



Edmond Public Schools Student Handbook Grades PreK - 12

2025-2026 School Year



Table of Contents

[School Contact Information](#)

[General Information](#)

Elementary
Middle
High

[Admissions](#)

Residency (EPS Policy FD and FD-P)

[Athletics](#)

[Attendance](#) (EPS Policy FDC, FDC-R1, and FDC-R2)

[Behavior/Discipline Policy](#) (EPS Policy FO)

Elementary
Middle
High School

[Bullying](#) (EPS Policy FNCD)

[Child Find](#)

[Child Nutrition](#)

Meal Price
Lunch Menus

[Class Placement & Schedule Changes](#)

[Computer Usage](#) (EPS Policy DHA)

[Counseling Program](#)

[Curriculum Governance](#)

[Dangerous Weapons](#) (EPS Policy FNCGA)

[DHS Reporting](#)

[Dress Code](#) (EPS Policy FNCA)

[Drug and Alcohol-Free Schools Policy](#) (EPS Policy FNCF)

[Edmond Public Schools Foundation](#)

[Extracurricular Activities \(EPS Policy FMA\)](#)

[Flag Policy](#) (EPS Policy EMDB)

[Food and Beverage Guidelines](#)

[Grading](#) (EPS Policy EIAA)
High School Grade Appeal

[Graduation](#) (EPS Policy EIED, EIEDA)

[Homework](#)
Elementary
Middle
High School

[Information Technology Standards of Conduct](#) (EPS Policy DHA)
Infinite Campus - Parent Access

[Medication and Health Related Topics](#)
Dispensing Medication (EPS Policy FFACA)
Self-Administered Medication (EPS Policy FFACA)
Immunizations
Health Screenings
Sick Students
Vomiting/Diarrhea
Head Lice
Stock Inhalers (EPS Policy FFACB)
Meningococcal Disease and Meningococcal Vaccines

[Moment of Silence and Right to Pray](#) (EPS Policy EMI)

[MTSS- Multi-Tiered Systems of Support](#)
Elementary

[Non-Discrimination Policy](#) (EPS Policy DAA, DAA-P)

[Notification of Rights Under Family Educational Rights and Privacy Act \(FERPA\)](#)
Directory Information

[Notification of Rights Under the Protection of Pupil Rights Amendment \(PPRA\)](#)

[Oklahoma Academic Standards](#)

[Parent Participation in the School District](#) (EPS Policy EHBDBA)

[Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process](#) (EPS Policy EGG and EGG-E)

[Retention](#) (EPS Policy EIA)

[Search of Students](#) (EPS Policy FNF)

[Severe Weather Precautions](#)

[Standards of Performance and Conduct for Teacher](#) (EPS Policy DBCA)

[Student Drug Testing](#) (EPS Policy FNCFD)

[Student Surveys](#) (EPS Policy EK)

[Student Personal Electronic Devices \(Cell Phones\)](#) (EPS Policy FNG)

[Support Personnel Suspensions, Demotion, Nonrenewal, or Termination](#) (EPS Policy DOAC)

[Suspension of Students \(EPS Policy FOD and FOD-R\)](#)(EPS Policy FOD, FOD-R)

[Transfers](#)

In-District Transfers (EPS Policy FEA)

Out of District Transfers (EPS Policy FE)

[Visitor Access](#)

SCHOOL CONTACT INFORMATION

Edmond Public Schools Contact Information 2025-2026 List of Schools and Administrators

School	Main Line	Principal	Assistant Principal
Angie Debo ES, 16060 N. May, 73013	405-340-2270	Jenny Williams	Scott Goodrich
Centennial ES, 4400 N. Coltrane, 73034	405-340-2275	Stephanie Perry	Katie Joiner
Charles Haskell ES, 1701 N.W. 150th, 73013	405-340-2945	Dr. Angela Maize	Linzi Clem
Chisholm ES, 2300 E. 33rd, 73013	405-340-2950	Tom Higdon	Lauren Cluck
Clegern ES, 601 S. Jackson, 73034	405-340-2955	Candice Delcamp	
Cross Timbers ES, 4800 N. Kelly, 73025	405-340-2200	Amanda Neely	Sarah Lausen
Edmond ECC, 310 W. 9th, 73003	405-340-2960	Candice Delcamp	
Frontier ES, 4901 Explorer Dr., 73012	405-340-2211	Dr. Beth Kanaly	Kylie Kerner
Heritage, 400 E. Sorghum Mill, 73034	405-340-2921	Kimberly Frank	Adriana Alfonso
John Ross ES, 1901 N. Thomas, 73003	405-340-2970	Shelby Rigsby	Suzanne Hirzel
Northern Hills ES, 901 E. Wayne, 73034	405-340-2975	Jenn Sinclair-Black	Joanna Brown
Orvis Risner ES, 2801 S. Rankin, 73013	405-340-2984	Teri Cowden-Draper	Steven Lanham
Redbud ES, 3800 N. Douglas Blvd., 73007	405-340-2280	Evan Dargen	Brittany Decker
Russell Dougherty ES, 19 N. Blvd., 73034	405-340-2985	Stefanie Pattillo	
Scissortail ES, 2301 NW 145th, 73134	405-340-2252	Jamila Crawford	Nancy Parish
Sunset ES, 400 W. 8th, 73003	405-340-2990	Michelle Wartley	Jenn Hankins
Washington Irving ES, 18101 N. Western, 73012	405-340-2210	Angie Zeiler	Krista Setser
West Field ES, 17601 N. Penn, 73012	405-340-2285	Crystal Smith	Grace Morris
Will Rogers ES, 1215 E. 9th, 73034	405-340-2995	Anissa Angier-Dunn	Rachel Brady
Central Middle School, 500 E. 9th, 73034	405-340-2890	Brittany Vancleave	Leslie Smith, Deby McWatters, Jarrod Jameson
Cheyenne Middle School, 1271 W. Covell Rd, 73003	405-340-2940	Michelle Grinsteiner	Stacey Ruston, David Wheeler, Kelsey Williams
Cimarron Middle School, 3701 S. Bryant, 73013	405-340-2935	Kyle Harrison	Kacy Harsha, Stacie Vincent, Marissa Carr
Heartland Middle School, 4900 Explorer Dr., 73012	405-340-2972	Veronica Johnson	Laura Brown, Paul McQueen, Amelia Prince
Sequoyah Middle School, 1125 E. Danforth, 73034	405-340-2900	Bethany Lorenz	Grant Huffines, Grace Cassell, Chris Paddelty
Summit Middle School, 1703 N.W. 150th, 73013	405-340-2920	Wendy Smelser	Brad Berry, Dana Williams, Kayla-Dawn Pedretti

School	Main Line	Principal	Assistant Principal
Edmond Memorial HS, 1000 E. 15th, 73013	405-340-2850	Keith Pautler	Shastin Willman, Carrie Higdon, Evan Chada, Keely Gilpin, Lance Mock
Edmond North HS, 215 W. Danforth, 73003	405-340-2875	Richard Inga	Rexi Phillips, Kristin Sackett, Matthew Cutaia, Link Lowe Renee Bennett
Edmond Santa Fe HS, 1901 W. 15th, 73013	405-340-2230	Jason Hayes	Lisa Adams, Stephanie Hanson, Anton Gibson, Christy Nieves, Catherine Johnston
Boulevard Academy	405-340-2865	Josh Williams	Lisa Wright
Special Services Center, 53 E. 12th, 73034	405-340-2215	Erin Trussell, Executive Director	Debbie Biechler, ES Coordinator Kathryn Ash, SEC Coordinator
Virtual Edmond	405-726-5719	Brandon Kysar	

General Information

Elementary School

1. Visitors and Visiting Classrooms: Parents are welcome to visit the school on designated days delineated by the site administrator such as special events. All visitors should report to the office, sign in with their Driver's License into our School Safe ID kiosk and receive a visitor badge. Parents may visit the classroom only when invited by the teacher or administrator to serve as a volunteer or guest reader.
2. Classroom Observations: Parents wishing to visit the classroom need to schedule their visit or make prior arrangements with the principal at least 24 hours in advance. Visits to classrooms may be made only by parents or legal guardians. To avoid distracting the classroom environment, visits are limited to 45 minutes. If a child has forgotten an item which the parent brings to school, we will either deliver the item to the student or call the student to meet the parent in the office to receive the item. If a parent wishes to visit a classroom other than that of his/her own student, arrangements can be made for such a visit after school hours.
3. Volunteer Opportunities: Each school will establish a variety of volunteer opportunities for parents to participate in during the school day. These Volunteer Opportunities include various PALS (Parents Assisting Learning for Students) experiences such as: Lunch PALS, Arrival/Dismissal PALS, Media PALS, Watch DOGS, etc. Parents wishing to volunteer must sign up through the office and follow the established procedures and protocol at their site.
4. Student Visitors: Non-enrolled students are not allowed to visit or attend class or recess with enrolled students.
5. Money: Students should not bring money to school unless it is for lunches or for a school request.
6. Contact Information: It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. It is necessary to keep enrollment information, contact numbers and check-out lists updated in the event of an illness or injury. Contact numbers and check-out lists can be updated through the parent portal.
7. Lost & Found: Please mark all lunch containers, backpacks and clothing with the name of the owner. Unclaimed items collected in Lost and Found will be given to a local charitable organization at the end of each 9 week period.
8. Class Parties - To maintain a safe school environment, levels of attendance to parties are based upon class size. Each school will determine their process for parent participation. Each family will have an opportunity to attend one party per child. All sites may have up to four parties per school year. And 5th grade upto 5 to include their end of year celebrations. Sites will determine the date and time for each party.
9. Party Invitations: Birthday/Personal party invitations cannot be distributed at school.
10. Deliveries: Flowers and/or balloon arrangements, candy and other gifts will not be delivered to students and cannot go home on buses. These deliveries should be made to student's homes.
11. Student Birthdays: Student birthdays will be recognized at each school according to site administrative decisions. All students will be recognized equally (i.e. announcements, birthday pencil/sticker, special celebration cake/cookie provided by the school, etc.). Individual birthdays will not be celebrated with parents/guardians supplying snacks/treats at school.
12. Telephone: A telephone in the classroom is available for students to use. Students are asked to make after school plans before coming to school. Students may have a cell phone for emergency purposes, but may not have it out during school day (this includes smart watches).

13. Student Lunch: Guests at lunch will be limited to special occasions set by the school. Door Dash and other delivery services will not be allowed.
14. Guests or visitors are not permitted to participate in recess unless volunteering and they have approval from the principal to do so.
15. Dangerous Weapons: Guns (including pellet or B.B., facsimiles of guns including cap, toy, or water, knives and other dangerous weapons) are prohibited in Edmond Public Schools. (EPS Dangerous Weapons Policy FNCGA)
16. Limousines/Uber/Lift: Group limousine pick-up is not allowed at school unless part of a school-sponsored event. Students may not be picked up by any commercial car service such as Uber or Lift.
17. Privacy: State Law (Section 489) provides that school personnel shall have access to school cubbies, desks, backpacks, 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.
18. Pets: Many pets are not comfortable around large numbers of children and therefore have unpredictable actions. For student safety, no animals or pets should be brought to school.
19. Meetings: The cafeteria is available for Brownie, Campfire, Cub Scout, etc., meetings in the evenings. Leaders may request the opportunity by completing facility usage agreement, available from the office. The principal will consider all requests. All indoor activities must be quiet, so as not to disturb conferences, planning and tutoring. Groups that cannot comply with the usage agreement will be asked to meet elsewhere.
20. Student Photos: The Edmond School district designates the following personally identifiable as "directory information," and it will disclose this information without prior written consent: student name, address, and telephone numbers (in the directory), student extracurricular participation, student's achievement awards or honors, student's photography (in the yearbook or local newspaper). Custodial parents or legal guardians have the right to advise the school district, in writing, if they refuse to permit the district to include directory information about their student. See *EPS Policy FL* for more information.
21. After School Plans: Make sure your child knows how he/she is getting home. Parents must call the office notifying of any changes to their child's transportation plans for the day, schools will not change plans based solely on the child's word. Transportation notifications will be shared with the child's teacher prior to dismissal.
22. Items for Sale: Students are not allowed to sell anything at school for personal gain or fundraising.
23. Property Damage: Textbooks, technology and other school property is available for student use. However, if lost or damaged, the cost of repair or replacement will be assessed to the student/student's parent or guardian.
24. Toys/Nuisance Items: Students shall not bring toys, trading cards, laser pointers, gadgets, electronic games or any other items to school that would cause a disruption of the instructional process. Teachers will confiscate items and parents may reclaim them in the principal's office. No toy/water or play guns or play knives are EVER allowed at school.
25. Soiled Clothing: PK and K students are encouraged to provide an extra set of clothing for accidents. Should an accident occur, students will use self-help skills to change themselves. If assistance is needed, an adult will help with another adult present. Parents/guardians will be notified and an accident report will be recorded on the EPS Toileting Log.
26. Indoor Recess: Indoor recess will be in place when the temp or heat index is 100 degrees or above or if the temp or wind chill is 32 degrees or below. Remember to send the appropriate

outerwear for each season. Students must have a note from a parent to remain inside during recess.

27. **Field Trips:** During the school year students may have the opportunity to participate in a class or group field trip. Information and permission slips will be sent to parents and/or guardians by the classroom teacher. It is important to note that all students must ride the bus or school vehicle to the field trip with the class or group. However, it may be possible that a student can be checked out by a parent/guardian and leave with the parent/guardian from the field trip. Safety expectations and procedures on field trips are the same as if students, staff and parents were at school.
28. **Walkers:** Students may only be considered a walker if the student's address has no bus route. All other students must be a car rider, daycare rider, before/after care student or ride the bus.
29. **Car & Backpack Tags:** All elementary students and their families are assigned a site Car Tag and matching Backpack Tag number. These numbers are provided to ensure students are going home with the adult they are supposed to be. Even bus riders are assigned these tags so that in the event of reunification off-site, we will have a way to match students with their families.
30. **Parent Drop-Off/Arrival:** All students should be prepared to unload at the next designated cone/number. Students should not wait until they get to the cone/number to begin gathering their belongings. Students should unload at the designated areas. Adults should remain in their cars at all times.
31. **Parent Pick-Up/Dismissal:** All elementary schools utilize the Car Rider Plus dismissal program. Parents must have their tags visible to the school employee as they pull through the car rider line. Parents who do not have their car tag with them will be asked to park their cars, go into the office, and provide their driver's license/ID to ensure the student is being sent home with the appropriate adult. To keep the line moving in the most safe and expeditious way, adults should remain in their vehicles and stay in sequential order.

Middle School

1. **Visitors and Visiting Classrooms:** Parents are welcome to visit the school on designated days delineated by the site administrator. All visitors must report to the office, sign in with their Driver's License into our School Safe ID kiosk and receive a visitor badge. Parents must schedule their visit at least 24 hours in advance.
2. **Volunteer Opportunities:** Each school will establish a variety of volunteer opportunities for parents to participate in during the school day. Parents wishing to volunteer must sign up through the office or the school's Parent Organization. Each volunteer must follow the established procedures and protocol at their site.
3. **Student Visitors:** Non-enrolled students are not allowed to visit.
4. **Contact Information:** It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. It is necessary to keep enrollment information, contact numbers and check-out lists updated in the event of an illness or injury. Contact numbers and check-out lists can be updated through the parent portal.
5. **Lost & Found:** Please mark all lunch containers, backpacks and clothing with the name of the owner. Unclaimed items collected in Lost and Found will be given to a local charitable organization at the end of each 9 week period.
6. **Deliveries:** Flowers and/or balloon arrangements, candy and other gifts will not be delivered to students and cannot go home on buses. These deliveries should be made to student's homes.

7. Telephone: A school telephone is available for students to use. Students are asked to make after school plans before coming to school. Students may have a cell phone for emergency purposes, but may not have it out during school day (this includes smart watches).
8. Student Lunch: Door Dash and other delivery services will not be allowed.
9. Dangerous Weapons: Guns (including pellet or B.B., facsimiles of guns including cap, toy, or water, knives and other dangerous weapons) are prohibited in Edmond Public Schools. (EPS Dangerous Weapons Policy FNCGA)
10. Privacy: State Law (Section 489) provides that school personnel shall have access to school cubbies, desks, backpacks, 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.
11. Student Photos: The Edmond School district designates the following personally identifiable as "directory information," and it will disclose this information without prior written consent: student name, address, and telephone numbers (in the directory), student extracurricular participation, student's achievement awards or honors, student's photography (in the yearbook or local newspaper). Custodial parents or legal guardians have the right to advise the school district, in writing, if they refuse to permit the district to include directory information about their student. See *EPS Policy FL* for more information.
12. Items for Sale: Students are not allowed to sell anything at school for personal gain or fundraising.
13. Property Damage: Textbooks, technology and other school property is available for student use. However, if lost or damaged, the cost of repair or replacement will be assessed to the student/student's parent or guardian.
14. Nuisance Items: Students shall not bring toys, trading cards, laser pointers, gadgets, electronic games or any other items to school that would cause a disruption of the instructional process. Teachers will confiscate items and parents may reclaim them in the main office. No toy/water or play guns or play knives are EVER allowed at school.
15. Indoor Recess: Indoor recess will be in place when the temp or heat index is 100 degrees or above or if the temp or wind chill is 32 degrees or below. Remember to send the appropriate outerwear for each season.
16. Field Trips: During the school year students may have the opportunity to participate in a class or group field trip. Information and permission slips will be sent to parents and/or guardians by the classroom teacher. It is important to note that all students must ride the bus or school vehicle to the field trip with the class or group. Safety expectations and procedures on field trips are the same as if students, staff and parents were at school.
17. Walkers: Students may only be considered a walker if the student's address has no bus route. All other students must be a car rider, daycare rider, before/after care student or ride the bus.
18. Parent Drop-Off/Pick-Up: Student supervision starts at 7:10 am (extra-curricular exemptions may occur). Students should load/unload at the designated areas. Adults should remain in their cars at all times. For the safety of students, it is required that all students be picked up by 2:30pm (extra-curricular exemptions may occur).
19. Badges: Each student will be issued a Student ID and lanyard for the following school year.
 - a. School Day: Student ID badges must be worn at all times while at school.
 - b. Middle school extra-curricular activities: All Middle school students must wear their Student ID while attending middle school activities.
 - c. High school extra-curricular activities: All Middle school students must wear their Student ID and must be accompanied by an adult while attending any high school activities.

20. Grading: Grades are calculated using a weighted scale. Assessments will weigh more than daily work. Each teacher will go over the weighted scale for their individual class. Students will be expected to achieve and maintain their best effort in each class. It is the student's responsibility to keep themselves and family informed of their progress. The teacher will use multiple assignments, tests, and projects to determine student learning. Grades will be calculated based on a cumulative semester average. Families can also access grades via the Parent Portal through Infinite Campus.
21. Report Cards: 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. This secured access requires an internet connection as well as a confidential username and password. If you have not signed up to view your student's information via Infinite Campus, you may do so by downloading the app and following the registration directions on the [Edmond Public Schools Website](#).

If you do not have access to a computer or internet, you must complete a written request form available in the office, to receive a printed copy of your student's progress report/report cards. All printed progress reports/report cards will be available for pickup by the parent or student in the counseling office at the end of a grading period.
22. Principal's Honor Roll: Seventh and eighth grade students will have the opportunity to earn membership based on the grades earned in the previous two semesters before the ceremony.
23. Proficiency-Based Promotion: Proficiency-Based Promotion is a system, which awards credit for students' knowledge in the core curriculum areas: foreign language, social studies, mathematics, science, and English. All students in grades K-12 currently enrolled in Edmond Public Schools wishing to demonstrate proficiency are eligible to take proficiency-based examinations. Students taking the tests for the core curriculum in grades 6-8 who receive at least a 90% on an assessment will be able to progress to the next level of the subject area. Tests are administered semi-annually, in August and January. Please contact a counselor to apply to take an exam. Refer to the Proficiency Based Examinations brochure available from the Administrative Center for more information.
24. Student Promotion and Retention: State law allows a teacher to recommend that a student be retained at the present grade level. If a parent or guardian is dissatisfied with the recommendation, he or she may appeal the decision by complying with the District's appeal process. The decision of the Board of Education shall be final *EPS Policy EIA*.

High School

1. Visitors and Visiting Classrooms: All visitors must check in at the Main office or Freshman Academy Office. School Board policy prohibits students from other schools attending school with you. 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.
2. Volunteer Opportunities: Each school will establish a variety of volunteer opportunities for parents to participate in during the school day. Parents wishing to volunteer must sign up through the office or the school's Parent Organization. Each volunteer must follow the established procedures and protocol at their site.
3. Student Visitors: Non-enrolled students are not allowed to visit.
4. Contact Information: It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. It is necessary to keep enrollment

information, contact numbers and check-out lists updated in the event of an illness or injury. Contact numbers and check-out lists can be updated through the parent portal.

5. **Lost & Found:** All lost and found items should be turned in to the office. Items not claimed within a reasonable time will be given to a charitable organization. Remember to label all your personal items. Check with the various offices if you lose a personal item.
6. **Deliveries:** Flowers and/or balloon arrangements, candy and other gifts will not be delivered to students and cannot go home on buses. These deliveries should be made to student's homes.
7. **Telephone:** A school telephone is available for students to use. Students are asked to make after school plans before coming to school. Students may have a cell phone for emergency purposes, but it should be turned off during the instructional day and placed in their backpack (this includes smart watches and other personal electronic devices).
8. **Student Lunches:** Food delivery services such as DoorDash, UberEats, and any other service will not be allowed. Only Juniors and Seniors are allowed to leave campus for lunch. Freshman and Sophomore students must eat lunch in the assigned designated areas supervised by site staff.
9. **Dangerous Weapons:** Guns (including pellet or B.B., facsimiles of guns including cap, toy, or water, knives and other dangerous weapons) are prohibited in Edmond Public Schools. (EPS Dangerous Weapons Policy FNCGA)
10. **Privacy:** State Law (Section 489) provides that school personnel shall have access to school cubbies, desks, backpacks, 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.
11. **Student Photos:** The Edmond School district designates the following personally identifiable as "directory information," and it will disclose this information without prior written consent: student name, address, and telephone numbers (in the directory), student extracurricular participation, student's achievement awards or honors, student's photography (in the yearbook or local newspaper). Custodial parents or legal guardians have the right to advise the school district, in writing, if they refuse to permit the district to include directory information about their student. See EPS Policy FL for more information.
12. **Items for Sale:** Students are not allowed to sell anything at school for personal gain or personal fundraising.
13. **Property Damage:** Textbooks, technology and other school property is available for student use. However, if lost or damaged, the cost of repair or replacement will be assessed to the student/student's parent or guardian.
14. **Nuisance Items:** Students shall not bring toys, trading cards, laser pointers, gadgets, electronic games or any other items to school that would cause a disruption of the instructional process. Teachers will confiscate items and parents may reclaim them in the main office. No toy/water or play guns or play knives are EVER allowed at school.
15. **Field Trips:** During the school year students may have the opportunity to participate in a class or group field trip. Information and permission slips will be sent to parents and/or guardians by the classroom teacher. It is important to note that all students must ride the bus or school vehicle to the field trip with the class or group. Safety expectations and procedures on field trips are the same as if students, staff and parents were at school.
16. **Student Arrival:** Students should not be in the building before 7:50 am (extra-curricular exemptions may occur).
17. **Badges:** Each student will be issued a Student ID and lanyard for the following school year.
 - a. **School Day:** Student ID badges must be worn or easily accessible at all times while at school.

- b. High school extra-curricular activities: Students must have their Student ID while attending any high school activities.

- 18. Grading: Grades are calculated using a weighted scale. Assessments will weigh more than daily work. Each teacher will go over the weighted scale for their individual class. Students will be expected to achieve and maintain their best effort in each class. It is the student's responsibility to keep themselves and family informed of their progress. The teacher will use multiple assignments, tests, and projects to determine student learning. Grades will be calculated based on a cumulative semester average. Families can also access grades via the Parent Portal through Infinite Campus.
- 19. Report Cards: 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. This secured access requires an internet connection as well as a confidential username and password. If you have not signed up to view your student's information via Infinite Campus, you may do so by downloading the app and following the registration directions on the [Edmond Public Schools Website](#).

If you do not have access to a computer or internet, you must complete a written request form available in the office, to receive a printed copy of your student's progress report/report cards. All printed progress reports/report cards will be available for pickup by the parent or student in the counseling office at the end of a grading period.

- 20. Graduation Requirements: The Edmond Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. ([EPS Policy FIED](#))

A) Diplomas:

A diploma has been earned when a student has completed all the requirements for graduation from high school as required by state law and the Edmond Board of Education. All graduating seniors are invited to attend commencement exercises.

B) Edmond Public Schools Course Requirements for High School Graduation:

Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

- 1) 4 units or sets of competencies of English to include Grammar, Composition, Literature, or any English course;
- 2) 4 units or sets of competencies of mathematics, three of which shall be Algebra I, Geometry, and Algebra II. The other unit may include Trigonometry, Intermediate Algebra, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or a locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;
- 3) 3 units or sets of competencies of laboratory science approved for college admission requirements, including one unit or set of competencies of life science meeting the standards for Biology I, one unit or set of competencies of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit or set of competencies from the domains of physical science, life science, or earth and space science, or any course with content and/or rigor above Biology I or Physical Science;
- 4) 3.5 units or sets of competencies of history and citizenship skills, including one unit of American History, ½ unit of Oklahoma History, one unit or set of competencies of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;
- 5) 3 units or sets of competencies from elective/pathway courses approved by the school district board of education, consisting of: one unit or set of competencies

in World Language or Computer Technology/Computer Science; one additional unit or set of competencies in World Language or Computer Technology/Computer Science; and one unit or set of competencies in Fine Art (including Humanities or Speech/Debate).

- 6) 3 additional pathway units that align with the student's Individual Career and Academic Plan (ICAP), which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology/computer science, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, music, art, drama, speech, dance, media arts, or other approved courses
 - 7) 1/2 unit of Health
 - 8) 2 units of elective/pathway courses
21. Proficiency Based Promotion: Proficiency Based Promotion is a system which awards credit for students' knowledge in the core curriculum areas, i.e., social studies, language arts or English, visual arts, fine arts, performing arts, non-English languages, mathematics, and science 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. Elementary students first through fourth grades must pass both the reading and math assessments to advance to the next grade level. Fifth grade students must pass reading, math and science to advance to sixth grade. Secondary students may advance one or more levels in core curriculum areas.

Elementary, middle level or high school students demonstrating proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner. All course credits earned through examination by elementary, middle, or high school level students in required curriculum areas shall be appropriately notated on student's school records and/or high school transcript. The unit will count toward meeting the requirements for graduation. Credits earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma. Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript.

Proficiency assessments given for the purpose of "course placement," also known as placement exams, will be administered solely for the purpose of evaluation of appropriate grade or course placement of students. These assessments shall be requested within 30 days of enrollment in the district. Requests for this type of assessment may be initiated by a student, teacher, parent or legal guardian.

22. Student Promotion and Retention: State law allows a teacher to recommend that a student be retained at the present grade level. If a parent or guardian is dissatisfied with the recommendation, he or she may appeal the decision by complying with the District's appeal process. The decision of the Board of Education shall be final EPS Policy EIA.

Admissions

Residency ([*EPS Policy FD and FD-P*](#))

The Edmond Public School District is established for the purpose of serving the educational interests of resident students. State Law provides that a child's residence, for school purposes, is the school district in which the (1) parent, (2) legal guardian, or (3) person having legal custody of the child holds legal residence. "Legal residence" is defined as the student's place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency.

For the purposes of enrollment, a person having “legal custody” is legally responsible for the care of the child pursuant to COURT ORDER or agency responsible for making custody determinations and/or placements.

- Custody affidavit forms, notarized affidavits obtained from the custodial parent giving care and custody to another individual will not be accepted.
- If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes a “substantial degree” to the child’s support while they have custody, the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

Edmond Public Schools provides educational services for homeless children to the extent required by Public Law 100-77, Title VII, Sub Section B.

Qualified students may establish residency under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.

Athletics

- Prior to participation or practice. ALL athletes must be compliant on the Rank One online platform. Coaches must confer with the program to confirm that ALL participants are current with the appropriate OSSAA physical and all permission and participation documents in a 13-month window of May 1st - May 31st. It is the parents/guardians' responsibility to complete all forms before a student is allowed to attend, participate, practice, or compete.
- Middle school athletes have two years of continuous eligibility from the student's first entry into the 7th grade. A student must meet the age, scholastic and date of entry requirements before participation. Students may not participate in athletics when repeating 7th or 8th grade.
- To be eligible for any one semester, a student must satisfactorily fulfill his/her scholastic requirement by passing during the previous week as specified by the eligibility rules of the OSSAA. Passing is 60% or higher in all classes continually for the eligibility period.
- Athletic teams should be transported in school vehicles for games and/or practices outside of EPS.
- An injury report must be filed with the site AD in the event there is an incident. Situations that require emergency medical treatment should be reported to the site administrator ASAP.
- Athletes who require medical assistance or have a medical waiver for practice or participation must have a medical release prior to returning for participation and added to Rank One.
- Due to practice facility size, safety of athletes and supervision, sports teams may be limited in size. This information will be shared at the sport specific parent meeting.
- Games and practices may be canceled or postponed due to OSSAA weather guidelines.
- Students are only allowed to participate in one sport per season (Fall sports, Winter Sports, Spring Sports).
- Eligibility: A student must be passing five classes from the previous year or semester. If not, the student will not be eligible to participate during the first SIX WEEKS of the next semester. A student regains eligibility by achieving passing grades in ALL SUBJECTS at the end of a six-week period. Students enrolled for the first time must comply with the same requirements of scholarship.

The Oklahoma Secondary Schools Activities Association has established strict policies and procedures regarding scholastic eligibility for students 7th - 12th grade. In adherence to these rules, we are required to do weekly grade checks on Wednesday to determine eligibility for every student involved in a competitive activity (interschool athletics, band, vocal music, and orchestra). Student eligibility will be checked starting the fourth week and each succeeding week thereafter. A student must be passing all subjects in which he/she is enrolled. If not, the student will be placed on probation for the next one-week period. If the student is failing one or more classes at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period. Week periods will begin on Monday and end on Sunday. Coaches are notified weekly of students who are on probation or ineligible. A student who is not passing all subjects will be notified by the coach. EACH STUDENT IS RESPONSIBLE FOR INFORMING THEIR PARENT CONCERNING THEIR ELIGIBILITY STATUS. A student who is failing for two consecutive weeks will be ineligible to participate in any activity the second week. A student who has lost eligibility under this provision must be passing all subjects to regain eligibility.

ATTENDANCE

(EPS Policy FDC)

The Edmond Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy addressing the attendance requirements for students within the school district.

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

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

For elementary traditional school days, the student must be in attendance for two-thirds ($\frac{2}{3}$) 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 ($\frac{2}{3}$) of the second half of the school day to be recorded present for one-half day. For secondary students, an absence in a class 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 elementary students, students will be coded present for days in which they complete required assignments in online platforms (SeeSaw, Canvas) as well as any paper/pencil activities. Students will be given the number of remote learning days plus one in-person learning day to complete assignments.

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.

For medical absences lasting several days, the district may require documentation to establish an exemption from the chronic absenteeism classification.

REFERENCE: 70 O.S. §10-105, §10-106

Student Attendance Regulations Grades PK-8 (*EPS Policy FDC-R1*)

Recognizing that regular attendance in school is important to a student's academic performance, teaches the necessity of regular attendance in preparation for work, and teaches personal responsibility, Edmond Public Schools will continuously monitor the attendance of all students. 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 degrees Fahrenheit should not be at school or school activities.

It shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's school site via the office concerning the cause of any absences of such child. It shall be the duty of the principal to notify the parent, guardian, or responsible person of the absence of the child for any part of the school day unless the parent, guardian, or other responsible person notifies the principal of such absence.

A) Allowable Absences:

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

- 1) Personal or family illnesses
- 2) Death of family member or friend
- 3) Medical appointments
- 4) Documented participation in 5 4-H activities each school year.
- 5) Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP).
- 6) Legal/judicial matters
- 7) Observance of religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the allowable absence. The school district shall allow a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
- 9) Extenuating circumstances or family emergencies deemed necessary by the principal.

Proper documentation may be requested before an allowable absence is recorded.

B) Distance learning or virtual attendance:

1) 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:

a) 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.

b) The student is on pace for on-time completion of the course as required by the school district.

c) 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.

2) They are participating in a released time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that:

a) The student's parent or legal guardian provides written consent prior to the student's participation in the released time course;

b) No school funds other than de minimis administrative costs are expended and no school district personnel, equipment or resources are involved in providing the instruction;

c) The independent entity maintains attendance records and makes the records available to the school district and board of education; Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian;

d) The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any liability arising from conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose;

e) The student assumes responsibility for any missed schoolwork; and

f) The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.

C) Chronic Absenteeism:

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 indicates a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Medical documentation may be requested to be provided to substantiate a significant medical condition.

D) Make-up Work:

It is the responsibility of the student or parent to arrange with the teacher to make up work and/or take tests. All make-up work is due within a period of time equal to the days missed, plus one (1) extra day. For example, if a student is absent three days, assigned make-up work is due within four days after the student returns to school unless other arrangements have been made with the teacher. In the event of extended illness of at least three (3) weeks or more, arrangements may be made for homebound instruction through the Counseling Office. If a child is absent more than three (3) consecutive days, a parent or guardian may request make-up work through the Attendance Office for middle school or the classroom teacher for elementary. This may be modified by the administration based upon the circumstances of the absence.

E) Nine (9) or More Absences:

For Pre-K students, Nine (9) absences, consecutive or not, may result in students being withdrawn from school to accommodate students who are on a waiting list to enroll. For K-5 students, Nine (9) consecutive days of absences may result in being withdrawn from school enrollment.

F) Prevention Efforts:

Stopping attendance problems at the earliest point is essential. It is also important the school extends an effort to work with families making sure a student's attendance problems are stopped at the earliest point possible. School administration may follow these steps for a full-day absence, half-day absence, or a single-period absence.

G) Recommended Actions:

1) 3rd day absence beyond a 4 week period - Auto-generated email and auto-generated phone call and counselor conference with students with a contact to parents to advise of the counselor-student conference. (Time of year dictates the tone & direction of the conversation)

2) 6th day absence - Counselor or administrator conference with student, followed by a letter of summary to parent (auto-generated email and auto phone) and possibly after-school detention for

academic recovery. Second semester take care to review the absences for appropriateness of response.

3) 9th day absence beyond a semester - Call from administrator to parent with possible conference, plus additional detention or remediation for academic recovery. Following administrator call, Nudge Letter, drafted by the school and signed by the Edmond Public Schools' Truancy Officer, is sent via U.S Mail, (See 4th day if the 10 absences are all in one semester.)

4) 15th day absence - Administrator, counselor, (possibly teacher), truancy officer, and SRO conference with parent and student to give City of Edmond truancy warning letter. At this meeting, the parent and student may be given a letter from the Edmond City Attorney. The SRO will interview the parent about possible defenses or extenuating circumstances that might defend the situation. The SRO will document this conference and information in a police case report.

5) 18th day absence - At this point, the student has missed 10% of the school year. SRO will be advised for consideration of citation to address chronic absenteeism.

6) Students who have accumulated twenty or more absences during the school year will be provided information regarding the retention policy and decisions regarding the student's placement for the next school year will be made in accordance with *EPS Policy EIA*.

H) Tardies: Instruction is expected to begin when the class bell rings. Students who arrive after this time are considered tardy.

Tardies are only allowed for the same reasons an absence would be allowable. If a tardy is to be allowed, documentation must be submitted within three school days of when the tardy was recorded. Three (3) unexcused tardies equal one (1) absence and will be calculated in truancy totals. Additional consequences may be assigned by the school as appropriate to deter student tardiness. The consequences may include, but are not limited to:

- 1) Parent/guardian contact
- 2) Conference with student and/or parent/guardian
- 3) Detention

I) Early Outs:

Early out is defined as leaving class or school before the instructional time has ended. Early outs are only excused for the same reason an absence would be excused. Three (3) unexcused early outs equal one (1) absence and will be calculated in truancy totals.

J) School Activity Excused Absences:

If a student is to be absent for a school-sponsored activity, it is his/her responsibility to have all work handed in no later than one day after the school activity unless other arrangements have been made with the teacher.

Elementary Schools

Early Start Schools				
Chisholm, Clegern, Clyde Howell, Ida Freeman, Northern Hills, Russell Dougherty, Sunset, Washington Irving, West Field				
Start Time: 8:40 a.m.	Tardy Until: 9:45 a.m.	½ day absence: arrive after 9:45 a.m.	½ day absence: leave before 2:25 p.m.	Early Out: any checkout after 2:25 p.m.
Late Start Schools				
Angie Debo, Centennial, Charles Haskell, Cross Timbers, Frontier, Heritage, John Ross, Orvis Risner, Redbud, Scissortail, Will Rogers				
Start Time: 9:10 a.m.	Tardy Until: 10:15 a.m.	½ day absence: arrive after 10:15 a.m.	½ day absence: leave before 2:55 p.m.	Early Out: any checkout after 2:55 p.m.

Middle School

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.

School Activity Excused Absences

If a student is to be absent for a school-sponsored activity, it is his/her responsibility to have all work handed in no later than one day after the school activity unless other arrangements have been made with the teacher.

Students may not be allowed to participate in after school or evening activities if they are absent with an unexcused absence the day of the activity or if they are serving a suspension. The school cannot assume responsibility for students when they leave the supervised activity and/or area.

Student Attendance Regulations Grades 9-12 ([*EPS Policy FDC-R2*](#))

Recognizing that regular attendance in school is important to a student's academic performance, teaches the necessity of regular attendance in preparation for work, and teaches personal

responsibility, Edmond Public Schools will continuously monitor the attendance of all students. 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 degrees Fahrenheit should not be at school or school activities.

A) Allowable Absences:

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

- 1) Personal or family illnesses
- 2) Death of family member or friend
- 3) Medical appointments
- 4) Documented participation in FIVE 4-H activities each school year.
- 5) Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP).
- 6) Legal/judicial matters
- 7) Observance of religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the allowable absence. The school district shall allow a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
- 8) For the purpose of participating in a military funeral honors ceremony upon approval of the school principal
- 9) Extenuating circumstances or family emergencies deemed necessary by the principal.

Proper documentation may be requested before an allowable absence is recorded. These absences do not count against receiving credit in courses. Information on school activity absences and attendance coding can be found in the student handbook.

B) Distance learning or virtual attendance:

1) 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:

- a) 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.
- b) The student is on pace for on-time completion of the course as required by the school district.

- c) 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.
- 2) They are participating in a released time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that:
- a) The student's parent or legal guardian provides written consent prior to the student's participation in the released time course;
 - b) No school funds other than de minimis administrative costs are expended and no school district personnel, equipment or resources are involved in providing the instruction
- 3) The independent entity maintains attendance records and makes the records available to the school district and board of education;
- 4) Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian;
- 5) The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any liability arising from conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose;
- 6) The student assumes responsibility for any missed schoolwork; and
- 7) The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.

C) Chronic Absenteeism:

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. Medical documentation may be requested to substantiate a significant medical condition.

D) Credits:

Students are allowed no more than eight (8) unexcused absences per class per semester. An unexcused absence is defined as missing more than fifteen (15) minutes of any part of class time for reasons not identified as excused within this policy.

- 1) On the ninth (9) unexcused 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 (NC) 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.
- 2) In case of extenuating circumstances, the principal or his/her designee may intervene.
- 3) The school will notify parents/guardians on the third (3rd), sixth (6th), and ninth (9th) absence.
- 4) Tardies are only allowed for the same reasons an absence would be allowable. If a tardy is to be allowed, documentation must be submitted within three school days of when the tardy was recorded.
- 5) Three (3) tardies equal one (1) absence. A student is considered tardy if he/she is not in the classroom when the bell rings.
- 6) Early out is defined as leaving class or school before the instructional time has ended. Early outs are only excused for the same reason an absence would be excused. Three (3) unexcused early outs equal one (1) absence and will be calculated in truancy totals.

E) Make-up Work:

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. This may be modified by the administration based upon the circumstances of the absence.
- 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. This may be modified by the administration based upon the circumstances of the absence.
- 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. This may be modified by the administration based upon the circumstances of the absence.
- d) If the missed work is not made up in the allotted time, a zero (0) will be recorded for each missing assignment. This may be modified by the administration based upon the circumstances of the absence.

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

High Schools

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 degrees Fahrenheit should not be at school or school activities.

1. Allowable Absences: Anytime a student is absent, a parent/guardian should contact the school to share the reason for the absence. An allowable absence will only be granted for the following reasons:

- a. Personal or family illnesses
- b. Death of family member or friend
- c. Medical appointments
- d. Documented participation in FIVE 4-H activities each school year
- e. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP)
- f. Legal/judicial matters
- g. Observance of religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the allowable absence. The school district shall allow a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
- h. For the purpose of participating in a military funeral honors ceremony upon approval of the school principal
- i. Extenuating circumstances or family emergencies deemed necessary by the principal.

Proper documentation may be requested before an allowable absence is recorded. These absences do not count against receiving credit in courses. Information on school activity absences and attendance coding can be found in the student handbook.

2. Distance learning or virtual attendance: 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.
- 2) They are participating in a released time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that:
- a) The student's parent or legal guardian provides written consent prior to the student's participation in the released time course;
 - b) No school funds other than de minimis administrative costs are expended and no school district personnel, equipment or resources are involved in providing the instruction
- 3) The independent entity maintains attendance records and makes the records available to the school district and board of education;
- 4) Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian;
- 5) The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any liability arising from conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose;
- 6) The student assumes responsibility for any missed schoolwork; and
- 7) The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.

3. Chronic Absenteeism: 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. Medical documentation may be requested to substantiate a significant medical condition.

4. Credits: Students are allowed no more than eight (8) 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 ninth (9th) 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 EPS Policy EIAA (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 three (3rd), sixth (6th) and ninth (9th) 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.

5. Make-up Work:

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. This may be modified by the administration based upon the circumstances of the absence.
- 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. This may be modified by the administration based upon the circumstances of the absence.
- 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. This may be modified by the administration based upon the circumstances of the absence.

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.

6. Academic Incentive: Semester Exam Exemption ([EPS Policy EIAC](#))

The Edmond Board of Education believes that extraordinary efforts on behalf of students should be rewarded.

Freshmen and Sophomores are not eligible for exemptions.

For each second-semester class in which a junior or senior student holds a B average or better, the student may be exempt from that semester test. Juniors are eligible for up to 2 classes, and 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 during the school year or are deemed chronically absent (9 or more absences) as defined by the State Department of Education during the second semester are not eligible for test exemptions.

Eligible junior and senior students will be notified by email the week prior to finals if they qualify for an exemption. Students who qualify for an exemption must inform their teachers which tests they plan to exempt in classes where they have a "B" average or higher.

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.

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

7. Checking IN/OUT:

- a. Students leaving school before regular dismissal time must check out through the appropriate Attendance Office prior to leaving campus.
- b. Parent contact with the office will be necessary BEFORE a student is cleared to leave.

- c. Students MUST sign out in the office. No student should leave school without a permit from the Attendance Office.
- d. Students leaving campus without prior approval from the office will NOT be excused after the fact and may be subject to disciplinary action.
- e. Students who leave and return to school the same day must report and sign in at the Attendance Office upon returning.

8. 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.***

9. TARDY POLICY

Edmond Public Schools values 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.

10. 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 nine (9) 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 the 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 nine (9) 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)

11. 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.

Behavior/Discipline Policy

*The Board of Education of the Edmond School District has adopted **EPS Student Discipline Policy FO**.* All schools follow this policy as well as schoolwide procedures and expectations when dealing with student behavior. 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.

Schoolwide Expectations

Every elementary, middle and high school in Edmond Public Schools has established an individual Schoolwide Expectations. Each school focuses on teaching all students their schoolwide expectations and student code of conduct in the first few weeks of school. Individual school code of conduct acronyms can be found in their individual School Procedural Manuals and on their school website.

Student Discipline ([*EPS Policy FO*](#))

The Edmond Public Schools Board of Education believes that the school's primary goal is to provide a safe learning environment for all members of the school community. This policy and corresponding regulations define standards of conduct to which students are expected to conform and provide options for the methods of control and discipline of students as required by law. In order to comply with the board's statutory obligation to notify all students, teachers, and parents of the adoption of policies for the control and discipline of children attending school in this district, the substance of this policy and regulations shall be available through the student handbook and district website.

No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

A) Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. The seriousness of the offense;
2. The effect of the offense on other students;
3. Whether the offense is physically or mentally injurious to other people; 4) Whether the incident is isolated or habitual behavior;

4. The manifestation of a disability;
5. Any other circumstances which may be appropriately considered.

B) Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

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 suspensions.

1. Academic Dishonesty 2. Arson 3. Assault (physical and/or verbal) 4. Conduct that threatens or jeopardizes the safety of others 5. Disruption of the educational process or operation of the school 6. Distributing obscene literature 7. Dress code violations 8. False reports or false calls 9. Fighting 10. Forgery 11. Gang related activity or action 12. Harassment, intimidation and/or bullying 13. Hazing 14. Hitting/pushing/tripping 15. Inappropriate language, gesture, pictures, videos or behavior 16. Indecent exposure 17. Leaving school without permission 18. Misuse of an electronic device 19. Physical altercation causing injury 20. Possession, using, or sharing alcoholic beverages or other mood-altering chemicals as outlined in the Drug Free Schools Policy (FNCF)	21. Possession of gun related instrumentalities (bullets, shells, gun powder, pellets) 22. Possession of weapons or other items with the potential to cause harm 23. 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 Weapons-Free School Policy (FNCGA) 24. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred towards Jews. 25. Refusing detention or assigned consequence 26. Sexual Harassment 27. Theft 28. Threatening behavior (whether involving written, verbal or physical actions) 29. Truancy 30. Unexcused lateness to school or to class (tardies), and/or cutting class	31. Use or possession of tobacco in any form including cigarettes, vapes, vapor devices, and E-cigarettes as outlined in the Tobacco Policy (CKDA) 32. Vandalism 33. Willful disobedience of any directive of a school official, violation of the board of education policies, rules, or regulations, or violation of school rules and regulations. 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 suspensions.
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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.

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

D) In considering alternatives for 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 a student to the 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.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school

property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

REFERENCE: 10 O.S. §7115, 70 o.s. §6-114, 70 o.s. §24-101.3

In addition to following the district Student Discipline Policy (FO), each school level has procedures and expectations they follow that pertain to student behavior. These are outlined in the following sections by grade level.

Elementary School

BUS CONDUCT

Elementary students are eligible for transportation services if they live one mile or more from the school by commonly traveled roads. The Edmond Public Schools' Board of Education has established the policy that riding a bus is a privilege. Students not observing these safety regulations and guidelines could be subject to loss of bus riding privileges. It is important that every student be entitled to a safe trip to and from school. Unsafe rider-ship is not tolerated.

NOTE: Bus riders are subject to being videotaped while on the school bus.

Elementary School Bus Expectations: Students' job is to "help keep it safe":

- Be Kind - Follow adult directions. Keep area clean. Keep hands, feet, and objects to self.
- Use Inside Voice - Quite voice level. Kind words. School appropriate language.
- Stay Safe in Your Seat - Face forward while sitting. Your job is to Keep It Safe!

Bus Regulations for Students

1. Students are to be on time at the bus stop and wait for the bus to come to a complete stop before attempting to board. If a student must cross a road, he/she should wait for the driver to signal him/her across with his/her hand. Students should always cross at least 10-feet in front of the bus.
2. When necessary, there could be three people in a seat. The practice of saving seats for other students will not be allowed. STUDENTS MUST SIT FACING THE FRONT.
3. After boarding the bus, students must remain in their seats until the bus reaches their designated stops. Any alternate stops must be approved in advance with the transportation office. STUDENTS ARE REQUESTED TO USE THE BUS STOP NEAREST THEIR HOME.
4. Damage to bus fixtures or equipment must be paid for by the students responsible.
5. Aisles should be clear of items such as musical instruments, school projects, etc. Students who must carry personal items on the bus are to hold them in their laps or store them under the seats. Flowers, balloons and other party favors are not permitted on the bus.
6. At no time will a student put hands, head or other parts of his/her body out the window. Students should not talk to others outside the bus. Voices should not be loud or boisterous on the bus. Radios, CD and tape players, headsets and hand games are not allowed.
7. Students should be quiet at all railroad crossings.
8. Throwing of any objects inside or outside the bus is prohibited. This includes spitting.
9. Food or beverages, including gum and/or candy, may not be sold or consumed on the bus.
10. The driver has the responsibility to correct any student on the bus for riding unsafely.
11. Courtesy transportation (riding an alternate bus for such activities as scouts, outside school athletic activities, birthday parties, music practice or going to visit other students) is not permitted. Students must have special permission (in advance) from transportation officials in order to ride an alternate bus. A letter may be written for pre-approval, and will be kept on file in the transportation office.
12. Students can be denied permission to ride a bus to and from school if they choose not to cooperate with the driver.
13. Fighting, abusive language or gestures, failure to cooperate with school personnel, possession and/or use of drugs, alcohol, weapons, lasers, etc. are major violations that will result in automatic bus suspension or revocation of riding privilege.

CELL PHONES AND PERSONAL DIGITAL DEVICES

Please reference the Student Personal Device policy-(EPS Policy FNG)

Middle 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

Riding a bus is a privilege that may be lost if behavior is inappropriate. All students are given a copy of the bus rules in a Bus Rider's Handbook to be signed by both the students and a parent or guardian. On the bus, students are under the direct control and supervision of the driver. If there are problems, the driver will file a written report with the school administration and appropriate action will be taken.

CELL PHONES AND PERSONAL DIGITAL DEVICES

Please reference the Student Personal Device policy-(EPS Policy FNG)

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.

DEFIANCE

Students' acts of defiance to school personnel (including, but not limited to, failure to identify themselves 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.

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. 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.

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. 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 GI) 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.

LOST AND DAMAGED BOOKS

Students may be checked out books via the Media Center or by an administrator. Each book has a different barcode. When the student is issued a book, the student is responsible for the book 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 books that have been checked out with their school identification number.

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.

MISREPRESENTATION TO 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 middle 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.

POSSESSION OF STOLEN GOODS

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

PUBLIC DISPLAY OF AFFECTION

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

High 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 AND PERSONAL DIGITAL DEVICES

Please reference the Student Personal Device policy (EPS Policy FNG)

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 and sophomores are NOT allowed to leave the school grounds for lunch unless accompanied by a parent. If it becomes absolutely necessary for a freshman or sophomore 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:

Juniors and seniors are allowed to leave campus for lunch. If an underclassman (freshman or sophomore) 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:

Junior/Senior who drives underclassman: Lunch Detention or AISP.

Underclassman: Lunch Detention or AISP

SECOND OFFENSE:

Junior/Senior who drive underclassman: Suspend parking privileges/AISP 2 days

Underclassman: Lunch Detention or AISP

THIRD OFFENSE:

Junior/Senior, who drives underclassman: Revoke parking privileges

Underclassman: AISP 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 and JUNIORS TRANSPORTING UNDERCLASSMEN DURING THE SCHOOL DAY WILL BE SUBJECT TO THE ABOVE DISCIPLINARY CONSEQUENCES.*

DEFIANCE

Students' acts of defiance to school personnel (including, but not limited to, failure to identify themselves 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.

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 are 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 at 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 (EPS Policy GI) 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 (EPS Policy FNF) 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.

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.

MISREPRESENTATION TO 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.

VEHICLE USE AND PARKING - STUDENTS ([EPS Policy FFFD](#))

Students are permitted to park on school premises and to use school access roads as a matter of privilege, not of right. In consideration of student use, only high school students who have purchased a parking permit may use and park motor vehicles on their respective campus. Students are to observe all Oklahoma traffic laws and park only in the authorized parking space, i.e., school-assigned space in a parking lot designated for student parking. Parking permits are sold on a first-come, first-served basis and are not transferable.

Student vehicles are not to be used during the school day except in those instances requiring a student to leave the campus (i.e., classes off campus, excused medical appointments, emergencies). Senior and junior students may leave the campus during the assigned lunch period.

It is the board's intent that designated school personnel and authorized law enforcement personnel monitor student driving/parking practices, intervening, and assigning penalties as appropriate.

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

Rules and Regulations - ([EPS Policy FFFD-R](#))

Application Procedures

In order to complete the application process for student parking, the following information/items will be required:

Current license plate (tag) number

Valid driver's license (NO DRIVER PERMITS)

Proof of current insurance on the car to be assigned the parking permit

Completed application form

Payment of non-refundable parking fee.

Parent signature on application (REQUIRED)

Financial obligations (library books, textbooks, etc.) must be cleared up.

The student becomes eligible for a parking space/area after each of these steps has been completed.

Vehicle Rules and Regulations

1. All students agree to observe the following rules: failure to follow these rules may result in loss of parking privileges.
 - No reckless driving on school property (including, but not limited to obeying the 10 m.p.h. speed limit, stopping at all stop signs, and yielding to pedestrians on campus).
 - No parking in fire lanes, bus or handicapped loading zones.
 - No parking in reserved areas unless authorized by an administrator.
 - No parking in passing lanes or across lines marked for parking.
 - No parking on sidewalks or grassed areas.
 - No parking in any area other than approved parking space/area. The ONLY automobiles allowed in the student's parking areas of the school are those with permits. During the school day, all school parking areas are restricted.

- An automobile parked in a space/area other than the ONE assigned will be subject to a fine or towing charges and the loss of parking privileges.
 - Any exchange of permits (not approved by administration) may result in loss of parking privileges for all persons involved.
 - No reckless or careless driving allowed on school property.
2. Students may not bring flags on campus or in the parking lot.
 *An exception is made for the American Flag. If a student wishes to display the American Flag on their motor vehicle, the staff shall be fixed firmly to the chassis or clamped to the right fender. The expectations of the American Flag being flown on campus on motor vehicles are in accordance with Title 4, Chapter 1, Section 7.b of the United States Flag Code.
 3. All students agree to cooperate with the parking lot attendant and school personnel at all times.
 4. All students agree to lock his/her vehicle.
 5. Students are not allowed in the parking lot during the school day. (Exception: seniors & juniors leaving for lunch.)
 6. Any unauthorized vehicle is subject to being towed away at the owner's expense.
 7. All state and local laws pertaining to driving apply to school parking areas.
 8. Guests of students and faculty should be informed of the restricted areas and should park in the visitor parking area only. They should also, if possible, notify the parking attendant of their presence.
 9. Any accident or incident on school campus should be reported immediately to the parking attendant on duty, assistant principals' office and/or the school resource officer.
 10. To replace a damaged or lost parking permit, contact the assistant principal's office.
 11. The school is not responsible for the student's automobile or its contents.
 12. Student vehicles on campus are subject to search at any time.
 13. During the school day all students MUST show their school ID or other photo ID to the parking lot attendant, upon request, in order to leave campus.
 14. School administrators reserve the right to revoke parking privileges and/or administer other disciplinary action for violations of this policy.

Note: A student may lose his/her right to park on campus at any time for driving recklessly.

POSSESSION OF STOLEN GOODS

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

PRESENCE IN BUILDING – BEFORE AND AFTER SCHOOL

Students should not be in the building before 7:50 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 (3:00 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.

Bullying

(EPS Policy FNCD)

It is the policy of this school district that 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. 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. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

Procedures

The procedure for investigating reported incidents of bullying is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved 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 ensure 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 or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required 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.

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.

Child Find

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

- Autism
- Deaf-Blindness
- Emotional Disturbance
- Hearing Impairment, including deafness
- Intellectual Disabilities
- Multiple Disabilities
- Orthopedic Impairments
- Other Health Impairments
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

For Edmond District residents needing information regarding eligibility for special education and related services beginning at age three, please contact the school psychologist at the neighborhood school site.

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

"Individuals such as parents, guests, and students with disabilities may request special accommodations (e.g. request a need for a sign language interpreter) to a building administrator forty-eight hours (48) prior to attending or participating in a school or district sponsored function."

Child Nutrition

Edmond Public Schools participates in the National School Lunch Program. Nourishing and balanced meals are served daily.

Pay for your school meals on-line to save time:

Your child's lunch account is now accessible through School Cafe at <https://www.schoolcafe.com/Edmond>. To register online, you need your child's student ID number, which is available on the Parent Portal. You can access your child's account to see when and what they are eating each day and pay for meals with a check or online using a credit card or bank account. A small service fee per transaction will apply. All money left on accounts at the end of the school year will carry over to next school year.

Child Nutrition Services: When a child reaches the charge limit, they will be offered a sandwich and milk. The sandwich may be a meat or cheese sandwich. An inquiry of the student concerning allergies should be made before the sandwich is served.

Breakfast and Lunch Prices	
Elementary/Middle School Student Breakfast	\$2.40
Elementary/Middle School Student Lunch	\$4.00
High School Lunch	\$4.10
Milk	\$0.50
Bottled Water	\$1.00
Adult Breakfast	\$2.50
Adult Lunch	\$5.20

Link to Free & Reduced Meal Application: [SchoolCafé - EDMOND PUBLIC SCHOOLS](#) (must log in or create a School Cafe account)

Lunch Menus

Menus for each school can be found on the EPS Child Nutrition Website. <https://www.schoolcafe.com/Edmond>

For more information or questions: Call the EPS Child Nutrition office at 340-2889.

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.

Class Placement

Parent Request Procedure:

From time to time, parents request to move their child(ren) to a different classroom. Class changes are not made arbitrarily. In an effort to agreeably resolve any concerns, several intervention strategies must take place before a class change will be granted. Every effort should be made to resolve problems at the lowest appropriate level. Classroom changes are not granted so that a child may be in the same class as certain students or friends.

Step #1: Parent(s) should have had an adequate number of contacts with the teacher and attempt to work together to resolve any difficulties.

Step #2: If difficulties continue, the parents(s) should arrange a conference with the principal or counselor and teacher. During this conference, a 30-Day Action Plan will be jointly developed and implemented.

Step #3: After thirty school days, the team will meet again to determine the effectiveness or outcome of the plan. The principal will make the final decision about classroom changes.

Administrative Procedure:

Please be aware that an administrative change in classroom placement may occur at any time. In compliance with state law and district policies, classroom placement changes may occur any time a change in enrollment causes our student classroom numbers to greatly increase or decrease or as a result of classroom dynamics. In such an event, parents of affected students will be notified as changes occur.

High School 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 other changes must be approved by an administrator.

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

HIGH SCHOOL 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.

Computer Usage

(EPS Policy DHA)

Technology Resources and Internet Responsible Use Policy (EPS Policy DHA)

In order for Edmond Public Schools (the "District") to ensure the continued accessibility of its technology resources and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the resources, network, and Internet access may jeopardize the ability of all students and staff to enjoy such access. While district teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

The Technology Resources and Internet Responsible Use Policy ("policy") was written to provide a guide for legal and ethical use and to promote positive and effective digital citizenship among students and staff of the school district. It is the District's intent to provide reasonable, equitable, and safe access to all technology resources and Internet usage, to include evolving technology. This policy will be publicly available to stakeholders on the District website and included in the student handbook that is available for students and parents.

Listed below are the provisions of the agreement regarding technology resources and Internet use. If any user violates this policy, the user's access will be denied or suspended, and the user may be subject to additional disciplinary action.

A) Personal Responsibility

Users are expected to act responsibly in their use of technology resources and also report any misuse of the network to the person designated at their District site for such reporting. The users of the network will respect and comply at all times 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 technology resources and/or Internet. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming the property of themselves or another person.

B) Term of the Permitted Use

A student or staff member of the District will have technology resources and Internet access during the course of the school year to be used for educationally related communication, research, and/or job related activities. Unauthorized online access, including "hacking" and circumventing the filter, is prohibited.

C) Privacy

Network and Internet access is provided as a tool for the user's education. Edmond Public Schools reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any reasonable expectation of privacy regarding such materials.

D) Acceptable Use

The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the District site to help decide if the activity is educational or includes resources/activities that are job related. Examples of acceptable use include, but are not limited to:

1. Creation of files, digital projects, videos, webpages, and podcasts using technology resources in support of education and research.
2. Participation in blogs, email, and webpages that support education and research.

E) Unacceptable Use of District Technology Resources *includes but is not limited to:*

1. Uses that violate the law or encourage others to violate the law.
 - a. Transmitting offensive or harassing messages;
 - b. Offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy;
 - c. Accessing, viewing, transmitting, uploading, displaying, downloading, or distributing obscene or sexually explicit materials;
 - d. Accessing material that is profane or that advocates illegal acts, violence, or discrimination towards other people;
 - e. Intruding into the networks or computers of others;
 - f. Participating in online gambling or lotteries;
 - g. Downloading or transmitting confidential, trade secret information, or copyrighted materials.

2. Uses that cause harm to others or damage to their property.
 - a. Engaging in defamation (harming another's reputation by lies);
 - b. Employing another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet;
 - c. Spreading of computer viruses/malware through the use of infected files or other electronic/digital media;
 - d. Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet.
 - a. Disclosing or sharing your password with others;
 - b. Impersonating another user;
 - c. Damaging computers, computer systems, network services, or data;
 - d. Disabling computers, systems or networks, through the intentional misuse or excessive use of network resources;
 - e. Spreading of computer viruses/malware through the use of infected files or other electronic/digital media;
 - f. Attempting to gain unauthorized access to the district system or to any other computer system within the district (attempting to browse the system, hide files, or encrypt files will be considered as an attempt to gain unauthorized access);
 - g. Downloading, streaming and/or storage of audio, video, software, or other electronic/digital media for personal purposes (i.e. movies, images, music files).
4. Using the system for political purposes or speech.
 - a. Support for or opposition to ballot measures, candidates, and any other political activity.

Exception to this policy allows district employees and students to 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.

5. Participating in cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks. Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
 - a. Sending mean or threatening messages via email, direct messaging, or text messages;
 - b. Spreading rumors or targeting others via email, direct messaging, text messages, or social media;

- c. Sharing fake or embarrassing photos or videos of someone with others through email, text messages, or social media;
 - d. Impersonating someone or gaining access to someone's account online with embarrassing or malicious intent.
- 6. Uses that are commercial transactions.
 - a. Students, staff, and other users may not sell or buy anything over the Internet;
 - b. Users should not share others' private information to others, including credit card numbers and social security numbers.
- 7. All users must abide by rules of network etiquette, which include the following:
 - a. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language;
 - b. Avoid language and uses that may be offensive to other users. Do not use network access to make, distribute or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation;
 - c. Refrain from sending mass emails to large groups (entire schools, all contacts in the District email system, etc.) for personal gain, intentionally inappropriate editorializing, or non-sanctioned personal communication.

F) Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

Filtering software does not provide an absolute means for preventing access to inappropriate material and should never take the place of direct supervision. Every user must take responsibility for their use of the network and Internet and avoid objectionable sites.

Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited.

Staff members must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist student use to conform to the mission and goals of the district.

G) Guidelines for Using Artificial Intelligence (AI) for Instructional Purposes

The introduction of Artificial Intelligence (AI) offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. The use of AI in Edmond Public Schools should prepare our students and staff for the future and equip them with the knowledge and skills to use AI systems and tools wisely and ethically. However, AI does present unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work. These guidelines serve to support the students and staff to incorporate AI into teaching and learning while upholding Edmond Public Schools' educational standards and values.

It is the responsibility of the user to comply with the following guidelines when choosing to use AI-powered chatbots or any AI platforms on District devices and networks.

The use of AI platforms must serve to enhance the District's commitment to high-quality learning.

1. Users will maintain academic integrity:
 - a. Use AI responsibly by refraining from cheating, plagiarizing, or engaging in academic dishonesty;
 - b. Respect the intellectual property rights of others and use proper citations when submitting or sharing work generated by AI;
 - c. Use AI outputs as learning aids while maintaining responsibility for original work.
2. Users will communicate respectfully:
 - a. All communication will remain respectful and appropriate. Users will refrain from harassment, bullying, offensive language, personal attacks, discrimination, or other harmful behavior.
3. Users will take personal safety and privacy seriously:
 - a. Accounts will not be created or encouraged on AI platforms without district approval;
 - b. The personal information of all students and staff must be safeguarded while interacting with AI;
 - c. Sensitive details such as full names, addresses, and phone numbers should never be shared on AI platforms;
 - d. No personal information of students or staff can be shared to any AI platform if the data is stored in a country outside of the US.
4. Users must stay in compliance with legal and ethical laws
 - a. Use AI in accordance with all laws, regulations, and school policies including Responsible Use and Copyright Guidelines;
 - b. The use of AI for illegal activities such as hacking, spreading malware, phishing, or fraud is strictly prohibited;
 - c. Users will cooperate fully with investigations into AI misuse.

H) Staff Use of Technology

The Board of Education recognizes that the use of telecommunications is important for communicating with parents, vendors, and others to conduct school business. Effective, efficient, ethical, and lawful use is expected by all users.

Use of the District IP phone system for personal use is strongly discouraged and should be limited to times that do not interfere with or detract from the employees' job duties.

Employees are prohibited from making long distance calls for personal business on the District IP phone system. All long distance calls should follow the procedures set by the superintendent/designee and should only occur when required to conduct school business.

Wireless communication devices are governed by this policy and employees are discouraged from using such devices for personal business during the work day. The use of wireless devices should be limited to times that do not interfere with or detract from the employees' job duties.

Employees who choose to bring personal wireless devices to the District do so at their own risk. Edmond Public Schools is not responsible for theft or loss of a personal wireless device.

I) Staff Use of District Security Cameras

The School District supports and reserves the right to place and use security cameras, when necessary and appropriate, in its schools, school facilities, school buses, and/or on its school grounds. The primary uses of security cameras are as follows: (i) to promote a safe environment by deterring conduct that violates the law or district policy; and (ii) to record images for future identification of individuals in the event of violations of law, district policy and/or school-based rules; (iii) to aid in search of lost or missing children, and (iv) to assist emergency services personnel. Security camera use is limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure, reasonable expectation of privacy, and other applicable laws prohibiting wiretapping and electronic security of aural communications.

Security cameras will be utilized in public areas of schools, school facilities, school buses and school grounds and in areas of schools, school facilities, school buses and school grounds deemed to be at risk for either vandalism or student misconduct. Security cameras will not be used in the private areas of restrooms, showers, locker rooms and dressing rooms and any other area in which there is a reasonable expectation of privacy. Security cameras also will not be used in private offices and classrooms.

While dedicated monitors are mounted in the office for increased camera visibility and monitoring by site office staff, there are no staff personnel assigned specifically for monitoring live events in real time. Security camera recordings are not considered Directory Information and may be subject to confidentiality restrictions, including but not limited to requirements under the Federal Family Educational Rights Privacy Act. Cameras may be used to monitor areas in which an employee works, even if there is only one employee in that area. This policy also does not apply to legitimate academic use of video cameras for educational purposes that have been approved by a school principal.

Storage

Any video recording used for security purposes in schools, school facilities, school buses and/or on school grounds shall be the sole property of the School District and stored for no more than 30 days after which such recordings will be promptly erased unless retained as part of a district investigation, criminal investigation, court proceeding (criminal or civil), or other bona fide use, as approved by the Superintendent of Schools or designee; and the Superintendent of Schools or designee will be the custodian of such recordings and all such recordings shall be properly protected from unauthorized viewing.

Release of Information

Requests for viewing a recording must be made in writing to the Superintendent of Schools or designee and all public records requests for recordings that are received will be processed on a case-by-case basis. A determination will need to be made as to whether the information requested is an open record. The request shall identify the individual for whom access is sought, the date(s) and/or time period(s) for which access is sought, and the rationale why access should be granted. If the request is granted, such viewing must occur in the presence of the Superintendent of Schools or designee. Under no circumstances will the School District's video recording be duplicated and/or removed from the School District premises without the express written authorization of the Superintendent of Schools or designee.

Employee Access and Usage of Video

Employees should only access video if they have the right and need to know based upon their position in the district. Employees who access or use videos without authorization or a right and need to know, or who knowingly distribute, share, communicate, or make available video to individuals who do not have a right or need to know, will be subject to disciplinary action up to, and including termination.

Any individual who tampers with or destroys a video security camera or any part of the video security system, or uses video in a manner not outlined in this policy, will be subject to appropriate disciplinary action in accordance with local and state laws, as well as the District's collective bargaining agreements. The individual may also face possible criminal charges.

J) Student Use of Wireless Devices

The Board of Education recognizes that wireless devices should be used to enhance and not interfere with the learning experience. This may include district-owned and/or personal wireless devices. A student may possess a wireless device while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the District. Students must ensure that they use all devices safely, responsibly, and appropriately at all times.

Students who choose to bring personal wireless devices to the District do so at their own risk. Edmond Public Schools is not responsible for theft or loss of a personal wireless device. Student personal electronic devices (cell phones) should be stored, secured and out of sight during instructional time.

Unauthorized use of any wireless device during a test (text messaging, image photography, etc.) will be considered cheating and appropriate disciplinary consequences will be administered.

Students must refrain from using wireless devices for any illegal purposes, including privacy violations.

Photography and video recording other students or school staff without their permission is strictly prohibited.

Photography and video recording with wireless devices are strictly prohibited in restrooms and locker rooms at all times.

K) Personal Safety

Users are responsible for their user ID accounts and passwords and should take reasonable precautions to prevent others from gaining access to their accounts. Users are solely responsible for all actions taken under their user ID. All staff members are expected to lock their workstations and district-issued wireless devices when away from them for any length of time.

In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

L) Internet Safety Instruction

All students will receive education on digital citizenship, covering appropriate online behavior, such as interacting with others on social networking websites and in chat rooms, as well as awareness and response to cyberbullying. Age-appropriate materials will be made available for use across grade levels on these topics. In addition, training on online safety and digital citizenship will be made available for administration, staff, and families.

M) Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. Consequences for violating this policy will be determined based upon the type of violation, past history, and level of the user. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. 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. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. The school district may also take other disciplinary action in such circumstances.

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

1. Staff misuse may result in disciplinary measures that could include dismissal. In addition, violators may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.
2. Student misuse will result in parent/guardian notification of the offense and the student may lose internet access and/or network access as well as computer privileges for a determined amount of time according to the offense. These actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved based on the severity of the offense. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

N) Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By agreeing to this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the vendor that provides the computer and Internet access opportunity to the District, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Counseling Program

Elementary school years set the tone for developing the knowledge, attitudes, and skills necessary for children to become healthy, competent, and confident learners. Through a comprehensive

developmental school counseling program, school counselors work as a team with students, school staff, parents, and the community to create a caring climate for learning. By providing education, prevention, early identification, and interventions, school counselors help all children achieve academic success. School counselors utilize a variety of teaching opportunities as they work with students.

- Classroom Guidance = Mascot Time.
- Crisis Intervention
- Small Group Lessons
- Consultation/Collaboration

School counselors' efforts focus on helping students with academic, personal/social, and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society.

Confidentiality is a high priority in the counseling profession. Although confidentiality is stressed in every lesson and situation, children do not always have a grasp of the concept, therefore, confidentiality among students cannot be guaranteed. School counselors recognize that their primary obligation for confidentiality is to students but balance that obligation with an understanding of parents' and guardians' legal and inherent rights to be the guiding voice in their children's lives, especially in value-laden issues.

The school counseling program is knowledgeable and supportive of the school's mission. It is the responsibility of the school counselor to inform appropriate officials in accordance with the school policy of conditions that may be potentially disruptive or damaging to the school's mission, personnel, and property while honoring the confidentiality between the student and counselor.

The professional elementary school counselor holds a master's degree and required State certification in school counseling. Individuals wishing to learn more about the elementary guidance program or who have questions are encouraged to contact the school counselor at their child's school.

Curriculum Governance

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 special 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 the 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. Resources 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:
 - 1. One race or sex is inherently superior to another race or sex,
 - 2. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
 - 3. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
 - 4. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
 - 5. An individual's moral character is necessarily determined by his or her race or sex,
 - 6. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
 - 7. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
 - 8. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race
- 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 1-8 above in VLA has occurred. In order for a complaint to be accepted for investigation, it must:
 - 1. Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures.
 - 2. Identify the dates the alleged discriminatory act occurred.
 - 3. Explain the alleged violation and/or discriminatory conduct and how

- enumerated items 1-8 in VLA have been violated;
4. Include relevant information that would enable a public school to investigate the alleged violation; and
 5. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify a witness.
- 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 within 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, 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.

Procedures for Reconsideration of Instructional Materials:

It is recommended that a student or the student's parent should have this right to reject the use of materials which seem incompatible with the student's values or beliefs. It is further recommended that classroom assignments involving library media center materials provide for alternative choices. This procedure is consistent with the National Council of Teachers of English Statement on Students' Right to Read, which is endorsed in its entirety. However, no parent has the right to determine the instructional matter for students other than his/her own children. Books and other materials shall not be removed or banned solely because of partisan or doctrinal disapproval. If an objection to a selection is made by the public, the procedures are as set forth in EFA-P: REFERENCE: 70 O.S. §11-103

Dangerous Weapons **([EPS Policy FNCGA](#))**

It is the policy of this school district to comply fully with the Gun-Free Schools Act and state law regarding the possession of dangerous weapons. Students involved in the possession and/or use of a dangerous weapon shall be subject to the following policy provisions:

A. 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 (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any

device similar to the above.

Such firearms or weapons 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, Section 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.

B. Dangerous Weapons

Citing Oklahoma Statutes, Title 21, Section 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, paintballs, 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.

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.

3. 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.

C. 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 C.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.
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, the 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.

DHS Reporting

In accordance with state law (10 Oklahoma Statutes § 7101, *et seq.*), any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect or who has observed the child being subjected to circumstances of abuse or neglect shall immediately report or cause to be reported such situation to the Department of Human Services.

Dress Code

(EPS Policy FNCA)

It is the intent to permit students to dress according to current fashions and at the same time restricts extremes and indecencies which distract, disrupt the main purpose of the education program. Due to the relationship between one's appearance and behavior, students must be dressed in reasonable and modest appropriate attire that will not cause distraction or disruption. Any attire which disrupts the educational process is prohibited. The student dress code applies at school, on school vehicles, and to participants at school-sponsored or authorized activities.

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. 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. Exceptions will be made for medical issues.
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, or medical-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, deadly 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. Medical exceptions will apply to this prohibition.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, 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. Tattoos which display a known gang within the school district will remain covered at school and school events.

The administration at each school reserves the right to enforce this policy. 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.

Exceptions to this policy are at the discretion of the building principal as there may be clothing, or accessories not specifically addressed herein that are so disruptive to the education process that the principal may need to take immediate corrective action

REFERENCE: 70 O.S. §6-114 ©

STUDENT DRESS CODE REGULATIONS

(EPS Policy FNCA-R)

The following regulation shall establish a dress and grooming code for the public school system.

Hats/Headwear: Students shall not wear hats or headwear in classrooms unless a medical or religious exception exists.

Clothing: Shirts may not be sheer or mesh and must cover the entire trunk of the body. Messages on shirts shall not include illegal drugs, alcohol, tobacco or other products that may not be utilized by

children. Vulgar and/or obscene messages are prohibited and will be subject to discipline under the student discipline code.

Pants, shorts, skirts, and skorts shall be worn at the waist and must be no shorter than mid-thigh.

Hats or headwear may be worn on spirit days with the permission of the administration. With the exception of religious and medical hats or headwear, other head coverings are prohibited.

Sunglasses may not be worn in the building unless medically necessary and documented.

Drug and Alcohol Policy

(EPS Policy FNCF)

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 a 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 which 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. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator when it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs). The teacher or administrator will promptly report the matter to the school principal or his/her designee. The report of the teacher or administrator will state the date, time and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

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 instrument or breathalyzer.

The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. 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.

Any student violating this policy and his/her parents will be 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

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (For personal gain, monetary privilege or gain) Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol
 - 1. First Offense: Six-week out-of-school suspension

- a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:

To meet with the Student Assistance Program representative.

1. 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.

- a. An additional week reduction may be granted if compliance with the assessment recommendations is verified with documentation.

- b. 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-of-school and five (5) days in the In-School-Suspension Program (AISP).

- c. 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 a disciplinary plan is approved by the Superintendent or Superintendent's designee, it may be implemented for the student in question.

2. Second Offense: Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

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

Edmond Schools Foundation

Mission Statement: The Edmond Public School Foundation connects the community and its resources with the Edmond Public Schools teacher, student and school needs in pursuit of the highest level of academic excellence.

The EPS Foundation is a recognized 501(c) 3 non-profit organization focused on the development and management of resources in support of the Edmond Public School District.

Originally founded as the Edmond Educational Endowment, the organization was created in the early 1980s as one of the first education foundations in the state of Oklahoma. In 1999 the organization formally changed its name to the Edmond Public Schools Foundation.

Since its inception, the EPS Foundation has provided more than \$1.5 million in direct financial support to the district. These resources have funded technology, classroom curriculum, software, hardware, teaching aids, teacher training, student scholarships, playground equipment, textbooks, supplies, musical instruments, artwork, teacher awards, and numerous other educational aids. Moreover, the EPS Foundation has developed thousands in indirect support for the district through volunteer service hours and organizational in-kind donations.

To learn more about the Edmond Public Schools Foundation and how you can get involved please visit www.edmondpsf.org

*Your contribution means we can do more.....
With your help we can enhance the educational
experience of every student and teacher in our schools.*

Extracurricular Activities

(EPS Policy FMA)

The Edmond Board of Education believes that extracurricular activities are those activities that primarily involve students in other than classroom situations. The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas.

School activities, clubs, organizations, and other activities shall be considered for their contribution to the improvement of the moral, social, and educational experiences of the student body. All such activities shall operate in conformity with state and federal law, school policy, and the rules and requirements of the Oklahoma Secondary School Activities Association.

The opportunities involved in extracurricular activities will grow from a broad program of participation for all students and shall be regarded in its proper perspective as one of several worthwhile types of educational experiences. The loss of class time for preparation and competition shall be kept at a minimum.

The Edmond Board of Education recognizes the importance of learning experiences available throughout the total school instructional program. Therefore, in addition to classroom instruction, the Board also supports and encourages worthwhile programs of activities and athletics. Under proper supervision and guidance, these programs are an integral part of the total endeavor of the District.

A) Out of State Trips:

1) Trips to other states or countries will be considered for high school (9-12) students and organizations who have earned the right to represent the school at national or international contests or events. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors to the Superintendent of Schools. Trips to other states may be approved by the Superintendent of Schools with trips to other countries approved by the Board.

2) In approving out-of-state/country trips, the following factors will be considered:

- a) Funding availability
- b) Time and effort required to raise funds
- c) Benefits of the program
- d) Success at state contests
- e) School time to be missed
- f) Other reasons for justification of trip, i.e., lack of state competition, etc.

3) Funding for out-of-state trips will be provided by the organizations or individuals. The Board of Education does not encourage national competition below the high school level. In the event an out-of-state/country trip is authorized for an activity group; the following guidelines will be observed:

- a) Transportation must be by approved commercial vehicles (bus, train or air); regular school bus; personal vehicles provided by parents when authorized by school officials.
- b) Bids on transportation contracts must be coordinated through the business office and ratified by the Board of Education.
- c) All costs for the trip must be paid by the activity group, with proper accounting through the school activity fund.
- d) Parental authorization forms and appropriate release forms are to be on file with the building principal.
- e) Fund-raising projects related to the trip are to be approved in advance.
- f) Absence from classroom time will be severely limited. Trips requiring absence of more than two days' classroom time will be discouraged.
- g) School District vehicles will not be allowed to take trips greater than a 350-mile radius from Edmond.

B) Athletics/Freshman Participation At Varsity Level:

Freshman student-athletes will be permitted to participate at the varsity level only when the head coach of the respective sport team, the site athletic coordinator and principal reach agreement that such assignment is in the best interest of the school's athletic program and beneficial for the student athlete. This guideline will apply to all high school sports programs of the Edmond Public School District that have a designated freshman team.

In order to protect and maintain freshman athletic teams, freshman student-athletes will not be permitted to play on sophomore or on junior varsity teams. The exception to this policy would be if the head varsity coach, the high school principal, and the site athletic coordinator all agree that freshman student-athletes, due to an insufficient number of participants, need to be moved up to a sub-varsity team (Junior varsity or sophomore) to ensure the implementation of the sub-varsity team's schedule.

Flag Policy

([EPS Policy EMDB](#))

It is the policy of the Edmond Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. Each school will designate who will be responsible for raising and lowering the flag. The school day will begin with a flag salute. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

The Edmond Public School Flag along with any flags of distinction (Blue Ribbon, Great Expectations, etc.) are allowed to be flown on campus. Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved

will be directed to remove them from the premises.

Food and Beverage Guidelines

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy food choice options should be available to students at school functions (parties, celebrations, receptions, festivals, sporting events).

Recommended Healthy Snack Options

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
 - Fresh fruit and 100% fruit juices
 - Canned fruit
 - Frozen fruit juice pops
 - Dried fruits (raisins, banana chips, etc.)
 - Trail Mix (dried fruits and nuts)
 - Dry roasted peanuts, tree nuts and soy nuts (not coconut, palm nuts or sunflower seeds)
 - Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
 - Cheese, String cheese
 - Party Mix (variety of cereals, nuts, pretzels, etc.)
 - Low-sodium crackers
 - Baked corn chips and fat-free potato chips with salsa and low-fat dips (Ranch, French Onion, bean, etc.)
 - Pretzels
 - Low-fat baked goods (muffins, granola bars, cereal bars, multi-grain bars, cookies, etc.)
 - Low-fat crackers (animal, graham, baked fish-shaped, etc.)
 - Popcorn
 - Bagels
 - Angel food and sponge cakes
 - Flavored yogurt and fruit parfaits
 - Gelatins and low-fat pudding
 - Low-fat and skim milk products (flavored and unflavored)
 - Water
 - Tea (unsweetened or diet)
- Foods to avoid or consume only occasionally
- Carbonate, caffeinated, and high sugar beverages (soft drinks, sports drinks, coffee)
 - High fat foods (fatty meats, buttery popcorn)
 - High sodium foods (luncheon meats, chips, salty popcorn, pickles)

Please note: In selecting food items consideration should be given to students and adults with food allergies or who are on special diets that restrict the consumption of sugar, fat, sodium, etc. The use of foods of minimal nutritional value as learning incentives should be kept to a minimum, and healthy food choices or non-food items should be considered. Organizations operating concessions at school functions, and fund raising activities should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

Grading

(EPS Policy EIAA)

A) Grade Reporting:

1) PreK-5th:

a) 4 – Exceeds Expectations

- b) 3 – Consistently Successful
- c) 2 – Progressing
- d) 1 – Needs Support
- e) 0– Outstanding
- f) S – Satisfactory
- g) N – Needs Support

2) Grades 6-12 Letter Grades used on Report Cards:

- a) A - Excellent 90 - 100
- b) B – Good 80 - 89
- c) C – Average 70 - 79
- d) D – Poor 60 – 69
- e) F – Failure 59 and below
- f) S – Satisfactory
- g) U - Unsatisfactory
- h) N – No Credit
- i) I – Incomplete
- j) W – Withdrawal

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:

- 1) A-5.0
- 2) B-4.0
- 3) C-3.0
- 4) D-1.0
- 5) 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.

C) Methods:

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.

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

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

The semester average is to be calculated as:

Middle-Level Courses	High School-Level Course
Eighteen weeks average 100%	Eighteen weeks average 80%

	Semester Examination 20%
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High School 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

(EPS Policy EIED)

The Edmond Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study.

A) Diplomas:

A diploma has been earned when a student has completed all the requirements for graduation from high school as required by state law and the Edmond Board of Education. All graduating seniors are invited to attend commencement exercises.

B) Edmond Public Schools Course Requirements for High School Graduation:

Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

- 1) 4 units or sets of competencies of English to include Grammar, Composition, Literature, or any English course;
- 2) 4 units or sets of competencies of mathematics, three of which shall be Algebra I, Geometry, and Algebra II. The other unit may include Trigonometry, Intermediate Algebra, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or a locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;
- 3) 3 units or sets of competencies of laboratory science approved for college admission requirements, including one unit or set of competencies of life science meeting the standards for Biology I, one unit or set of competencies of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit or set of competencies from the domains of physical science, life science, or earth and space science, or any course with content and/or rigor above Biology I or Physical Science;
- 4) 3.5 units or sets of competencies of history and citizenship skills, including one unit of American History, $\frac{1}{2}$ unit of Oklahoma History, one unit or set of competencies of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;
- 5) 3 units or sets of competencies from elective/pathway courses approved by the school district board of education, consisting of: one unit or set of competencies in World Language or Computer Technology/Computer Science; one additional unit or set of competencies in World Language or Computer Technology/Computer Science; and one unit or set of competencies in Fine Art (including Humanities or Speech/Debate).
- 6) 3 additional pathway units that align with the student's Individual Career and Academic Plan (ICAP), which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology/computer science, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, music, art, drama, speech, dance, media arts, or other approved courses
- 7) $\frac{1}{2}$ unit of Health
- 8) 2 units of elective/pathway courses

Beginning with the 2025-2026 school year, a student may, with approval from their parent or legal guardian and subject to school approval, modify their graduation track to complete a minimum of 23 curriculum units or sets of competencies as outlined above. All other students graduating before 2030 must complete the "college preparatory/work-ready curriculum" units or sets of competencies to graduate from an Oklahoma public high school. With written approval from a parent or legal guardian, a student may instead opt for the "core curriculum" in place of the college preparatory/work-ready curriculum. The current state graduation requirements will serve as the "core curriculum" option. The "college preparatory/work-ready curriculum" includes the following:

Unit	College Preparatory / Work Ready Requirements	Unit	Core Curriculum Graduation Requirements
4	English Language Arts	4	English Language Arts

	- English I, II, III, & IV		- English I, II, III, & IV
3	Laboratory Science - 1 Unit of Biology - 1 Unit of Physical Science, Chemistry, or Physics - 1 Unit in the domains of Physical Science, Life Science, or Earth Science with the content and rigor above Biology or Physical Science.	3	Science - 1 Unit of Biology - 1 Unit of Physical Science, Chemistry, or Physics - 1 Unit in the domains of Physical Science, Life Science, or Earth Science with the content and rigor above Biology. This could include, but is not limited to, Horticulture, Environmental Science, and Animal Science.
3	Mathematics: - Limited to Algebra I, Algebra II, Geometry, Trigonometry/Pre-Calculus, or any math course with content and/or rigor above Algebra I and approved for college admission. To fulfill this requirement, students who enter ninth grade with high school math credits must earn at least three additional math credits during grades 9-12.	3	Mathematics: - 1 unit Algebra I - 2 units with content and/or rigor at or above Algebra I may include, but not limited to the following courses: Algebra II, Geometry, Intermediate Algebra, Math for Finance, or other approved mathematics courses. To fulfill this requirement, students who enter ninth grade with high school math credits must earn at least three additional math credits during grades 9-12.
3.5	Social Studies: - .5 unit of Oklahoma History - 1 unit of World History - 1 unit of U.S. History - 1 unit of U.S. Government* This course includes financial literacy standards and must be completed to fulfill graduation requirements.	3.5	Social Studies: - .5 units of Oklahoma History - 1 unit of World History - 1 unit of U.S. History - 1 unit of U.S. Government* This course includes financial literacy standards and must be completed to fulfill graduation requirements.
2	World Language or Computer Technology - 2 units of the same World Language OR - 2 units of Computer Technology	1	Computer Technology: - 1 unit or set of competencies of Computer Technology.
1	Additional Core Unit: 1 unit from the Core courses listed above (English, Math, Science, Social Studies, World Languages,		No requirement

	and Computers) or career technology education courses approved for college admission requirements.		
1	Fine Arts: 1 unit or sets of competencies (including but not limited to a combination of visual arts, general music, or the performing arts) or Speech/Debate	1	Fine Arts: (Including but not limited to a combination of visual arts, general music, or the performing arts).
.5	Health	.5	Health
5	Electives: Courses of choice to total 23 units.	7	Electives: Courses of choice to total 23 units

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of world language classes.

Credit may be given for the above-referenced classes for the college preparatory/work-ready and core curriculum diploma pathways when the courses are taken in the seventh or eighth grades, if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. High school courses taken during the eighth grade year, under the new graduation requirements, can be counted toward credit.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher, and which provide for the teaching and learning of the appropriate skills and knowledge in the OAS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied the opportunity to be awarded a standard diploma because of differing graduation requirements. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exceptions from the graduation requirements will be based on rules established by the State Department of

Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation counts toward meeting the requirements for the high school diploma.

All graduation plans require students to complete an Individual Career Academic Plan (ICAP) in accordance with Oklahoma State Department of Education guidelines. The ICAP is a multi-year, student-driven process designed to guide academic and career development by helping students explore interests, set post-secondary goals, track academic progress, and engage in meaningful career-related experiences. Completion of ICAP activities is required annually for 9-12th grade students.

All students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students are required to complete assessments in ELA, Math, Science, and Social Studies in high school in order to graduate. The assessments required will be determined by the Oklahoma Testing Program. The Oklahoma Performance Index (OPI) scores on the assessments and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

Beginning with ninth graders in the 2021-2022 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall pass the United States naturalization test. The United States naturalization test shall be provided at least once per school year, beginning as early as eighth grade. Students may retake the exam upon request and as often as desired until earning a passing score. A passing score shall be 60 out of 100 questions. The district shall exempt students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP).

Students shall be allowed to earn released time elective credit in accordance with state law and the Oklahoma Accreditation Standards.

C) 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.

D) 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-three (23) required units only if the student received a failing grade on the original attempt.

E) 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/guardian, the principal, or a designated representative.

F) Graduation Requirements:

- 1) To graduate from high school, a student must have earned a total of twenty-three (23) units, and demonstrate mastery of the state academic standards as stated in "B" above. All students will be enrolled in the College Preparatory/Work Ready Curriculum or new graduation requirements. A parent must sign the paperwork indicating that they agree to opt out of the College Preparatory/Work Ready Curriculum to graduate on the Core Curriculum pathway.
- 2) All courses taken for high school credit will be included on the student transcript. However, 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 unweighted 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=2.0, F=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 Francis Tuttle and 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 graduation requirements that are higher than those of the State Board of Education.
- 7) The principal has the authority to resolve individual and/or hardship cases.

G) Free Application for Federal Student Aid (FAFSA):

- 1) FAFSA Requirement:
 - a) Starting in the 2024-2025 school year, students must complete and submit a Free Application for Federal Student Aid (FAFSA) to graduate from a public high school accredited by the State Board of Education.
- 2) Opt-Out Provisions:
 - b) Students are exempt from the FAFSA requirement if:
 - 1) A parent or legal guardian submits a signed opt-out form.
 - 2) An eighteen-year-old student submits a signed opt-out form.
 - 3) A school counselor authorizes an opt-out.

Specific course requirements depend on whether the student enrolls in the College Preparatory/Work Ready Curriculum or the Core 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.

H) Individualized Education Programs For Students With Disabilities:

An alternate diploma may be issued to a student who meets the definition of a student with the most significant cognitive disabilities and who participates in the Oklahoma Alternate Assessment Program (OAAP) beginning in the 2023-2024 school year. An alternate diploma shall be standards-based, aligned with requirements for a standard diploma, and obtained by the school year in which a student turns twenty-two (22) years of age.

An alternate diploma shall not terminate a Free and Appropriate Public Education (FAPE) for students with an Individualized Education Program (IEP) unless they reach the maximum age of FAPE. The IEP team shall determine subsequent courses and services for students who receive an alternate diploma.

Students participating in the OAAP shall not be precluded from attempting to meet the requirements of a standard diploma and participation in the OAAP shall not determine a student's educational setting under the Individuals with Disabilities Education Act (IDEA).

Students who meet requirements for an alternate diploma may count as having received a standard diploma for purposes of calculating and reporting the adjusted cohort graduation rate (ACGR).

A student may be awarded an alternate diploma upon completion of the following curriculum units or sets of competencies at the secondary level:

1) Language Arts – Four units or sets of competencies based on alternate academic achievement standards to consist of reading literature, reading informational text, writing, speaking and listening, and language in the following courses:

- a) English 1 Alternate,
- b) English 2 Alternate,
- c) English 3 Alternate, and
- d) English 4 Alternate;

2) Mathematics – Three units or sets of competencies based on alternate academic achievement standards to consist of number, quantities, algebra, functions/statistics, probability, and geometry in the following courses:

- a) Math Alternate 1,
- b) Math Alternate 2, and
- c) Math Alternate 3;

3) Science – Three units or sets of competencies based on alternate academic achievement standards to consist of life science, physical science, and earth science in the following courses:

- a) Life Science Alternate,
- b) Physical Science Alternate, and
- c) Earth Science Alternate;

4) Social Studies – Three units or sets of competencies based on alternate academic achievement standards to consist of United States History, United States Government, Oklahoma History, Geography, and Social Studies in the following courses:

- a) Social Studies Alternate 1,
- b) Social Studies Alternate 2, and
- c) Social Studies Alternate 3;

5) Arts – One unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music;

6) Computer Technology or World Language - One unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses, or one unit or set of competencies of world or non-English language;

7) Career Readiness – at least two units of Career Readiness, including Career Readiness I, Career Readiness II, Career Readiness III, or Career Readiness IV. Each Career Readiness course may be substituted for Careers/Exploration, Internship I, or Internship II; and

8) Life Skills – at least two units of Life Skills, such as Life Skills I, Life Skills II, Life Skills III, or Life Skills IV. Each Life Skills course may be substituted for the Life Skills or Family and Consumer Science courses.

Courses in the core curriculum may be used as a substitute for corresponding courses required by the alternate diploma. Other courses may be substituted as determined by the State Board of Education.

I) 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

J) Proficiency-Based Promotion:

- 1) Proficiency-Based Promotion is a system that 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 1-8; and humanities, health, and physical education (grades 9-12) through an assessment process. All students in grades 1-12 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.

K) Course Load:

- 1) Students who return for a fifth 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 student's high school transcripts as either academic or elective credit. Students shall receive academic credit if the concurrent course content and objectives align with the state academic content standards taught through the course provided by the school district. If the concurrent course does not align with 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 unweighted 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.

L) Summer School:

A maximum of two (2) units may be earned during a regular eight (8) week summer session.

M) 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.

N) Valedictorians/Salutatorians:

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 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 his/her senior year.

A valedictorian who has completed a minimum of five (5) Advanced Placement courses shall be designated as "Valedictorian with Special Distinction."

O) Official Grade Point Average:

The official grade point average will include all grades taken in grades 9-12 posted on a student's 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 ninth grade will not be computed in the GPA.

P) 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 years will be classified in a Transitional Grade (TR) and will not be included in subsequent class rankings.

REFERENCE: 70 O.S. § 11-101.3
70 O.S. § 11-103.2c
70 O.S. § 11-103
70 O.S. § 1210.199
70 O.S. § 1210.508

Graduation Ceremony

(EPS Policy EIEDA)

The Edmond Board of Education recognizes that graduation ceremonies are important events for our students, patrons, guests, and community. Students who have not met state mandates or local school district graduation requirements may not be allowed to participate in the graduation ceremony. In order to participate in the graduation ceremony a student must be in good standing. Students who have not conformed with student discipline policies, those that have been charged, are under investigation, or have been convicted of a crime, and those that have unpaid fines or fees to the school district are not in good standing. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the board enacts the following policies:

1. A student shall be a graduate of this school district and entitled to a High School Diploma whenever that student has successfully completed the minimum number of credits established by the district for graduation, demonstrates mastery of the state academic content standards as required by state law, and completes graduation exercises in accordance with this policy.
2. Students are considered as students of this district until after the last day of school. The graduation ceremony is "completed" when students have turned their tassels and graduation cords, caps and gowns have been turned in to the responsible party and the student has exited the premises.
3. Students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. In addition, students shall not engage in the following conduct during graduation exercises:

A. Throwing objects in the air; or,

B. Engaging in any disruptive activity that substantially interferes with the graduation process or the rights of other individuals.

C. Students shall be prohibited from decorating their graduation caps or gowns.

4. Students may wear tribal regalia during graduation ceremonies. Tribal regalia will include traditional garments, jewelry, and other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of culture and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. Tribal regalia does not include any firearm or other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit.
5. The administration may impose discipline on any student who commits any act referred to in (3) above. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after the completion of graduation exercises.

Homework

The purpose of homework is to expand learning outside the classroom in a way that engages students in meaningful, relevant experiences so that students develop responsibility, reinforce skills and extend learning.

There are three types of homework: 1) Practice, 2) Preparation, and 3) Extension. Practice assignments reinforce newly acquired skills and knowledge. Preparation assignments require the gathering or organizing of information before class activities. Extension assignments encourage individualized and creative learning by emphasizing student initiative and research. Extension assignments require students to apply previous learning. The emphasis of homework in Edmond Public Schools should be extension assignments. To that aim, the following homework guidelines are recommended.

Guidelines for Homework Grades PK-5

All students PK-5 are expected to participate in “at home” recreational reading for a minimum of 20 minutes per day. At the lower grades, students may be read to and with until reading skills have progressed to allow the student to read independently.

- For children in grades PK-2: Homework, in addition to “at home” reading, will be occasionally assigned and should approximate 5-10 minutes.
- For children in grades 3-5: Homework, in addition to “at home” reading, will be regularly assigned and should approximate 10-30 minutes.
- Unfinished classwork may comprise a portion of the daily homework assignment. Completing unfinished classwork or assignments due to absence(s) may result in a longer time commitment than the approximated times listed above. If a child consistently exceeds the approximate times, the parent should make contact with the child's teacher.
- All work is expected to be completed and turned in on time unless a student has been absent.
- All completed homework will be given recognition, praise, or corrective feedback.
- Make-up assignments are due within a reasonable time as determined by the teacher and principals.

Guidelines for Homework for Grades 6-12

Homework for students in grades 6-12 is designed to support and extend learning beyond the classroom. While expectations may vary by course, all assignments should be purposeful and manageable.

- We encourage families to review the school site's procedures regarding homework, which are available on each school's website, for a better understanding of our general guidelines. edmondschools.net
- For details specific to each course, please refer to the teacher's syllabus, which outlines expectations, frequency, and grading practices related to homework in your student's class

HOMEWORK REQUESTS

Distribution of homework assignments is based upon teacher discretion and may not be applicable to all students or courses. 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.

Information Technology

Technology Resources and Internet Responsible Use (EPS Policy DHA)

Standards of Conduct

Use of the Edmond Public Schools wide area network, technology equipment and related services such as e-mail and Internet access, are provided for instructional purposes and job-related responsibilities. The Standards of Conduct will highlight:

- ♦ Responsibilities and Expectations
- ♦ Prohibited activities
- ♦ Consequences and Penalties for violations

The Standards of Conduct is developed from EPS Policy DHA and Regulations. Any attempt to violate the provisions of the Policy or 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.

Responsibilities and Expectations

- Sharing any User ID or password is strictly and absolutely prohibited.
- All staff are expected to lock their workstation when away from it for even a moment.
- Users are solely responsible for all activity and actions taken under their User ID.
- Users should have no privacy expectation in the content of their files, information and communication on the District Network.
- Users are responsible for the contents of their Home directory. Users may store only school or work related materials in their Home directory.
- Users are expected to act responsibly and lawfully in their use of District technology resources.
- Users should understand that access to the Network is a privilege, which can be revoked.
- All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Teachers are expected to prepare lessons and lesson plans before having students use the Internet. Most importantly, it requires pre-researching the Internet sites that will be used as instructional resources.
- Teachers are responsible for instruction regarding proper use before any student is allowed on the network. Student use of the Internet should be related to class learning objectives.

- All staff - Teachers, Support, and Administrative - are responsible for monitoring student activity on the school network. The staff member assigned to that student or group of students is responsible for the monitoring and oversight of the network and Internet activity.
- If a User inadvertently accesses inappropriate material, or has knowledge of others accessing inappropriate material, the User should immediately inform an administrator.
- 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.

Each violation will be evaluated independently, taking into consideration the circumstances, past history, and access level of the User.

Violations may include, but are not limited to:

- Sharing User accounts or passwords
- Allowing others to use your device while it is logged in with your user ID in your absence
- Viewing unauthorized materials, images, or websites
- Attempting to gain unauthorized access or compromise Network services or data, in any way and by any means
- Group defamation or discrimination toward other people
- Using social networking or messaging sites in a manner that distracts from or disrupts district operations or any part of the educational process
- Cyber bullying
- Inappropriate language
- Participating in any unlawful activity
- Attaching personal hardware to the network
- Conducting personal business, solicitation, or advertising of any kind
- Installing or downloading unauthorized software on any computer
- Sending mass emails or spam
- Excessive Internet use
- Participating in gambling or lotteries
- Using the System for political purposes
- Any other actions that disrupt school/district operations

Consequences

Consequences will be determined based upon the type of violation, past history, and level of the User. Certain violations 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. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. 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.
- In addition to these penalties, student offenses will include notifying the student's parent/guardian of the incident.
- In addition to these penalties, EPS Staff may also receive: a verbal warning, a Letter of Counsel, a Letter of Reprimand, or administrative action.

The District believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children regarding Internet usage. The District encourages parents to discuss with their children what material is and is not acceptable to access.

Infinite Campus Parent/Student Portal

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

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.

Medication and Health Related Topics

The district employs Registered Nurses that rotate among all EPS school sites. Please notify your School Nurse regarding any health concerns your child may have. To contact a School Nurse, please call your school site or the Special Services Center 340-2215.

Dispensing medications

([EPS Policy FFACA](#))

Only medication that has been prescribed for a student by a physician will be administered at school. Medication must be in a prescription container with the pharmacy label attached and with directions for administration clearly stated. Non-prescription or over-the counter medication must be in the original, unopened container. All medication administered at school must be accompanied by an EPS Medication Authorization Form. This includes acetaminophen, ibuprofen, cough drops, nasal spray, etc. Only FDA approved substances will be administered by EPS employees. Medication Authorization Forms are available in the school office or on the EPS website. All medication must be brought to school and picked-up by an adult. (70-1-116.2)

Self-Administered Medication

([EPS Policy FFACA](#))

Pursuant to Oklahoma law, students may be allowed to carry and self-administer sunscreen, prescribed asthma, anaphylaxis, replacement pancreatic enzyme, and diabetes medications according to the provisions in EPS Policy #5530. The district shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by the student. (70-1-116.3)

Required Immunizations

State law requires the parent to present evidence of the following immunizations or a completed Certificate of Exemption before students can enroll in school. Immunizations must be given at the appropriate age and time interval and considered valid by the Oklahoma State Department of Health.

4 DTap - PreK, 5 DTap K-12, 1 MMR (Measles, Mumps, Rubella) - PreK, 2 MMR (Measles, Mumps, Rubella) - K-12, 1 Varicella (Chicken Pox), 3 Polio - PreK, 4 Polio - K-12, 2 Hepatitis A, 3 Hepatitis B, 1 Tdap - 7th grade

Health Screenings

Health screening done at your child's school may include vision, hearing, and dental. If you do NOT want your child to participate in screenings, please notify your child's school in writing by September 1st of the current school year.

Sick Students

Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their children. Students may return to school when they have been fever free for 24 hours without medication. It is the responsibility of parents to provide the school with current emergency phone numbers.

Vomiting / Diarrhea

Any student who is vomiting or has diarrhea must be excluded from school. Students may return to school when they have been symptom free for a 24 hour period without medication.

Head Lice (Pediculosis)

The Center for Disease Control (CDC) states Pediculosis is a nuisance, not a disease. Head Lice are small parasitic insects that live and reproduce only on humans.

In line with CDC, AAP, and OSDH recommendations, EPS students will not be sent home midday for head lice. Students should be allowed to return to school as soon as over the counter treatment is started.

Emergency Stock Inhalers - ([EPS Policy FFACB](#))

Students with a diagnosis of asthma who are prescribed a bronchodilator (fast-acting inhaler) are encouraged to self-carry and self-administer their medication if appropriate and as authorized by a licensed prescriber. Senate Bill 381 regarding stock asthma rescue medication policies authorizes all Edmond Public School District schools and any Oklahoma school district to obtain and administer undesignated quick relief asthma medication. "A school nurse or school employee trained by a healthcare professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress" while at school or at a school-sponsored activity. All nurses and/or other designated school staff must undergo training yearly in order to administer stock inhalers. Stock inhalers may only be administered to current EPS students and staff.

Edmond Public Schools complies with and enforces state law in regard to the dispensing of medication (H.B. 1550), the re-admission of children after exclusion due to head lice, immunization, and diabetes

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-git-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-jo-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 websites 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 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 challenged, 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 to 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.

Moment of Silence and Right to Pray

(EPS Policy EMI)

Students who wish to participate in voluntary prayer may do so as long as it is during non-instructional time and does not interfere with the rights of other students.

School employees are free to engage in private religious prayer during school events, including sporting events and graduation ceremonies when employees are free to attend briefly to personal matters and students are engaged in other activities in accordance with the holding in *Kennedy v. Bremerton School District*, 142 S.Ct. 2407 (2022).

Each school site within the district shall observe a moment of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The moment of silence will be held at the start of the school day during morning announcements following the Pledge of Allegiance. The moment of silence will be announced over the intercom at the appointed time. Once the Pledge of Allegiance has been recited, the moment of silence shall be announced over the public address system as follows: "We now pause for a moment of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices." Students not wishing to participate in the pledge shall not be required to do so.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

Individuals who wish to file a complaint regarding a violation of 70 O.S. §11-101.1 or §11-101.2 should notify the building principal in writing of the specific issue that has occurred. The building principal will notify the superintendent that a complaint has been received. The building principal shall investigate the issue and determine whether a violation of the law has occurred. If the law has been violated, a plan of corrective action should be taken to address the issue.

REFERENCE:

70 O.S. §11-101

70 O.S. §11-101.2

Accreditation Standard 210:35-3-251

Accreditation Standard 210:35-3-252

Kennedy v. Bremerton School Dist., 142 S. Ct. 2407 (2022)

MTSS- Multi-Tiered Systems of Support

Edmond Public Schools uses a Multi-Tiered System of Supports (MTSS) to support students' academic and behavioral needs. MTSS is a framework that focuses on prevention and intervention by including four key components: sustainable teaming, data based decisions, evidence based practices, and a continuous improvement cycle. These key components allow EPS teachers to identify student strengths, weaknesses, and create plans for growth. K-9 students are screened in Reading, Math and Behavior three times per year (Fall, Winter, Spring).

This data along with other classroom data and teacher input is used to determine what Tier of support they need. Tiers include Tier 1, Tier 1+, Tier 2, and Tier 3. Tier 1 is a universal tier that includes all students. Tier 1+ includes students who need differentiated instruction or support. Tier 2 includes students who need targeted interventions and Tier 3 includes students who need intensive interventions. Tiers are fluid and allow students to move within the tiers based on their need.

Academic Screener

Students are screened in Reading and Math using Renaissance Star assessments. These assessments are designed to help identify student academic strengths and weaknesses, monitor student progress, and make data-based decisions about instruction. Results from this screener will be shared with parents three times per year (Fall, Winter, Spring).

Behavior Screener

Students' behavior is screened using the Social, Academic, and Emotional Behavior Risk Screener (SAEBRS) three times per year (Fall, Winter, Spring). SAEBS is a brief, norm-referenced tool to identify risk for social-emotional behavior and identify indicators of resilience and well-being. Teachers use SAEBS to screen individual students (K-12). The companion assessment, mySAEBRS, allows students (2-12) to self-assess their social, academic, and emotional behaviors. Results from this screener will be shared with parents three times per year (Fall, Winter, Spring).

Elementary SRA

The Strong Readers Act (formerly known as the Reading Sufficiency Act, or RSA), went into effect on July 1, 2024 for K-3 students. The purpose of the Strong Readers Act is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading, that school district board of education policies facilitate reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian be informed of that student's reading progress (70 O.S. § 1210.508B (OSCN 2025), Strong Readers Act). If a student does not meet grade level targets on the Renaissance Star assessment, a Student Literacy Intervention Plan (SLIP) will be created with the students' area of need and what instructional services and supports will be provided. Students scoring at or above proficiency level (60th percentile) on the Renaissance Star assessment will receive a notice of proficiency. This indicates that the student is currently doing well and their literacy skills are progressing.

Dyslexia Screener

Beginning with the 2022-2023 school year and for each school year thereafter, any K-3 student enrolled in a public school in this state who is assessed through the Strong Readers Act pursuant to Section 1210.508C of this title and who is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia (70 O.S. § 1210.520 (OSCN 2025), Strong Readers Act). If a student scores "at-risk" (39th percentile and below on the Renaissance Star assessment) then they will be administered additional screening measures to determine their risk for characteristics of dyslexia. The outcome of these measures will be reported to parents. While dyslexia screeners identify students who are at risk for having characteristics of dyslexia, they are not a diagnostic tool that states the student has dyslexia.

Non-Discrimination Policy

(EPS Policy DAA, DAA-P)

The Edmond Public School District 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.

This notice is provided as required by the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1975, and the Americans with Disabilities Act of 1990 (amended in 2009). Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Mr. Randy Decker
Coordinator of Title IX, Title VI, Age Discrimination in Employment Act
1001 West Danforth
Edmond, OK 73003
(405) 340-2818

Ms. Erin Trussell Director of Special Education
Coordinator of Section 504 and ADA
53 East 12th
Edmond, OK 73034
(405) 340-2215

This notice is available from the compliance coordinator in large print, on audiotape, in Braille and on the district website at www.edmondschools.net.

Refer to Board of Education policy #5165 for grievance procedures for filing; processing and resolving alleged discrimination complaints. Edmond Public School Board policies are available online at the website listed or at the Administration Center at 1001 West Danforth in Edmond.

Students and staff members are encouraged to visit with any site counselor or administrator concerning discrimination complaints. Prior to filing a written complaint reasonable effort will be made by the building administrative staff to resolve the problem or complaint.

I Definitions

- A. Complaint: A written complaint provided on a Complaint Form 5165F (available on the District's website and in Human Resources), and attachment(s) thereto, if any, that is submitted to the Compliance Officer alleging that a policy, procedure, or practice of the District discriminates on the basis of race, color, national origin, sex, religion, age, or disability.
- B. Compliance Officer: An employee designated by the Superintendent to coordinate compliance efforts with Title VI, Title IX, and Section 504 and to authorize or undertake an investigation of allegations of discrimination under this policy. The Executive Director of Human Resources is the designated Compliance Officer for Edmond Public Schools. In the event the Executive Director of Human Resources is the subject of the complaint, the Chief Financial Officer will serve as the alternate Compliance Officer.
- C. Administrative Hearing Officer: An impartial individual not currently employed with the District selected at the sole discretion of the Superintendent and retained by the District solely for the purpose of reviewing and ruling on complaints under this policy through a hearing process.
- D. Complainant: 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.
- E. 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.
- F Day: Day means a working date; the calculation of days in processing a complaint shall exclude Saturdays, Sundays and holidays.

II. Informal Pre-filing Procedures:

Prior to the filing of a Complaint, any student, employee or other person who believes he or she has been discriminated against on the basis of race, color, sex, national origin, disability, religion, or age is encouraged to visit with the Compliance Officer and to make a reasonable effort to informally resolve the problem or concern.

III. Formal Complaint Procedures:

Level One

- 1. Any student, employee or other person who believes he or she has been discriminated against on the basis of race, color, sex, national origin, disability, religion, or age, who desires to proceed with a Complaint, shall, within thirty (30) days of an alleged violation, submit a Complaint to the Compliance Officer at Edmond Public Schools Administration Building. The Complaint shall state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, and the requested action.
- 2. Upon receipt of a Complaint, the Compliance Officer shall

- A. Immediately authorize or undertake an investigation. The investigation shall be completed as soon as possible, which should not be later than thirty (30) days after receipt of the Complaint. An impartial party, which could be an individual employed by the District or a 3rd party retained by the District for the purpose of investigating the Complaint, must conduct the investigation. The Complainant and Respondent will be given an opportunity to present witnesses and other evidence during the investigation.
- B. Notify the Respondent of the Complaint within ten (10) days, to which, Respondent shall submit to the Compliance Officer, within fifteen (15) days of said notification, an answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action and/or outline alternatives.
- C. Determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the complainant from the person who allegedly discriminated against the person, suspending the implementation of a policy, practice, or procedure and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified.
- D. Issue a written report to the Superintendent or Designee upon completion of the investigation. If the Complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a summary of the evidence, a determination of whether the allegations of discrimination are substantiated, and recommendations for corrective action, if any.
3. Upon receipt of the Compliance Officer's investigation report, the Superintendent or Designee shall
- A. Within fifteen (15) days of receiving said report, issue a decision regarding whether discrimination has occurred.
- The decision must be provided in writing to the Complainant and Respondent. If the Superintendent or Designee determines that discrimination occurred, prompt and appropriate action shall be taken to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or termination.

Level Two

1. If the Superintendent or Designee determines that no prohibited discrimination occurred, the Complainant may appeal the Superintendent's or Designee's decision to an impartial Administrative Hearing Officer.
- A. The Complainant must file his/her notice of appeal with the Compliance Officer within ten (10) days of receiving the Superintendent or Designee's decision. The notice of appeal shall be in writing and be a specific statement of the basis for the appeal. A copy of the original Complaint and Level One written decision shall be filed with the appeal.
- B. Within ten (10) days of the notice of appeal, each party shall furnish the Compliance Officer, Administrative Hearing Officer, and other party with copies of exhibits and a list of the names of any witnesses he or she will present at the hearing. Said copies and list shall be delivered to and disseminated by the Compliance Officer.
- C. The Administrative Hearing Officer shall be free to admit any testimony, evidence, or exhibits deemed relevant or to exclude the same, in order to build as complete a record as necessary before rendering a decision.
- D. Within thirty (30) days of receiving the notice of appeal, the Compliance Officer shall schedule a hearing with the Complainant and the Respondent before the Administrative Hearing Officer.
2. Within fifteen (15) days of conducting the hearing, the Administrative Hearing Officer shall render a written decision with findings of fact and conclusions and shall provide a copy of the same to the Compliance Officer, Complainant and Respondent.

Level Three

1. Within ten (10) days of receipt of the Administrative Hearing Officer's written decision, if either the Complainant or the Respondent is not satisfied with the Level Two written decision of the Administrative Hearing Officer, either may file his/her notice of appeal with the Board Clerk and copy to the Compliance Officer. The notice of appeal shall be in writing and be a specific statement of the basis for the appeal. A copy of the original Complaint, and the Level One, and the Level Two written decisions shall be filed with the appeal.
- A. Within ten (10) days of receiving an appeal request to 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 forty-five (45) days of the date on which the Compliance Officer receives said appeal request.
2. 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 complaint nor anyone participating in the complaint process under this policy will be subjected to any form of reprisal, retaliation, intimidation or harassment because he or she has utilized this complaint procedure in good faith or because he or she has in any way participated in any investigation or hearing involving or related to any complaint 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.

Notification of Rights Under Family Educational Rights and Privacy Act -FERPA

(EPS Policy FL)

It is the policy of the Edmond Board of Education that the principal of each school will be the legal custodian of all student records for that school.

A) Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

- 1) The type of records kept;
- 2) The procedure for inspecting and copying these records;
- 3) The right for interpretation;
- 4) The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
- 5) The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potentially dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such an order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

Compliance with Family Educational Rights and Privacy Act (FERPA) ([*EPS Regulation FL-R*](#))

These regulations can be found on the Edmond Public Schools website www.edmondschools.net

Student Recruitment Access to Students and Student Directory Information ([*EPS Policy GJBA*](#))

The Edmond Public School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters. (See policy FLD for listing of directory information items.)

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) Federal Law

PPRA affords parents and students who are 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 U.S. Department of Education (ED):
 1. Political affiliations 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; or
 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; and
 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; and
 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

Oklahoma Academic Standards

<http://sde.ok.gov/sde/oklahoma-academic-standards>

Oklahoma Academic Standards serve as expectations for what students should know and be able to do by the end of the school year. These standards were written by Oklahomans for Oklahoma.

The development, review, and revision process involves stakeholders throughout the state of Oklahoma and is an ongoing and critical component to ensuring Oklahoma students in every classroom receive current and relevant learning experiences.

The goal is that all students be college and career ready upon graduation from high school.

Oklahoma Academic Standards Do

- Do focus on deep thinking, conceptual understanding, and real-world problem-solving skills
- Do set expectations for students to be College, Career, and Citizenship Ready
- Do incorporate literacy in Science, Social Studies, and Technical Subjects
- Do emphasize the use of citations and examples from texts when creating opinions and arguments
- Do increase rigor and grade-level expectations
- Do determine the full range of support for English Language Learners and Students with Special needs.

Oklahoma Academic Standards Do Not

- Do not dictate how teachers should teach
- Do not mandate a specific curriculum
- Do not limit advanced work beyond the standards
- Do not require the purchase or development of entirely new instructional materials
- Do not prescribe all that can or should be taught
- Do not limit efforts to prepare students for college, career, and citizenship readiness
- Do not prescribe interventions for students below grade-level.

Parent Participation in the School District

(EPS Policy [EHBDBA](#))

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.

Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.

If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.

Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;

Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.

A) Specific parent rights and responsibilities provided under the laws of this state, include the following:

1. the right to opt out of a sex education curriculum if one is provided by the school district,
2. open enrollment rights,
3. the right to opt out of assignments,
4. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
5. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
6. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
7. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
8. the right to review test results,
9. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
10. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
11. the right to receive a school report card,

12. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
13. the right to public review of courses of study and textbooks,
14. the right to be excused from school attendance for religious purposes,
15. policies related to parental involvement pursuant to this section,
16. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
17. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) school business days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) school business days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: 70 O.S. § 10-106 70 O.S. § 11-103.3; 70 O.S. § 11-103.6 70 O.S. § 11-105.1; 70 O.S. § 11-106 70 O.S. § 1210.192 70 O.S. § 1210.301 through § 1210.308 70 O.S. § 1210.508E

Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process

(EPS Policy EGG)

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

A) Principles:

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

A “course” shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

B) Investigation:

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

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

The district hereby designates Randy Decker as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 405-340-2800 and via email to randy.decker@edmondschools.net. This contact information shall also be accessible on the school district's website.

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

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

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

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

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

Retention

(EPS Policy EIA)

The Edmond Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years of public education are necessary to achieve the minimal standards of an appropriate education.

A) Purpose

A need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year.

The Oklahoma Reading Sufficiency Act (70 O.S. 1210.508A-508E) and applicable rules adopted by the Oklahoma State Board of Education (210.15-27-1-2) govern certain retentions of third grade students. The Struggling Readers Act (70 O.S. 1210.508 C) provides that for those students who do not meet the academic requirements for promotion and who are not otherwise promoted may be promoted for good cause only. The District will comply with law and rules applicable to the Struggling Readers Act.

The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the District, and to establish a uniform procedure to be followed in cases where retention is appropriate. This policy is adopted in compliance with 70 O.S. 24.1 14. I .

This policy establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student or to not pass a student in a course.

B) Definitions

1. "Promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.
2. "Retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.
3. "Not passed" or similar wording, means the student is assigned a failing semester grade in a course of study where the failing grade will be recorded on the student's permanent cumulative record.

C) Retention and Failing Courses

Each school will form a committee to review and make decisions regarding retention. The committee will be composed of a classroom teacher, a counselor when available, the building principal and additional personnel who may be assigned by the principal or Superintendent when appropriate. The committee will carefully consider each case on an individual basis, taking into account the academic, social, and emotional needs of the student and consider whether promotion would be in the student's best interest, or whether such student would be better served through retention.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social) and to the student's attendance record, although these matters will not bear the same weight as items 1 and 2.
4. Any other factors relevant to the student's promotion or retention.

Promotion is the ultimate goal for every student and will be determined by review of the student's circumstances as a whole, including, but not limited to successfully completed units of instruction to be established by the Board of Education, the Superintendent and the building principal.

In cases where retention is a possibility, the student and the parent must be made aware of the possibility of the student's retention or failing grade in a course. The student's parents will be mailed or e-mailed a written notice prior to the end of the school year during which the student's performance is insufficient. The school staff will make every effort to help the student improve academic standing.

D) Appeal Process

Any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

1. First Level of Appeal: The parent may request review of the initial decision by letter to the building principal within five (5) days of receipt of the initial decision. Within five (5) days of receipt of an appeal letter from the parent, the building principal will review the written appeal and respond in writing to the parent. The parent may appeal this decision of the building principal by providing written notice within five (5) days of receipt of written notice from the principal. If no appeal request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final and non-appealable.
2. Second Level of Appeal: The parent may request review of the principal's decision by letter to the Superintendent or designee within five (5) days of receipt of the principal's written response to the parent's appeal. Within five (5) days of receipt of an appeal letter from the parent, the Superintendent or designee will review the written appeal and make a determination as to whether the principal's decision will be upheld and will respond in writing to the parent. The parent will have five (5) days from receipt of the Superintendent's decision to appeal to the board of education. If no appeal request is received within five (5) days of the parent's receipt of the written notification of his or her decision, the decision will be final and non-appealable.
3. Final Level of Appeal: Within five (5) days of the superintendent's decision, the parent may request review of the Superintendent or designee's decision by letter to the Clerk of the Board of Education.

If a written appeal is timely received by the Clerk of the Board of Education, the item will be placed on the agenda for the next regularly scheduled Board meeting. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. A review of the educational records of the student and the decisions rendered by the committee, principal and superintendent or designee will be conducted in Executive Session by the Board of Education. There

will not be an oral presentation, but the parent's letters and supporting documentation, in addition to the initial written decision, the principal's written decision, and the Superintendent or designee's written decision will all be reviewed. The Board's decision will be final and non-appealable. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

Search of Students

(EPS Policy FNF)

The Edmond Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches.

The superintendent or, principal, teacher, or security personnel of any public school in the District 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 property which would include alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act dangerous weapons or, controlled substances, as defined in the Uniform Controlled Dangerous Substances Act,, or for missing or stolen property, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules, if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.

School personnel shall utilize the regulation and procedures found within this manual, as well as state law requirements, when conducting a search of a student.

Search of Students Regulations

(EPS Regulation FNF-R)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have the authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to the proper authority.

Severe Weather Precautions

It is not uncommon in Oklahoma to have severe weather at any time of the year. When school is canceled due to severe weather, notification will be sent out through local news stations, the district and school websites, the district social media platforms and the district's mobile app available at myschoolway.com. Once school has started, EPS will not dismiss early for incoming weather.

Tornado Procedures:

The site administration will determine when students and non-essential staff should begin moving to shelters based upon incoming weather watches and the time it takes to shelter all students. When a tornado warning is issued, or the city tornado sirens are activated in the vicinity, the sheltering of students (if not already sheltered) and all staff will automatically occur. At this time, student check-out or dismissal is no longer an option. Students and staff will remain in shelter locations until the "all-clear" is given. After the all-clear, student check-out and dismissal will resume.

If you choose to check your child out during a severe weather event, please anticipate heightened safety procedures and possible longer check-out lines and time. We will not allow anyone to check out a

student who is NOT listed on their contact list. Anyone who comes to check out a student will need to bring their Car Rider Plus car tag with them.

Severe weather that approaches at the end of the school day can present a challenge. If a tornado warning is in place at dismissal time, we will not release students to go home until the "all-clear"

Buses will be held and will not be in transit when there is immediate pending severe weather. If a bus is in route and the weather dictates immediate action, the bus will seek shelter at the nearest school and then resume its route once the "all-clear" is given.

If you choose to keep your child home or check them out early due to weather conditions, please be advised that attendance requirements remain in place. You should contact the school to report your child's excused absence.

Each year, we spend considerable time conducting tornado drills and students are very familiar with where to go when weather becomes threatening.

Please be aware that Edmond school buildings are not public storm shelters. The Central Oklahoma Emergency Management Association emphasizes that a personal storm shelter is the best option to protect you and your family during threatening weather

Standards of Performance and Conduct for Teacher **(EPS Policy DBCA)**

Student Drug Testing **(EPS Policy FNCFD)**

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 participate in any 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.

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 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. EPS counselors are available to assist families in seeking low-cost assessment options as needed. 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. EPS counselors are available to assist families in seeking low-cost counseling options as needed. 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, 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 interscholastic competitions covered under this policy for the remainder of the school year.

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.

Student Personal Electronic Devices

(EPS Policy FNG)

Edmond Public Schools believes in the power of presence and the importance of all students being present physically and engaged in the learning environment. "Personal electronic devices" are defined as a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

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

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell.

Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
 - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or
 - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornadoes, fires, lockdowns, or other emergencies affecting the school; or

2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring, which may occur multiple times during the school day; or

3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

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

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any personal electronic device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

REFERENCE: 70 O.S. §1-126 70 O.S. §24-101.1, et seq. 70 O.S. §24-102

Student Surveys

(EPS Policy EK)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to approval of the Superintendent or designee based on district research guidelines. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

A) Prior to administering a survey, the superintendent or designee shall approve all those that include reference to any of the factors listed below. No student may, without prior parental notification, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers;
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

B) Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - a) College or other postsecondary education recruitment, or military recruitment;
 - b) Book clubs, magazines, and programs providing access to low-cost literary products;
 - c) Curriculum and instructional materials used in schools;
 - d) Tests and assessments;
 - e) Student recognition programs; and
 - f) The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

C) Definitions

1. The term “survey” includes an evaluation.
2. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening
3. The term “personal information” means individually identifiable information, including a student’s or parent’s name, address, telephone number, or social security number.
4. The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520

Support Personnel Suspensions, Demotion, Nonrenewal, or Termination **(EPS Policy DOAC)**

Suspension of Students **(EPS Policy FOD and FOD-R)**

A) It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

1. Violation of any discipline code listed in Policy FO or a school regulation;
2. Possession of an intoxicating beverage 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 two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See Policy FNCF)
5. Possession of a firearm shall result in out-of-school suspension of not less than one year (See Policy FNCGA)
6. Any act that disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
7. 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.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

SUSPENSION OF STUDENTS - REGULATIONS *(EPS Policy FOD-R)*

A) In accordance with the policy of the board of education, the following regulations shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
 - a. Violation of any discipline code listed in Policy FO or a school regulation;
 - b. Possession of an intoxicating beverage as defined by Section 163.2 of Title 37 of the Oklahoma Statutes;
 - c. 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
 - d. Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See Policy FNCF)
 - e. Possession of a firearm shall result in out-of-school suspension of not less than one year (See Policy FNCF)
 - f. Any act that disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
 - g. 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.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See Policy FNCGA)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such an act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty. (See Policy FDAI)
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

B) Procedural Steps to Suspension:

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Alternate In-School Placement:

In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.

2. Out-of-School Suspension:

- a. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension.
- b. 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.
- c. 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. However, the principal may take previous conduct previous disciplinary actions, and out-of-school suspensions of the student into consideration.
- d. Extracurricular Activities

- i. 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.
 - ii. "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.
- e. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

C) Appellate Procedures:

Suspension Appeals Committee for Short-Term Suspension (10 days or less):

A suspension appeals committee is hereby established which will consist of a district-level chairperson appointed by the superintendent, two (2) administrators from another school, and one (1) teacher from the student's school. The chairperson will run the appeal meeting but will not take part in the appeal deliberation and decision. The members of the committee shall be appointed by the superintendent or the superintendent's designee and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

1. Appellate Procedures for Short-Term Suspension (10 days or less) :

- a. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - i. The student, or the student's parent(s), shall notify the school principal within five (5) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension. The out-of-school suspension decision will become final and non-appealable if a request is not submitted within five (5) calendar days.

- ii. Upon receiving notice of a student's intent to appeal, the principal shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the principal. The principal, at his/her discretion, may permit the suspended student to attend Alternate In-School Placement pending the outcome of the appeal.
- iii. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. 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.
- iv. The suspension appeals committee shall determine by majority vote the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension (shorten or lengthen). The student and the student's parent(s) shall be notified within five (5) days of the decision.
- v. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

Suspension Appeals Committee for Long-Term Suspension (10 days or more):

A suspension appeals committee is hereby established which will consist of four (4) district-level administrators, one of which will serve as the chairperson. The chairperson will run the appeal meeting but will not take part in the appeal deliberation and decision. The members of the committee shall be appointed by the superintendent or the superintendent's designee and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

2. Appellate Procedures for Long-Term Suspension (10 days or more):

- a. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Superintendent of Schools or designee. The following procedures shall govern the appellate process:
 - i. The student, or the student's parent(s), shall notify the superintendent within five (5) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension. 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.

- ii. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- iii. During the hearing of the appeal before the chairperson, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. 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.
- iv. The chairperson shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The committee may uphold, overrule, or modify (shorten or lengthen) the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
- v. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired

Transfers

In-District Transfers ([*EPS Policy FEA*](#))

Under certain circumstances, Oklahoma law allows students who reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district (in-district) transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district (in-district) transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district (in-district) capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

An intra-district (in-district) transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district (in-district)

transfer students based on the following preferences and then in the order in which the intra-district (in-district) applications were received.

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district; (This provision applies to the in-district transfer of any student whose parent/guardian is a current employee of Edmond Public Schools in a leave eligible position. Leave eligible employees are those who qualify for leave benefits.)
5. Students who change residence within a school district and who wish to attend the same school site; and
6. ROTC Enrollment exception. (See enrollment procedure below)

An intra-district (in-district) transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district (in-district) transfer if the student does not meet a basis for denial as listed below.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by [Section 163.2](#) of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

- c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order in which the district received the application. Transportation is not provided for students attending a school on a transfer.

ROTC Enrollment Exception Procedures

Upon approval by the ROTC staff and based on the maximum student capacity for the district's ROTC program, incoming freshmen may enroll in ROTC and attend North High School as an "ROTC Enrollment Exception." If a student enrolls in ROTC and subsequently drops out or is dismissed from the program, he/she must then return to his/her home high school. Families must complete and submit the "Enrollment Exception Form" to the district office as part of the ROTC application process no later than May 1.

Out of District Transfers ([EPS Policy FE](#))

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. The school district will begin accepting applications for the next school year starting July 1. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in their school district of residence. Any brother or sister of a student who transfers may also transfer as long as there is capacity in the school and grade level requested and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each sibling so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the school site and at the grade level;
2. The transferring student has not been disciplined for the following:
 - a. violation of a school regulation,

- b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
- 3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. §10-105 or due to illness.

Determining Capacity

By the first day of January, April, July, and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

In making the decision to determine capacity, the board of education shall review class size limits specified in 70 O.S. 18-1 13.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level in each school, with some notable exceptions.

Edmond Public Schools ascribes to the large body of evidence that establishes the value and importance of smaller class sizes in early childhood programs, which enhance program quality and child outcomes. Thus, we have established smaller class capacities for Pre-kindergarten, Kindergarten and Grade 1 in an effort to create smaller staff-child ratios, providing increased opportunities for the children to interact with their teachers and receive more individualized attention with the aim of better student outcomes and increased levels of learning. Edmond Public Schools also recognizes the need to provide additional support in schools designated as Title I sites and as a result, have established a 10% variance in all capacity calculations.

The high school capacity is based on the physical classroom space available to accommodate the student bodies in the district's comprehensive high schools. Each of the schools was designed for a grade level population of 500 students.

For any of the grade level capacities cited above, if classroom square footage is not sufficient to accommodate that number of students due to a specific classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

Title I Schools

- In grades Pre-K, Kindergarten, and Grade 1 at Title I Edmond elementary schools, the district has a capacity of 13 students x the number of core grade level teachers.
- In Grades 2 - 5 at Title I Edmond elementary schools, the district has a capacity of 15 students x the number of core grade level teachers.

Non-Title I Schools

- In grades Pre-K, Kindergarten and Grade 1 at all Non-Title I Edmond elementary schools, the district has a capacity of 15 students x the number of core grade level teachers.
- In Grades 2 - 5 at Non-Title I Edmond elementary schools, the district has a capacity of 17 students x the number of core grade level teachers.

In Grades 6 — 8 at each Edmond middle school, the district has a capacity of 280 students per grade level

In Grades 9 — 12 at each Edmond high school, the district has a capacity of 500 students per grade level

In Virtual Edmond, the district has a capacity of 140 students per teacher in Grades 6-12.

Transfers for Children of District Employees

Children or wards of individuals employed by the school district shall be allowed to transfer into the school district without regard to other transfer policies as per 70 O.S. 8-113. Application for these transfers must be made every year.

Transfers for Children of Uniformed Military Services

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card;
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days; and
3. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer.

These military transfers are not open transfers and requests shall be processed in accordance with 70 O.S. Section 8-103.1.

Application Approval Protocol for Open Transfers

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer.

The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

Appealing an Open Transfer Request Denial

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address, and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;

3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal- Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the

district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting:

OSSAA Governed Participation

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. 8-103.2. If the student is granted an emergency transfer pursuant to Section 8-104 of this title, was granted a transfer for any reason prior to January 1, 2000, or enrolls pursuant to the Education Open Transfer Act and qualifies for a hardship waiver pursuant to the rules of the Oklahoma Secondary School Activities Association, eligibility to participate in school-related extramural athletic competition shall be determined by the Oklahoma Secondary School Activities Association.

Visitor Access/Classroom Observations

Knowing that the primary purpose of school is to provide education for our students, schools have established visitor procedures which limit disruptions of the educational process. Also ensuring the safety of students, any guest who does need access to the building, must sign in and out by scanning their driver's license into the SchoolSafeID kiosk located in the office.

Visitors are allowed on campus, after scanning their ID, with permission from the site administrator. Visitors that have a purpose, such as attending parent meetings or assemblies (when allowed by the site administration, volunteering through the PTO/PTA, PALS or Watch Dog programs may access the areas designated by the site administrator. Visitors should not enter classrooms unless authorized by the principal to do so, as this disrupts the learning environment.

Parents and/or an individual designated by the parent may observe in classroom(s) where their child is currently enrolled. The observation should be scheduled with a building administrator at least 24 hours in advance, coordinated with the classroom teacher, and should not last longer than an hour. Parents wishing to visit a classroom in which their child is not currently enrolled may, upon making an appointment with the site administrator, visit the classroom after school hours.

