

## Admission

### Entrance Requirements

The following three items are required to complete the enrollment process:

#### 1. Proofs of Residency

The Parent will be asked to provide a current utility bill AND a lease agreement, contract on a home, warranty deed statement, or mortgage statement. The school will accept a current gas, electric or water and sewer bill. Telephone and television cable bills will not be accepted. **Verification of residency must be provided again each school year.**

#### 2. Proofs of Immunization:

The State of Oklahoma requires \*acceptable evidence of adequate immunization before a child may be enrolled in any school in Oklahoma. Minimum immunizations required by state law for students entering kindergarten for the first time are:

5 doses of PDT	2 doses of Hepatitis A	4 doses of Polio
3 doses of Hepatitis B	2 doses of MMR (measles, mumps, rubella)	1 dose of Varicella (chicken pox)

#### 3. Legal Birth Certificate

No child shall be enrolled in PreK unless he/she will have reached the age of five (4) years on or before September 1 of the school year. No child shall be enrolled in Kindergarten unless he/she will have reached the age of five (5) years on or before September 1 of the school year. No child shall be enrolled in first grade unless he/she will have reached the age of six (6) years on or before September 1 of the school year.

## Attendance Regulation/Procedure

### Absences:

- A. 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 personal responsibility, Edmond Public Schools will continuously monitor the attendance of all students.
- B. When a student is absent from school, make-up work is due within a period of time equal to the days missed plus one 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.
- C. In order to approach each child's individual situation in the most appropriate manner, the following procedures are to be followed when a student's attendance record indicates a pattern of absences that may be detrimental to his/her educational progress.\*
  1. On the seventh absence, the building principal will notify the parent/guardian in writing.
    - a. A copy of this attendance procedure will be attached to the notification.
    - b. The parent/guardian will be invited to convene a conference to discuss the absences.
    - c. Written documentation will be kept of all such conferences.
  2. On the fourteenth absence, the principal will again notify the parent/guardian in writing.
    - a. This attendance regulation/procedure will again be referenced in the notification.
    - b. The building administrator will attempt to initiate a conference with the parent/guardian to discuss the absences.
    - c. Written documentation will be kept of all such conferences. If the parent/guardian declines to meet, a written record of the attempt to initiate the conference will be maintained.
  3. On the occasion of the twentieth absence, the building administrator will notify the parent/guardian of the absences and of the committee review process that may be employed to determine placement of the student for the following school year.
    - a. A copy of Edmond Public School Board Policy # 4630 (Promotion and Retention) will be included with the letter.

- b. The parent/guardian may submit written documentation regarding the student's attendance records. Documentation may include, but is not limited to, medical information regarding illnesses, evidence of observances of religious holidays, and/or a description of extenuating circumstances that have had a negative impact on the student's attendance at school.
4. Students who have accumulated twenty or more absences during the school year will be referred to the School Attendance Committee.
- a. The School Attendance Committee may, before initiating a conference with the parent/guardian, consider any written documentation submitted by the parent/guardian concerning the excessive absences and determine, if no other concerns exist that would cause the student to be considered for retention, that no further action is necessary, the student will be promoted to the next grade level.
  - b. If the School Attendance Committee determines it necessary to initiate a conference with the parent/guardian of the student, the procedures set forth in the Edmond Schools Board Policy # 4630 (Promotion and Retention) will be followed in making recommendation for placement for the next school year.
  - c. If the parent/guardian declines to meet with the committee, a written record of the attempt to initiate the conference will be maintained.
  - d. In the meeting with the School Attendance Committee, the parent/guardian will be provided the opportunity to provide documentation and discuss any circumstances regarding the student's attendance record.
  - e. If the parent/guardian declines to attend the conference with the School Attendance Committee, the meeting will be held and if the decision is made to retain the student for the next school year the parent will be notified by certified mail.
  - f. The appeal process set forth in the Edmond Public Schools Board Policy #4630 will be made available as a part of the notification letter. If the parent/guardian does not agree with the committee's decision, the appeal process may be accessed.

### **Tardies:**

Instruction is expected to begin when the class bell rings. Students who arrive after this time are considered tardy. Tardies may be excused for illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. If a tardy is to be excused, documentation must be submitted within three school days of when the tardy was recorded. Additional consequences may be assigned by the school as appropriate to deter student tardiness. The consequences may include, but are not limited to:

- § Parent/guardian contact
- § Conference with student and/or parent/guardian
- § Detention

*\*Nothing in the above outlined Regulation/Procedure relieves the school district of its responsibility of enforcing the compulsory school attendance law as outlined in Title 10 of the Oklahoma Statutes 70-10106.*

*If a child is absent without valid excuse for four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106)*

*.....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 teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher 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 or head teacher of such absence. (70-10-106)*



## Homework Policy

**The purpose of homework is to expand learning outside the classroom in a way that engages the student in meaningful, relevant experiences so that the student develops responsibility, reinforces skills, and extends knowledge.**

There are three types of homework: 1) Practice 2) Preparation 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 class work may comprise a portion of the daily homework assignment. Completing unfinished class work 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.



## Discipline

The philosophy of discipline for Grades PK-5 is as follows: Elementary teachers and administrators will make every effort to use positive reinforcement, provide a pleasant environment, and maintain parental contact to ensure appropriate behavior of each child. These actions tend to minimize students' discipline problems. The following forms of disciplinary action are encouraged:

- A. Private consultation with the student
- B. Removal of the child from a situation until self control is regained
- C. Removal of privileges
- D. Behavioral contracts or agreements with parents and children when parental cooperation is consistent and conducive to that of the classroom.

*Teachers may choose additional alternatives that may be appropriate and effective for a particular child. If out-of-school suspension is being considered for an elementary child, parents will be contacted and the suspension policy (Policy #4401Legal) will be explained.*

## Student Behavior Policy

The Board of Education of the Edmond School District has adopted the following policy and procedures when dealing with student behavior.

### General Expectations

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

### Discipline Code

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

- |   |  |   |
|---|--|---|
| 1. Arson  | 21. Possession of a caustic substance  | 31. Unacceptable attire (dress code violations)   |
| 2. Cheating   | 22. Possession of obscene material   | 32. Use or active status ("on") of a wireless telecommunication device in the classroom.  |
| 3. Conduct that threatens or jeopardizes the safety of others   | 23. Use, without prior authorization, of a wireless telecommunication device   | 33. Use or possession of tobacco in any form  |
| 4. Cutting or sleeping, eating or refusing to work in class   | 24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e. bullets, shells, gunpowder, pellets, etc.)   | 34. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school |
| 5. Disruption of the educational process or operation of the school   | 25. Possession, use distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances | 35. Using racial, ethnic or sexual epithets   |
| 6. Extortion  | 26. Profanity  | 36. Vandalism   |
| 7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval | 27. Sexual or other harassment of individuals including, but not limited to students, school employees and volunteers  | 37. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations   |
| 8. Failure to comply with state immunization records  | 28. Theft  | 38. Vulgarity   |
| 9. False reports or false calls   | 29. Threatening behavior (whether involving written, verbal or physical actions)   | 39. Willful damage to school property   |
| 10. Fighting  | 30. Truancy  | 40. Willful disobedience of a directive of any school official  |
| 11. Forgery   |  |   |
| 12. Gambling  |  |   |
| 13. Hazing (initiations) in connection with any school activity   |  |   |
| 14. Immorality  |  |   |
| 15. Inappropriate behavior or gestures  |  |   |
| 16. Inappropriate public behavior   |  |   |
| 17. Indecent exposure   |  |   |
| 18. Obscene language  |  |   |
| 19. Physical or verbal abuse  |  |   |
| 20. Plagiarism  |  |   |

## Student Dress Code

The student dress code is based on the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. It is the intent to restrict extremes and indecency, which will detract from the main purpose of the educational program. Dress and grooming which causes or is likely to cause disruption of the instructional program of the school is prohibited.

**The following are general guidelines regarding proper dress.**

**Inappropriate attire includes but is not limited to the following:**

- Headgear (examples: hats, caps, bandanas, sunglasses, stocking caps) is not to be worn in the building. Any headgear brought to school should be kept in the student's locker or cubby during regular school hours. Exceptions may be made by the principal for spirit days or special activities.
- Halter tops, off-the shoulder tops, bare midriffs, tube tops, spaghetti straps, [muscle shirts, mesh shirts or fishnet (unless a t-shirt is underneath)], backless or partial backless garments, or outer garments with the appearance of underwear are not permitted to be worn by students.
- Frayed, shredded, ripped or torn garments are not to be worn by students. Normal wear and tear is accepted unless it is to the extent that causes or is likely to cause disruption of the instructional program.
- Apparel that is too tight or too loose is not to be worn by students. Clothing which is too revealing or does not completely cover under-garments may not be worn (examples: mini skirts, short shorts, low cut clothes or exposed cleavage).
- Apparel that reveals offensive writing, suggestive slogans or logos which pertain to beer, liquor, drugs, or tobacco is not to be worn. Items which carry connotations of immorality, vulgarity, obscenity, nudity or promotion of violence and/or gang/cult activity (articles of clothing, belts, jewelry, or school materials) are not allowed.
- Apparel identifying a student as "security" or "police" is not to be worn.
- Bike or animal chains/collars/spikes are not to be worn.

**Additional guidelines include the following:**

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

Note: Elementary students are not allowed to wear extreme hair colors or styles which may be disruptive to the learning environment.



## **No Child Left Behind Act Parents Right To Know**

The *No Child Left Behind Act* is federal legislation that was signed by President Bush in January of 2002. A provision of this act gives parents/guardians of each student the right to request information regarding the professional qualifications of the student's classroom teacher(s), including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

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

A written response will be mailed to the parent/guardian within ten (10) working days.

*Additionally, the school district is required to provide the parents/guardians of each child:*

- Information on the level of achievement of the parent's/guardian's child on each of the State academic assessments. This information will be provided to the parent/guardian in written form after it has been received by the school district from the State Department of Education.
- Timely notice that the parent's/guardian's child has been assigned, or has been taught for four (4) or more consecutive weeks, by a teacher who is not highly qualified.



## **Visitor Access**

*The visitor control program is based upon a thorough understanding by Edmond Public Schools administration, principals and staff. An understanding assures the integration of procedures that are necessary to control access into and out of schools by visitors.*

Authority and requirements on which the program is based are contained herein.

1. All visitors during school hours must sign in and out at the office.
2. District employees must wear identification badges at all times.
3. Support employees must check in with the office before performing work in the building. Exceptions to this would be maintenance personnel who may check in via radio with the Head Custodian who in turn would notify the office immediately.
4. Vendors must check in with the office before performing any work in the buildings.
5. Visitor badges or visitor stickers may be made of any material a site chooses. All badges or stickers will be easily identifiable by building staff as a visitor badge.
6. All badges or stickers must have the date and room number of where the visitor is going written on them before leaving the office.
7. Visitor badges are good for one day only.
8. Log sheets will be reviewed daily to ensure all people have checked out.
9. Exceptions are limited to tours and special events when a large number of visitors are attending. In the event there are large groups of visitors in the building, direct routes need to be established to control the access to other parts of the building.
10. Regular visitors may be issued a permanent type visitor badge but must still check in at the office.

All Employees are to be aware of all visitors in buildings and are instructed to escort any visitor found in the building without a visitor badge to the office to check in and obtain a badge.

Employees should not accept visitors into their classroom or work areas that have not checked in at the office.

The Administration at each site directs implementation of this procedure.

*The Safety Officer will conduct spot inspections to insure this procedure is being followed and a written report of findings will be provided to Administration (Principals and Supervisors) and the Superintendent.*

*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 and coordinated with the teacher. Parents wishing to visit a classroom in which their child is not currently enrolled may, upon making an appointment with a site administrator, visit the classroom after school hours.*



It is the policy of Edmond Public Schools that harassment/intimidation/bullying of students by other students, personnel, parents or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities.

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

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission of the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

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

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

The superintendent shall develop procedures providing for:

1. Prompt and thorough investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to resolve and prevent reoccurrence of the harassment, intimidation or bullying; and
6. Notification of students, teachers, and parents or guardian of every child residing within the district about this policy and means of providing a copy of the policy to a parent or guardian upon request.

Date of Report: \_\_\_\_/\_\_\_\_/\_\_\_\_ School: \_\_\_\_\_

Person Filing Report: \_\_\_\_\_

Student Victim(s)/Grade(s): \_\_\_\_\_

Student(s) Involved/Grade(s): \_\_\_\_\_

Witnesses/Grades(s): \_\_\_\_\_

*Check all appropriate spaces below that apply.*

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Eye rolling     | <input type="checkbox"/> Writing graffiti | <input type="checkbox"/> Hitting            | <input type="checkbox"/> Unwelcome touching     |
| <input type="checkbox"/> Name calling    | <input type="checkbox"/> Taunting         | <input type="checkbox"/> Kicking            | <input type="checkbox"/> Sexual harassment      |
| <input type="checkbox"/> Staring         | <input type="checkbox"/> Ridiculing       | <input type="checkbox"/> Biting             | <input type="checkbox"/> Intimidation/extortion |
| <input type="checkbox"/> Stalking        | <input type="checkbox"/> Spitting         | <input type="checkbox"/> Shoving/pushing    | <input type="checkbox"/> Flashing a weapon      |
| <input type="checkbox"/> Starting rumors | <input type="checkbox"/> Stealing         | <input type="checkbox"/> Slandering         | <input type="checkbox"/> Other                  |
| <input type="checkbox"/> Gossiping       | <input type="checkbox"/> Damage property  | <input type="checkbox"/> Social Shunning    |   |
| <input type="checkbox"/> Gesturing       | <input type="checkbox"/> Threatening      | <input type="checkbox"/> Demeaning comments |   |

Describe in detail the incident(s). Include "where" and "when" the incident(s) took place. (Use additional sheets of paper if necessary.)

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Frequency of incident(s): \_\_\_\_\_

Evidence, Documentation (letters, damaged property, etc.):

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Administrator signature/Date

Parent/Student Signature/Date

Phone # (home/work)

*A full page copy of this report is available at schools or on the district web page (Policy #4420R). Submit this report to your principal. Parents may also forward a copy to the Superintendent's Office at 1001 W. Danforth, Edmond, OK 73003.*



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

## Specific Prohibitions:

### A. Administrators and Supervisors:

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

### B. All Employees:

1. It is sexual harassment for a non-administrative and/or non-supervisory employee to subject any District employee or patron to any unwelcome conduct of a sexual nature.
2. It is sexual harassment for a non-administrative and/or non-supervisory employee to subject any student to any unwelcome conduct of a sexual nature or to engage in a sexual relationship with a student.
3. Employees who engage in such conduct shall be subject to sanctions, as described below.

### C. Students:

1. It is sexual harassment for a student to subject any District employee, patron, or fellow student to any unwelcome conduct of a sexual nature.
2. Students who engage in such conduct shall be subject to sanctions, as described below.

## General Prohibitions:

### A. Unwelcome Conduct of a Sexual Nature:

1. Conduct of a sexual nature may include:
  - a. verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances, and/or propositions of a sexual nature;
  - b. touching, pinching, patting, or brushing against;
  - c. unwarranted displays of sexually suggestive or sexually explicit objects or picture, including greeting cards, articles, books, magazines, or cartoons;
  - d. sexual assault;
  - e. comments regarding physical or personality characteristics of a sexual nature; and
  - f. sexually-oriented "kidding", "teasing", double meanings and jokes.
2. Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, either orally or by his or her conduct that it is unwelcome.
3. If the person has initially welcomed such conduct by active participation, the person must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

### B. Sexual Harassment: For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

1. submission to the conduct is made either an explicit or implicit condition of employment or instruction;
2. submission to or rejection of the conduct is used as a basis for an instruction or employment decision affecting the harassed student or employee;

3. the conduct substantially interferes with a student's learning or an employee's work performance;
4. the conduct, either by intent or by effect, creates an intimidating, hostile, or offensive work or learning environment;
5. the conduct is directed toward a student, regardless of the basis by an adult employee or volunteer
6. submission to or rejection of the conduct is used as a basis for providing the District's services or participation in the District's programs.

### C. Circumstances of sexual harassment: Sexual harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. the individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;
2. the harasser can be the supervisor of the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a co-worker, a subordinate, an instructor, or a non-employee.
3. the individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the harasser; and
4. unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.

## Report, Investigation, and Sanctions:

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

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

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

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

## **Dangerous Weapons**

It is the policy of the Edmond Public Schools to absolutely prohibit the use, threat and/or possession of dangerous weapons and related instrumentalities (bullets, shells, gunpowder, etc.) on school premises or at school functions. This policy on dangerous weapons is applicable to all students without regard to age or grade.

### **A. Gun or Device Capable of Discharging or Throwing Projectiles**

The term as defined in this policy shall include but not be limited to (a) rifles, pistols or shotguns of any caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.

1. The use, display or possession of any kind of gun, 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 which shall be not less than one calendar year in compliance with Okla. Stat. tit 70, § 24-101.3. However, the Superintendent of Schools or his/her designee may modify the suspension requirement on a case-by-case basis for clearly extenuating circumstances.
2. Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to suspension out of school for not less than one calendar year.

### **B. Facsimile of Gun**

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 gun.

### **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) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals 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.

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



## 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



## Transportation/Bus Rules

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 video taped while on the school bus.

### 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 halt before trying 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 persons 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.

## Dispensing Medication

**Only medication that has been prescribed for a student by a physician will be administered at school.** Medication must be administered by school personnel and must be in a prescription container with the pharmacy label attached. The directions for administration of the medication must be clearly stated. Non-prescription medication must be in the original container and accompanied by the physician's written request and instructions for administration at school. This includes aspirin, cough drops, nasal spray, etc. Forms for physician's statements are available in the office.

### Immunizations

State law requires the parent to present evidence of the following immunizations before students can enroll in school.

5 DPT	4 Polio
2MMR (Measles, Mumps, Rubella)	2 Hepatitis A
1 Varicella (Chicken Pox)	3 Hepatitis B

## Sick Students

Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their child. Students may return to school when they have been fever free for 24 hours. 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 for a 24- hour period.

## Head Lice (Pediculosis)

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

The adult head louse is 2-4 mm long, has six claw-like legs and a flat, wingless body. They vary in color depending on their human host. Their average life span is approximately 30 days, and the female can lay 3-6 eggs (nits) per 24-hour period. The eggs are usually laid at night. Adult female lice deposit their eggs on the hair shaft close to the scalp where it is warm, usually 1/4 - 1/2 inch from the scalp. Nits are generally silvery-white in color; however they may blend with the hair and may appear dark gray or tan. Nits are attached with a cement-like substance making them difficult to remove. Head lice cannot jump or fly; they can only crawl.

*If one student in a classroom is determined to have head lice the school nurses do not screen the entire classroom as a regular procedure. However, if two or more students are found in the same classroom with an active case of head lice (verified by school personnel) the school nurse will come to the school and screen the children in that classroom. Parents are encouraged to routinely check their own children's hair for the presence of lice. If head lice are found parents should contact their pharmacy for a recommendation of a reliable treatment product. Students with head lice will be excluded from school until treatment has been completed and they are screened by a school nurse and found to be free of head lice.*

## Vision & Hearing Screening

During the elementary school years, students are routinely screened for vision and hearing. Additional vision/hearing screenings may be scheduled at the request of the parent.

Edmond Public Schools comply with and enforce state law in regard to the dispensing of medication (H.B. 1550), the re-admission of children after exclusion due to head lice, and immunizations. The cooperation of all parties is greatly appreciated.

*The district employs 7 registered nurses that rotate among 26 school sites. If you have questions, you may contact the nurses at 715-6148.*



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. 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 and to the Drug Free Schools office.

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

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

## CONSEQUENCES FOR STUDENT VIOLATIONS OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (For personal gain, monetary privilege or gain)
  - 1. 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:
      - (1) To meet with the Student Assistance Program representative.
      - (2) 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.

- b. An additional week reduction may be granted if compliance with the assessment recommendation is verified with documentation.
  - c. If the student complies with both B.1.a.(1) and (2) as stated above, the out-of-school suspension may be reduced to five (5) days out-of-school and ten (10) days in the In-School-Suspension Program.
  - d. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent or the Superintendent's designee for approval. If such disciplinary plan is approved by the Superintendent or Superintendent's designee, it may be implemented for the student in question.
2. Second Offense: Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

## REPORTING STUDENT SUBSTANCE ABUSE (4425.1)

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Okla. Stat. tit. 70, § 24-138.
- B. 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 report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. 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.
- D. The principal or his/her designee will immediately notify the Superintendent or his/her designee of the report. The principal or his/her designee will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.
- E. A copy of this policy will be delivered to each teacher and administrator of the District and filed with the State Superintendent of Public Instruction within ninety-days (90) of its adoption by the Board of Education.

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

# Non-Discrimination Policy

The Edmond Public School District does not discriminate on the basis of race, color, national origin, gender, age, disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Edmond Public School District also does not discriminate in its hiring or employment practices.

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. 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) 340-2825

Ms. Nancy Goosen, Director of Special Education  
Coordinator of Section 504 and ADA  
53 East 12<sup>th</sup>  
Edmond, OK 73034  
(405) 715-6146

This notice is available from the compliance coordinator in large print, on audiotape, in Braille and on the district website at [www.edmondschools.net](http://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.*

## EDMOND PUBLIC SCHOOL DISTRICT COMPLAINT FORM

### REQUEST FOR A REVIEW

Person or Organization Completing Request

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

School or Place of Employment: \_\_\_\_\_ Grade (if student): \_\_\_\_\_

Discrimination based on:  Race  Color  National Origin  Age  
 Gender  Disability  Veteran Status

Complaint filed by:  Student  Employee  Applicant  
 Visitor  Parent

If the alleged violation is regarding an individual other than the person or organization listed above, please complete the following information: (e.g., Parent completed above information regarding discrimination toward their child. The child's information would be listed below.)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship to Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Grade: \_\_\_\_\_ School or Place of Employment: \_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_

Describe the nature of the alleged violation, including specific facts relating to the complaint. (List or attach reference to facts, documents, witnesses or other proof or support for the claim.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relief Requested: (Include any recommendation for addressing, correcting, or otherwise adjusting the source of the perceived problem, concern, or complaint.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Requesting Review

Date



## I. Definitions

- A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, religion, gender (including sexual harassment), age, disability or veteran status. Sexual harassment is a prohibited type of discrimination under Title IX for which a grievance under this policy can be filed with the Associate Superintendent/Personnel, who also serves as the District's Title IX Coordinator.
- B. Grievant: Any person enrolled in Edmond Public Schools or employed by Edmond Public Schools who submits a complaint alleging discrimination based upon the items identified under paragraph #A above. For purposes of any complaint alleging a violation of Section 504, in addition to the above-mentioned persons, members of the public may also be identified as potential grievants. For purposes of this policy, a parent's complaint or grievance shall be handled in the same manner as would be a student's or employee's complaint.
- C. Coordinator(s): One or more person(s) designated by the School District to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 (see policy #5020) and other State and Federal laws addressing equal educational opportunity. The Associate Superintendent/Personnel is designated as the official District contact and Title IX Coordinator for persons desiring to initiate a formal complaint.
- D. Respondent: The person(s) alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.
- D. Coordinator: Within 10 days after receiving Respondent's answer, the applicable Coordinator refers the written complaint and Respondent's written answer to the Principal or other Designee. The Coordinator also is responsible for scheduling a hearing with the Grievant, the Respondent and the Principal or Other Designee.
- E. Principal or Other Designee, Grievant, Respondent and Coordinator: Hearing is conducted.
- F. Principal or Other Designee: Issues within 10 days following the conclusion of the hearing a written decision to the Grievant, Respondent and Coordinator.
- G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, and appeal is desired, he/she must notify the Coordinator within 10 days of receipt of the decision and request a hearing with the Superintendent.
- H. Coordinator: Schedules within 10 days of request a hearing with the Grievant, Respondent and Superintendent.
- I. Superintendent, Grievant, Respondent and Coordinator: Hearing is conducted.
- J. Superintendent: Issues a decision within 10 days following the conclusion of the hearing.
- K. Grievant: If the Grievant or Respondent is not satisfied with the decision, and further appeal is desired, he/she must notify the Coordinator within 10 days and request a hearing with the Board of Education.
- L. Coordinator: Notifies Board of Education within 10 days after receiving request for hearing with the Board of Education.
- M. Board of Education or hearing panel established by the Board, Grievant and Coordinator: Hearing is conducted.
- N. Board of Education: Issues a final written decision to the Grievant and Respondent within 10 days following the conclusion of the hearing regarding the validity of the grievance and any action to be taken.

## II. Pre-filing Procedures

- A. Prior to the filing of a formal complaint, a grievant is encouraged to visit with his/her building principal or immediate supervisor, as applicable, to engage in reasonable efforts to informally resolve the problem or complaint. With regard to allegations of sexual harassment, procedures outlined within Policies #2710 (Sexual Harassment/ Employees) and #4810 (Sexual Harassment/Students) are intended to govern investigations that take place prior to the filing of a formal discrimination complaint under the auspices of this policy. This policy formalizes the complaint and establishes procedures for appeal processes.

## III. Filing and Processing Discrimination Complaints

- A. Grievant: Submits written discrimination complaint (see form 5165F) to the Coordinator, as applicable, stating name, nature and date of alleged violation, names of persons responsible, where known, and requested action. If the applicable Coordinator is the person or subject of the grievances then the complaint should be submitted to the Superintendent of the School District for assignment. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available at the Edmond Board of Education, 1001 West Danforth Road, Edmond, OK 73003.
- B. Coordinator: Conducts an investigation, within 10 days of receipt of a written grievance, to the extent reasonably possible, which would include but not be limited to interviewing the Grievant, the Respondent, appropriate witnesses and reviewing supporting documents or other information to:
  - 1. Confirm or deny facts,
  - 2. Indicate acceptance or rejection of the grievant's requested action, or
  - 3. Outline alternatives.
- C. Respondent: Submits a written response to the Coordinator within 10 days of receipt of grievant's complaint.

## IV. General Provisions

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that the complaint is filed until the complaint is resolved shall be no more than 180 days.
- B. Access to Policies and Regulations: Upon request, the Edmond Public Schools shall provide copies of all policies or regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender (including sexual harassment), age, disability or veteran status. The policies are also available on the School District's web site.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
- D. At any hearing called for under application of this policy, the Grievant and Respondent have the right to present witnesses and other relevant evidence.

## V. Non-retaliation Provision

It is the School District's position that any person filing a grievance or anyone participating in the grievance process under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment because he or she has utilized this grievance procedure or because he or she has in any way participated in any investigation or hearing involving or related to any grievance filed under this policy. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such retaliatory behavior.

**VI. Basis of Decision** At each step in the grievance procedure, the decision maker will take or recommend taking appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances such as the nature, extent, context and gravity of the activities or incidents.



# Notification of Rights Under FERPA

## Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. These procedures for correction of education records shall be used only to address mistakes or violations of privacy and are not available to challenge grades or other academic determinations. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. Edmond Public School District may disclose appropriately designated "directory information" without written consent, unless the parent/guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Edmond Public School District to include this type of information from certain school publications.

Examples include:

- § The annual yearbook
- § Graduation programs
- § Sports activity sheets, such as for wrestling, showing weight and height of team members
- § A playbill showing a student's role in a drama production
- Honor roll or other recognition lists
- Information to college recruiters

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

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

5. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
6. In addition, federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the Edmond Public Schools that they do not want their student's information disclosed to military recruiters without their prior written consent.
7. If parents do not want Edmond Public School District to disclose directory information from their child's education records without their prior written consent or disclose information to military recruiters, they must notify the District in writing within two weeks from the student's first day of class. A form is available at each school site or at the superintendent's office located at 1001 W. Danforth Road, Edmond, OK 73003. The completed form must be delivered to the child's school.
8. Parents and students over the age of 18 have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are as follows:

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

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 1997. 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
- Deafness or Hearing Impairment
- Developmental Delays (Ages 3 to 9)
- Emotional Disturbance
- 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 services beginning at age three, please contact the Child Find Office at the Special Services Center, 53 East 12<sup>th</sup>, Edmond, OK 73034 (405) 715-6148. For the Early Intervention Program services from birth to 3 years of age, contact Sooner Start (405) 528-3061.

*"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 48 hours prior to attending or participating in a school site or district sponsored function."*

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office and at each campus.

The EDMOND PUBLIC SCHOOLS annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as described by law.





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

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

- information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA;
- public domain software and shareware of all types;
- news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the District;
- access to university libraries, the Library of Congress and other repositories of information;
- World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics

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

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

## **B. Network and Internet Access - Terms and Conditions.**

**I. Acceptable Use.** The use of the District system, whether by students, faculty or staff, must be in support of education and consistent with the educational objectives of the District. The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. The transmission of any material in violation of any United States or state law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret.

Use of the District system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. All documents, images, and communication created and/or stored on a district computer or server are considered public under the Oklahoma Open Records Act.

**2. Parental Consent.** In order for a student to gain access to the District system, elementary and middle school student's parent or guardian must be provided a copy of the Network and Internet Acceptable Use Agreement as part of the school handbook. By signing the Network and Internet Access Agreement a parent is requesting that their child be given Internet access under the terms and conditions described in this agreement. Parents may withdraw their consent at any time. Parental consent is not needed for high school students' access to the network or the Internet. High school students sign an agreement to follow their school's handbook which includes the Network and Internet Acceptable Use Agreement and is considered the binding document. There is, however, a wide range of information available through the Internet, which is not appropriate for access by minors, has no educational value or does not meet with the particular values of the families of the student. The District system network and Internet Acceptable Use Agreement contain devices and restrictions on use intended to prevent access to inappropriate material or information. It is impossible for the District to guarantee that student will not be exposed to inappropriate material through use of the Internet; the District believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents to discuss with their children what material is and is not acceptable for their children to access through the District system.

**3. Privilege of Use.** The District Network and Internet access is a privilege afforded to students, staff and employees of the District. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this agreement, School Board agreement, or use determined by the District's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving District Network and Internet access, all users will be required to successfully complete New Users training orientation administered by the District. Long-term substitute teachers, student teachers, and parent volunteers will be required to attend a New User training orientation conducted at the site. Substitute teachers not properly trained in the use of The District Network and Internet will not supervise students using computers in a classroom, computer lab/pod/mini-lab, or media center. Parent groups' access to The District Network and Internet will be only at times the equipment is not needed for instructional purposes under the guidance of certified personnel.

**4. Inappropriate Use.** Each system user is expected to comply with all District policies governing Network and Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:

- (a) Appropriate language - Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.
- (b) Safety - Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.
- (c) Electronic mail - Users should be aware that electronic mail (E-Mail) is not a private communication and can be accessed under the Oklahoma Open Records Act.

(d) Network resources - System users should not use the network in a way that will disrupt the use of the network by other users. The network should be used for educational, professional and career development activities only. System users should refrain from downloading large files unless absolutely necessary and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.

(e) Intellectual property - Do not plagiarize works obtained from the Network and/or Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

(f) Students are prohibited from downloading software, games, and music (MP3 files) to the school server or any PC workstation. The downloading of software programs known as "sniffers" or other software products that are used for data capturing will result in the immediate loss of district network and Internet access.

(g) Excessive Internet surfing by district employees for personal reasons or gain during the employee's regular contract day may be considered a violation of their employment contract and could result in disciplinary action.

5. **Limitation of Liability.** The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District system or the Internet, including but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District is not responsible for any financial obligations which may be incurred through use of the District system.

(a) Student E-Mail-Edmond Public Schools prohibit student access to personal email accounts from school computers. As a matter of security, student access to independent web-based email accounts such as Yahoo, AOL, or Hot Mail will be blocked by district software applications. The District will also block student access to instant messaging services.

6. **Security.** Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the District system or the Internet you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

(a) All middle school and high school students will be required to maintain a unique and confidential password. All staff members and teachers will also be required to maintain a unique and confidential password.

(b) Students and staff who share their password or attempt to violate the District's network security will lose their network privileges for a period of not less than one month.

(c) If you identify a potential security problem on the District system or the Internet you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either

instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access.

(d) Any attempt to log on the network as a system administrator will result in cancellation of user privileges.

(e) Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

7. **Vandalism.** Vandalism of District hardware or software will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user, or of any other network connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. All system users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software.

8. **Inappropriate Material.** Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material that is:

(a) **Obscene to minors**, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

(b) **Libelous**, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

(c) **Vulgar, lewd or indecent**, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

(d) **Display or promotion of unlawful products of services**, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

(e) **Group defamation or hate literature**, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapped condition or, advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.

(f) **Disruptive school operations**, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

9. **Application and Enforceability.** The terms and conditions set forth in this agreement shall be deemed to be incorporated in their entirety in the Network and Internet Access Agreement executed by each system user. *By executing the network and internet access agreement, the system user agrees to abide by the terms and conditions contained in the edmond public schools acceptable use agreement. The system user acknowledges that any violation of this acceptable use agreement may result in access privileges being revoked, disciplinary action being taken, including, as to students, disciplinary action under the district's student discipline policy and, as to employees, any such discipline as may be allowed by law.*

\*The Edmond Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability or veteran.

## Guidelines for Food and Beverages Offered to Students at School

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*

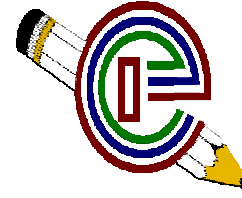
- § Raw vegetables
- § Fresh fruit and 100% fruit juices
- § Canned fruit
- § Frozen fruit juice pops
- § Dried fruits (raisins, banana chips, etc.)
- § Trail mix (dried fruit and nuts) and Party mix (cereals, nuts, pretzels, etc.)
- § Dry roasted peanuts, tree nuts, and soy nuts (not coconut or palm nuts)
- § Cheese, string cheese
- § Low-sodium crackers
- § Baked corn chips and fat-free potato chips with salsa and low-fat dips
- § Pretzels
- § Low-fat baked goods (muffins, granola bars, cereal bars, multi-grain bars, cookies, etc.)
- § Low-fat crackers (animal, graham, baked fish-shaped, etc.)
- § Unbuttered popcorn
- § Bagels
- § Angel food and sponge cakes
- § Flavored yogurt and fruit parfaits
- § Gelatins and low-fat pudding
- § Water (unflavored)
- § Low-fat and skim milk (flavored and unflavored)
- § Tea (unsweetened or diet)

### *Foods to Avoid (FMNV) or consume only occasionally*

- § Carbonated, caffeinated, and high sugar beverages (soft drinks, sports drinks, etc.)
- § Water ices (with the exception of products that contain fruit or fruit juices)
- § Certain candies (hard candy, jellies and gums, fondant, licorice, spun candy, candy-coated popcorn, marshmallow candies)
- § Gum

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 and/or sodium.

Organizations operating concessions at school functions and fund raising activities should include at least some healthy food choices in their offerings.



## Edmond Public Schools Foundation, Inc.

*Your contribution means we can do more.....*

*With your help we can enhance the educational experience of every  
student and teacher in our schools.*

The mission of the Edmond Public Schools Foundation is to raise, manage and distribute funds in perpetuity for the development and maintenance of high quality public education opportunities—a fundamental necessity for the future growth of the Edmond community.

### Donor Levels:

\$ 50-99 Member	\$100-249 Patron
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Edmond, Oklahoma 73083-3103  
Fax 405-340-3835

Thank you for supporting the Edmond Public Schools  
Foundation and the Edmond Public Schools.

The Edmond Public Schools Foundation raises funds to support every school in the District and has awarded more than \$1 million dollars to fund 1,182 classroom and training grants since its inception in 1984.