

**Edmond Santa Fe
Student Handbook**

PROTECT



THE PACK

Practice Respect
Accept Responsibility
Commit to Excellence
Keep it Classy

Edmond Santa Fe High School

Home of the Wolves

1901 W. 15th Street
Edmond, OK 73013

This student handbook is designed to inform you of school policies and procedures. There may be instances in which policies/procedures may change without notification.

In addition to the challenging academic program at the high school, there are many extra-curricular learning experiences for you, the students. You are encouraged to get involved and use your talents and abilities to enhance the fine traditions of Edmond Santa Fe High School.

Web Site: santafe.edmondschools.net

Welcome Center	340-2230
Freshman Academy	726-7501
Attendance Sophomores and A-L Juniors	726-7318
Attendance M-Z Juniors and Seniors	726-7317
Head Principal's Office	726-7301
Counselor Office	726-7315 or 726-7319
Santa Fe Registrar.....	726-7311

ESFHS DIRECTORY INFORMATION

ADMINISTRATION

Head Principal.....	726-7300
Assistant Principal (Freshman).....	726-7500

Assistant Principal (Sophomores & Juniors A-L).....	726-7303
Assistant Principal (Seniors & Juniors M-Z).....	726-7302
Assistant Principal for Curriculum & Instruction.....	726-7304
Activities/Athletic Director.....	726-7305

SCHOOL RESOURCE OFFICER

SRO.....	726-7322
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GUIDANCE AND COUNSELING

Main Number for Counseling Center.....	340-2235
Freshman A – L	726-7502
Freshman M – Z	726-7309
A - D Counselor	726-7307
E – I Counselor.....	726 -7310
J - M Counselor	726-7308
O-S Counselor	726-7309
T-ZCounselor.....	726-7306
School Psychologist.....	726-7402
Counselor Secretary.....	726-7315
Counselor Secretary.....	726-7319
Registrar.....	726-7311

MEDIA CENTER

Media Specialists	726-7334 (or 7333)
Media Center Assistant.....	726-7332

ATTENDANCE

Main Line (on all attendance phones).....	340-2271
Attendance Secretary 9 th Grade	726-7501
Attendance Secretary 10& 11 th (A-L) Grade.....	726-7318
Attendance Secretary 11 th (M-Z) & 12 th Grades.....	726-7317

FRONT OFFICES

Principal's Secretary.....	726-7301
Welcome Center Secretary.....	726-7316
Welcome Center/Subfinder Secretary.....	726-7320
Data Managment/Parent Portal	726-7312
Finance Secretary.....	726-7314
Finance Assistant.....	726-7313

CAFETERIA

Cafeteria Manager.....	340-2234
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Edmond Santa Fe High School FAQ's

What to do in the event of

Absence from school.....your parent/guardian must contact your Attendance Office
 Absence for a special occasion.....Parent/guardian may contact Attendance Office in advance
 Missing the bus.....parent/guardian contact attendance office
 Bus route information.....Welcome Center
 Illness at school.....go immediately to the Counseling Office or Attendance Office to check out
 You must leave school.....go to your Attendance Office and check out
 Your parents call to check you out.....check out in your Attendance Office
 You need a locker or have a locker problemgo to your Attendance Office
 You need to pay for parkinggo to the Financial Office window
 You need to register a vehicle..... go to Attendance Office
 Someone is in your parking spot.....contact parking attendant or secretary in back hall
 You have a parking issue see your Assistant Principal
 You are having difficulty in class speak first to your teacher then see your counselor
 You are having difficulty with another student ... contact your counselor and/or assistant principal
 Lost/Found Property report/turn in to Welcome Center or your Attendance Office
 You miss your bus your parents must contact the Attendance Office
 Theft of Property..... see the school resource officer and/or assistant principal
 You are moving and must withdraw from school.....counseling office
 You don't have/have lost your ID Badge.....see Media Assistant in media center
 Chromebook issues.....site tech in G Hall office (on north side)
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ATTENDANCE POLICY #4200 & Regulation #4210

(Revised: 07-06-20)

A student is entitled to be counted present in the following learning environments:

- when in actual attendance in a traditional classroom,
- when working in an approved virtual setting,
- when remote learning is required due to school closure, or
- when in scheduled school activities under the direction and supervision of a regular member of the faculty.

For secondary students, an absence occurs when a student misses 15 minutes or more of one class. For virtual and remote learning days, students will be counted present if there is documented student/teacher/course interaction that may include, but is not limited to, online communication, emails, or posting/submission of lessons. For full virtual courses, students will be counted “present” or “in attendance” when the course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity.

In accordance with the Compact on Educational Opportunity for Military Children, the Superintendent has the specific discretion to grant a waiver of absences from being counted against the student to qualified students.

Students shall not be excused from school to take private lessons of any kind except in those instances in which the school cannot provide appropriate facilities and/or instruction.

If the student is absent for a medical reason, medical documentation should be provided to the school for possible exemption from chronic absenteeism.

Regular attendance is an integral part of the learning process. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100.0 degrees Fahrenheit should not be at school or school activities.

1. Excused Absences

Anytime a student is absent, a parent/guardian should contact the school to share the reason for the absence. “Excused” absence will only be granted for the following reasons:

- a. Personal or family illnesses
 - b. Death of an immediate family member
 - c. Medical appointments
 - d. Legal/judicial matters
 - e. Observance of holidays required by student’s religious affiliation
 - f. Extenuating circumstances or family emergency deemed necessary by the principal.
- Proper documentation may be requested before an excused absence is recorded.

2. Distance learning or virtual attendance:

- a. A student will not be considered absent from school if they are not physically present at school but are completing work in a remote learning program or a virtual online program provided by Edmond Public Schools and are meeting the following attendance requirements:
 - i. The student has completed no fewer than ninety percent (90%) of the instructional activities provided in a virtual or remote learning format to include online logins to the curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text or phone.
 - ii. The student is on pace for on-time completion of the course as required by the school district.

iii. The student has a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

3. Chronic Absenteeism:

a. Chronic absenteeism refers to a student who is absent 10 percent or more of the school days in the school year, exclusive of a significant medical condition. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. For the school year 2020-2021, any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition. Medical documentation must be provided to substantiate a significant medical condition.

4. Credits:

Students are allowed no more than nine (9) absences per class per semester.

An absence is defined as missing more than fifteen (15) minutes of any part of class time.

a. On the tenth (10th) absence a student will receive a "no credit" on his/her transcript for the semester. If the student is passing at the end of the semester, he/she will receive a No Credit (N/C) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded. If the student chooses to continue not to attend class, then he/she will fall under the discipline policy and may be suspended from school for noncompliance with a school policy.

***(In reference to student's grades, please see Policy #3390 (Grading and Reporting))**

b. In case of extenuating circumstances, the principal or his/her designee may intervene.

c. The school will notify parents/guardians on the fourth (4th), seventh (7th) and tenth (10th) absence.

d. Three (3) tardies equal one (1) absence. A student is considered tardy if he/she is not in the classroom when the bell rings.

MAKING UP TESTS AND ASSIGNMENTS

1. Assignments

a. Work assigned on the day(s) of absence: Students have one (1) day to make up work for each day they are absent.

b. Work assigned prior to an absence: Students are to turn in previously assigned work on the original due date or the day of return from an absence. However, if new instruction takes place during the absence that would affect the assignment, a student has one (1) extra day to make up the work.

c. In the event a student may need more time, arrangements with the appropriate school personnel must be made within the previously- mentioned allotted time.

d. If the missed work is not made up in the allotted time, a zero (0) will be recorded for each missing assignment.

2. Tests

a. If a student is absent on the day of a test, the student is expected to take the test on the day he/she returns to class. However, if new material that will be tested is introduced during the absence, the student has one (1) extra day to make up the test.

b. In the event that a student may need more time, arrangements with the appropriate school personnel must be made within the previously mentioned allotted time.

c. If the missed test is not made up in the allotted time, a zero (0) will be recorded for the test score.

Semester tests must be taken on the assigned days. Refrain from scheduling planned absences the last week of the semester. Due to inclement weather possible changes in the school calendar could extend the semester; therefore, make plans accordingly.

ATTENDANCE INCENTIVE: SEMESTER EXAM EXEMPTION Juniors and Seniors - 2nd Semester Only

Freshmen and Sophomores are not eligible for exemptions.

Juniors and Seniors with no more than five (5) absences 2nd semester per class are eligible to be exempt from semester exams during 2nd semester only. No more than two (2) absences can be the result of accumulated tardies (three (3) tardies = one (1) absence). Juniors are eligible for up to 2 classes. Seniors are eligible for up to 7 classes.

Students must have at least a "B" average in the class to be eligible for an exemption. Students who have been suspended or missed class due to truancy during the semester are not eligible for test exemptions. Junior students will be notified during the week prior to finals if they qualify for an exemption. Those students qualifying for exemptions will be issued an exemption pass that can be used in two of their eligible classes in which they have a "B" average or above.

The following absences DO NOT COUNT AGAINST the exemptions:

- School Activity
- Documented Covid/Quarantine
- College Visit *
- Religious
- First AISP **
- Death immediate family ***

Students may opt to take the semester examination. However, the student must accept the risk that the test score may lower his/her semester grade. The decision to take the test must be made no later than the day prior to the examination.

* See High School Student Handbook for information on College Visit Absences and the allowable number per grade.

** First AISP offense does not count against exemptions, but additional days due to additional offenses will disqualify student from all test exemptions for the semester.

*** Immediate family is defined as parent or stepparent, guardian, sibling, grandparent, aunt, uncle or cousin.

CHECKING IN/OUT

Students leaving school before regular dismissal time must check out through the appropriate Attendance Office prior leaving campus.

Parent contact with the office will be necessary BEFORE a student is cleared to leave. Students MUST sign out in the office. No student should leave school without a permit from the Attendance Office.

Students leaving campus without prior approval from the office will NOT be excused after the fact and may be subject to disciplinary action.

Students who leave and return to school the same day must report and sign in at the Attendance Office upon returning.

ABSENCES THAT MAY RESULT IN DISCIPLINARY ACTION

Unexcused absences are a result of any of the following:

1. Leaving school without checking out in the office.
2. Being absent from school without prior permission from the parent and/or school.
3. Being absent from class without permission.
4. Obtaining a pass from class to a designated place and not reporting there.
5. Being tardy (unexcused) to class past 15 minutes.

Consequences for unexcused absences include Detention, AISP, Restricted Privileges, or Suspension.

TARDY POLICY

Edmond High Schools value the learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its educational system. Punctuality is considered to be an integral part of the students' course of study, and tardiness tends to disrupt the continuity of the instructional process and time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas among students and between students and teachers. A tardy is defined as not being in the classroom when the tardy bell rings and becomes an absence after fifteen (15) minutes of class time has elapsed. Tardies for administrative reasons will be excused.

Three unexcused tardies to any class will result in the student being charged with an unexcused absence. All unexcused tardies accumulate for each semester in each class.

Students with excessive tardies risk exceeding the district attendance policy and the loss of credit in the course as well as discipline measures such as detention, AISP or more severe actions.

SCHOOL ACTIVITY ABSENCES

Absences due to school sponsored activities are excused; however, it is the responsibility of the student to have all work handed in prior to the scheduled activity date or at least to have made arrangements with the teacher regarding the work. Failure to do so could result in the student staying at school to attend classes and missing the scheduled activity.

A student may not miss a class more than ten (10) times in a school year for excused school-sponsored activities unless approved by the Internal Activities Review Committee. After the tenth excused school sponsored activity, sponsors will submit in writing to the Internal Activities Review Committee the reason why they feel that a student has earned the right to attend the activity. In order to be considered for more than ten (10) activity absences, a student must submit in writing to the Internal Activities Review Committee, an overall grade point average, attendance report, and a conduct report. **Students may only receive five (5) extra days. State law allows for a maximum of fifteen (15) school activity absences per student.**

Excluded from this number of ten (10) excused absences are state and national levels of school sponsored contests. Students must earn the right to compete at state and national contests. The criteria for contest must be submitted in writing by the local school and sponsors and approved by the Edmond Board of Education.

Any absence from class for a school activity in excess of ten (10) days and not approved shall be treated as an unexcused absence.

Absences for Boys and Girls State will be treated as "School Activity Excused Absences." (Board Policy, July 1994)

COLLEGE VISITS

Juniors and seniors will be allowed four (4) days for college visits. In order for these days to not be counted against exemptions or attendance students must provide documentation of the visit upon return to school. Application forms are found in the junior/senior attendance office, as well as the counseling office. These days will not be excused absences. The student must apply for college visit days in writing, in advance of the visit and must provide documentation of the visit upon return to school.

UNDERSTANDING ATTENDANCE CODES

- AR**Removed from the classroom and placed in a non-academic environment
- C**.....With a counselor, teacher or principal
- COV**Absent due to COVID-related reason + not assigned distance learning. Medical docs needed.
- CVP**For VE-Blended/VE students. Isolating/Quarantining, but working from home.
- D**Death in the immediate family - documentation must be provided. (Immediate family is defined as parent, step-parent, guardian, sibling, grandparent, aunt, uncle or cousin.)
- F**Family Emergency - Documented by letter from parent stating situation and asking Principal to excuse as family emergency
- ILL** Student has been called in sick by the parent (will be included in attendance letter counts)
- J**Judicial - Documentation provided by letter from court
- M**Medical - Date-specific documentation by letter from physician (original or faxed from physician office)
- N**Academic related inside the building
- OSS**..... Out of School Suspension
- R**.....Religious - Documented by letter from church officiant and approved by principal
- S**AISP - Alternative In-School Placement
- SA** School activity outside the building
- T**Unexcused tardy - Late **with or without parent contact**
- U**Unexcused absence - For all reasons, if not one of the other codes, **with or without parent contact**
- V** College Visit - Documented by EPS college visit form completed by student/parent/university visited
- X**State Activity - For state “finals” – sports, academics, band, choir, etc
- Y**Excused tardy - Late, considered excused for one of the starred reasons only, must provide documentation, otherwise tardy (T)
- DVA**.....Applies to distance learning of in-seat students.
- DVAP** ...COVID or Remote Day for in-seat students.
- IW**Inclement Weather

DISCIPLINE

The administration, faculty, and staff of the Edmond High Schools are committed to protecting the right of all students to an education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly. **Disciplinary measures include detention, alternative in-school placement (AISP), restricted privileges, shadowing, conferences, behavior and attendance contracts, out-of-school suspension, or other reasonable measures commensurate with the offense imposed by teachers, administrators, or other school district personnel.** Charges can be filed with the Edmond Police Department for disorderly conduct, fighting, or any disruption that severely affects the educational process.

DETENTION

Detention may be assigned by teachers and administrators and is held before school/after school and during lunch. In addition, a teacher may assign detention to be served with the teacher at a time of his/her choosing (before/after school or lunch). Each student must have school assignments to work on during the detention.

DETENTION RULES: STUDENTS WHO DO NOT FOLLOW RULES OF DETENTION WILL BE REQUIRED TO LEAVE AND WILL NOT RECEIVE CREDIT FOR DETENTION AND RESULT IN FURTHER CONSEQUENCES.

RESTRICTED PRIVILEGES

Restricted privileges are the denial of such privileges including, but not limited to, student activities, extracurricular events, or bus suspensions. Seniors may lose their privilege of leaving campus at lunch.

ALTERNATIVE IN-SCHOOL PLACEMENT (AISP)

The purpose of AISP is to provide an environment in which a student's defiant behavior may be modified. The objectives of AISP are to reduce the number of out-of-school suspensions and alter attitudes and habits that are detrimental to the student's educational progress. AISP is designed as an alternative to short term out-of-school suspensions and does not rule out the possibility of long-term out-of-school suspension if the situation warrants. AISP students will be restricted in their association with other students and regular activities and schedule of the school.

AISP CLASSROOM RULES

1. Students who arrive to AISP tardy will be given an additional day. Excused absences or tardies are at the discretion of the AISP teacher as to whether additional days are given.
2. Do not talk while at your assigned seat. Raise your hand for assistance. If the AISP teacher is busy with another student, patiently wait for your turn.
3. Do not sleep or sit idly. If you do not have work to keep you busy, the AISP teacher will provide you with something to do.
4. Do not write on desks, books, or posters in the AISP room. Persons caught vandalizing will be given cleanup duties.
5. Personal electronic items are not allowed in AISP. Such items are subject to confiscation if seen or in use.
6. Do not disturb classrooms or other students while passing through the halls.
7. Be courteous and considerate of others while in AISP.
8. All assignments sent by teachers must be completed to the best of the student's ability before the student will be allowed to return to regular classes.
9. It is the student's responsibility to bring all necessary books, supplies, and materials needed to accomplish all assignments.
10. Students will go to the restrooms only on the assigned breaks. Students will be accompanied by their teacher.
11. Students assigned to AISP will not be allowed to attend assemblies or special programs during the school day.
12. Vending machines are off limits to students in AISP.
13. No food or drink is allowed in AISP.
14. A student who must be removed from AISP due to noncompliance with rules will receive out-of-school suspension and will be required to complete the AISP time upon return from suspension.

GENERAL SCHOOL POLICIES, RULES AND CONSEQUENCES

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with the school instructional program. Such items include skateboards, chains, and other items deemed as inappropriate. These items will be taken from the student and released (upon request) to a parent or legal guardian.

BUS CONDUCT

All students in our school system who ride the bus are subject to regulations. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone. Students will be cited for the following:

1. Failure to remain seated
2. Refusing to obey driver
3. Fighting
4. Throwing objects
5. Hanging out the window
6. Use of tobacco
7. Profanity
8. Lighting matches
9. Vandalism

If a student is reported for any of the listed violations, an administrator will usually take the following action:

- FIRST OFFENSE: A conference with the student and report to the parents.
SECOND OFFENSE: Automatic suspension of riding privileges—length of time to depend on the seriousness of the infraction and a report to the parents.

CELL PHONES, PAGERS AND OTHER ELECTRONIC DEVICES

The Edmond Public Schools' policy on wireless telecommunication devices is designed to ensure that the use of wireless telecommunication devices does not interfere with teaching and learning during the school day. For the purpose of this policy, wireless telecommunication devices are deemed to include cellular phones, pagers, two-way radios, and other devices that use radio frequencies for communications.

Students may possess wireless telecommunication devices 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; however, the usage of these devices is not permitted in an academic environment or during the completion of academic requirements, such as the in the classroom, library or during student performances and assemblies.

A high school student having a wireless telecommunication device must keep the device turned "off" and not visible during class time or while in the media center. The device may be stored in a backpack, purse, pocket or other place where it is not visible during class time. **If school staff observes such a device during class time, it may be confiscated and sent to the appropriate administrator. A parent may be required to personally pick up and sign for the phone. Disciplinary actions may also occur. Failure on the part of the student to turn in his/her electronic device, if requested by the staff member, will be considered defiant, and disciplined accordingly.**

Note: Schools are not responsible for the theft or loss of a student's wireless telecommunication device. All electronic devices are brought to school at their own risk – the school is not responsible for lost or stolen articles.

CHEATING POLICY

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. If a student is caught cheating the result may be a zero on the assignment or test and further disciplinary actions.

CLOSED CAMPUS RULES

The Edmond High Schools are closed campuses. **Students may not leave campus without permission, nor may they be outside the building or in the parking lots without permission.**

Freshmen, sophomores, and juniors are not allowed to leave the school grounds for lunch unless accompanied by a parent. If it becomes absolutely necessary for an underclassman to leave campus for any portion of the lunch schedule, **a parent must physically enter the attendance office, check out the student, and escort his or her student off campus.** The student or parent must sign back in through the attendance office.

Lunch-time Closed Campus Rules:

If an underclassman (freshman, sophomore, junior) leaves campus without permission during lunch, the driver and/or responsible student of the vehicle will risk having his/her parking privileges revoked for short or long term.

FIRST OFFENSE:	Senior – Lunch Detention or AISP Underclassman – AISP
SECOND OFFENSE:	Senior – Suspend parking privileges/AISP 2 days Underclassman – AISP 3 days
THIRD OFFENSE:	Senior – Revoke parking privileges Underclassman – AISP 5 days or OSS

If a student, whose parking has been revoked, is found to have a vehicle on campus during the school day, that vehicle MAY BE TOWED WITHOUT NOTICE AT THE OWNER'S EXPENSE.

PLEASE NOTE! SENIORS TRANSPORTING UNDERCLASSMEN DURING THE SCHOOL DAY WILL BE SUBJECT TO THE ABOVE DISCIPLINARY CONSEQUENCES.

COMPUTER USAGE (BOARD POLICY 5720)

The Edmond Public Schools Access to and Responsible Use of Technology Resources & Information Databases Policy will govern all of the district's computer systems and information databases accessed by all technology users. The term "Users," refers to all technology users and is defined as all staff, students, and individuals provided access to the network. Users will comply with current requirements regarding responsible use of the system and network.

The Edmond Public Schools recognizes that as technologies evolve, the manner in which information may be accessed, communicated, and transferred may alter teaching and learning practices. It is the district's intent to provide reasonable, equitable, and safe access to and storage of information for both employees and students. As in all of its work with and for students and families, the Family Educational Rights and Privacy Act (FERPA) guides many of the district's decisions with regard to the wise and judicious use of technology.

Shared Responsibility:

Users are expected to act responsibly in their use of technology resources. Users will strictly adhere to this policy #5720 and to the rules and regulations relating to the use of the network or the district's computer systems and will be held accountable for their actions in this regard.

Networked Information Systems Responsibility:

1. The network is provided to users for educationally related communication, research, and/or job related activities.
2. Access to the network is a privilege, which can be revoked in cases of misuse.
3. Unauthorized online access, including “hacking” and other unlawful activities, is prohibited.
4. The users of the network will respect and comply at all times with local, state, federal and international laws governing or relating to their use of the network. The district will cooperate fully with local, state, federal, and international officials in any investigation concerning or relating to any illegal activities conducted through and otherwise involving the district’s computer systems.

Limitation of Liability

The district uses internet filtering to control and regulate access to internet sites. If a user inadvertently accesses inappropriate material, or has knowledge of others accessing inappropriate material, the user should immediately inform an administrator.

System Security & Internet Safety

Users are solely responsible for all actions taken under their user ID. Sharing a user ID or password with any other person is prohibited. Users should never give out private or confidential information about themselves or others on the internet. For the protection and security of Edmond Public Schools’ networked system, it is prohibited to directly attach a non-district device or to create a personal wireless network while on campus.

Respecting Resource Limits

Users are responsible for the contents of their home directory. Only school or work related materials may be stored in a user’s home directory.

Copyright and Plagiarism

United States copyright law will govern the use of material accessed through the network.

Education of Users in Appropriate Online Behaviors

Each school’s instructional staff is responsible for instructing students in the appropriate use of technology before allowing them on the network. Users will be educated about safe and appropriate online behavior, including interactions with other individuals on email, messaging, and social networking websites in an effort to assure their safe and secure use of direct electronic communications on the district network. In addition, cyberbullying awareness and response will be addressed in student handbooks and classroom instruction. In the classroom and other learning spaces, student use of the internet should be related to specific learning objectives. All staff, including teachers, support, and administration, are responsible for monitoring student activity on the school network. Within the learning environment, the staff member assigned to a student or group of students is responsible for monitoring their use of the network and internet

Use of Personal/District Technology

All EPS resources are intended for instructional and job related activities. Personal computing devices and software are permitted, as long as this policy, the Technology Standards of Conduct, and all site rules and procedures are followed.

Student Use of Technology

a. Wireless Devices

- 1) The Edmond Public Schools’ policy on wireless devices is designed to ensure that their use does not interfere with, but enhances, the learning experience. Wireless devices are deemed to include all mobile phones, laptop/tablets, and other devices that use Wi-Fi or radio frequencies for communication.
- 2) **Students who choose to bring personal wireless devices to school do so at their own risk.** Edmond Public Schools is not responsible for the theft or loss of personal wireless devices.
- 3) Students may also use district owned wireless devices. They will be responsible for the safe, responsible, and appropriate use of the devices at all times.

4) Specifics as to student use and responsibility for district-owned devices, wireless and otherwise, will be delineated, explained, and agreed upon by students and their families prior to assignment of the devices through uniform district-led and site implemented procedures.

5) Student use of cell phones or other personal electronic devices on campus during the school day is a privilege. **Cell phones, their use and all functions within a cell phone (i.e., camera and all other applications) are prohibited from use in classrooms and media centers and any other area in which academic work is in progress, including student productions such as plays and concerts.** Student assemblies, such as those held for pep rallies and charity weeks, may include appropriate opportunities for exceptions to the phone-free learning zone. **All student cell phones should be stored, secured and out of sight in a backpack, purse or pocket during class time. Cell phones may be used by students before school, between classes, lunch and after school on campus.**

6) Specific guidelines and expectations for student use of technology are illuminated in the regulations that accompany this policy.

No Expectation of Privacy

No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by the district's computers or district-provided internet access. The district's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the district's computers or district provided internet access. In addition, discipline may be imposed for improper usage.

Consequences for Violations

Consequences will be determined based upon the type of violation, past history, and level of the user. Certain violations for misuse of technology may lead to additional, more severe penalties and legal action, as applicable. If the district becomes aware that a user may have violated the law or board policy, an individual search of the user's files, internet usage, or other electronic/digital media will be conducted. Seizure of the device may also be expected.

Penalties for violations may include, but are not limited to:

- Loss of internet access and/or network access, for a determined amount of time according to the offense.
- Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense

Access to and Responsible Use of Technology Resources & Information Databases Regulations

Overview

Acknowledging that the development of instructional technology is an ongoing evolution, the following regulations are intended to be reviewed and edited as changes in technology require. Student safety and privacy are the guiding premise for the following expectations regarding the use and access of technology at Edmond Public Schools.

A. Policy 5720 and these regulations will govern all of the district's computer systems and information databases accessed by all technology users.

B. The district will take reasonable steps to secure the network and computer systems against unauthorized access and/or abuse, while making the network available and accessible for all authorized users.

C. New employees of the district will be required to complete a new user's orientation before access to the network and internet is provided.

D. Users (as defined in the policy) will be required to annually sign appropriate documentation indicating they have read and/or attended instruction regarding Policy 5720 regulations and Standards of Conduct prior to using the network. If a student is under 18, his/her parent/guardian will be required to also sign the documentation.

E. Any attempt to violate the provisions of the policy or these regulations may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension, criminal prosecution, and/or termination of employment.

F. The following expectations must be met; failure to do so may result in disciplinary consequences as noted in policy:

1. Unauthorized use of any wireless device during a test (i.e. text messaging, image photography, etc.) will be considered cheating. Appropriate and commensurate disciplinary consequences will be administered.
2. Wireless device photography is prohibited in restrooms and locker rooms at all times.
3. Students may never photograph or video other students or school staff without their permission.
4. Exception to policy provisions may be granted in advance by the site administrator for the following purposes:
 - a.) Monitoring or providing support for students with specific health need.
 - b.) Exceptions necessitated by instructional needs such as photography class, club activity support (i.e. website maintenance, social media graphics,) etc.
5. If a student fails to follow guidelines for in-school use of a personal device, the device may be confiscated by a teacher or administrator.
6. If a device is in the possession of an administrator, it will not be released to the student until parents have been contacted and appropriate communications and consequences have been made/discussed.
7. The site administrator may take further disciplinary actions, provided they are consistent with applicable board policies that relate to student discipline.

G. In addition, the use of the district's network for, or in furtherance of, the following activities is prohibited:

1. Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; or transmitting obscene, abusive, or secularly explicit language.
2. Accessing material that is profane or that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
3. Damaging computers, computer systems, network services, or data; vandalizing, damaging or disabling the property of another person or organization; disabling computers, systems or networks through the intentional misuse or excessive use of network resources or the spreading of computer viruses and/or malware through the use of infected files or other electronic/digital media.
4. Using inappropriate language while accessing the district's network. Inappropriate language includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
5. Participating in cyberbullying, defined as when one or more people use technology to intentionally harm, harass, intimidate, or reject another person. Such activities or knowledge of the activity shall be reported to school personnel.
6. Attempting to gain unauthorized access to the district system or to any other computer system within the district, or go beyond a user's authorized access. Attempting to browse the system, hide files, or encrypt files, will be construed as an attempt to gain unauthorized access or compromise the system.
7. Using the system for political purposes or speech. District employees and students may use the system to communicate with their elected representatives or elected officials for curriculum related purposes, or for reasons which are important to the mission and functioning of Edmond Public Schools. Use is not permitted to campaign for or against any political candidate, or ballot proposition or for political lobbying.
8. Downloading, streaming and/or storage of audio, video, software, or other electronic/ digital media, such as movies, images and music files, for personal purposes.

9. Sending mass emails to large groups, such as an entire school or all contacts in the district's email system, for purposes of personal gain, intentionally inappropriate editorializing, or other non-sanctioned personal communication is forbidden. Users should not post chain letters or engage in "spamming." Spamming is sending an unnecessary email message to a group of people. (This does not prohibit official communication with patrons on behalf of the district, a school, a school organization, or a teacher.)
10. Using social networking or messaging sites in a manner that distracts from or disrupts the educational process.
11. Participating in online gambling or lotteries.

DEFIANCE

Students' acts of defiance to school personnel (including, but not limited to, failure to identify self to any district employee) could result in disciplinary action including AISP and/or out-of-school suspension.

DESTRUCTION OF SCHOOL PROPERTY

All students are responsible for proper use of EPS facilities and property. Any student who causes damage to or destroys any property or facility will be required to make financial restitution in the amount of the damage or destruction and may be subject to disciplinary action.

DRESS AND APPEARANCE – DRESS CODE (BOARD POLICY 4510)

Edmond Public Schools respects students' rights to express themselves in the way they dress. All students who attend Edmond Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them.

This policy is intended to provide guidance for students, families, and staff; and it applies to students' dress while they are at school or school events during the day and while attending school activities outside of the regular school day. Allowances will be made for outdoor events that may necessitate a head covering as protection from the elements.

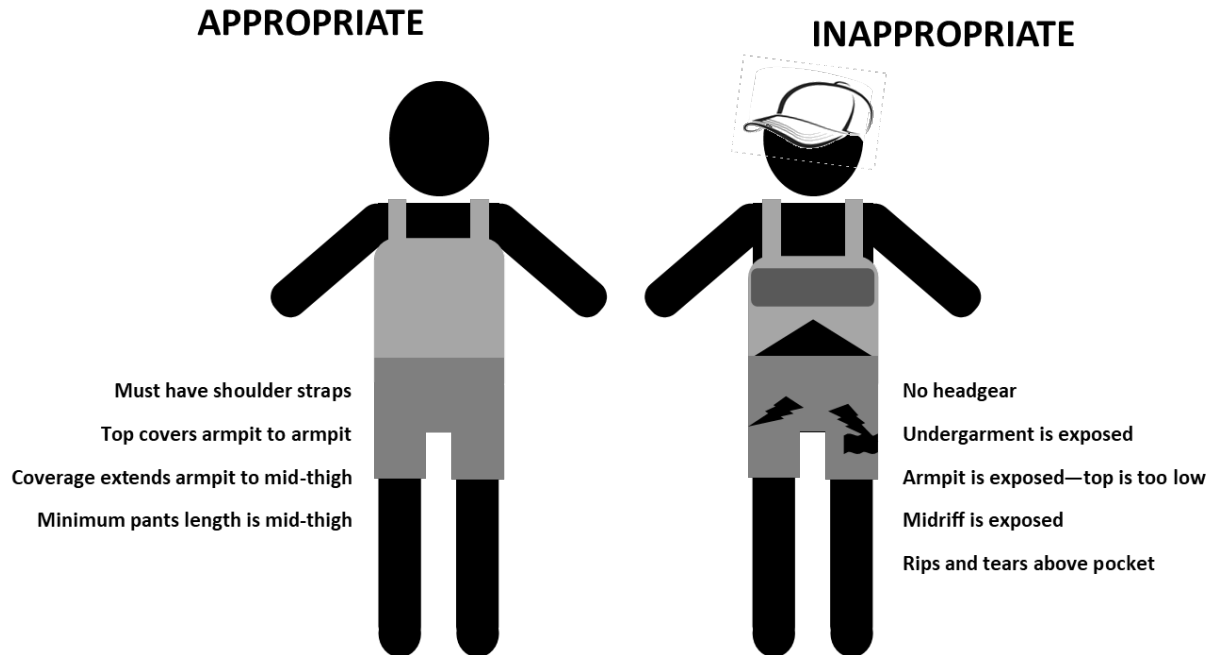
Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be below the pocket area of jeans or pants.
2. Shoes must be worn at all times and should be safe for the school environment.
3. See-through or mesh garments must not be worn without appropriate coverage underneath or overtop that meets the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
5. Specialized courses and activities may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict, imply, or convey crude, vulgar, profane, violent, death-oriented, pornographic, nudity, sexually explicit or suggestive messages.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.



The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Additional dress code guidelines include the following:

1. Shoes must be worn. House shoes are not permitted.
2. Clothing normally worn when participating in a school sponsored extracurricular or sports activity may be worn to school when approved by the Administration.
3. Exceptions to these guidelines may be made by the principal for spirit days or special activities.
4. Additional modifications or exemptions to the dress code may be enacted as deemed necessary by the administration. Such modifications will be based upon safety or related factors.
5. Administration guidelines are to be developed for enforcement of the dress code.

EMERGENCY DRILLS

Edmond Civil Defense has placed a radio in the school so that we may be notified immediately if severe weather is in this area. In the case of a storm warning, a continuous rising and falling tone will sound for a tornado or tornado drill. Persons should move in an orderly manner to assigned locations as quickly as possible and await further instructions. In the event of a fire or a fire drill all persons must leave the building in accordance with the plan posted in each classroom. All persons exiting should withdraw to a distance of one hundred (100) feet from the building and remain there until the bell rings to indicate the building may be re-entered safely. Drills are conducted at various times throughout the school year.

FIGHTING AND DISRUPTIVE BEHAVIOR

It is the student's and/or parents' responsibility to notify immediately a counselor or administrator of any pending conflict that may result in a confrontation. Seldom will a fight occur without prior reason. **Consequences for fighting/disruptive behavior will result in short – or long-term suspension. Fighting is NOT acceptable.**

In addition, students involved in fighting may be ticketed for disorderly conduct by the Edmond Police Department. In addition, civil charges may be filed.

FINANCIAL OBLIGATIONS

Students are expected to take care of any financial obligation that they may incur. If a student does not, the following may occur:

1. A student will not be allowed to pick up the following year's enrollment schedule.
2. A student will not be allowed to secure a parking space.
3. Students will not be allowed to obtain a transcript.

FLOWERS, GIFT AND FOOD DELIVERY

Flower, balloon, or gift deliveries for students will **NOT** be accepted. Deliveries for these items will be denied.

Food deliveries made be made by a parent or guardian only. These deliveries may be made according to your school site policy. Please check with your school office for the procedures to do this. All deliveries must go through the school office. **No outside food delivery services are permitted.** Deliveries made by anyone other than a parent or guardian or by a service will be denied.

FRATERNITIES, SORORITIES, GANGS, ETC.

The Edmond Board of Education does not approve of fraternities, sororities, gangs, or secret societies within the schools, at school activities, or on school property. Such organizations shall in no way be directly or indirectly influential upon the school program.

GAMBLING

Gambling is not permitted on school property or at any school-sponsored function.

HALL PASSES

Students are not permitted in the halls during the class period without a hall pass from an authorized staff member. Any student who is found outside of class without a hall pass may be subject to disciplinary action. Students who arrive to school before their scheduled class time should wait in the cafeteria until that class begins. Running in the halls is prohibited.

HALL SIGNS, ADVERTISING, PROMOTION AND SOLICITATION

Posting or distributing written or photographic materials on campus is prohibited without prior approval from the principal. Additional information about material distribution (District Policy #5010) can be found online at <http://www.edmondschools.net>.

INAPPROPRIATE LANGUAGE

It is expected that language used at school be polite and appropriate. Profanity, obscenity, and vulgarity have no place at school, during a school-sponsored activity, or on the school bus. Offensive wording, pictures on T-shirts, or other clothing are considered inappropriate use of language. A student using foul language may be disciplined with any of the following: Detention, AISP, and/or Suspension. An offense against a staff member **will** result in harsher consequences.

LIGHTERS

Students found to be in possession of a lighter will have the lighter confiscated and discipline will be assigned by the appropriate administrator. A student who lights a lighter faces AISP or Suspension depending on the severity. Also, charges may be filed by the Edmond Police Department.

LOCKERS

Lockers are provided for the students' convenience. Each locker has its own combination. If, for any reason, the locker is not in good working order, report it to the Assistant Principal's office. Slamming and kicking locker doors often causes latches and combination locks to malfunction. Please treat the lockers with care. Decorating lockers is prohibited. All lockers have been painted. Stickers and tapes will damage the painted surface. Students writing on lockers or defacing them in any way will be expected to pay for the damages and will lose the privilege of using a locker.

State law (Section 24-102 of Title 70) provides that "Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other property. **School personnel shall have access to 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.**" The District Policy regarding lockers search and seizure (Policy #4620) is found at the district website <http://www.edmondschools.net>.

The school does not assume responsibility for property removed or stolen from lockers. No student should ever give his or her locker combination to another student. Periodic locker checks and clean-outs will be made throughout the year.

LOST AND DAMAGED BOOKS

Books are checked in and out from the textbook room. Each textbook has a different bar code. When the student is issued a textbook, **the student is responsible for the textbook that was issued with their student identification number.**

Whether the book is lost, stolen, or damaged (by you or unknown persons), **the student is responsible for all textbooks that have been bar coded with their school identification number.**

Students are responsible for checking their textbook upon receipt for damage. When a student has been issued a defective book, they should immediately return the textbook to the textbook room and they will be reissued another textbook.

Students, who turn a book/books in after the first week of class, reporting damage will be responsible for the condition of the book when it is turned into the textbook room.

The student must pay for books that have been lost, stolen, or damaged. Students should pay for books at the financial office window. Book checks will be made at the end of each semester.

If anything happens to a student's textbook that hinders him/her from returning it to the textbook room at the close of school, the student cannot receive grades until the obligation is resolved.

LOST AND FOUND ARTICLES

Students are responsible for all items used at school. Personal items should be marked with your full name. Students who have lost items may ask for them in the front office area. Students finding articles in the school should bring them to the front office area. All unclaimed items are given to charity at the close of the semester. Students must have a photo ID in order to claim lost items.

MEDICATION DISPENSING (BOARD POLICY 5530)

Medication Dispensed/Administered by School Personnel

Only medication that has been prescribed for a student by a licensed Health Care Provider will be administered by school personnel, including both prescription and non-prescription medications.

A. All medication administered by school personnel requires a completed Authorization for the Administration of Medication form, #N-6. It must be signed by the parent/ guardian and a licensed physician/prescriber, and accompany the medication. All medication must be brought to the school by an adult. Medication will not be given to a student for transport to or from school.

B. Prescription medication must be in a prescription container, with the pharmacy label that states: student name, licensed physician/ prescriber name, medication, dosage and instructions for administration. Any non-prescription/ over-the-counter medication (e.g., cough syrup, ibuprofen, etc.) must be in the original, unopened container. All sample medication, will require a signed statement from the licensed physician/prescriber stating the name of the medication, dosage, and instructions for administration.

C. Authorization for the Administration of Medication form is available in school offices and on the District website.

D. The written authorization for all medications is effective for the current school year and must be renewed each school year.

E. Substances not approved by the FDA will not be administered by school personnel.

II. Medication check-in and storage procedures:

A. Medication check-in will consist of:

1. Medication, authorization form, and administration log will be packaged according to individual school procedure.
2. Confirming the authorization form is complete by verifying the following: name of the student, name of the medication, dosage, time to be given and route of administration.
3. Confirming the medication pharmacy label matches the completed Authorization for Administration of Medication form provided by the parent/guardian.
4. Complete the student and medication information on the Administration of Medication log.

B. Medication will be stored in a locked drawer or cabinet in an area readily accessible to students.

A witnessed count of all controlled substances will be completed and recorded by two district employees, one of whom has received district approved medication administration training upon receipt of medicine and weekly thereafter.

Self-Administered Medication

A student may carry at all times and self-administer labeled, prescribed medication if a diagnosis of asthma, anaphylaxis or diabetes has been made by a treating licensed physician and the necessary provisions as required by law have been completed.

Pursuant to Oklahoma law the parent/guardian shall:

A. Provide the school with a written and signed statement, Form #N-6 including the segment concerning self-administration of asthma, anaphylaxis and diabetes medication, acknowledging the District shall not incur any liability as a result of any injury from the self-administration of asthma, anaphylaxis or diabetes medication by a student.

B. Provide the school with a written and signed statement, Form #N-6 including the segment concerning self-administration of asthma, anaphylaxis and diabetes medication, from the student's treating licensed physician/prescriber containing the following information:

1. The student has been diagnosed with asthma, anaphylaxis or diabetes;
2. The student is capable of and has been instructed in the proper method of self-administration of the student's asthma, anaphylaxis or diabetes medication;
3. The name and purpose of the asthma, anaphylaxis or diabetes medication;
4. The prescribed dosage;
5. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis or diabetes medication is to be administered.

C. Provide the school with an emergency supply of the student's asthma, anaphylaxis or diabetes medication to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.

D. Provide asthma, anaphylaxis or diabetes medication to be carried by the student which is appropriately labeled with a prescription label reflecting the following:

1. Student name
 2. Prescription number
 3. Asthma, anaphylaxis or diabetes medication name and dosage
 4. Method of administration
 5. Date of prescription and refill
 6. Licensed prescriber's name
 7. Pharmacy name, address and telephone number
 8. Name of pharmacist
- The completed Form #N-6, including the segment concerning self-administration of asthma, anaphylaxis and diabetes medication, shall be kept on file in the office at the school site where the student is enrolled. This authorization shall be effective only for the school year in which it is submitted by the student's parent or guardian. The parent or guardian shall be responsible for submitting a new authorization for each school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, prescribed by a licensed physician and having an individual label or an anaphylaxis medication used to treat anaphylaxis including but not limited to Epinephrine injectors, prescribed by a licensed physician and having an individual label. "Self-administration" shall mean a student's use of asthma or anaphylaxis medication pursuant to a prescription or written direction from a licensed physician/prescriber.

For purposes of this policy, in accordance with the diabetes medical management plan of a student, a school shall permit the student to attend to the management and care of their diabetes, which may include:

1. Performing blood glucose level checks
2. Administering insulin through the insulin delivery system the student uses
3. Treating hypoglycemia and hyperglycemia
4. Possessing on the person of the student at any time any supplies or equipment necessary to monitor and care for the diabetes of the student
5. Attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity.

MESSAGES

The policy toward student messages is as follows:

1. Students are generally not called to the office telephone. If the caller indicates that there is an emergency, messages will be delivered.
2. Parents/guardians are the ONLY people who may call and leave messages to be delivered to students.

MISREPRESENTING SCHOOL PERSONNEL

Students who forge notes, fake a call in an attempt to excuse an absence, fail to identify themselves to a staff member, mislead, or otherwise misrepresent school personnel are subject to serious disciplinary action.

OFF-CAMPUS BEHAVIOR / EXTRACURRICULAR ACTIVITIES

EPS high school students at school sponsored off-campus events or traveling to or from those events in school transportation are governed by all Edmond School District and site specific rules and regulations.

PARKING AND STUDENT VEHICLE USE (BOARD POLICY 4625.1R)

Permission to park on school premises and to use school access roads as a matter of privilege, not of right. Freshmen are not authorized to park on campus at any point during the school year. Students are to observe all Oklahoma traffic laws as well as district and campus-specific rules for the safe operation and parking of vehicles. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without consent and without a search warrant. Parking is \$60 per school year, \$30 for last semester of school year (for late enrollees and as available). No refunds.

Rules and Regulations

1. All students agree to observe the following rules:
 - a. No reckless or careless driving on campus (including, but not limited to observing posted speed limits: 10mph, stopping at stop signs and yielding to pedestrians)
 - b. No parking in fire lanes, bus loops or handicap spaces
 - c. No parking in spaces reserved for staff, cafeteria or visitors
 - d. No parking on sidewalks, grass or across lines marking spaces

- e. Vehicle must be parked in assigned space (student space) with permit in place
 - f. Permit and/or parking space exchanges must be approved by Parking Office
 - g. Citations and/or loss of parking privileges may be assessed for violations
2. Request replacement of lost or damaged permit in Parking Office
 3. School is not responsible for the student's vehicle or its contents
 4. Students parking on city streets may be in violation of a city ordinance and subject to fines by Edmond PD
 5. Any accident or incident on school campus should be reported immediately to the parking attendants, assistant principal's office and/or the school resource officer.

For additional information about parking, please refer to district policy #4625.1R found at the district's website, <http://www.edmondschools.net>.

POSSESSION OF STOLEN GOODS

AISP or Suspension, and charges may be filed by the City of Edmond.

STUDENT SEARCHES

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.70 O.S. Section 24-102 (First paragraph of statute).

PRESENCE IN BUILDING – BEFORE AND AFTER SCHOOL

Students should not be in the building before 7:45 a.m. unless under the immediate supervision of a teacher or sponsor. In addition, students should leave campus within 15 minutes of the end of their schedule (2:55 or 3:55) unless under the direct supervision of a teacher or sponsor.

PUBLIC DISPLAY OF AFFECTION

No public display of affection should occur while on campus, at school activities, or at any school related function. Offending pupils will have their attention called to the matter and, should it recur, appropriate action will be taken.

SCHOOL LUNCH PROGRAM

Students may purchase hot lunches by securing lunch tickets. Lunch tickets will be sold before school each day in the cafeteria. Checks made payable for lunch tickets will NOT be exchanged for CASH. **LUNCHES CANNOT BE CHARGED.**

Applications for FREE or REDUCED lunches may be obtained from the office. Free or reduced lunch tickets CANNOT be shared with other students. Some students may prefer to bring a sack lunch and supplement it with milk products from the cafeteria. Food delivered by parents or private business is discouraged.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Empty all debris from trays into the trash containers.
2. Keep tables and floors clean.
3. Talk in a normal voice.
4. Keep the cafeteria lines orderly.
5. Never push or run.
6. Pick up and/or clean up food you drop or spill.
7. Respect cafeteria duty teachers' authority.

SCHOOL NURSE

The Edmond Public Schools provide the students with the services of a school nurse. The nurse is available to students on specific days and, if need be, may be called to the school at other times in cases which need the expertise of the nurse. Students who need the services of the school nurse should report to the attendance office.

SCHOOL SAFETY/ID BADGE

In a continuing effort to increase security at Edmond Public Schools. Student identification procedures will be enforced. Edmond Public Schools are taking all measures to ensure the safety of our students, faculty, staff, and patrons. To improve school safety all students and district employees will wear photo ID at all times on school property and at all school events. All secondary schools will have controlled access locks that require scan card entry. The student ID badge will act as the scan card for school entry access. High school students who fail to wear their school IDs on school property and at school events will be subject to the following disciplinary actions. The school ID, lanyard, and case is school property. These items must be returned to the school at the end of the school year or if a student withdrawals to attend another school, including another Edmond Public School. It is expected for high school to wear their IDs and to comply with this district protocol. Seniors must present IDs to exit and enter campus during lunch.

Replacement Cost:

If lost or misplaced, student IDs can be replaced for \$5 at the school site through the InTouch system. If this transaction takes place before the first bell to start class, there is no further penalty.

Consequences if Lost or Forgotten:

High school students are expected to wear their IDs at all times when on school property, to enter any classroom and at all school events.

- **FIRST OFFENSE** – No ID at school (whether lost or forgotten)
 - Prior to the first hour of your daily schedule, go to the office to get a temporary ID and call your parents to advise them of the \$5 charge that will occur the following day.
 - Original ID will be deactivated. Students are only allowed one active ID.
 - Last hour, temporary IDs will be picked up by the office.
 - The following day, report to the office to get a new ID made if you realize yours is lost or to report and show that you found your ID. (A new ID will result in a \$5 charge to InTouch.)
 - Failure to report to the office the day after the first offense will result in an automatic advance in second offense.
- **SECOND OFFENSE** – No ID at school (whether lost or forgotten) \$5 replacement and 1 day AISP
- **THIRD OFFENSE** – No ID at school (whether lost or forgotten) \$5 replacement and 2 days AISP
- **FOURTH OFFENSE** – No ID at school (whether lost or forgotten) \$5 replacement, 3 days AISP, and meeting with an administrator, student, and guardian.
- Any additional offenses may result in out of school suspension and a parent conference before a student is allowed to return to school.
- ***Fraudulent use of school ID badge may result in out of school suspension.***

**Students may be subject to additional and/or alternative consequences at the discretion of the school site administration.*

VISITORS

School Board Policy will not allow visitors to attend classes with an EPS high school student. Only persons with legitimate business at the school, or parents, will be allowed. All visitors and parents should register in the office, and should leave promptly when their business is completed. All visitors will receive a visitor's badge that is to be worn during their visit to the school.

ADMISSION REQUIREMENTS (BOARD RESIDENCY POLICY 4105)

Procedures for verification, re-verification of residency, as well as, procedures for addressing residency disputes are outlined in the Edmond Board of Education policies. For your convenience, this information may be found at the district's website – <http://www.edmondschools.net>.

IMMUNIZATIONS

Title 70, of the Oklahoma Statutes, Sections 1210. 191-193, requires that parents or guardians of all minor children attending school in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, the student must have received or be in the process of receiving immunizations for the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, hepatitis B, hepatitis A and chickenpox. In compliance with OK Senate Bill 658, in lieu of required immunizations, a parent or guardian must submit a completed and signed exemption form, available from the Oklahoma Health Department. For more information on the immunization requirements, contact the Counseling Center.

ACADEMIC GUIDANCE

Guidance services are available to every student in the school. These services are provided through the Counseling Center and include assistance with educational planning; interpretation of test scores; occupational information; career information; study help; help with home, school, and/or social concerns; or any questions the student may feel he or she would like to discuss with the counselor. The counselors feel that parent input is important and encourage parent involvement. In the event a student needs to visit with a counselor, the student's name must be left with the secretary and the counselor will call in the student as soon as possible.

CURRICULUM GOVERNANCE

This policy is to articulate Board governance standards in a way that addresses issues of curriculum control, direction, connectivity and equity, feedback and productivity so that all students will be assured of educational excellence and equity.

I. Control of the Curriculum

- A. There will be alignment of the written, tested and taught curriculum.
- B. The core curriculum will be accessible for all students to make continuous progress toward 12th grade graduation proficiencies. Proficiencies will be attained through the adherence to a spiraling K-12 curriculum that is performance-based and provides applied learning opportunities for students.
- C. The Board will adopt a comprehensive curriculum for grades K-12 that is designed and developed in accordance with national, state and local standards.
- D. District staff will share accountability for control of the curriculum through roles and responsibilities in specified job descriptions.

II. Direction of the Curriculum

- A. Curriculum will be written for all subject/learning areas.
- B. A Curriculum Review Cycle will be implemented to develop, revise and update academic curriculum.
- C. The Board will monitor the adoption of textbooks/resources in accordance with state law.
- D. The focus of curriculum is to emphasize academic content.

III. Connectivity and equitability of the Curriculum

- A. There will be strong predictability of the written curriculum from one level to another.
- B. Curriculum will be vertically articulated and horizontally coordinated.
- C. Staff will be involved in ongoing training to increase proficiency in the delivery of curriculum. Training is to be driven by District, site and individual professional development goals.
- D. Both training in and actual delivery of the curriculum is to be consistent across the district.
- E. There will be ongoing monitoring of the delivery of the curriculum for the purpose of improving the quality of instruction received by students of the Edmond Public Schools.
- F. Regardless of the school or teacher to which assigned, students are to receive equitable access to the District's adopted curriculum that corresponds with their grade level/course assignment.

IV. Curriculum Feedback

- A. The content of the District's program of assessment will align with written curriculum standards.
- B. The District program of assessment will measure student performance and provide feedback for curriculum design and development, curriculum delivery, and individual and group student performance compared to other groups of students nationally, within the state and locally (norm referenced).
- C. Annual performance reports will be made to the Board on program effectiveness including an analysis of student assessments to facilitate continual improvements in the curriculum and instruction provided students.

V. Productivity Support

- A. The District budget will support the continual improvement process of alignment of the written curriculum, the taught curriculum and assessment.
- B. Specific budget/resource allocations will be based upon curriculum priorities recommended by the superintendent/designee and approved by the Board.
- C. Budget allocations for ancillary services are to be consistent with the District's mission-critical task of supporting student learning.
- D. Resource support for District and site initiatives is to be based upon research-based and data driven strategic planning.

VI. Prohibition of Race and Sex Discrimination in Curriculum (written & aligned in accordance to 70 O.S. § 24-157(B))

A. The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- i. One race or sex is inherently superior to another race or sex,
- ii. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- iii. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- iv. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- v. An individual's moral character is necessarily determined by his or her race or sex,
- vi. 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,
- vii. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- viii. 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.

B. A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring or any other class.

C. Any individual may file a complaint alleging that a violation of enumerated items i-viii above in VI.A has occurred. 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 i-viii in VI.A 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.

D. The district hereby designates Randy Decker as the employee responsible for receiving complaints. Complaints may be provided via telephone at 405-340-2800 and via email to randy.decker@edmondschools.net. This contact information shall also be accessible on the district's website.

E. 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.

F. 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 with ninety (90) days of receipt of a claim. Within thirty (30) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

- G. No individual shall be retaliated against for (1) filing a complaint; or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. 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.
- H. Any teacher or other school employee who files a complaint or otherwise discloses information that the employee reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.
- I. 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 State Board of Education.

[EPS - Curriculum Governance Complaint Form](#)

SCHEDULE CHANGE PROCEDURES

The only schedule changes permitted are for the following reasons:

1. Level changes from on-level to AP. Students will not be allowed to move from AP courses per the course request form signed by parent and student.
2. Incorrect placement (example: you are in Spanish II, but have not had Spanish I).
3. Student has an open period (example: no third hour).

Students who need a schedule change due to one of the above conditions should see their counselor.

All schedule changes must be completed within the first three (3) weeks of each semester.

APPEAL PROCESS FOR A CHANGE OF TEACHER

1. A conference with parent, student, teacher, and administrator is required. During this conference, the problem/concern is discussed and a plan should be made by which the student and teacher can solve the problem/concern through mutual effort.
2. If the parent feels the above plan has not been successful, he or she may write a letter to the principal, describing efforts the student has made to meet the specifications of the plan and why they have not solved the problem.
3. The principal, will determine, based on the letter from the parent and an interview with the student and the teacher, as to whether a problem exists and a change is in the best interest of the student.

II. Grades 6-12

A. GRADING SCALE

A	(90-100)	Excellent
B	(80-89)	Good
C	(70-79)	Average
D	(60-69)	Poor
F	(59 and below)	Failure
S		Satisfactory
U		Unsatisfactory
I		Incomplete
N/C		No Credit
W		Withdraw

B. CLASS RANKING

Class rank computations will include the following Advanced Placement Weighted GPA scale for students receiving credit for taking Advanced Placement (AP) courses:

A = 5.0
B = 4.0
C = 3.0
D = 1.0
F = 0.0

The weighted GPA determines the official class rank. Percentile class ranking will be calculated based on weighted GPA to include top 1%, top 2%, top 5% and every successive 5%, i.e. 10%, 15%, 20%, 25%, 30%, 35%, etc. Students will be included in class rankings through their fourth year in high school. Students who remain in high school after four years will be classified in a Transitional Grade (TR) and will not be included in subsequent class rankings.

III. In order to maintain the consistency and the meaning of the grading system, the following method of computing grades will be used in Grades 6 - 12.

A. The teacher will utilize grading patterns that are fairly administered and based upon identified criteria. Students and parents will receive prior notification of the criteria and objectives.

B. The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, performances, tests, etc.

C. The semester average is to be calculated as:

Grades 6-8

Eighteen weeks average = 100%

Grades 9-12

Eighteen weeks average = 80%
Semester Examination = 20%

IV. GRADE REPORTING

A. Grade K-5 student grade reports are to be available to parents at quarterly (9-week) intervals.

B. Grades for students in grades 6-12 are available for parent and student review on line via the parent portal.

C. Parents may request grades of students at any time by contacting the student, teacher or counselor.

V. PROCESS FOR APPEALING A GRADE:

Teachers are entrusted with and responsible for assigning students' grades in keeping with this policy and in a fair and equitable manner. In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

A. A student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes (1) reason(s) for the appeal and (2) relief sought by the complainant, within thirty (30) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated within ten (10) days of receipt of the statement of appeal.

As used within this policy, days are defined as "calendar days." The superintendent may extend the specified number of days for communicating a decision at any level of appeal if he/she determines there are extenuating circumstances that require additional time to properly conduct the investigation. If an extension is granted, the complainant is to be notified within the original ten-day period specified in policy.

B. If the complainant is dissatisfied with the decision of the teacher, as required at the first level of appeal noted above, written appeal can be made to the school site principal. It must be requested within five (5) days of receipt of the teacher's decision. If written appeal is not provided to the principal within five (5) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final and non-appealable.

It will be the responsibility of the school principal to fully investigate the complaint and issue a ruling in the matter within ten (10) days of receipt of the statement of appeal.

If the complainant is dissatisfied with the decision of the principal, appeal can be made to the superintendent of schools. If written appeal is not provided the superintendent within five (5) days of the complainant's receipt of the principal's decision, the decision of the principal will be final and non-appealable.

It will be the responsibility of the superintendent or designee to fully investigate the complaint. During the course of investigation, the superintendent or designee may consult certified teachers and/or curriculum/instruction staff in an advisory capacity if deemed appropriate and necessary to reach an informed decision.

Within ten (10) days of receipt of the statement of appeal, the superintendent or designee will provide to the complainant a written ruling. The decision of the superintendent shall be final and nonappealable.

PROGRESS REPORTS AND REPORTS CARDS

In keeping with environmental awareness, cost savings, and technological advances, Edmond Schools no longer provides middle school and high school students printed copies of their progress reports/report cards. At the end of each grading period, parents and students can view and print the most recent progress report/report card using Infinite Campus Parent Portal.

The ability to monitor a student's attendance, grades, and any assignment information can be securely viewed from an Internet Browser at home, office or public library through Infinite Campus Parent Portal. This secured access requires an Internet connection as well as a confidential user name and password issues to the parent/guardian by the school.

If you have not signed up to view your student's information via Parent Portal, you may do so by visiting your student's school office. More information concerning Parent Portal can be found at <http://edmondschools.net/parentportal/>. We encourage ALL students and parents to access Parent and Student Portal on a regular basis to monitor attendance and grades.

If you do not have access to a computer/internet, you must complete a written request for a printed progress report/report card form. These forms are available in the counseling office. You or the student must pick up the printed report with the exception of the final end-of-year report card, which will be mailed to the student's home address. This form must be returned within the first two (2) weeks of attendance in school.

INCOMPLETES

If a student receives an "I" (incomplete) grade, it is his/her responsibility to make arrangements with the teacher to make up missed work, usually within a two-week period. Missing work not made up in the specified amount of time will be assigned grades, often zeros, and the final grade will be averaged accordingly.

PARENT/STUDENT PORTAL

PLEASE NOTE: FOR RETURNING STUDENTS, THE ANNUAL UPDATE MUST BE COMPLETED BY PARENT/GUARDIAN PRIOR TO SCHEDULE PICK UP

Parent Portal allows parents and students to examine grades and attendance via the Internet. For a parent to receive a password, the parent must visit the counseling center and present identification. Students will be issued passwords at the beginning of the school year. The password will allow access to student's grades that are posted on a weekly basis. We encourage all students and parents to access grades and attendance on a regular basis via PIV. **We encourage ALL students and parents to view Parent Portal frequently to monitor attendance and grades.**

PROCESS FOR APPEALING A GRADE

Teachers are entrusted with and responsible for assigning students' grades in a fair and equitable manner. In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

1. A student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes (1) reason(s) for the appeal and (2) relief sought by the complainant, within thirty (30) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated within ten (10) days of receipt of the statement of appeal.

As used within this policy, days are defined as "calendar days." The superintendent may extend the specified number of days for communicating a decision at any level of appeal if he/she determines there are extenuating circumstances that require additional time to properly conduct the investigation. If an extension is granted, the complainant is to be notified within the original ten-day period specified in policy.

2. If the complainant is dissatisfied with the decision of the teacher, as required at the first level of appeal noted above, written appeal can be made to the school site principal. It must be requested within five (5) days of receipt of the teacher's decision. If written appeal is not provided to the principal within five (5) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final and non-appealable.

It will be the responsibility of the school principal to fully investigate the complaint and issue a ruling in the matter within ten (10) days of receipt of the statement of appeal.

3. If the complainant is dissatisfied with the decision of the principal, appeal can be made to the superintendent of schools. If written appeal is not provided the superintendent within five (5) days of the complainant's receipt of the principal's decision, the decision of the principal will be final and non-appealable.

It will be the responsibility of the superintendent or designee to fully investigate the complaint. During the course of investigation, the superintendent or designee may consult certified teachers and/or curriculum/instruction staff in an advisory capacity of deemed appropriate and necessary to reach an informed decision.

Within ten (10) days of receipt of the statement of appeal, the superintendent, or designee will provide to the complainant a written ruling. The decision of the superintendent shall be final and non-appealable.

GRADUATION REQUIREMENTS (BOARD POLICY 3500)

To graduate from Edmond Public High Schools, a student must earn a total of twenty-four (24) units and demonstrate mastery of the state academic content standards described in "B" below.

Diplomas

A student has earned a diploma when he/she has completed all the requirements for graduation from high school as prescribed by the State Department of Education, the North Central Association of Colleges and Secondary Schools, and the Edmond Board of Education. All graduating seniors are expected to attend commencement exercises.

A Unit

Classes meeting a minimum of fifty (50) minutes, five (5) times per week for thirty-six (36) weeks carry one (1) unit of credit. "Sets of competencies" means those skills and competencies that are specified in the state academic content standards and other skills and competencies adopted by the Board.

Repeated Courses

Should a student elect to repeat a class, both grades will be recorded and figured in the official grade point average. The repeated course will count toward the twenty-four (24) required units only if the student received a failing grade in the original attempt.

Class Changes

Changes may be made after school is in progress at the discretion of the principal or his/her designated representative to correct placement or improve teacher-pupil loads. No pupil may drop a subject at any time without the approval of his/her parent and the principal or a designated representative.

Graduation Requirements

1. To graduate from high school, a student must have earned a total of twenty-four (24) units including arts competencies. Students will be enrolled in the College Preparatory Curriculum unless a parent signs a waiver to "opt" his/her student out of the curriculum. If a parent signs a waiver, the student will then be enrolled in the Minimum Graduation Curriculum.
2. All courses taken for high school credit will be included on the student transcript. Only those courses taken in Grades 9-12 will be included when calculating the high school Grade Point Average and for determining valedictorians and salutatorians.
3. Dual GPA for all courses taken during Grades 9-12 will be calculated and printed on the student's transcript. Both the un-weighted GPA on a 4.0 scale and the weighted GPA on a 5.0 scale for Advanced Placement courses (A=5.0 B=4.0 C=3.0 D=1.0 F=0.0) will be recorded on the transcript.
4. Senior students who have moved from out of state or from another school in Oklahoma and have become legal residents of a local school district may complete the number of graduation units required from their previous school.
5. At least two (2) units of the last three (3) units completed for graduation will be completed in attendance at one of the Edmond Public Schools' high schools (including concurrent enrollment) or in attendance in a District sponsored alternative program for the student to receive a diploma.
6. The Board of Education has the authority to establish local requirements for graduation above those of the State Board of Education.
7. The principal has the authority to resolve individual and/or hardship cases.
8. Specific course requirements depend on whether the student enrolls in the College Preparatory Curriculum (the default curriculum) or the Minimum Graduation Curriculum (requires a signed parental waiver to opt the student out of the College Preparatory Curriculum). The course requirements may also differ for graduating classes (student cohort groups) due to changes in Board of Education Policy or Oklahoma State Law. The specific course requirements for graduating classes are listed at the end of this policy.

Individualized Education Programs For Students With Disabilities

Local individualized education program teams may, for individual students, use a modified set of competencies, minimal competencies for high school graduation, and requirements permitting credit for career education and supervised work experience. This allows for a realistic educational program which helps youth with disabilities to make the transition from school to the world of work with a maximum chance for success as self-supporting citizens.

Grade Classification Requirements

The following criteria will be used in determining the classification of students by grade at the beginning of the fall semester:

1. Seventeen (17) units to be classified as a Senior
2. Eleven (11) units to be classified as a Junior
3. Five (5) units to be classified as a Sophomore

Proficiency Based Promotion

1. Proficiency Based Promotion is a system which awards credit for students in the required curriculum areas, *i.e.*, social studies, language arts, languages, mathematics, and science (Grades K-12); the arts Grades K-8; and humanities, health, and physical education (Grades 9-12) through an assessment process. All students in Grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Secondary students may advance one (1) or more levels in the core curriculum areas in a sequential manner.
2. In compliance with Oklahoma law, if students demonstrate proficiency for 9-12 curriculum areas, appropriate notation and a letter grade of "A" will be entered on the high school transcript. Credit earned will count toward meeting the requirements for graduation. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma. Failure to demonstrate proficiency will not be noted on the transcript.

Talent Search Programs

In certain cases, credit may be obtained through talent search programs such as the Duke Summer Program. Approval for such coursework shall be obtained from the EPS Educational Services Department prior to coursework commencing. Documentation of the course taken must be presented to the curriculum office to verify that the course work's curriculum standards and academic rigor are comparable to an Edmond Public School high school course. Documentation must include the course syllabus, the student evaluation provided by the teacher and successful results of an exit examination if given.

Course Load

1. Students who return for a fifth (5th) year because of deficient credits are required to enroll in only those courses required for graduation. They may, however, enroll in additional courses if they desire.
2. The concurrent enrollment program allows students to enroll in college courses. Concurrent enrollment courses will be recorded on the students' high school transcripts as either academic or elective credit. Students shall receive academic credit if the concurrent course content and objectives align to the state academic content standards taught through the course provided by the school district. If the concurrent course does not align to the state academic content standards, students shall receive elective credit. Grades earned and transcribed as a result of concurrent enrollment will be included in determining a student's official grade point average. The un-weighted 4.0 grading scale will apply for concurrent credit. Specific information regarding the concurrent program is available in the guidance office of each high school.

Summer School

A maximum of one (1) unit may be earned during a regular eight (8) week summer session.

Online Courses

1. Courses must be aligned with the state academic standards, meet Edmond Public Schools curriculum, and be administratively approved. Permission must be obtained from the principal and the student's counselor for all student enrollments in an approved course.
2. Night school courses not offered through the Edmond Public Schools will not be accepted for credit toward graduation.

Valedictorians/Salutatorians

- a. The valedictorian(s) will be the student(s) having all A's; the salutatorian(s) will include the student(s) with all A's except for one (1) B. Only grades earned during the 9th, 10th, and 11th Grades and the fall semester of the Senior year, including any repeated courses, will be considered. To qualify as a valedictorian or salutatorian, the student must be enrolled in the Edmond School District at the beginning of the fall semester of Senior year.
- b. A valedictorian who has completed a minimum of five (5) Advanced Placement courses shall be designated as "Valedictorian with Special Distinction".

Official Grade Point Average

The official grade point average will include all grades taken in Grades 9-12 posted on a student transcript. A student's GPA will be computed using a four-point grading scale (A=4, B=3, C=2, D=1, F=0). Classes graded with "S" or "U" or those taken prior to the 9th Grade will not be computed in the GPA.

Class Rank

The official class rank is based on the weighted GPA. The unweighted GPA is used only for determining Valedictorians and Salutatorians. A student's class ranking will be calculated based on the weighted GPA in the following groupings: 1%, 2%, 5%, 10%, 15%, 20% and each quintile below. Students will be included in class rankings through their fourth year in high school. Students who remain in high school after four (4) years will be classified in a Transitional Grade (TR) and will not be included in subsequent class rankings.

Edmond Public Schools Course Requirements for High School Graduation can be found at the district website at the following link:

[3500R Graduation Requirements](#)

NATIONAL HONOR SOCIETY

Members of the sophomore and junior class are eligible for membership. Criteria for membership include the following:

1. Must have a cumulative GPA of 3.50 on a 4.0 scale.
2. Must be active in two (2) organizations or clubs.
3. Must have a character reference from two (2) teachers.
4. Must have demonstrated leadership potential.
5. Must have no office disciplinary record.
6. Must have achieved at least sophomore classification.
7. All appropriate documentation of the above must be completed prior to the due date, which will be announced by the sponsor(s).
8. Must pay a \$10 induction fee.
9. Must have the approval of the faculty council.

Note: National Honor Society students must achieve and maintain the above criteria, as well as:

- 1. pay annual dues promptly and*
- 2. complete the required service points by the established deadline*
- 3. have no disciplinary referrals*

Failure to do so may result in termination of membership. Once membership is terminated it cannot be renewed.

Students transferring to EMHS who are already members of an Honor Society must provide a letter from their former school documenting that they are a member. New members are inducted in the spring of their sophomore or junior year.

PROFICIENCY BASED PROMOTION

Upon the request of student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Information concerning proficiency based promotion may be accessed through the district's website at <http://www.edmondschools.net>, or contact Curriculum Educational Services at 340-2278.

INTERNET-BASED INSTRUCTION

Edmond Public Schools recognizes the distinct advantages Internet-based instruction can offer students by expanding course offerings, for recovery of credit, or in certain cases, to fulfill graduation requirements. This type of course work should not be viewed as a means of substituting direct face-to-face instruction but as a means of expanding the ability of Edmond Public Schools to enable students to succeed in a changing society. Courses must be aligned with the Oklahoma academic content standards, meet Edmond Public Schools curriculum, and be administratively approved. Permission must be obtained from the principal and the student's counselor for all student enrollments in an approved course.

Individual student data will be considered educational records and will not be released to unauthorized individuals or entities without the parental consent in accordance with the Family Educational Rights and Privacy Act (FERPA). All Internet-based instruction shall be conducted in accordance with applicable laws and regulations that have been established by federal and state statutes and agencies, including regulations established by Edmond Public Schools.

HOMEWORK REQUESTS

Students and parents are encouraged to contact teachers by making use of the student information via Canvas, parent portal or through email.

For households with limited computer access, it is the policy of Edmond Public Schools that upon the **third** (3rd) day of absence, a parent may contact their grade-level attendance office and request homework assignments. The parent needs to call the grade-level attendance office before 8:30 a.m. of the third (3rd) day in order to allow time for the request to be processed, distributed to the teachers and assignments returned to this office. If your child is going to be out for three (3) or more days, you may call in the request for homework prior to the third (3rd) day of absence. Any requests received after 8:30 a.m. are subject to processing the following day. It remains the parent's responsibility to ensure that the student has his/her book(s). Homework needs to be picked up in the appropriate attendance office between 2:20 and 3:30 p.m.

OSSAA ELIGIBILITY REQUIREMENTS

Students involved in after-school activities and athletics will be affected by the following Oklahoma Secondary School Activities Association's rules governing participation.

Section 1. Semester Grades

- a. A student must have received a passing grade in any five (5) subjects that he/she was enrolled in during the last semester he/she attended more than fifteen (15) days. This requirement would be five (5) school credits for the 7th and 8th Grade students; the student must have passed English, Math, Science, Social Studies, and one (1) elective.
- b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six (6) weeks of the next semester.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six (6) week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2. Student Eligibility During a Semester

- a. If a student drops a class after the first three (3) weeks of the semester he/she will be ineligible for a three (3) week period. In order to regain eligibility a student must be passing all subjects and complying with Rule 3, Section 2-b. Exception: A senior can be enrolled in no less than four (4) subjects.
- b. Scholastic eligibility for students will be checked at the end of the third (3rd) week and each succeeding week thereafter.
- c. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one (1) or more classes at the end of the probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility period will begin on Monday and end on Sunday.
- d. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).
- e. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.
- f. A student who has not attended classes ninety percent (90%) of the time for the semester in a member school becomes ineligible.

Section 3. Special Provisions

- a. A Senior student may maintain eligibility if he/she is passing (weekly check) the classes required for graduation. The number of classes can be no less than four (4). A Junior or Senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain college subjects equivalent to four (4) high school units that are accepted by the Oklahoma State Department of Education.

- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2b at the end of a three (3) week period. Any part of a week is considered a full week.
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3c) if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships would be illness, injury, death in family, natural disaster. Board policy allows a maximum of two (2) weeks to apply to this exception.
- d. One (1) summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program for the end of spring semester.

Section 4. Special Education Students

Students who are enrolled in special education classes, have in Individual Educational Plan (IEP), and have been certified by the principal as doing a quality of work, with the approval of the Board of Directors, will be accepted as eligible under this rule.

ADMISSION REQUIREMENTS TO COLLEGES AND UNIVERSITIES IN THE STATE OF OKLAHOMA can be found in the Edmond Public School Course Description Book at the following link:

[EPS High School Course Description Book](#)

SCHOLARSHIPS/OPPORTUNITIES

Scholarships/opportunities are available to those students who have achieved excellence in academics and have also scored well on college entrance examinations. There are also special scholarships/opportunities and awards for students who have demonstrated outstanding talent, i.e. athletics, music, art, leadership, etc. Information is available in the Counseling Center and distributed through the English classes. Please check the scholarship/opportunities bulletin board outside the counseling center on a regular basis for current information. Students wishing to apply for federal financial aid to attend college will need to pick up a financial aid application from the counseling center after December 1st.

The Counseling Center also has a college-career area that contains videos, computer programs, books, etc., most of which is available for student checkout. In addition, there are computers with Internet access to check financial aid, college information, scholarship information, etc. The Media Center has numerous resources available to those students who would want additional college/career information.

TRANSCRIPTS

Transcripts needed for military use, scholarship consideration, college applications, or prospective employer information may be requested from the Counseling Center. Please allow twenty-four (24) hours processing time after transcript request is made from the Counseling Center.

PSAT/NMSQT TEST

The PSAT/NMSQT (Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test) measures skills that are important for success in college-verbal reasoning, critical reading, math problem solving, and writing. The PSAT/NMSQT is the qualifying test for entry to the National Merit Scholarship Corporation competitions for college scholarships. Other benefits include feedback about critical academic skills, information from colleges, and practice for the SAT Program tests

CLUBS AND ORGANIZATIONS

Edmond High Schools' activity programs offer each student the opportunity to join the many clubs, which are currently active. It is recommended that, due to the time involved, no student shall hold the office of president in more than one (1) club and that no person shall hold any office in more than two (2) clubs.

Academic Team
Advocating Change Together
Art Club
Band Council
Business Professionals of America
Cheer-9th, JV and Varsity
Chess Club
Computer Club
Creative Writing Club
Debate Club
DECA/Marketing Club
Drama Club
Environmental Club
FCCLA
FFA (Future Farmers of America)
French Club
German Club
History Club
Key Club
Latin Club
Math Club
Multicultural Club
National Forensic League
National Honor Society
Orchestra Council
Pom- 9th, JV and Varsity
Robotics
Ruff Draft
SADD (Students Against Destructive Decisions)
Science Club
Spanish Club
STOMP
Student Council
Wood Tech Club
Yearbook
Young Democrats
Young Republicans
Youth and Government

Procedures for Forming a New Club:

Students who wish to form a new club must follow the proposal guidelines obtained in the principal's office. Only after submitting administrative approval, will the club receive official sanction.

LIBRARY/MEDIA CENTER

Print Media

The Media Center contains approximately 18,000 books to meet the research and recreational reading needs of our students. We subscribe to thirty magazines and two newspapers. Students may also use inter-library loan to borrow books from Edmond's other two high schools, as well as from public, academic, and other school libraries throughout the State.

Electronic Media

Networked via the Media Center's computers are Internet access, an automated library catalog, and various subscription databases selected to match classroom research assignments and answer students' questions about colleges and careers. Students may also access the databases remotely from home by using the logons and passwords provided them at the beginning of the school year or through the Media Center's web site. Also available on the Media Center's web site are links to valuable research and teen interest sites.

Career Center

Two (2) full-time media directors and one (1) full-time media assistant are available throughout the school day (including before and after school) to make reading recommendations and to teach students how to effectively research. Additionally, students, parents, and school faculty and staff can "Ask a Librarian", a research, availability, or reading question by accessing the librarians through the Media Center web page or by e-mailing them directly. This personnel is listed on the school website.

To ensure excellence in library service, it is important that students comply with the following guidelines:

1. The Media Center is open every school day from 7:15 a.m. until 3:30 p.m. Students are welcome at all times during those hours for the purposes of research, study, or reading. Media passes from classroom teachers are required during class times or lunch. Passes are not required before or after school.
2. Students may have six (6) books at a time checked out. Regular circulating books are checked out for a two (2) week period, but reference books may only be checked out overnight—*after* the student's final class of the day, to be returned *before* the student's first hour the following morning.
3. The fine for regular overdue books is \$.05 per day, and for reference books it is \$.25 per hour, beginning with the first (1st) hour of the morning the book is due. Fines accumulate to a maximum of \$5.00 per book until the book is either paid for or returned.
4. Photocopies are \$.10 per page. Students also are not charged for online printing *as long as they restrict the printing to single copies of relevant information.*
5. The student must pay for books that are lost or damaged.
6. Grades and transcripts will be held for all outstanding library obligations.
7. Internet usage is restricted to information needs related only to school assignments. As is true with all computers within EMHS, students may not access objectionable and/or entertainment sites, may not play games, nor be online for e-mail or chat rooms. Use of the Internet for other than specific school assignments will result in disciplinary action depending on the seriousness of the infraction and the number of times a student has previously committed computer infractions. The disciplinary action could result in the student being barred from using school computers for any purpose, even legitimate school assignments.
8. Appropriate and immediate disciplinary action will also be taken for the following reasons:
 - Theft or attempted theft of library materials
 - Pranks played with the library's security system
 - Destruction to library materials, computers and/or furniture
 - In cases of intentional destruction, students will be expected to pay full replacement cost of books, computer equipment, and furniture.

9. If an entire class comes to the Media Center, students are to leave their backpacks in the classroom. Individual students, who come to work in the media center, may bring their backpacks into the center and keep their bags with them at their work area. The library does NOT assume any responsibility for the bags or their contents.
10. Any food or drink a student brings to the Media Center must be disposed of in the trashcan *outside* of the Media Center doors. *This is true even if the food or drink has just been purchased.* Under no circumstances may food or drink be brought into the Media Center.
11. Out of respect for others, we ask all students, whether with a class or alone, to help make the Media Center a place of quiet study.
12. Students are given one (1) free ID each year. Replacements are \$5.00.
13. Students will be given a *Research Process Book* through 9th Grade English teachers. This book must be used for all four (4) years a student is at their high school. Replacement books are \$5.00. Also, our Media Directors host awesome discussion groups during lunch hours. Get involved if you love to read and discuss with your peers!

DISTRICT POLICIES

District policies are regularly reviewed and amended in compliance with changes in state and federal law. Any changes in policy will be noted in school and district communications and placed into effect immediately upon local board approval. All District policies can be accessed on the District website.

ATTENDANCE (BOARD POLICY 4200's)

A student is entitled to be counted present only on those days when in actual attendance or in scheduled school activities under the direction and supervision of a regular member of the faculty. The student must be in attendance for two-thirds (2/3) of the first half of the school day to be recorded present for one-half day; likewise, a student must be in attendance for two-thirds (2/3) of the second half of the school day to be recorded present for one-half day.

Promptness and regularity are essential characteristics for success. Students should make a habit of prompt and regular attendance and avoid all unnecessary absences.

Teachers should encourage good student attendance. Students should be present except for the following reasons: personal illness, serious personal or family problems, pre-arranged family activities or religious observance, upon advance notice to the principal. In the event of an excused absence, make-up work should be handed in and accepted by the teacher.

The school attendance officer shall notify parents of excessive, unexcused absences (four or more days or parts of days within a four-week period or ten or more days or parts of days within a semester) and may report such absences to the designated local authority dependent upon where the school is located.

In accordance with the Compact on Educational Opportunity for Military Children, the Superintendent has the specific discretion to grant a waiver of absences from being counted against the student to qualified students.

Students shall not be excused from school to take private lessons of any kind except in those instances in which the school cannot provide appropriate facilities and/or instruction

STUDENT BEHAVIOR (BOARD POLICY 4401)

The Board of Education of the Edmond School District adopts the following policy and procedures dealing with student behavior:

General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Edmond Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Academic Dishonesty
2. Arson
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class, sleeping, or refusing to work in class
5. Cyber-bullying
6. Disruption of the educational process or operation of the school

7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. False reports or false calls
9. Fighting
10. Forgery
11. Gambling
12. Harassment, intimidation and bullying
13. Hazing in connection with any school activity
14. Hitting/pushing/tripping (horseplay)
15. Inappropriate language, gesture, picture/videos or behavior
16. Indecent exposure
17. Misuse of an electronic device
18. Physical altercation causing injury (aggravated assault)
19. Possession of a caustic substance
20. Possession of obscene materials
21. Possession of gun related instrumentalities (bullets, shells, gun powder, pellets)
22. Possession, threat or use of a dangerous weapon including, but not limited to, firearms, knives, facsimile of a gun or other dangerous devices as outlined in the Dangerous Weapon Policy #4415
23. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, *i.e.*, 3.2 beer) and/or prohibited or controlled substances, including synthetic or designer drugs
24. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
25. Theft
26. Threatening behavior (whether involving written, verbal or physical actions)
27. Truancy
28. Unacceptable attire (dress code violations)
29. Use or possession of tobacco in any form including vapes, vapor devices and e-cigs
30. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
31. Using racial, ethnic or sexual epithets
32. Vandalism
33. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
34. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Sample Disciplinary Options

1. Detention: Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied.
2. Alternative In-School Placement: Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school administration.

Student Suspension

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the school district must be consistent with the due process rights of students and must provide proper forum and procedures for fair and consistent treatment of students. The term "out-of-school

suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other

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offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.**

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian. Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

Behavior or Conduct Which May Result in Suspension

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

1. Violation of any discipline code listed in section B or a school regulation.
2. Possession of an intoxicating beverage, including low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes.
3. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school during school activities.
4. Possession of a dangerous weapon or a controlled dangerous substance while on or within 2,000 feet of public school property, or at a school event as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms #4415.
5. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

District's Obligation Applicable to All Out-of-school Suspensions

Alternative In-School Placements: Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. **STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.**

Pre-Out-of-School Suspension Conferences

1. When a student violates board policy or a school rule the principal shall conduct an informal conference with the student.
2. At the conference with the student, the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and/or in writing that the student is being suspended out of school and that alternative in-school placement or other available options have

been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. No student shall be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences with Parents

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At this time, in accordance with due process, the student and his/her parent shall be informed by the principal of the right to appeal and the method for submitting the appeal based on whether the suspension is a short-term or long term suspension. If the parent is in agreement with the principal's decision, the consequence will be administered immediately.

Out-of-School Suspension Requirements

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one (1) calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense.
4. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
5. Out-of-school suspensions until the student performs some remedial act are not permitted.

Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension

1. Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal

with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

2. The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education for grade completion in Grades Kindergarten through 8th and for High School Graduation in Grades 9th through 12th.

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3. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.
4. No Plan is required for a suspension that falls under the Dangerous Weapon.

Record and Reports

The principal will keep records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

Student Privileges While Under Out-of-school Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately forfeits the privilege of participating in all extracurricular activities of the school. The filing of an appeal has no bearing on the forfeiture of participation. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Appeals for Short-term Out-of-school Suspensions of Ten (10) or Fewer School Days

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days.

1. Right of Appeal: A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers.
2. Method of Appeal to a Committee: An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not submitted within the five (5) calendar days.
3. Attendance at School Pending Appeal Hearing: Pending the appeal hearing of an out-of-school suspension, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper.
4. Hearing the Appeal:
 - a. The Superintendent of Schools or designee shall establish a review committee consisting of a district level chairperson, one certified employee from the student's school site, and one

certified administrator from another site within the same grade configuration (PK-5, 6-8, 9-12) No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct or involved in the disciplinary action. Furthermore, no teacher is eligible to serve who has the student in his/her class for the current school term.

- b. The chairperson shall schedule the committee hearing as soon as possible at a time mutually agreeable to the committee and the family. The student and his/her parent or guardian will be notified by phone or in writing of the date and time of the hearing. The hearing will take place

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at the school site where the student attends unless requested by either party to hold the hearing at the district office. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

- c. Prior to the hearing, the appeal committee chair will conduct an investigation of the student's out-of-school suspension. At the commencement of the hearing, the committee chair will state the purpose of the hearing and the possible outcomes, briefly outline the student's conduct, and read the policy, rule or regulation which the student's conduct violated. The suspending principal will then provide any information relevant to the investigation and the rationale behind the decision for suspending the student. After that, the student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence that supports the student's position.
- d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. Based on the committee's decision, the committee may uphold, overrule, or modify (shorten or lengthen) the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
- e. The decision of the committee shall be final and non-appealable.

Appeals for Long-term Out-of-School Suspensions in Excess of ten (10) School Days

1. Right of Appeal: A student who has been suspended out of school for a period in excess of ten (10) school days is entitled to appeal an out-of-school suspension to the Superintendent of Schools or designee.
2. Method of Appeal to the Superintendent of Schools or Designee: An appeal request must be presented by letter to the Superintendent of Schools or designee within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable.
3. Attendance at School Pending Appeal Hearing: Pending the appeal hearing of an out-of-school suspension, the student may be allowed to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:
 - a. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
 - b. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.
4. Hearing the Appeal:
 - a. The Superintendent of Schools or designee shall appoint a review committee consisting of not less than three (3) district level administrators one of whom shall be designated a chairperson.

No administrator is eligible to serve on the committee who was a witness to the student's conduct or involved in the disciplinary action.

- b. The Superintendent of Schools or designee shall schedule the committee hearing as soon as possible at a time mutually agreeable to the committee and the family. The student and his/her parent or guardian will be notified by phone or in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

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- c. At the commencement of the hearing, the committee chair will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, state the purpose of the meeting and the possible outcomes. The suspending principal will then briefly outline the student's conduct, the investigation that took place and the rationale behind the decision for out-of-school suspension. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence that supports the student's position.
 - d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. Based on the committee's decision the committee may uphold, overrule, or modify (shorten or lengthen) the suspension. All parties will reconvene for the reading of the committee's decision. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
 - e. The parent and student shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If, however, the parent accepts the decision of the appeal committee, he/she shall be requested to sign a waiver of review by the Board.
5. Method of Appeal to the Board of Education:
 - a. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
 - b. If no appeal is received within five (5) calendar days after the decision of the appeal committee, the decision of the appeal committee will be final and non-appealable.
 6. Hearing the Appeal:
 - a. The Board may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the Board or the hearing officer, if applicable, will be final.
 - b. The appeal will be heard as soon as possible.
 - c. The parent and student will be notified in writing of the date, time and place of the hearing.
 - d. The parent and student will have the right to an "open" or "close hearing, at their option.
 - e. Reasonable efforts will be made to accommodate the work schedule of parents.
 7. Procedure for Student Out-of-School Suspension Appeal Hearing before the Board of Education:
 - a. The Board President should:
 - i. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.
 - ii. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
 - b. Procedure for conducting suspension hearing by Board of Education or Hearing Officer appointed by the Board of Education. The Board President or Hearing Officer should advise the parents/child:

- i. That they are entitled to legal counsel, if they desire it.
- ii. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
- iii. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
- iv. That the Board or Hearing Officer will consider the evidence and documents and reach a decision. If the suspension hearing is conducted by the Board the vote will be recorded in open session.
- v. That the parents/child may ask any questions about the procedure.
- c. Procedure Following presentation of (1) and (2) above, all administration witnesses and documents should be presented subject to cross-examination.
- d. Parents/child may call any witnesses and present any documents subject to cross-examination.

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- e. After each witness is presented, if the hearing is conducted by the Board of Education, School Board members may ask the witness any questions. If the hearing is conducted by a Hearing Officer the Hearing Officer may ask the witness(es) any questions.
- f. Parents'/child's closing statement.
- g. Administration's closing statement.
- h. Deliberate in private. If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.
- i. If the hearing is conducted by the Board, members will return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: 1) affirm the out-of-school suspension, 2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension), or 3) revoke the out- of-school suspension.
- j. If the hearing is conducted by a Hearing Officer, the Hearing Officer will announce his/her decision to: 1) affirm the out-of-school suspension, 2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension, or 3) revoke the out-of-school suspension.

Revised 3-06-17

DANGEROUS WEAPONS POLICY - #4415

It is the policy of the Edmond Public Schools to absolutely prohibit the use, threat, and/or possession of dangerous weapons and related instrumentalities (bullets, shells, gunpowder, etc.) on school premises or at school functions. Any student who brings a firearm or weapon on school premises or at school functions shall be referred to the criminal justice or juvenile delinquency system. (Public Law 107-110, Section 4141.) This policy on dangerous weapons is applicable to all students without regard to age or grade.

Firearms

In keeping with Title 18 of the United States code, Section 921 and Oklahoma Statutes, Title 21, §1280 and Title 70 §24-101.3, any student in this school district who uses, displays, or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, may be removed from school for one full calendar year.

Firearms are defined as (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (4) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four (d) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority. In addition, any student who aids, knowingly accompanies, assists, or participates with another student who uses,

displays or possesses a firearm shall also be subject to suspension out of school for up to the current and following semester.

In accordance with Title 70, OK statutes, §24-101.3, schools are not responsible for the provision of educational services to those students who have been suspended for possession of a firearm.

Dangerous Weapons

Citing Oklahoma Statutes, Title 21, §1272, Edmond Public Schools further prohibits the following:

1. The use, display or possession of any weapons that may be outside of the strict definition of a firearm, including the following: (a) air guns, airsoft guns, pistols, or rifles that throw, discharge, or fire pellets, BBs, paint balls, or other projectiles (b) potato throwers, dart guns or glow guns and/or (c) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.

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2. The use, display or possession of any kind of dangerous weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of the Edmond Public schools or during school sponsored or authorized activities, functions or events shall result in the immediate out-of-school suspension of all students involved for a period of time of up to the current and following semester.

In addition, any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a dangerous weapon shall also be subject to suspension out of school for up to the current and following semester.

Knives, Weapons, or Other Dangerous Devices

The term "knife, weapon or device" shall include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) firecrackers or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

1. The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of the Edmond Public Schools or during school sponsored or authorized activities, functions or events, will be subject to disciplinary action.
2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.
3. For students identified under 1. and 2. above, the following disciplinary actions are to result for all students involved:
 - a. Warning: A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
 - b. Out-of-School Suspension: Suspension out of school for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not

commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.

- c. Automatic Long-term Out-of-School Suspension: Suspension out of school for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved had threatened any other person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

Facsimile of Guns

Any student who has a facsimile of a gun including cap, toy, or water gun or any other item resembling a gun in his/her possession at school, on school property or at any school-sponsored or authorized event will be disciplined as follows:

1. Parent/guardian will be notified.
2. The student may be suspended out of school.

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3. If harm or threat should occur, the student will be dealt with as though he/she had a dangerous weapon.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of weapons or archery equipment, including – but not limited to – drama productions, band, color guard, and ROTC. In all circumstances, use of such weapons must be carefully planned and used to avoid unintended injury. At no time will any weapon that uses projectiles be loaded or operable while on school property. Any of the uses herein described must be approved by the school site principal.

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

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined for student suspensions in Policy #4401. Legal will govern administrative procedures to be followed in the enforcement of this policy

SMOKE FREE ENVIRONMENT

Edmond Public Schools is a smoke-free environment. In addition, Edmond Public Schools prohibits the advertising of tobacco products on school property and in school publications. This prohibition also includes gear, paraphernalia, clothing, etc., that display and/or promote tobacco products. For more information, please refer to policy #5710 at <http://edmondschools.net>.

TOBACCO ON SCHOOL PREMISES - #4830

The Edmond Board of Education understands the concern of the parents, educators, students and other community members regarding the adverse effects of smoking and use of tobacco. Further the Board is aware of Oklahoma law which prohibits the possession of tobacco, cigarettes, vapors and e-cigarettes by minors. Therefore, tobacco in any form, nicotine products, **tobacco substitutes**, and/or associated paraphernalia shall not be used or possessed on school premises by students. This policy applies to

students while on campus (parking lots included), on school buses, at after school activities, or at any school sponsored event.

Further, in accordance with Oklahoma law, any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being asked by any police officer, administrator/attendance officer, or teacher in any school, where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor, and will be reported to law enforcement. This section is considered each student's first warning regarding tobacco, tobacco products, vapes/e-cigarettes and associated paraphernalia. Students will receive a school consequence for each infraction.

- **FIRST OFFENSE:** 2 Days of AISP, municipal citation under the age of 18
- **SECOND OFFENSE:** 3 Days of AISP, municipal citation under the age of 18
- **THIRD OFFENSE:** 4 Days of AISP, municipal citation under the age of 18
- Any additional occurrences may result in out of school suspension for each additional offense.

In addition, students under the age of 18 years of age will receive a municipal citation for each occurrence.

DRUG AND ALCOHOL-FREE SCHOOL POLICY - #4425

It is the policy of the Edmond Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia, and chemicals that provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletic competitions, during lunch, or while under the supervision of school personnel.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities.

In order to assist with the detection of students who may have consumed or be under the influence of alcohol, school officials may employ the use of an appropriate screening device such as a breath alcohol testing instruments or breathalyzer.

School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependency treatment as appropriate and at the parents' expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATIONS OF DRUG/ALCOHOL POLICY

Possession/Use/Sharing/Being Under the Influence of Drugs/Alcohol

FIRST OFFENSE: SIX-WEEK SUSPENSION

1. A two (2) week reduction may be granted if the student and the parents or guardians agree to the following:
 - a. To meet with the Student Assistance Program representative.
 - b. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc., will be the sole responsibility of the student's parent or guardian.
2. An additional week reduction may be granted if compliance with the assessment recommendations is verified with documentation.
3. If the student complies with both **B.1.a. and B.1.b.** as stated above, the out-of-school suspension may be reduced to ten (10) days out and five (5) days in Alternative In-School Placement (AISP).
4. Nothing in this policy is intended to limit or restrict the ability of the school district to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent or the Superintendent's designee for approval. If such disciplinary plan is approved by the Superintendent or Superintendent's designee, it may be implemented for the student in question.

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SECOND OFFENSE:

SUSPENSION FOR THE REMAINDER OF THE CURRENT SEMESTER, AS WELL AS, ALL OF THE SUCCEEDING SEMESTER.

Conspiracy/Chain/Sale/Distribution/Delivery of Drugs/Alcohol (for personal gain, monetary privilege, or gain)

STUDENT WILL BE SUSPENDED FOR THE REMAINDER OF THE CURRENT SEMESTER AND ALL OF THE SUCCEEDING SEMESTER.

NOTE: Procedural Due Process Rights: For ALL suspensions, the due process steps outlined for student suspensions in Policy #4401 will govern administrative procedures to be followed in the enforcement of this policy.

DRUG AND ALCOHOL-FREE SCHOOL POLICY - #4425-1

DRUG TESTING PROGRAM FOR STUDENTS

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, maintain that the unlawful use and possession of drugs and alcohol by our students is harmful and should be deterred. The Board recognizes that the misuse and abuse of drugs or alcohol, threatens the positive development of pupils and the welfare of the entire school community. The Board of Education is committed to the prevention of drug or alcohol, abuse and the encouragement of rehabilitation by identified users.

The Board of Education recognizes that the problem of illegal drug and alcohol use presents a continuing challenge in its schools and a clear danger to students. The district's commitment to maintaining athletics, extra-curricular programs, and secure educational environments requires a clear policy and supportive

programs relating to the detection and prevention of substance abuse by students involved in these activities.

Participation in athletics and extra-curricular activities is a privilege. Student participants, by virtue of their voluntary decision to participate, and because of their position as school leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. The district is committed to being proactive in ensuring the safety of all students and sees this as an important component of our safety efforts.

Consistent with the U.S. Supreme Court ruling in *Board of Education of Independent School District No. 92 of Pottawatomie County et. al. v. Earls et. al.*, 536 U.S. 822 (2002) and other court decisions, it is the policy of the Board of Education to direct the Superintendent of Schools to implement and conduct a program of random drug testing of students participating in interscholastic competition or extra-curricular activity requiring registration with the Oklahoma Secondary Schools Athletic Association (OSSAA). The principal and his/her designee shall oversee the policy and procedure at each school site with overall program direction being conducted by the District Athletic Director and the District Safety Coordinator.

Primary emphasis in administering this program should be directed toward deterrence and remediation rather than punishment of pupils who test positive for alcohol, non-prescribed medications, illegal drugs, or their metabolites. This does not preclude application of existing policies concerning alcohol and drugs if a student is found to be in possession or under the influence of alcohol or drugs. Consequences for a pupil who tests positive for these substances will be administered according to Board policy. This policy is NOT intended to be disciplinary or punitive in nature as indicated by existing court decisions as it relates to loss of instructional time. No student shall be suspended from school as a sole result of any verified positive test conducted by the school district under this random drug testing program.

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This policy will comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II. This policy and its implementing regulations will be made available to all staff, students, and parents/guardians on an annual basis. Copies should be available in each high school building and notification of its availability shall appear annually in student handbooks at the high school and middle school level.

Definitions

“Participant” means a member of any high school extra-curricular organization, which participates in interscholastic competition, and is sponsored by the Edmond Public schools. This includes any student that represents Edmond Schools in any extra-curricular activity requiring registration with the OSSAA.

“Drug use test” means a scientifically substantiated method to test for the presence of illegal drugs or performance-enhancing drugs.

“Random selection method” means a basis for selecting student participants for drug testing that: Results in an equal probability that any participant from a group of participants subject to the selection mechanism will be selected and does not give the school district discretion to waive the selection of any participant selected under the mechanism.

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

“Performance enhancing drugs” includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-

enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions.

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

“Reasonable suspicion” means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of a participant; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by a participant supplied to school officials by other students, staff members, or patrons.

“Medical Review Officer” (MRO) means a physician with specialized training and certification in the evaluation of drug test results. The MRO is tasked verification of any prescription medications the student may be taking. The MRO will make a final determination of the result status based on this review prior to test results being reported to the designated contact at Edmond Public Schools.

Procedures

Each student participant shall be provided with a copy of the “Student Drug Testing Consent Form” which shall be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before each participant shall be eligible to participate in any extra-curricular activities. The consent requires these students to provide an appropriate sample: (a) when the participant is selected by the random selection method to provide a sample; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs or alcohol. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed “Student Drug Testing Consent Form.”

Prior to the commencement of drug testing each year for students in athletics or extra-curricular activities, an orientation will be held to educate them of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure students and help avoid embarrassment or uncomfortable feelings about the drug testing process.

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Each participant shall receive a copy of the Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Participants will be chosen for drug use testing on a random selection basis monthly from a list of all participants who are involved in off-season or in-season activities. The Edmond Public School District will determine a monthly number of student names to be drawn at random to provide a saliva sample for drug use testing for illegal drugs only.

In addition to the drug tests required above, any participant may be required at any time to submit to a saliva and/or urine test for illegal or performance-enhancing drugs when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

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

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent’s decision will be provided and his/her decision shall be conclusive in all respects. Any

necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Consequences

Any participant who tests positive in a drug test under this policy shall be subject to the following restrictions:

For the First Offense

The parent/guardian or student if eighteen (18) years of age or older will be contacted to present the test results to the parent/guardian. A conference will then be set up with the student, parent/guardian, site activities coordinator, and/or an administrator concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) school days of the conference obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, and/or treatment. The cost of any assessment or recommended counseling, education, treatment, etc., will be the sole responsibility of the student or student's parent or guardian. Additionally, the student must voluntarily submit to a second drug test to be administered within the next fifteen (15) to forty-five (45) days of the conference in accordance with the testing schedule and provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offence will be imposed.

For the Second Offense (in the same school year)

Suspension from participation in all activities covered under this policy for fourteen (14) calendar days, and proof of successful completion of four (4) hours of substance abuse education/counseling from a licensed practitioner. The cost of the counseling, education, treatment, etc., will be the sole responsibility of the student or student's parent or guardian. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal or designee in accordance with the testing schedule and provisions of this policy. These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the administrator,

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activities coordinator or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

For the Third Offense (in the same school year)

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition and/or loss of parking privileges for the remainder of the school year, or eighty-eight (88) school days (1 semester) whichever is the longer.

Consequences: Refusal to Submit to Drug Use Test

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Assurances Provided to Participants

1. Results of student drug tests will not be disclosed to law enforcement.
2. Results of student drug tests will be destroyed when the student graduates or otherwise leaves the Edmond School District.

3. All positive drug tests of a substance other than marijuana or cocaine will be reviewed by a certified Medical Review Officer (MRO) who will verify whether the positive test was the result of the student taking legally prescribed medicine(s) prior to results being reported to the school district.
4. Legal counsel for the Edmond School District has reviewed and approved this policy.
5. Activities described herein will be carried out in accordance with requirements of the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).
6. There will be no academic consequences resulting from testing under this policy

HARASSMENT/INTIMIDATION/BULLYING – POLICY #4420

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Definitions

“Harassment, intimidation, and bullying” (As used in the School Bullying Prevention Act, HB 1661) means any gesture, written or verbal expression, electronic communication, 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, gestures, written, verbal, or physical acts, or electronic communications.

"Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, 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.

"Harassment" can generally be defined as intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. Harassment 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.
5. Unwelcome physical contact.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible, should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence. The building principal shall provide for:
 - a. Prompt investigation of allegations of harassment;
 - b. The expeditious correction of the conditions causing such harassment;
 - c. Establishment of adequate measures to provide confidentiality in the complaint process;
 - d. Initiation of appropriate corrective actions;
 - e. Identification and enactment of methods to prevent reoccurrence of the harassment; and
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the

alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal, superintendent, or superintendent's designee may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension

14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

As used in the School Bullying Prevention Act (HB 1661), "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 of the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, cyber-bullying, or physical act. Such behavior is specifically prohibited.

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

1. Verbal, physical or written 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.
5. Unwelcome physical contact.

The Superintendent shall develop procedures providing for:

1. Prompt and thorough investigation of allegations of harassment.
2. The expeditious correction of the conditions causing such harassment.
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions.
5. Identification and enactment of methods to resolve and prevent reoccurrence of the harassment, intimidation or bullying.
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

HAZING

"Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School district property (a "student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

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Students violating the prohibition in paragraph B shall not be permitted to participate in any extra-curricular activity sponsored by the School District for a minimum of two (2) school months, shall be subject to disciplinary measure that may include suspension, and shall be referred to local law enforcement authorities for prosecution.

Student Organizations that violate the prohibition in paragraph B shall forfeit all rights, privileges and recognition from the School District for a minimum of one (1) year, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored Student Organizations.

This policy is adopted in compliance with Oklahoma Statute Title 21, §1190.

OTHER DISTRICT, STATE AND FEDERAL POLICIES

ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 (AHERA)

The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan, which is located at the superintendent's office and at each campus.

FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the students' education records. These rights are as follows:

The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. These procedures for correction of education records shall be used only to address mistakes or violations of privacy and are not available to challenge grades or other academic determinations. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

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review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Edmond Public School District may disclose appropriately designated "directory information" without written consent, unless the parent/guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Edmond Public School District to include this type of information from certain school publications. Examples include:

- A playbill, showing a student's role in a drama production.
- The annual yearbook.

- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of a team member.
- Information to college recruiters.

Edmond Public School District has designated the following information as directory information:

- Student's name.
- The names of the student's parents.
- Participation in officially recognized activities and sports.
- Address.
- Weight and height of members of athletic teams.
- Photographs.
- The student's achievement awards or honors.
- Dates of attendance.
- Grade level.
- The most recent educational agency or institution attended.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three (3) directory information categories – names, addresses and telephone listings – unless parents have advised the Edmond Public Schools that they do not want their student's information disclosed to military recruiters without their prior written consent.

If parents do not want Edmond Public School District to disclose directory information from their child's education records without their prior written consent or disclose information to military recruiters, **they must notify the District in writing within two (2) weeks from the student's first day of class.** A form is available at each school site or at the superintendent's office located at 1001 W. Danforth Road, Edmond, OK 73003. The completed form must be delivered to the child's school.

Parents and students over the age of 18 have the right to file a complaint with the U. S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are as follows:

Family Policy Compliance Office
 U. S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

NONDISCRIMINATION STATEMENT

It is the policy of the Edmond Public Schools to provide equal opportunities without regard to race, color, national origin, religion, sex, age, qualified disability, or veteran status in all aspects of its operations, including, but not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of this policy may be made to Mr. Randy Decker, Coordinator of Title IX, Title VI, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, as indicated below:

Mr. Randy Decker
 Director of Personnel
 1001 West Danforth
 Edmond, OK 73003-4801

Inquiries concerning the application of Section 504 may be made to:

Ms. Nancy Goosen
Special Services Director
215 N. Boulevard
Edmond, OK 73034

DISCRIMINATION RIGHTS, GRIEVANCE PROCEDURES

The District complies with the Civil Rights laws including, but not limited to, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, in assuring the students and employees of the district and all other persons that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance.

Definitions

1. **Compliance Officer:** An employee designated by the Superintendent to coordinate compliance efforts with Title VI, Title IX, and Section 504 and to investigate complaints. The Director of Personnel is the designated Compliance Officer for Edmond Public Schools.
2. **Complaint:** A written complaint alleging that a policy, procedure, or practice of the District discriminates on the basis of race, color, national origin, sex, religion, age, or disability.
3. **Day:** Day means a working date; the calculation of days in processing a complaint shall exclude Saturdays, Sundays and holidays.
4. **Grievant:** A student or an employee of the District or any other person who submits a complaint alleging discrimination on the basis of race, color, national origin, sex, religion, age, or disability.
5. **Respondent:** The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Pre-Filing Procedures

Prior to the filing of a written complaint, the Grievant is encouraged to visit with the Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

1. If the Grievant desires to proceed with a Complaint, then, within thirty (30) days of an alleged violation, the Grievant shall submit a Complaint to the compliance Officer. The Complaint shall state the Grievant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, and the requested action.
2. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint.

3. Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer an answer that shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Grievant's requested action, and/or outline alternatives.
4. Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall schedule a hearing with the Grievant and the Respondent.
5. Within ten (10) days of the hearing, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Grievant and the Respondent.
6. Within ten (10) days of receipt of the Compliance Officer's decision, if either the Grievant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a hearing before the Board.

7. Within ten (10) days of receiving a request for a hearing before the Board, the Compliance Officer shall notify the board of the request and shall schedule a hearing to be conducted by the Board. Such hearing shall be conducted within thirty (30) days of the date on which the Compliance Officer receives notification of the request for a Board hearing.
8. Within ten (10) days of conducting the hearing, the Board shall render a written decision on the complaint; the decision of the Board shall be final.

Extension of Time

Any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved. However, the total number of days from the date that a complaint is filed until the complaint is resolved shall not exceed one hundred eighty (180) days.

Confidentiality of Records

All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or the District, such records may become public in accordance with law. Information pertaining to complaints shall be maintained for three (3) years after resolution of the complaint.

Non-Retaliation Provision

No person filing a grievance nor anyone participating in the grievance process under this policy will be subjected to any form of reprisal, retaliation, intimidation or harassment because he or she has utilized this grievance procedure in good faith or because he or she has in any way participated in any investigation or hearing involving or related to any grievance filed under this policy. The School District will discipline or take appropriate action against any student, employee, agent, or representative of the District who is determined to have engaged in such retaliatory behavior.

SEXUAL HARASSMENT

The District is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, applicant for employment, or any other person on the basis of gender. The District further forbids sexual harassment by any employee or student. This policy also applies to non-employee volunteers and contractors whose work is subject to the control of district personnel.

Specific Prohibitions

1. Administrators and Supervisors:
 - a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates or district's patrons when the individual's failure to submit will result in adverse treatment or when the individual's acquiescence will result in preferential treatment.
 - b. It is sexual harassment for an administrator or supervisor to subject any student to any unwelcome conduct of a sexual nature or to engage in a sexual relationship with a student.
 - c. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees or students shall be subject to sanctions, as described below.
2. All Employees:
 - a. It is sexual harassment for a non-administrative and/or non-supervisory employee to subject any district employee or patron to any unwelcome conduct of a sexual nature.
 - b. It is sexual harassment for a non-administrative and/or non-supervisory employee to subject any student to any unwelcome conduct of a sexual nature or to engage in a sexual relationship with a student.

- c. Employees who engage in such conduct shall be subject to sanctions, as described below.
- 3. Students:
 - a. It is sexual harassment for a student to subject any district employee, patron, or fellow student to any unwelcome conduct of a sexual nature.
 - b. Students who engage in such conduct shall be subject to sanctions, as described below.

General Prohibitions

- 1. Unwelcome Conduct of a Sexual Nature:
 - a. Conduct of a sexual nature may include the following:
 - i. Verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances, and/or propositions of a sexual nature.
 - ii. Touching, pinching, patting, or brushing against.
 - iii. Unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines, or cartoons.
 - iv. Sexual assault.
 - v. Comments regarding physical or personality characteristics of a sexual nature; and
 - vi. Sexually oriented “kidding”, “teasing”, double meanings, and jokes.
 - b. Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, either orally or by his or her conduct, that it is unwelcome.
 - c. If the person has initially welcomed such conduct by active participation, the person must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- 2. Sexual Harassment:
 - a. For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:
 - i. submission to the conduct is made either an explicit or implicit condition of employment or instruction;
 - ii. submission to or rejection of the conduct is used as a basis for an instruction or employment decision affecting the harassed student or employee;
 - iii. the conduct substantially interferes with a student’s learning or an employee’s work performance;
 - iv. the conduct, either by intent or by effect, creates an intimidating, hostile, or offensive work or learning environment;
 - v. the conduct is directed toward a student, regardless of the basis by an adult employee or volunteer; or
 - vi. submission to or rejection of the conduct is used as a basis for providing the District’s services or participation in the District’s programs.
- 3. Circumstances of sexual harassment:
 - a. Sexual harassment can occur in a variety of circumstances, including, but not limited to, the following:
 - i. the individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;
 - ii. the harasser can be the supervisor of the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a co-worker, a subordinate, an instructor, or a non-employee.
 - iii. the individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the harasser; and

- iv. unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.

Report, Investigation, and Sanctions

Victims of sexual harassment are encouraged to come forward with such claims. Furthermore, they have a right to file a grievance and present witnesses and other evidence. This may be done through the grievance procedure outlined in the District's Civil Rights Policy and Grievance Procedures. If the District's Civil Rights Compliance Officer is the alleged harasser, the complaint should be made directly to the Superintendent.

1. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report shall be made to the next higher level of administration or supervision.
2. Employees, patrons, and students are also urged to report any unwelcome conduct of a sexual nature by supervisors, employees, or students if such conduct interferes with the individual's work performance or creates a hostile or offensive working or learning environment.
3. Confidentiality shall be maintained and no reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges or sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated in the manner set forth in the District's Civil Rights Policy and Grievance Procedures. The District's Civil Rights Compliance Officer has the responsibility of investigating and resolving complaints of sexual harassment. In the event the Compliance Officer is the subject of the complaint, the Superintendent's designee shall investigate the matter.

If a violation is established, the District will take prompt action to address the violation and prevent it from reoccurring. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, demotion, suspension, or termination subject to applicable procedures and due process requirements. Any student found to have engaged in sexual harassment shall be subject to disciplinary action according to District's policies.

EDMOND PUBLIC SCHOOLS CHILD FIND PROGRAM

Identifying, Locating, and Evaluating Children with Disabilities

Child Find is a public awareness activity to identify, locate and evaluate children ages 3 through high school graduation with a diploma, or through 21 years of age, if necessary, who may have disabilities defined under the Individuals with Disabilities Education Act (IDEA) of 2004. A child with a disability means a child evaluated and determined eligible for special education and related services in accordance with the Policies and Procedures of Special Education in Oklahoma under the following categories:

Autism	Multiple Disabilities
Deaf-Blindness	Orthopedic Impairment
Hearing Impairment Including Deafness	Other Health Impairments
Developmental Delay	Specific Learning Disability
Emotional Disturbance	Speech or Language Impairment
Intellectual Disabilities	Traumatic Brain Injury
Visual Impairment Including Blindness	

Developmental Delay category is defined as functioning one and a half standard deviations below the mean in two domains or two standard deviations below the mean in one domain. Domains involve the following

areas: Cognitive, Communication, Social/Emotional, Adaptive and Physical. The category of Developmental Delay is for children ages 3 to 10.

Edmond Public School District is responsible for locating, evaluating and identifying children with disabilities who live within the district boundaries. All eligible children with disabilities beginning at age of 3, who are residents of the Edmond Public Schools District, have a right to a Free Appropriate Public Education (FAPE) as mandated by the IDEA. The specific special education and related services for children are determined per child by the Individualized Education Program (IEP) team.

For children 3 years to 5 years, who are residents of the Edmond Public School District, or attending a private school in the Edmond area, whose parents need information regarding an evaluation to determine eligibility for services, please contact:

For children that are school age, please contact your neighborhood school and request to speak with the school counselor or school psychologist regarding a free evaluation for your child.

A multidisciplinary team of professionals will be involved in the evaluation process. The eligibility team will determine the severity of the disability, and for school age children, if the disability adversely affects the child's educational performance.

Services for infants and toddlers (ages 0 to 3) who are suspected of having disabilities are provided through the Sooner Start Early Intervention Program. If you suspect your infant or toddler has a disability, contact the Oklahoma County Sooner Start Program at 405-271-9477.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) (FEDERAL LAW)

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding Edmond Public Schools' conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education:

1. Political affiliation or beliefs of the student or student's parent.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use:

1. Protected information surveys of students.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
3. Instructional material used as part of the educational curriculum.

Edmond Public Schools will directly notify parents and eligible students of these policies at least annually by placing a copy of this notice in the Student Handbook, and after any substantive changes.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

NOTIFICATION TO PARENTS OF API INFORMATION

The Oklahoma State Board of Education has developed the Academic Performance Index (API) to measure the performance of Oklahoma schools, based on several factors that contribute to overall educational success. The purpose of the API is to measure success and initiate growth in school and district performance. With annual API releases, a growth target is established for each school and district, setting a yearly goal for improvement. Complete district information as well as information for each school site is available on the Edmond Public Schools website: www.edmondschools.net. Should you desire a copy of this information, please contact your school's office.

Parents who wish to request information regarding the professional qualifications of the student's classroom teacher(s) may deliver or mail a written request to:

Superintendent of Edmond Public Schools
1001 West Danforth
Edmond, OK 73003

A written response will be mailed to the parent within ten (10) working days. Additionally, the school district is required to provide the parents of each child:

Information on the level of achievement of the parent's child on each of the State academic assessments. This information will be provided to the parent in written form after they are received by the school district from the State Department of Education.

Timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks, by a teacher who is not highly qualified.

EDMOND PUBLIC SCHOOLS - NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT

Purpose Statement

The Independent School District No. 12 of Oklahoma County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District and its patrons.

The Internet has often been described as the information super-highway. The Internet consists of a network of servers connecting thousands of computers worldwide, permitting access and communication with millions of individual users. Through the Internet, the District will provide students; faculty and staff access to:

- information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA.
- public domain software and shareware of all types.
- news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the District.
- access to university libraries, the Library of Congress and other repositories of information.

- World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District will take available precautions to restrict access to inappropriate material. However, on a global network, it is impossible to control all material and a knowledgeable/expert user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students may procure material, which is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this agreement are designed to promote the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Internet Access Agreement and/or Student Handbook is a legally binding obligation, affirming that the user has read the terms and conditions of the Network and Internet, Acceptable Use Agreement, understands the policies and agrees to abide by all terms and conditions described in the agreement or subsequently implemented by the District's Director of Technology and Information Services.

Network and Internet Access - Terms and Conditions

1. **Acceptable Use:** The use of the District system, whether by students, faculty or staff, must be in support of education and consistent with the educational objectives of the District. The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. The transmission of any material in violation of any United States or state law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use of the District system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. All documents, images, and communication created and/or stored on a district computer or server are considered public under the Oklahoma Open Records Act.
2. **Parental Consent:** In order for a student to gain access to the District system, elementary and middle school student's parent or guardian must be provided a copy of the Network and Internet Acceptable Use Agreement as part of the school handbook. By signing the Network and Internet Access Agreement a parent is requesting that their child be given Internet access under the terms and conditions described in this agreement. Parents may withdraw their consent at any time. Parental consent is not needed for high school students access to the network or the Internet. High school students sign an agreement to follow their school's handbook which includes the Network and Internet Acceptable Use Agreement and is considered the binding document. **There is, however, a wide range of information available through the Internet, which is not appropriate for access by minors, has no educational value or does not meet with the particular values of the families of the student. The District system network and Internet Acceptable Use Agreement contain devices and restrictions on use intended to prevent access to inappropriate material or information. It is impossible for the District to guarantee that student will not be exposed to inappropriate material through their use of the Internet, the District believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents to discuss with their children what material is and is not acceptable for their children to access through the District system.**

3. **Privilege of Use:** The District Network and Internet access is a privilege afforded to students, staff and employees of the District. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this agreement, School Board policy, or use determined by the District's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving District Network and Internet access, all users will be required to successfully complete New Users training program administered by the District. Long-term substitute teachers, student teachers, and parent volunteers will be required to attend a New User orientation administered by the District. Substitute teachers not properly trained in the use of The District Network and Internet will not supervise students using computers in a classroom, computer lab/pod/mini-lab, or media center. Parent groups' access to The District Network and Internet will be only at times the equipment is not needed for instructional purposes under the guidance of certified personnel.
4. **Care and Custody of Equipment:** School personnel are allowed to take District equipment such as laptop computers and projectors off grounds for meetings, presentations, etc. with the understanding that the care and custody of the equipment removed from the premises is their sole responsibility. In the event the equipment is lost, stolen, or damaged due to negligence all repairs and/or replacement of the equipment will be the responsibility of the District employee.
5. **Inappropriate Use:** Each system user is expected to comply with all District policies governing Network and Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:
 - a. Appropriate language - Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.
 - b. Safety - Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.
 - c. Electronic mail - Users should be aware that electronic mail (E-Mail) is not a private communication and can be accessed under the Oklahoma Open Records Act. Authorized users are prohibited from sending mass E-mails. Each E-mail, including messages, attachments, and distribution lists, are limited in size to 20 Mb. Violation of this by an employee of the District will result in a letter of counseling from the site administrator or immediate supervisor of the employee and the suspension of E-mail privileges for a period of time to be determined.
 - d. Network resources - System users should not use the network in a way that will disrupt the use of the network by other users. The network should be used for educational, professional and career development activities only. System users should refrain from downloading large files unless absolutely necessary and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.
 - e. Intellectual property - Do not plagiarize works obtained from the Network and/or Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
 - f. Students are prohibited from downloading software, games, and music (MP3 files) to the school server or any PC workstation. The downloading of software programs known as "sniffers" or other software products that are used for data capturing will result in the immediate loss of district network and Internet access.
 - g. Excessive Internet surfing by district employees for personal reasons or gain during the employee's regular contract day may be considered a violation of their employment contract and could result in disciplinary action.

- 6. Limitation of Liability:** The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District system or the Internet, including but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District is not responsible for any financial obligations which may be incurred through use of the District system.
- a. Student E-Mail - Edmond Public Schools prohibit student access to personal email accounts from school computers. As a matter of security, student access to independent web-based email accounts such as Yahoo, AOL, or HotMail will be blocked by district software applications. The District will also block student access to instant messaging services.
- 7. Security:** Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the District system or the Internet you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.
- a. All middle school and high school students will be required to maintain a unique and confidential password. All staff members and teachers will also be required to maintain a unique and confidential password.
- b. Students and teachers who share their password or attempt to violate the District's network security will lose their network privileges for a period of not less than one (1) month.
- c. If you identify a potential security problem on the District system or the Internet you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access.
- d. Any attempt to log on the network as a system administrator will result in cancellation of user privileges.
- e. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.
- 8. Vandalism:** Vandalism of District hardware or software will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user, or of any other network connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. All system users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software.
- 9. Inappropriate Material:** Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material that is:
- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

- c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

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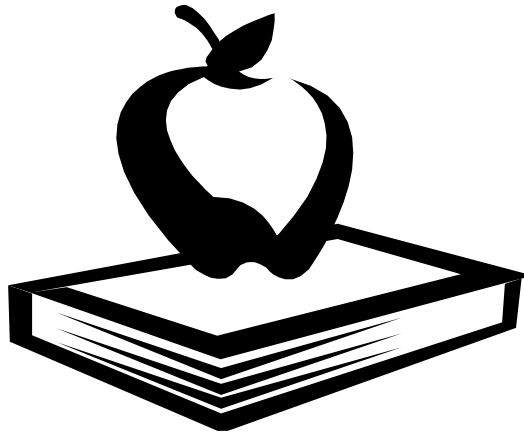
- e. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapped condition or, Advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
 - f. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
10. **Application and Enforceability:** The terms and conditions set forth in this agreement shall be deemed to be incorporated in their entirety in the Network and Internet Access Agreement executed by each system user. BY EXECUTING THE NETWORK AND INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THE EDMOND PUBLIC SCHOOLS ACCEPTABLE USE AGREEMENT. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE AGREEMENT MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW.

"The Edmond Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

*Randy Decker, Executive Director of Human Resources
1001 W. Danforth
Edmond, Oklahoma 73003
405-340-2800"*

All District policies may be accessed at the District website: www.edmondpublicschools.net.

PRIVATE SUPPORT FOR PUBLIC EDUCATION



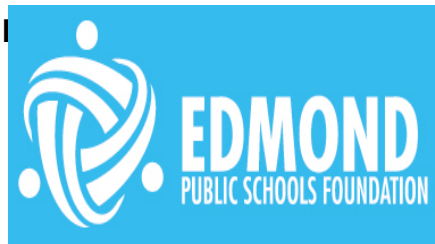
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Your contribution means we can do more...

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MENINGOCOCCAL DISEASE AND MENINGOCOCCAL VACCINES

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage,
- Hearing loss,
- Amputation of arms or legs,
- Learning disabilities, or
- Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- *Neisseria meningitidis*
- *Streptococcus pneumoniae*,
- *Group B streptococcal disease*, and
- *Haemophilus influenzae* type B (Hib).

This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-jit-it-dis), which is rare but especially risky for people of certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as "meningococcal disease" (men-IN-joh-kok-ul disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system

problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.