has **reasonable suspicion** shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's belongings or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by school personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time. Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, or in their possession.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or other school areas,

the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's door and trunk. If the student refuses, and the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue. The same procedure shall be utilized for searching a student's luggage to be taken on a District-sponsored trip departing from District property.

SUSPENSIONS

The following behavior may be cause for a principal to suspend a student when such behavior occurs while the student is in attendance at school, in transit by either school district transportation or under school district supervision either to or from school or a school function authorized and/or sponsored by the school district, in attendance at any function authorized and/or sponsored by the school district, or when on any property subject to the control and authority of the school district.

1. Disobeying, showing disrespect for, defying the authority of, and/or being insubordinate to a teacher, administrator, or other school district employee including secretaries, custodians, and cafeteria workers;
2. Leaving school grounds or activities during unauthorized times without permission;
3. Refusing to identify or falsely identifying one's self to District personnel;
4. Violating the District's policies, Administrative Regulations, the school's student handbook provisions, rules, practices, or state law;
5. Possessing; using, transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns, rifles, pistols, shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks, hand chains, metal knuckles, or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon;
6. Engaging in conduct which endangers or jeopardizes the safety of other persons;
7. Harassing, hazing, threatening or verbally abusing another student, teacher, administrator, school district employee, and/or visitor;
8. Use of profanity, vulgar language or expressions and/or obscene gestures;
9. Committing acts of sexual harassment, and/or sexual assaults.
10. Assault and battery of, inflicting bodily injury on, or fighting with a student, faculty member or other person;
11. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace and/or inciting, encouraging, prompting or participating in attempts to interfere with or disrupt the normal educational process;
12. Showing disrespect, causing damage, vandalizing, cutting, defacing or destroying any property, real or personal, belonging to the school district, its employees, students or visitors;
13. Using tobacco (including vapor/electronic cigarettes) products which are prohibited by school building rules and regulations;
14. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing or bartering any alcoholic beverages or low-point beer as defined by state law;
15. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled dangerous substance;
16. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating;

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infraction during the current school year may be considered, particularly when similar infractions have occurred in such behavior. Administrators will consider all disciplinary options before deciding on the suspension. The length of the suspension shall not exceed the current school semester and the succeeding school semester, except in the case of a firearm. A student who brings a firearm to school shall be suspended for a calendar year. The District's Discipline Panel will determine the discipline to be imposed in accordance with procedures contained in other Board policies or regulations. The effect of any student suspension on grades, attendance, course credits and make-up work requirements shall be in accordance with policy. A suspended student may not participate in or attend any extracurricular activities **nor may the student be on any school property without**

principal permission. Students returning from suspension may be placed in ISD for a period of time to transition back into school. Students who are suspended from school will receive a form detailing the expectations for the student while they are suspended. This will include how-to pick-up work, when it is due, and what the student should be doing during their time away from school.

Procedures for appealing a suspension:

Grievance procedures for appealing an administrative hearing due to a suspension shall follow these appellate procedures:

- a. The student or the student’s parents shall notify the superintendent within 10 days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
- b. Upon receiving notice of a student’s intent to appeal the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within 10 days from the date the notice of intent is filed with the Superintendent. The Superintendent at his/her discretion may permit the suspended student to attend classes pending the outcome of the appeal.
- c. During the hearing of the appeal before the board of education or hearing officer the student or the student’s parents shall have the right to provide evidence as to why the suspension or the duration thereof is inappropriate. The student shall not have the right to be represented by legal counsel unless the school district is represented by legal counsel.
- d. The board of education or the hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student’s parents shall be notified within 5 days of the decision. The decision of the board of education or hearing officer shall be final.

For more information on grievance procedures please call the district office 262-1703 or visit the El Reno Public Schools Website www.elrenops.org under School Board, then School Board policies online then policy FO, FO-R1, FO-R4, FOD.

All grievance procedures are gone over in detail in a hearing and a copy given to parents.

Food Service

We are pleased to inform you that ERPS qualified for the Community Eligibility Provision (CEP) program! All enrolled students are eligible to receive a free breakfast and lunch for the 2025-2026 school year.

The free/reduced meal application will not be needed for students this year.

Free student meals apply to one breakfast and one lunch per day. Additional snacks and meals are still available for purchase.

An Equal Opportunity Program

The Child Nutrition Programs are available to all children without regard to race, sex, and color, national origin, age, or disability. If you have been discriminated against write immediately to the Secretary of Agriculture, Washington, D.C. 20250

For More Information

Food Service Director 262-4287
El Reno Public Schools
P.O. Box 580 El Reno, Ok 73036

Medical

ACCIDENT INSURANCE

Accident insurance is offered for student convenience and welfare. The insurance is a voluntary private agreement between the parent and the insurance company. The school does not handle the collecting of the funds, derive any of the premiums, or assume any obligation or liability as agent or representative of any insurance company or agency.

DENTAL AND MEDICAL APPOINTMENTS

Medical and/or dental appointments should be made for non-school hours, if possible. If unavoidable, students with these appointments during school hours will check out through the attendance office. **If they do not check out properly, they will be assigned consequences and/or counted truant. Upon completion of the visit, the student must then return to the office for re-admittance to class. Please submit a copy of the doctor or dentist's notes to the office.**

FIRST AID

If a student becomes injured or ill during the school day or while attending a school-sponsored activity, any staff member present should render first aid and summon a school nurse. If a school nurse or other professional medical person is not available the staff person will:

- Administer first aid to the child or injured person.
- Notify the student's parent or guardian, if possible; otherwise, follow instructions on the student's enrollment card, if available.
- In the event of an extreme emergency, summon professional care, with or without parental permission.
- In the absence of family transportation or ambulance service, the school nurse, principal, teacher, or other school personnel may transport the student to the student's home, to a physician's office, or to a hospital. An ill or injured student shall be accompanied by an adult.
- Medication shall not be administered by school personnel, including the school nurse, without a prescription or a written order from a physician.
- A written report of any accident or serious illness must be made as soon as possible, but not later than noon of the following school day.

IMMUNIZATIONS

The immunization requirements of 9th – 12th grade students are different for each grade level. All students must have an up-to-date immunization record prior to entering school **or** students will need to bring the following information to enroll in school: copy of birth certificate, up-to-date immunization record, and Social Security number. For more information call our school nurse at 262-0972.

MEDICATION

A school nurse or in the absence of such nurse, an administrator or designated school employees, may administer medicine(s) to students when authorized in writing by the student's parent or guardian.

1. Sample drugs or over the counter medicines will be administered in accordance with label directions or by a physician's written order.
2. Written authorization and instructions by the parent or guardian must accompany all medicines sent to school.
3. All medication given at school requires a completed Medication Authorization Form signed by the parent or guardian.

4. The parent or guardian must also read and sign the Guidelines for Parents: Medication Administration at School.
5. All medications must be in the original/current prescription container or over-the-counter medication container.
6. Medications sent to school in baggies may create a high risk for medication errors. It will be returned to the parent with a copy of our Medication Authorization Form.
7. The medicine cabinet will be locked at all times.
8. After medication is administered to a student, time and initials will be placed on the medicine log.
9. Parents should only send one week's worth of medication to school at one time.
10. Students may carry an Asthma Inhaler if an Asthma Medication Authorization form is signed by the parent and accompanied by a written order from their physician stating that the child may administer his/her own inhaler. The parent must indicate on the form if they want their child to carry the inhaler with them while at school. Parents must also complete and sign an Asthma Emergency Care Plan for their child and send the School Nurse a copy of the plan.
11. Nebulizers must also be accompanied by a written order from their physician and signed Medication Authorization Form by the parent. The parent must also read and sign the Guidelines to Parents: Medication Administration at School and agree to the Nebulizer policy.
12. Nebulizers will be kept in a locked cabinet or file drawer.
13. The student must be able to administer his/her Nebulizer treatment.
14. Diabetic Students will be referred to the School Nurse before bringing any medication or a Glucometer to school.
- 15. Tylenol, Ibuprofen, Aspirin, etc. are not to be carried by students. Parents are to check these in at the office the same as other medications.**
16. Failure to follow medicine procedures will result in disciplinary actions.

NOTIFICATION FOR EPINEPHRINE

According to state law (Emerson Kate Cole Act) Mandatory Emergency Response: Schools are required to call 911 immediately after administering epinephrine to a student. Additionally, parents will be promptly notified if their child experiences a possible allergic reaction.

MEDICAL EMERGENCY RESPONSE PLAN

El Reno High school will use the Code Ana Medical Emergency Response Plan any time there is a medical emergency, including but not limited to, (ana)phylaxis, cardiac arrest, asthma attack or broken bone.

Parent Information

CHANGE OF ADDRESS

Students who have a change in their address or telephone number should notify office personnel, counselor, or registrar in order that all records will be accurate.

CLOSING OF SCHOOL

If school is to be closed because of inclement weather or other unexpected reasons, central office will notify radio and television stations of the closing and should request them to make appropriate announcements (Channels 4, 5, & 9). Many times, a decision cannot be made until the morning of the school day in question. An automated call will go out to all student's residences. The school's web page and social media sites will also have the announcement.

FERPA - STUDENT RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The family Educational Rights Act (FERPA) requires each school district to inform parents and students of their rights that are protected by this act. Parents and eligible students have the following rights under the Family and Educational Rights and Privacy Act and this Policy:

- To inspect the student's education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students' privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34CFR S 99.1-00.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator. A copy of the FERPA policy is located in the office of each school administrator.
- ***Request for records by a non-custodial parent.*** It is the District's duty under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. S 1232 (g) to make records available to parents. Official forms for this request are available in the office of each school site. Signature on this form makes a formal request for such records. It is our understanding that the non-custodial parent's signatures verify that there is not a court order or decree that affects his/her rights to receive these records. Notification will be sent to the custodial parent informing him/her of the request. The custodial parent has five days from the date of our letter to provide a court order or decree stating any reason why the non-custodial parent should not have access to the records. Otherwise, the records will be furnished as requested throughout the school year.

FINES, FEES, AND CHARGES

In secondary schools, no departmental fees are collected. There are instances, however, when collections are made for items not uniformly applicable to everyone and purchased by personal choice. Types of fees that are permissible include:

- The fees may not exceed the cost of the materials in any programs (shop, home economics, art, etc.) in which the resultant product is in excess of the minimum graded requirements and, at the student's option, becomes the personal property of the student.
- Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
- Items of personal use or products that a student may purchase at his/her own option, such as student publications, annuals, class pictures, and graduation announcements.
- Any authorized, voluntary student health and/or accident benefit plan.
- Charges for any lost or damaged electronic device, Chromebook, books, materials, supplies, or equipment.
- Library fines for overdue books.
- Reimbursement for cleaning of band uniforms
- Other fees, fines, or charges specifically permitted or required by law.

MESSAGES

We will be unable to deliver messages to students during class time, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc. should be made before the students arrive at school. An effort will be made for any non-emergency notes or deliveries at the beginning or end of classes.

PARENT CONFERENCES

Parents with concerns are encouraged to make appointments to see counselors, teachers, or the administration at any time. Good communication is one key to student success. See the calendar for the scheduled Parent Conference Days. ***The school website can also be used to e-mail teachers, counselors, coaches, and administrators at: www.elrenops.org***

Parents are encouraged to actively use the Power School parent portal to check student's grades and academic progress. Power School login information may be obtained through the high school counselor's office.

WEB-SITE

Information about our school along with the e-mail addresses for our administration and faculty, are available at the following address: <http://www.elrenops.org>

FACEBOOK

El Reno High School Indians

Procedures

ANNOUNCEMENTS

Announcements will be made daily at the beginning of 2nd Hour and 5th Hour. Important announcements will be posted on the school web page and through school social media sites. Announcements will also be available on monitors throughout the buildings. Students off campus 2nd and 5th hours will be responsible for checking hallway monitors for announcements.

ASSEMBLIES

Students will be assigned seats for assemblies held in the auditorium. Failure to sit in the assigned seat will result in the student being disciplined accordingly. Disciplinary action will be taken against those students who are disruptive or uncooperative. Discipline steps may include exclusion from future school activities and assemblies.

DISTRIBUTION OR POSTING OF MATERIALS ON SCHOOL GROUNDS (# GIA)

Students, school personnel and school facilities may not be used in any manner for advertising, selling, fund raising, or promoting the interests of any non-school agency, organization, or individual without the prior written approval of the superintendent or the superintendent's designee. Requests for schools to use or distribute materials must be submitted in writing to the superintendent's office. The superintendent or designee will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school.

DRILLS

All safety drills including fire, tornado, lockdown, and evacuation drills will be conducted according to Oklahoma State Department of Education policy. All drills will be scheduled and carried out according to district and site procedures. The safety of all students and faculty is of the utmost importance.

LOST AND FOUND

Students who find lost articles are asked to take them to the secretary where the rightful owner may claim them. All articles not claimed by the end of the school year are donated to a needy cause.

VISITORS

All visitors entering the building for the purpose of communication with staff and/or students must report to the STEM office for clearance. Students may not bring visitors such as out of town friends or family to school to shadow them to their classes.

WITHDRAWAL FROM SCHOOL

1. Authorization for withdrawal must be made in person by the parent or guardian (Signature required).
2. Obtain appropriate forms from the counselor's office.
3. Have the forms filled out by teachers; return all schoolbooks and property. (Pay for any damaged or lost schoolbooks and/or property).
4. Take completed forms to the counselor's office for final clearance.
5. Financial obligation must be met before a student can be properly withdrawn.
6. Transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

School Songs

EHS ALMA MATER

Far out on the western prairie
Standing plain to view
Is our dear El Reno High School
Towering toward the blue
Chorus
(Hail! All hail our Alma Mater!
Hail El Reno High
We bear thee a love so fervent
It shall never die.)
In her halls we've toiled and struggled,
Many tasks begun,
And for her, our Alma Mater,
Many victories won
Chorus
Greet we then our Foster Mother
Noble friend so true;
As we strive in world and college,
Still we'll think of you.
Chorus

EHS FIGHT SONG ("LOYALTY")

Stand up during this song!

We're loyal to you, El Reno High
The White and the Blue, El Reno High
We'll back you to stand
Against the best in the land
'Cause we know you've the sand,
El Reno High (rah!) (rah!)
So crack out the ball, El Reno High
We're backing you all, El Reno High
Our team is our famed protector,
On boys, for we expect
A victory from you, El Reno High!

Student Activities

CLUBS AND ORGANIZATIONS (# FAM-R1-3, FMC-R)

Academic Team	P. King
Art Club	M. Underwood/F. Silva
Band	S. Johnston
	A Ferrell
Cheer	J. Smith
Vocal Music	K. Castillo
FCA	T. Sherman
FFA	C. Whitley, M. Newell, T. Sherman
Yearbook/Newspaper	C. Lambert
Mock Trial	S. Haberland
National Honor Society	L. Kindsvater/ B. Rukes
Prom	S. Haberland
Senior Class	M. Fedderson
Junior Class	S. Haberland
Sophomore Class	V. Gallegos
Freshmen Class	J. Scott
Foreign Language Club	A. Henry, V. Gallegos
Student Council	M. Elder
Student of the Month	C. Turner
ESports	D. Jones

EHS NATIONAL HONOR SOCIETY

Membership selection will be based on the four criteria recommended by national guidelines: scholarship, leadership, character, and service. Specific guidelines and forms suggested by the national organization will be utilized.

1. Membership will be open to students in the junior and senior classes.
2. To meet the scholastic requirement, a student must be in the top 10% of his/her class with at least one Honors Course.
3. A faculty committee regarding the character requirement will review all students who qualify academically.
4. Students meeting the scholarship and character criteria will be invited to apply for NHS membership. The faculty committee will review the student applications for evidence of leadership and service.
5. The faculty committee will make the ultimate decision requiring membership in the National Honor Society.

ELIGIBILITY FOR ACTIVITY and ATHLETIC PARTICIPATION

In order for a student to participate in authorized school activities other than regular meetings and practices, a student must meet guidelines set forth by the Oklahoma Secondary School Activities Association. The guidelines apply to non-athletic and athletic activities. All students are subject to the following provisions:

- Scholastic eligibility for students will be checked at the end of the third week of school, and each succeeding week thereafter. Grades will be checked each Friday on a cumulative basis, not just grades for that particular week.
- A student must be passing in all subjects in which that student is enrolled during the current semester. If a student is not passing all subjects, that student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, that student will be ineligible to participate until the grade is passing. ***The ineligibility period will begin on Monday and end on Sunday.***

- At the end of each semester, a student must have received a passing grade in five of the seven classes that count toward graduation. If a student does not meet this minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next term attended.
- A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects that student is enrolled in at the end of the six-week period.
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. The principal will be authorized to make exceptions to this provision if the incomplete grade was caused by an unavoidable hardship such as illness, death in the family, or natural disaster.
- An eligible student who changes schools during a term will not be eligible at the new school for a minimum of three weeks. A student may regain his/her eligibility by achieving passing grades in all subjects enrolled in at the end of a three-week period.
- **Students who are chronically failing classes or failing multiple classes may be prohibited from attending school sponsored extracurricular activities.**

EXTRA CURRICULAR ACTIVITIES

Each student is urged to participate in extracurricular activities. There are clubs for students interested in athletics, music, drama, publications, art, language, and other subject-oriented groups. Activities will be scheduled during the day or after school at times convenient to the group and its advisor. No student is to remain after school unless participating in a supervised activity. Only officially recognized groups may use the school building or its facilities. In the event that a student is expected to be involved simultaneously in two school activities, the student is to confer with the sponsors of both activities in order to determine in which activity he/she will participate. The student will not be penalized in the activity in which he/she is unable to participate. Each student is encouraged to become active in at least one group where the activities are of interest to the student. The primary purpose of student organizations is service to the school.

FUNDRAISING/SALES

Special club or school projects which involve selling items for the purpose of fund-raising are strictly voluntary. It is the policy of the El Reno Board of Education that students may not solicit funds or make cash contributions in the classrooms or halls except in the case of a united effort as especially authorized by the school, such as "Gifts to the Yanks". Students shall not be used to sell or promote any item or service that does not benefit a local school – related organization (i.e. PTA, PTO, booster clubs, etc.).

STUDENT COUNCIL

The EHS Student Council is a democratic organization established to promote school spirit, to establish channels of communication between the study body and administration, and to promote the welfare of the high school and community. The Council is made up of freshman - seniors and opens up with the first meeting of the school year. The executive council is made up of President, Vice President, Secretary, and Treasurer, and the adviser. In addition to the executive council and general council, is the leadership class. The majority of all planning is put together by this class. All members of the class are in student council. A pre-prerequisite to the leadership class is participation in the council the year prior.

Some of the activities coordinated by Stu Co are annual blood drives, Red Ribbon Week, Winter Formal/Sweetheart Dance, Pink Week, SMASH Week, homecoming activities, pep rallies, and other community and school wide service projects. Fundraising activities create funding to send members to regional, state, and national conventions and to purchase supplies needed to specific projects and events.

EHS Leadership Class is an extension of the Student Council. Enrollment in the Leadership Class will be processed through the Leadership committee comprised of EHS Faculty.

Student Rights and Services

MEDIA CENTER SERVICES

Hours 7:50 a.m. - 3:40 p.m. (later by special arrangement). Computer use is welcomed. There is a charge per day for late books.

NON-DISCRIMINATION CLAUSE

The El Reno School District does not discriminate on the basis of race, color, religion, sex, age, national origin, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, and individuals, companies, and firms with whom the board does business

PRIVACY

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

- Student lockers and desks remain under the jurisdiction of the District even though assigned to students and are subject to search at any time. Students are personally responsible for anything found in their lockers and desks.
- Classrooms and other common areas are subject to search at any time when students are not present or when there is reasonable suspicion to conduct a search.
- The police may search students or their belongings if they have a valid warrant to do so, or if they have “reasonable suspicion” to believe that students are in possession of unlawful items.

SEXUAL HARASSMENT REGULATION

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. For the purpose of this policy, sexual harassment includes:

1. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of sexual nature; and sexually-oriented “kidding” “teasing,” double meanings, and jokes.
2. Demeaning comments about girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
3. Writing sexually explicit graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

STUDENT ASSISTANCE COUNSELING PROGRAM

The Student Assistance Program is a caring program for a student that is set up to deal with current behaviors (problems in attendance, academic performance and general classroom behavior) which are affecting a student’s performance in school. The ultimate goal is to keep students in school. Education and prevention are major components of this program. The following concerns may be addressed: substance abuse, eating disorders, suicide, depression/grief, divorce, pregnancy, violence, and physical, sexual or emotional abuse. Contact the school counselors for more information.

STUDENTS WITH DISABILITIES

All eligible children with disabilities, beginning at age 3, who are residents of El Reno Public School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. El Reno Public School District is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means:

Autism, Deaf-Blindness, Developmental Delays (Ages 3-10), Emotional Disturbance, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairments, Other Health Impairments, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment

For El Reno District residents needing information regarding eligibility for special education and related services beginning at age three, please contact the school psychologist at 262-1703.

For the Early Intervention Program services from birth to 3 years of age, contact Sooner Start (405) 271-9477.

Individuals may request special accommodations (e.g. request a need for an interpreter) to a building administrator forty-eight (48) hours prior to attending or participating in a school or district sponsored function.

The District has a grievance procedure for disability discrimination complaints. For a description of this procedure, or any further relevant information, contact the Section 504 Coordinator or IDEA Coordinator:

Mendy Klepper (504)
Lynette Thompson (IDEA)
P.O. Box 580 (100 S. Bickford)
262-1703

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM (HB 1775)

The provisions of this section shall not prohibit the teaching of concepts that align to the ***Oklahoma Academic Standards***.

ERPS, nor any employee of ERPS shall teach or include in a course for students or employees the following discriminatory principles:

1. One race or sex is inherently superior to another race or sex,
2. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
3. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
4. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
5. An individual's moral character is necessarily determined by his or her race or sex,
6. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
7. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
8. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons,

training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- A. Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- B. Identify the dates the alleged discriminatory act occurred;
- C. Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- D. Include relevant information that would enable a public school to investigate the alleged violation; and
- E. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Julie Huber as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (405) 262- 4289 and via email to jhuber@elrenops.org. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process, and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced in 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

(Updated 9/08/2023)

988 MENTAL HEALTH AND SUICIDE HOTLINE

988 is Oklahoma's Mental Health Lifeline. A direct line that connects callers with trained behavioral health professionals who can get Oklahomans help.

Transportation

STUDENT CONDUCT ON SCHOOL BUS

Students are expected to behave at bus stops and on the bus as they do in the classroom. Due to misbehavior a child may be denied the privilege of riding the bus. Students are expected to ride their assigned buses. If circumstances require a student to ride a different bus, parents should provide a note to that effect. The note should be countersigned by the site principal before it is given to the bus driver.

School bus transportation is provided for El Reno students. No persons other than our students and employees in the performance of their jobs shall ride school buses without prior approval.

Bus drivers have a great responsibility in driving the bus so we expect complete cooperation from students and parents. Bus drivers will make all discipline reports in writing to the transportation office and to the principal.

The following are examples of the types of behavior that may result in a student not being allowed to ride a school bus:

- Eating and/or drinking on the bus
- Failure to remain seated
- Fighting
- Hanging out of the window
- Lighting matches or lighters
- Profanity
- Refusing to obey the driver
- Spitting
- Throwing objects on the bus
- Throwing objects out of the bus
- Using tobacco, tobacco products, or vapor/electronic cigarettes on the bus
- Vandalism

Director of Transportation: David Britton 262-3027

TRANSPORTATION

School transportation is provided for students during the school day as they travel to off campus sites for athletic practice. **All Freshmen who travel off campus for athletics are required to ride school provided transportation. Freshmen students are not allowed to ride to off campus sites with upper classmen or older siblings.** Failure to comply with this will result in disciplinary consequences.

School transportation is also provided for students attending Canadian Valley Technology Center. Students who choose to provide their own transportation to CVTC will be required to sign a form declining school transportation.