

2007-2008 Student School Calendar

FIRST SEMESTER

August 20	1st Day of School
August 27-31	Thud Week
September 3	Labor Day - No School
September 5	School Picture Day
September 20	Open House - 7pm - 9pm
September 28	End of 6 weeks
October 3	Makeup School Picture Day
October 4	Football Homecoming
October 17	PSAT/NMSQT (10th & 11th grade)
October 18-22	Fall Break
October	PLAN test given to all sophomores
November 9	End of 6 weeks
November 16	Oklahoma Centennial Day
November 21-23	Thanksgiving Break
December 24-January 4	Winter Break
January 11	End of 12 weeks

SECOND SEMESTER

January 7	Classes Resume
January 11	First Semester Ends
January 21	Teacher Professional Day - No School
February 22	End of 6 weeks
March 17-21	Spring Break
April 11	End of 12 weeks
April 12	Prom – Oak Tree Country Club - 8pm
May 6	Senior Robing Ceremony, Auditorium, 7pm
May 8	Senior Awards Program, Auditorium, 7pm
May 13	Underclass Awards
May 16	Graduation, Cox Convention Center, 7:30 pm
May 28	*Last day of school (includes 3 snow days)

EDMOND NORTH BELL SCHEDULE

NORMAL TUTORIAL SCHEDULE

HOUR	TIME
1st Hour	7:50 - 8:39
Tutorial	8:39 - 9:00
2nd Hour	9:05 - 9:54
3 rd Hour	10:00 - 10:49
4th Hour/ 1 st Lunch	10:49 - 11:34 (lunch)
	11:40 - 12:29 (class)
4 th Hour / 2 nd Lunch	10:55 - 11:44 (class)
	11:44- 12:29 (lunch)
5th Hour	12:35 - 1:24
6th Hour	1:30 - 2:19
7 th Hour	2:25 - 3:15

FRESHMAN ADVISORY (Wednesday)

HOUR	TIME
1st Hour	7:50 - 8:39*
Freshman Advisory	8:39 - 9:00
2 nd Hour	9:05 - 9:54
3rd Hour	10:00 - 10:49
4th Hour/1 st Lunch	10:49 - 11:34 (lunch)
	11:40 - 12:29 (class)
4 th Hour/2 nd Lunch	10:55 - 11:44 (class)
	11:44- 12:29 (lunch)
5th Hour	12:35 - 1:24
6th Hour	1:30 - 2:19
7 th Hour	2:25 - 3:15

*Upper classmen (10th -12th) stay in 1st hour until 9:00

Schedule 2

A.M. ASSEMBLY SCHEDULE

HOUR	TIME
1 st Hour	7:50-8:34
2 nd Hour	8:40-9:24
ASSEMBLY	9:30-10:29
3 rd Hour	10:35-11:19
4 th Hour/1 st Lunch	11:19-11:59(lunch)
	12:05-12:44(class)
4 th Hour/2 nd Lunch	11:25-12:05(class)
	12:05-12:44(lunch)
5 th Hour	12:50-1:29
6 th Hour	1:35-2:19
7 th Hour	2:25-3:15

Schedule 3

P.M. ASSEMBLY SCHEDULE

HOUR	TIME
1 st Hour	7:50-8:34
2 nd Hour	8:40-9:24
3 rd Hour	9:30-10:14
4 th Hour/1 st Lunch	10:14-10:54 (lunch)
	11:00-11:39 (class)
4 th Hour/2 nd Lunch	10:20-11:00 (class)
	11:00-11:39 (lunch)
5 th Hour	11:45-12:24
6 th Hour	12:30-1:14
ASSEMBLY	1:20-2:19
7 th Hour	2:25-3:15

*Ring Manually

A.M. ASSEMBLY SCHEDULE (with two assemblies)

HOUR	TIME
1 st Hour	7:50-8:34
2 nd Hour	8:40-9:24
*3 rd Hour	9:30-10:22
East wing to assembly, West wing to class	
*3 rd Hour	10:28-11:19
West wing to assembly, East wing to class	
4 th Hour/1 st Lunch	11:19-11:59 (lunch)
	12:05-12:44 (class)
4 th Hour/2 nd Lunch	11:25-12:05 (class)
	12:05-12:44 (lunch)
5 th Hour	12:50-1:29
6 th Hour	1:35-2:19
7 th Hour	2:25-3:15

*Ring Manually

P.M. ASSEMBLY SCHEDULE (with two assemblies)

HOUR	TIME
1 st Hour	7:50-8:34
2 nd Hour	8:40-9:24
3 rd Hour	9:30-10:14
4 th Hour/1 st Lunch	10:14-10:54 (lunch)
	11:00-11:39 (class)
4 th Hour/2 nd Lunch	10:20-11:00 (class)
	11:00-11:39 (lunch)
5 th Hour	11:45-12:24
*6 th Hour	12:30-1:25
East wing to assembly, West wing in class	
*6 th Hour	1:30-2:19
West wing to assembly, East wing in class	
7 th Hour	2:25-3:15

Students will report to Assembly Hour Class and be dismissed by intercom to go to the assembly.

Schedule 4

1 st Hour	7:50-8:44
2 nd Hour	8:50-9:44
3 rd Hour	9:50-10:44
4 th Hour/1 st Lunch	10:44-11:20 (lunch)
	11:35-12:24 (class)

Schedule 4

4 th Hour/2 nd Lunch	10:50-11:39 (class)
	11:39-12:24 (lunch)
5 th Hour	12:30-1:19
6 th Hour	1:25-2:19
7 th Hour	2:25-3:15

ACADEMICS

Grading Practices

A. Grading Scale

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

B. Class Ranking

Beginning with 10th grade students during the 1999-2000 term, class-ranking computations will include the following Advanced Placement Weighted GPA scale for students receiving credit for taking Advanced Placement (AP) courses:

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

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

1. The teacher will utilize grading patterns that are fairly administered and based upon identified criteria. Students and parents will receive prior notification of the criteria and objectives.
2. The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, performances, tests, etc.
3. The semester average is to be calculated as:

Grades 6-8
Eighteen weeks average = 100%

Grades 9-12
Eighteen weeks average = 80%
Semester Examination = 20%

IV. Grade Reporting

- 1. Grade 9-12 student grade reports are to be sent following weeks six (6), twelve (12), and eighteen (18) of each semester.**
- 2. Parents may request grades of students at any time by contacting the student's teacher or counselor.**

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

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 the 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 the 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 the investigation, the superintendent or designee may consult certified teachers and/or curriculum/instruction staff in an advisory capacity if deemed appropriate and necessary to reach an informed decision.

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

**GRADUATION REQUIREMENTS FOR GRADUATING CLASSES OF
2008**

SUBJECT	2008
English	4
Math	3
Science	3
Social Studies	3
Humanities	½ unit, may be met through curricular requirements in designated courses
Health	½ unit
P.E.	1
Electives	9
TOTALS	24

**GRADUATION REQUIREMENTS FOR GRADUATING CLASSES OF
2008/2009**

SUBJECT	2008/2009
English	4
Math	3
Science	3
Social Studies	3
The Arts	2 sets of competencies met through curricular requirements in designated courses
Health	½ unit
P.E.	1
Electives	9½
TOTALS	24 which includes 2 sets of arts competencies

Advanced placement classes may be substituted on a course-by-course basis to satisfy the academic units required.

Edmond Public Schools Requirements for High School Graduation

(Beginning with the Graduating Class of 2010) (Freshmen 2006-07)

College Preparatory Curriculum* Units or sets of competencies	Minimum Graduation Requirements Units or sets of competencies
<p>4 English: Integrated grammar, composition, and literature: English I (world literature), English II (world literature), English III (American literature), English IV (English literature)</p> <p>3 Science: Biology I plus 2 units of the following, which must include at least one of the underlined physical science courses: Astronomy, Botany, Chemistry, Earth Science, Environmental Science, Forensic Science, Physical Science, Physics, Physiology, Zoology, and approved science courses at Career Tech that are approved for college admission.</p> <p>3 Mathematics: Limited to Algebra I, Algebra II, Geometry, Trigonometry/Pre-calculus, Math Analysis, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission. Students who enter ninth grade with high school math credits must earn at least three additional math credits during grades 9-12 to fulfill this requirement. Note: Math courses above Algebra I may be taught at a high school or technology center.</p> <p>3 Social Studies: 1/2 unit of Oklahoma History, 1 unit of World History, 1 unit of United States History, and 1/2 unit of U.S. Government.</p> <p>2 Units of the same foreign language or non-English language such as, but not limited to, Spanish, French, German, Latin OR 2 units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding keyboarding or typing courses.</p> <p>1 Additional unit listed above or career and technology education course approved for college admission</p>	<p>4 English: Integrated grammar, composition, and literature: English I (world literature), English II (world literature), English III (American literature), English IV (English literature)</p> <p>3 Science: Biology I plus 2 units of the following, which must include at least one of the underlined physical science courses: Astronomy, Botany, Chemistry, Earth Science, Environmental Science, Forensic Science, Physical Science, Physics, Physiology, Zoology, and qualified agricultural education courses and approved science courses at Career Tech.</p> <p>3 Mathematics: 1 unit Algebra I or Algebra I taught in contextual methodology and 2 courses from the following: Algebra II, Geometry, Trigonometry/Pre-calculus, Math Analysis, Calculus, Statistics and/or Probability, Mathematics of Finance, Intermediate Algebra; contextual mathematics courses which enhance technology preparation, whether taught at a (1) comprehensive high school or (2) technology center school when taken in the 11th or 12th grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the 11th or 12th grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.</p> <p>3 Social Studies: 1/2 unit of Oklahoma History, 1 unit of World History, 1 unit of United States History, and 1/2 unit of U.S. Government.</p> <p style="text-align: center;">No requirement</p>

<p align="center">College Preparatory Curriculum* Senate Bill 982 Units</p>	<p align="center">Minimum Graduation Requirements 70 O.S. § 11-103.6 Units or sets of competencies</p>
<p>2 Arts, which may include, but are not limited to, courses in visual arts and general music.</p> <p>Option 1: 1/2 unit of Humanities, Shakespeare, Mythology/Poetry, Native American Literature, Great Books, AP History of Art, AP European History, or AP World History.</p> <p>Option 2: 2 units in any combination of visual arts, general music or the performing arts courses, including, but not limited to, Band, Orchestra, Drama, music ensemble course, (i.e., Jazz Band, Show Choir).</p> <p>Option 3: 1 unit or set of competencies of fine arts and 1 unit of Speech.</p> <p>1 Physical Education: (Grade 9, 10, 11 or 12) The physical education requirement may be fulfilled by 1 year of ROTC, 1 year of sports, Sports Leadership, 3 years of Band, Orchestra, or Chorus (9, 10, 11, 12). The physical education requirement in the senior high school may be waived when a physician states in writing that participation in the physical education program will be injurious to the student’s health. Further, a minister’s written statement that participation in the physical education program violates the religious principles of the student’s faith will be accepted for waiving the physical education requirement. It is the responsibility of the student and/or parent to produce the certificate before a waiver is granted. Waivers will be recorded on the student’s permanent record.</p> <p>1/2 Health or Healthy Life Choices Number of electives required to total 24 units</p>	<p>2 Arts, which may include, but are not limited to, courses in visual arts and general music.</p> <p>Option 1: 1/2 unit of Humanities, Shakespeare, Mythology/Poetry, Native American Literature, Great Books, AP History of Art, AP European History, or AP World History</p> <p>Option 2: 2 units in any combination of visual arts, general music or the performing arts courses, including, but not limited to, Band, Orchestra, Drama, music ensemble course, (i.e., Jazz Band, Show Choir).</p> <p>Option 3: 1 unit or set of competencies of fine arts and 1 unit of Speech.</p> <p>1 Physical Education: (Grade 9, 10, 11 or 12) The physical education requirement may be fulfilled by 1 year of ROTC, 1 year of sports, Sports Leadership, 3 years of Band, Orchestra, or Chorus (9, 10, 11, 12). The physical education requirement in the senior high school may be waived when a physician states in writing that participation in the physical education program will be injurious to the student’s health. Further, a minister’s written statement that participation in the physical education program violates the religious principles of the student’s faith will be accepted for waiving the physical education requirement. It is the responsibility of the student and/or parent to produce the certificate before a waiver is granted. Waivers will be recorded on the student’s permanent record.</p> <p>1/2 Health or Healthy Life Choices Number of electives required to total 24 units</p>

1. *The college preparatory curriculum is required by Senate Bill 982 unless a parent signs a waiver to “opt” his/her child out of the curriculum. If a student fails to enroll in or does not complete the requirements of the college preparatory curriculum he/she will revert to the minimum graduation requirements.
2. It is highly suggested that college bound students take one unit of computer technology to avoid remedial placement at the university level.

Grade Classification Requirements

The following criteria will be used in to determine the classification of students by grade at the beginning of the Fall semester.

- Seventeen (17) units to be classified as a senior AND a member of the present graduating class.
- Eleven (11) units to be classified as a junior.
- Five (5) units to be classified as a sophomore.

Admission Requirements to College and Universities in the State of Oklahoma

Units (Years)	Courses Areas
4	English (Grammar, Composition, Literature)
2	Lab Science (Biology, Chemistry, Physics, or any lab science certified by the school district with the exception of General Science with or without a lab)
3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus)
3	History (including 1 unit of American History)/ Citizenship (from economics, government, geography, or non – western culture)
3	Other (from any of the units listed above, computer science or foreign language)
<hr style="width: 100px; margin-left: 0;"/> 15	Required Units

Those students planning to participate in college athletics need to see their counselor for NCAA requirements.

GUIDANCE OFFICE

Guidance services are available to every student in the school. These services include: assistance with educational planning; interpretation of test scores; occupational information; career information; study help; help with home, school, and/or social concerns; or any questions the student may feel he or she would like to discuss with the counselor. The counselors feel that parent conferences are important and encourage parent input and involvement. A student may leave his/her name with the counselor’s secretary in order to be called in by the counselor as soon as possible.

Students are assigned to a counselor as follows:

ALL FRESHMAN	Carron Massengale
Sophmores	Patti Bray
Juniors	Lourdes Carroll
Seniors	Pat Hammett
Student Assistance	Dawna Graham

Advisor/Advisee

The Freshmen Advisory Program is designed to provide every ninth (9th) grade student with a personal mentor and advocate to help him/her personalize the educational experience. Its goals are:

- 1) To provide a sense of belonging for 9th grade students**
- 2) To build student interest and involvement**
- 3) To help students develop self-awareness**
- 4) To prevent student dropouts**
- 5) To ensure a successful high school experience for all 9th graders**

Advisors are selected on a volunteer basis. They will be trained and provided a curriculum in order to work effectively with the 9th grade population. Each advisor will be assigned a small group (10-15) of Freshmen to work with once a month. Advisors will also be encouraged to act as a liaison between the school and parents. Interested faculty members should contact the counseling office for additional information.

Scholarships

Scholarships are available to those students who have achieved excellence in academics and have also scored well on college entrance examination. There are also special scholarships and awards for students who have demonstrated outstanding talent, i.e. athletics, music, art, leadership, etc. Information about these opportunities is available in the Counseling Center and in your English classes. Please check the scholarship bulletin board outside the counselors' office regularly.

The Counseling Center also has a college/career area that contains videos, computer programs, books, etc., most of which is available for checkout. In addition, there are computers with Internet access to check financial aid, college information, scholarship information, etc.

Students wishing to apply for federal financial aid to attend college can apply online at FAFSA.edu.gov after January 1st.

Valedictorians - Salutatorians

At the end of the seventh semester for seniors the valedictorian(s) will be the student(s) having all A's; the salutatorian(s) will include the student(s) with all A's except for one B. 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.

Academic Letter Requirements

- 1. The academic letter will be awarded only once. Students maintaining the requirements for the academic letter in successive years will receive a bar to place on their letter.**
- 2. The letters and bars will be awarded in the spring of the year based on the cumulative fall semester grades and previous grade point average.**
- 3. Students must have been in attendance in Edmond Public Schools for two full consecutive semesters to be eligible to letter academically. The principal may waive the two-semester rule for a student who is a new enrollee during the senior year.**
- 4. Academic requirements for lettering:**

10th grade: Must have a cumulative semester grade point average of 3.75 in all solid subjects with NO semester grade lower than “C”.

11th grade: Must have a cumulative semester grade point average of 3.75 in all solid subjects with NO semester grade lower than a “C”.

12th grade: Must have a cumulative semester grade point average of 3.75 in all solid subjects with NO semester grade lower than “C”.

Oklahoma Academic Scholar Requirements

Students who meet ALL of the following requirements shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar:

- 1. Accumulate over grades 9,10,11, and first semester of grade 12, a minimum grade point average of 3.7 on a four-point scale OR be in the top 10% of their graduating class.**
- 2. Complete (or will complete) 22 units for graduation (for class of 2002) and 24 units (for classes of 2003, 2004, and 2005), which consist of at least:**

English	4 units (Grammar, Composition, Literature)
Math	3 units (Algebra I, Algebra II, Geometry, Trigonometry, Analysis, Calculus) Note: one unit for the mathematics requirement may be completed prior to the 9th grade.
Science	3 units (Biology I, Biology II, Chemistry I, Chemistry II, Physical Science, Botany, Zoology, Physics, Physiology)
Social Studies	3 units (History, Government, Sociology, Psychology, Economics, Anthropology, Geography) or a combination of 2 units of social studies and 2 units of the same foreign language may be used to satisfy the requirement.
- 3. Score a 27 on the Enhanced ACT or 1,180 combined score on the SAT. The SAT and ACT must have been taken on a national test date before the date of graduation.**

PLAN Test

The American College Testing (ACT) offers PLAN, a unique, comprehensive guidance and information program for high school sophomores. The PLAN includes academic tests, an assessment of study skill knowledge, and an interest inventory. Students will receive information that will help them plan for their remaining years in high school and consider career and educational goals for their life after high school. The PLAN will be given to all sophomores.

PSAT/NMSQT Test

The PSAT/NMSQT (Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test) is not required, but is highly recommended by the counselors. It is a good practice test for students who will later take a college entrance exam and is the qualifying tests to enter scholarship competitions by National Merit Scholarship Corporation. The cost of the test is approximately \$18.00 Students should bring their money to the finance office and register for the test approximately two (2) weeks prior to the October test date.

Proficiency Based Promotion

Upon the request of student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

- 1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.**
- 2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. & 11-103.6:**
 - a. Social Studies**
 - b. Language Arts**
 - c. The Arts**
 - d. Languages**
 - e. Mathematics**
 - f. Science**
- 3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.**
- 4. The opportunity for proficiency assessment will be provided at least twice each school year.**
- 5. Qualifying students are those who are legally enrolled in the Edmond Public Schools.**
- 6. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.**
- 7. Students will be allowed to take proficiency assessments in multiple subject areas.**
- 8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.**
- 9. Exceptions to standard assessment may be approved by the district for those students with disabling conditions.**

Students demonstrating proficiency in a core curriculum area 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.

- 1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.**
- 2. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.**
- 3. Failure to demonstrate proficiency will not be noted on the transcript.**
- 4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum**

area.

5. If proficiency is demonstrated in a 9 - 12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
6. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

Progress Reports

Progress reports will be provided during the sixth and twelfth week of each semester. Computerized reports will be sent home with each student.

Grade Checks

PIV (Pinnacle Internet Viewer) displays a copy of the information your school stores in its computer system. Students can view their own information; authorized parents and guardians can see their child's information. Contact Patricia Jordan in the Media Center @715-6341, or email teachers.

Homework Requests

In the event a student will be absent three (3) days or more, the parents should have the PIV password and email teachers as early in the morning as possible and make arrangements for the schoolwork to be picked up. Upon completion of assignments, the work should be returned to the teacher when the student returns to school

Homebound Program

Parents of the student who will be absent for an extended period of time should contact the Counselor's office and arrange for a homebound teacher. Homebound instruction is available for a student who is absent for more than two consecutive weeks due to an accident or illness. The application process for homebound approval should begin with the student assistance counselor in the counseling center.

Internet-Based Instruction

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

Individual student data will be considered educational records and will not be released to unauthorized individuals or entities without the parental consent in accordance with the Family Educational Rights and Privacy Act (FERPA). All Internet-based instruction shall be conducted in accordance with applicable laws and

federal and state statutes and agencies, including regulations established by Edmond Public Schools.

**ADMINISTRATIVE REGULATIONS: INTERNET-BASED INSTRUCTION
Requirements**

- A. The district will grant credit for Internet-based coursework in one of the following circumstances:**

When the course is not offered by the District

When the student is attempting to recover credit from a previously failed course.

In certain cases, to fulfill graduation requirements.

The principal and the appropriate level Associate Superintendent must approve the student for Internet-based instruction.

Edmond Public Schools' Instructional Team must approve the course for Internet-based Public School District.

Students must be currently enrolled in an Edmond Public School.

- B. Courses**

- 1. Only Internet-based course work that meets the Oklahoma Priority Academic Student Skills (P.A.S.S.), the Edmond Public Schools curriculum, and is approved by EPS Instructional Team may be accepted for credit.**
- 2. The Instructional Team will review Internet-based instruction providers once a year and create a list of courses and providers approved for credit in Edmond Public Schools. There will be an approved list of Internet-based instruction courses and providers available in the counselor's office of each site.**
- 3. Students who wish to enroll in an Internet-based course shall be responsible for any costs.**
- 4. When sharing courses by means of two-way interactive video with another school district, the District shall address issues such as instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment by means of a contractual agreement prior to the beginning of instruction.**

- C. Students**

- 1. If coursework is to be done away from the school site, it is the student's responsibility to provide personal computer hardware, software and Internet access to participate in the Internet-based course.**
- 2. Students may earn up to four units toward graduation.**
- 3. For District Average Daily Membership purposes, enrollment in one class of Internet-based instruction is equal to enrollment in one class at the school in which the student is enrolled. Release time for Internet-based instruction will not be granted.**
- 4. Students earning credits by means of Internet-based instruction, regardless of the type or number of courses being taken, shall participate in all assessments required by the Oklahoma School Testing Program in accordance with state law, State Board of Education regulations, and the District.**

No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support instruction of the individual student. Data collected on an individual student shall be used solely for the purpose of determining the student's progress and completion of the course.

The District may collect and maintain district-level aggregated data that may be used to determine the effectiveness of the Internet-based instruction program. Such data will not identify any particular student and will not be used in violation of a student's rights to confidentiality.

All federal and state statutes and District policy pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be followed.

A written agreement will be established between the District and the parent(s)/guardian(s) of students participating in Internet-based instruction courses prior to the beginning of instruction.

This document shall include the following:

**Permission of the principal and the appropriate level Associate Superintendent
Acknowledgement that receipt of the course outline and schedule is the responsibility of the student and the provider**

Agreement that the student and only the student will perform the work

Verification that for District Average Daily Membership purposes, enrollment in one class of Internet-based instruction is equal to enrollment in one class at the school in which the student is enrolled

Verification that release time will not be granted for this course

Acceptance of individual student responsibility for completion of the course

Agreement that students who wish to enroll in an Internet-based instruction course shall be responsible for any costs

Concurrence that if the course is to be done away from the school site, it is the student's responsibility to provide personal computer hardware, software and Internet access to participate in the Internet-based course

Agreement not to hold the District responsible for technical difficulties on the part of the provider

Agreement that courses will be completed within one year of completing the enrollment process unless extended by reason of technical deficiencies on the part of the provider. The minimum amount of time a student will be enrolled in a course is six weeks

D. Teachers

The principal shall identify a _____ certified counselor or administrator to serve as

the building-level contact person to assist students enrolling in online courses and serve as a liaison to the online teachers and provider(s).

Enrollment

A certified counselor or administrator is available at each site for assistance in enrolling. Information can be obtained from the counselor's office.

Only students who are currently enrolled in the Edmond Public School District shall be allowed to enroll in Internet-based instruction for credit in Edmond Public Schools. Enrollment in Internet-based courses will occur during the regular enrollment period at each school.

A student wishing to enroll in an Internet-based course shall fill out a written request. Forms are available in the counselor's office.

The principal and the appropriate level Associate Superintendent will review enrollment requests on an individual basis.

The principal shall notify the student of acceptance or denial of the request for enrollment within five (5) school days. A student whose request for enrollment is denied may appeal in writing to the Superintendent within five (5) school days. The Superintendent or designee will issue a final decision in writing within five (5) days of receipt.

Granting of Credit

The District shall grant credit upon completion of the course as determined by the course instructor and approved by the counselor or administrator.

The Internet-based instructor shall provide the counselor or administrator with data regarding the student's progress in the course, including but not limited to graded assignments, tests, and time spent on unit objectives and overall coursework.

Any student not receiving credit from Edmond Public Schools for an Internet-based course and disagreeing with the decision may follow the Edmond Public Schools academic appeals process.

Data Collected

Data collected on an individual student shall be used solely for the purpose of determining the student's progress and completion of the course. Such data will not be used for any purposes other than those that support the instruction of the student.

The District may collect and maintain district-level aggregated data that may be used to determine the effectiveness of the Internet-based instruction program. Such data will not identify any particular student and will not be used in violation of a

EDMOND PUBLIC SCHOOLS

Internet-based Instruction

Enrollment Form

I. General Information

<hr/>	<hr/>	<hr/>
Student ID #/EPS School	Student Email Address	Date
Student Name:		
<hr/>	<hr/>	<hr/>
Last Name	First Name	M.I.
<hr/>	<hr/>	<hr/>
Mailing Address:	City	State
Number and Street	City	State
<hr/>	<hr/>	<hr/>
Parent/Guardian:	City	State
Number and Street	City	State
<hr/>	<hr/>	<hr/>
Parent/Guardian	City	State
Number and Street	City	State
<hr/>	<hr/>	<hr/>
Mailing Address	City	State
Number and Street	City	State
<hr/>	<hr/>	<hr/>
Internet-based Course Name and Number	Internet Company/School Providing the Course	
<hr/>	<hr/>	
I, _____ will be taking this course because (check one)		
(Student Name)		
<input type="radio"/> it is not offered by the District <input type="radio"/> it is needed to recover credit from a previously failed course <input type="radio"/> to fulfill graduation requirements		

II. Student and Parent/Guardian Agreement

We understand that Edmond Public Schools will grant credit for this course only after it has been properly completed and the school has received from the course provider verification of completion. We acknowledge that receipt of the course outline and schedule is the responsibility of the student and the provider. We agree that the student and only the student will perform the work for course credit and accept responsibility for completion of the course within one year of enrollment, unless technical difficulties on the part of the provider extend the time the course is available. We agree that the minimum amount of time a student will be enrolled in the course is six weeks. We verify and accept that release time will not be granted for this course.

We accept that we will be responsible for all costs of this course and will provide personal computer hardware, software and Internet access to participate in the Internet-based course. We will not hold the District responsible for technical difficulties on the part of the provider.

Student's Name – Printed	Student's Signature	Date
Parent/Guardian's Name – Printed	Parent/Guardian's Signature	Date

EDMOND PUBLIC SCHOOLS

Internet-based Instruction

Enrollment Form

III. School and District Approval

<p>I certify that this student is currently enrolled in _____ school of the Edmond Public Schools and has the approval of the school to seek credit for this Internet-based course.</p>		
_____ Counselor/Administrator Name (Printed)	_____ Counselor/Administrator Signature	_____ Date
<p>This course is approved for credit in the Edmond Public Schools.</p>		
_____ Director of Curriculum Services Name (Printed)	_____ Director of Curriculum Services Signature	_____ Date
<p>This student is approved to receive credit in Edmond Public Schools upon successful completion of the course listed above.</p>		
_____ Associate Superintendent (Printed)	_____ Associate Superintendent's Signature	_____ Date
_____ Principal Name (Printed)	_____ Principal's Signature	_____ Date

Incompletes

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

Schedule Change Procedures

Schedule changes will be considered beginning:

FIRST SEMESTER:

Seniors	August 28, 2006
Juniors	August 29, 2006
Sophomores	August 30, 2006
Freshmen	August 29, 2006

All schedule changes must be complete within the first three weeks of each semester.

SECOND SEMESTER:

Schedule changes for the second semester may be made anytime after September 15/07.

1. You must pick up a schedule change request form the day before your designated day.
2. Requests will be filled based on availability
3. Directions on schedule change form must be followed completely and correctly. Parent signature is a requirement.
Students enrolled in 1-7 schedule will be allowed to change to a six (6) period day within the first weeks only.
4. Any athlete can change from one sport to another or to off-season with administrative approval.

Appeal Process for a Change of Teacher

1. Conference with parent, student, teacher, counselor, and administrator. 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. The plan must be in effect for a minimum of six weeks.
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, working with the head of the department of which the involved teacher is a member, will determine, based on the letter from the parent and an interview with the student and the teacher, as to whether a problem exists.
4. If the principal determines that a problem does exist, he/she may consider a schedule change.

Transcripts

Transcripts needed for military use, scholarship consideration, college applications, or prospective employer information may be requested from the Counseling Center. Please allow forty-eight (48) hour processing time after transcript request form is turned into the Counseling Center.

A senior who is accepted at one or more college should request a transcript of final grades to be sent to the college where he or she plans to enroll. The colleges that have accepted the student should be notified of the student's final decision.

National Honor Society

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

1. Must have a cumulative GPA of 3.50 on a 4.0 scale.
2. Must be active in two (2) organizations or clubs.
3. Must have a character reference from a teacher and one other adult whom is not a relative.
4. Must have demonstrated leadership potential.
5. Must have no office disciplinary record.
6. All appropriate documentation of the above must be completed prior to the due date.
7. Must have the approval of the faculty council.

Note: Students must achieve and maintain the above criteria.

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

Gifted and Talented Policy

The goal of the Edmond School District is to meet the needs of gifted students by:

1. Providing instructional programs and learning settings which differentiate, supplement, and support the regular educational program.
2. Offering supportive services to meet individual needs.
3. Encouraging all students to develop critical thinking and problem-solving skills for life-long use.

DEFINITION:

The Edmond Public School District, I-12, complies with state law in the adoption of a written policy on serving the gifted. The policy is as follows:

“Gifted children are defined as those children identified at the preschool, elementary, and secondary level as having demonstrated potential abilities of high performance capability and needing differentiated or accelerated education or services.”

“Gifted child educational programs” are defined as those special instructional programs, supportive services, unique educational materials, learning settings and other educational services which differentiate, supplement and support in meeting the needs of the gifted child. (70-1210.301)/S.L. -214,1466/

Referral or nomination for gifted identification may be made by parents, teachers, counselors, administrators, or self. The referrals will be screened for appropriateness.

IDENTIFICATION:

Identification criteria will consist of one or more of the following:

- 1. A score at or above the 97 percentile on an individually administered test of intelligence.**
- 2. A score at or above the 97 percentile on the group ability test (ITBS Cognitive Ability) administered to all third graders.**
- 3. A total test battery score at or above the 97 percentile on the IOWA Test of Basic Skills.**
- 4. Performance ability, which meets or exceeds performance criteria established by the school and its departments for students to participate in advance, honors (including visual and performing arts, leadership and critical thinking classes) and advanced placement courses. Performance criteria in this category consists of: successful completion of prerequisite courses, teacher(s) recommendations, and try-out or audition procedures.**

Identified students have an obligation to their basic grade level academic and developmental task in which they do not exhibit mastery.

PROCEDURAL SAFEGUARDS:

The district will follow all procedural safeguards to insure due process rights and confidentiality. Transfer students who were identified and served in a comparable program in another district are automatically placed in the program. Students will continue to be served in the gifted program unless determination is made that the program no longer meets the student’s needs. Such determination will be made after consultation with the student, parents, administrator, and gifted/honors teacher.

PROGRAMMING DESCRIPTION (GRADES 9-12):

Identified ninth through twelfth grade students may enroll in honors, Advance Placement, or talent classes. Alternative programs such as the internship class will provide for special needs of gifted students.

PARENTAL NOTIFICATION:

Parents will be notified of screening and referral procedures. Parent permission will be obtained for all individual testing and place.

ADMISSION REQUIREMENTS

Policy #4105

A. Residency

The Edmond Public School District is established for the purpose of serving the educational interests of resident students. This residency policy is adopted pursuant to Okla. Stat. tit. 70 statute 1-113.

Definitions

Residency. As used in this policy, the terms “residence,” “residency,” and “legal residence” shall mean the student’s present 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. Documentary evidence that may be submitted to establish residency is identified in paragraphs C.1. and C.3. below.

Person having legal custody. As used in this policy, the phrase “person having legal custody” means a person who is legally responsible for the care of the child pursuant to the order of a court or agency responsible for making custody determinations and/or placements.

B. Policy Statement

1. State law provides that a child’s residence for a school purpose is the school district in which the (1) parents, (2) guardian, (3) person having legal custody of the child holds legal residence.
2. State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district and does not fit into any of the three categories listed in paragraph B.1. above if such adult has assumed permanent care and custody of the child.
3. The Board of Edmond Public Schools has determined that it is in the best interests of the Edmond Public School District not to allow a child to establish residency in the School District by residing with an adult who is a legal resident of the School District and has assumed permanent care and custody of the child but does not fit into any of the four categories listed in paragraph B.1. above.
4. Policy #4105 (Local) provides specific direction and guidance in implementing this policy.

C. Procedure for Verifying Residency and Resolving Disputes

1. The Edmond Public School District recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the District will verify that the student is a resident of the School District or is otherwise entitled to attend school in the District for any reason authorized by law. As a part of this verification process the District will obtain an address from each student or the student’s parent, guardian, or person having custody of the child. In providing an address to the District that is within the District’s boundaries the student and student’s parent, guardian, or person having legal custody of the child represent that this address is the student’s residence. The District may also 22require, in order to verify residency, certified

copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information deemed relevant by the District.

- 2. If at any time an administrator of the District has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having the care and custody of the child that there is a question regarding the legal residency of the student. The student's parent, guardian, or person having the care and custody of the child shall be given an opportunity to submit information regarding the student's residency to the District's Residency Officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.**
- 3. Information or documentation to prove student residency in the District shall include but not be limited to proof of provisions of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses income tax returns, notes, mortgages, contracts and any other source of proof which is not in conflict with statutory provisions relating to the residence of students.**
- 4. Any question or dispute as to the residence of a student shall be determined by the Residency Officer and the District's Board of Education pursuant to the following procedures:**
 - a. The student's parent, guardian, or person having legal custody of the child must notify the Residency Officer in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the District. Upon receipt of a request for review, the Residency Officer shall allow the parent, guardian or person having legal custody to provide additional pertinent information in accordance with the District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.**
 - b. The residency officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.**
 - c. In the event the student's parent, guardian, or person having legal custody of the child disagrees with the Residency Officer's decision, such person shall notify the Residency Officer in writing within three (3) school days of his or her receipt of the Residency Officer's decision. The Residency Officer will submit his/her findings and all documents reviewed to the Board of Education. The Board of Education of the District will review the decision and the documents submitted on behalf of the District and the student and will render a decision at the next Board meeting. The decision of the Board of Education shall be the final administrative decision.**
 - d. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timeliness.**

D. Miscellaneous Policy Provisions

1. Hearings involving more than one student where students are related or residing in the same household may, at the discretion of the Residency Officer and the Board of Education, be consolidated.
2. In the event the residency dispute involves an 18-year old student all notices will be delivered to the student because at 18 the student ceases to be a minor.
3. If already enrolled and attending school in the District, a student or student involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.
4. The Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.
5. Associate Superintendents will serve as the Residency Officer for the vertical to which they are assigned.
6. The Board of Education understands that there may be come instances where residency may be established on a date other than the date the student was enrolled in the District. For any period during which a student is enrolled in the District, but is not a resident of the District, the District may charge tuition if it is established that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the District. The tuition shall be based on a per capita cost of educating a student in the District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.
7. The School District shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.
8. The School District reserves the right to require reverification of student residency at the beginning of each term.
9. A copy of this policy shall be given to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

RESIDENCY.....Policy #4105 (Local)

1. Verification
Students enrolling in any Edmond Public School instructional facility will be required to provide two verifiable proofs of residency.
The parent ("Parent" as used throughout this policy, refers to the parent, guardian, or person having legal custody) will be asked to provide a current utility billing and a lease agreement, contract on a home, warranty deed statement, ad valorem tax statement, or mortgage statement. The school will accept current gas, electric, or water and sewer billing. Telephone and television cable billings will not be accepted. If a utility billing is not available, the school will accept a statement from the utility company that services have been established. The letter must be on letterhead and signed by an appropriate official.

2. **Students Moving within the Edmond District**

Parents (“Parent” as used throughout this policy, refers to the parent, legal guardian, or person having legal custody) moving from one Edmond school attendance area to another must establish their residence within forty-five (45) school days of membership in the new attendance areas of the school in order to enroll initially as a resident of the new school on a non-transfer basis. A student may be required to return to the previous school if the residence within the new attendance area has not been established within this timeframe.

3. **Students New to the Edmond District**

Parents seeking to enroll a child in the Edmond district from another school district and are in the process of completing construction/closing on their residence within the School District at the time of fall enrollment must establish their residence within forty-five (45) school days of membership in the school in order to enroll as residents.

Proofs of an impending move must be provided upon enrollment. The submitted contract document must provide the following information/verification: (1) the residence will be in the School District, (2) the stated closing/occupancy date falls within forty-five school days of membership, and (3) terms of the contract verify that earnest money is being held in escrow toward the purchase/lease of the residence. A second proof is a utility in the name of the owner.

A student may be required to forfeit enrollment in the Edmond School District if the family has not occupied the Edmond residence within forty-five (45) days of membership.

4. **Re-Verification of Residency**

Parents of current students attending grades K-10 in the Edmond Public Schools and who will be re-enrolling their child/ren for the coming school year are to re-verify their residency status each year prior to being accepted for admission. This process will not affect the enrollment of any child legally enrolled for the current school year but could affect enrollment status for the following year.

This procedure is to be conducted during the spring, with elementary schools incorporating the process into their student pre-enrollment of classes for the next year. Proofs of residency which are required will be a utility billing and an affidavit signed by the parent (as defined in Policy #4105 Legal) verifying that : (1) his/her address is within the Edmond Public Schools attendance area, (2) the information provided is accurate, and (3) he/she is the legal parent, guardian, or person having legal custody of the child.

If the legal residence of a student is found to be in another school district the nonresident student will be withdrawn and the parent/legal guardian assessed appropriate tuition fees.

When tuition assessments must be made for students who have been illegally enrolled, they are to be based upon the per capita cost of providing like services during the preceding year and number of days the nonresident student was enrolled.

5. **Residence Affidavit: “Homeless” Provision**

Parents who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis will be required to complete a Residence Affidavit.

The residence affidavit, once verified by school officials, will allow the student to attend schools for thirty (30) calendar days at which time the parent/legal guardian must provide additional verifiable documentation that a permanent residence has been established within the Edmond School district or documentation that the temporary residence has been established as the student's permanent residence. If a new residence is established within the Edmond district but in a different school area the student will be required to attend the school in their boundary area or apply for an in-district transfer. Residence Affidavits will be available at the school site. Both the homeowner/resident and the parent of the student are to present themselves in person at the school to complete the affidavit, and each must provide a valid driver's license. The homeowner/resident must provide two proofs of residence as required for all new students. The student's parent will be expected to provide a final utility statement from their previous residence and documentation that the residence has been sold or that the lease has expired.

6. Legal Guardianship

The Edmond Public Schools will enroll students who hold legal residence within the district as specified in Policy #4105 Legal. Custody affidavit forms, notarized affidavits obtained from the custodial parent giving care and custody to another individual, or power of attorney documents will not be accepted except as otherwise outlined within this policy.

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 in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

Eligibility Requirements OSSAA

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

Section 1. Semester Grades:

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

Section 2.

Student Eligibility During a Semester:

- a. Scholastic eligibility for students will be checked at the end of the third week and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.
- e. A student who has not attended classes 90% of the time for the semester in a member school becomes ineligible.

Section 3.

Special Provisions:

- a. A senior student may maintain eligibility if he/she is passing (weekly check) the classes required for graduation. The number of classes can be no less than four (4). A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum, number of subjects need to maintain college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three week period. (Any part of a week is considered a full week.)
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, natural disaster.) (Board policy allows a maximum of two weeks to apply to this exception.)
- d. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program for the end of Spring semester.

Section 4.

Special Education Students

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

CONDUCT AND DISCIPLINE

ATTENDANCE POLICY FOR GRADES 9-12

Regular attendance is an integral part of the learning process. The purpose of this policy is to provide uniformity of student attendance and the subsequent consequences for absenteeism among high schools in the Edmond District.

1. Students are allowed no more than nine (9) absences per class per semester. An absence is defined as missing more than fifteen (15) minutes of any part of class time. Parents are expected to notify the school when the student is absent. Parent phone calls or written notifications will be accepted for contact to the school.
2. Official documentation in the areas of medical, judicial, religious or family emergency must be submitted in order for the absence not to be counted toward the nine (9) absences per semester. A doctor's release or court documents are examples of documentation.
3. On the tenth (10th) absence a student will receive a "no credit" on his/her transcript for the semester. If the student is passing at the end of the semester, he/she will receive a No Credit (N/C) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded. If the student chooses to continue not to attend class, then he/she will fall under the discipline policy and may be suspended from school for noncompliance with a school policy.
4. In case of extenuating circumstances, the principal or his/her designee may intervene.
5. The school will send out attendance letters on the fourth (4th) and seventh (7th) absence. On the tenth (10th) absence a N/C (no credit) letter will be sent.
6. Three (3) tardies equal one (1) absence. A student is considered tardy if he/she is not in the classroom when the bell rings.

Make-up Work

Assignments

1. Work assigned on the day(s) of absence: Students have one (1) day to make up work for each day they are absent.
2. 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.

3. In the event a student may need more time, arrangements with the appropriate school personnel must be made within the previously- mentioned allotted time.
4. If the missed work is not made up in the allotted time, a zero (0) will be recorded for each missing assignment.
5. In the event of an extended illness (two weeks or more), arrangements may be made for homebound instruction. These arrangements are made through the student’s counselor.

Tests

1. 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.
2. 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.
3. If the missed test is not made up in the allotted time, a zero (0) will be recorded for the test score.

Attendance Incentive: Semester Exam Exemption

Students with no more than three (3) absences, and no more than three (3) tardies in ALL classes are eligible to be exempt from one semester exam of their choice. Students must have at least a “B” average in the class of exemption to be eligible. Students who have been suspended or missed one class due to truancy during the semester are not eligible for test exemptions.

Unless there is parent notification to the school, exempted students are expected to be present on review and test days.

Students will be notified the week prior to finals if they qualify for an exemption. Those students qualifying for exemption will be issued an exemption pass that can be used in one of the six/seven classes in which they have a “B” average or above.

This exemption/attendance incentive will apply for ninth grade, tenth grade, eleventh grade and first semester seniors.

The following absences COUNT AGAINST the exemption:

Medical	(M)	Family Emergency	(F)
Judicial	(J)*	Suspended	

The following absences DO NOT COUNT AGAINST the exemption:

State School Activity	(X)	Religious	(R)
School Activity	(A)	AISP	(S)
In School Activity	(N)	Death immediate family	(D)***
College Visit	(V)**		

Seniors, during the second semester, will be exempt from semester exams based on the following absentee and grade record per each class for second semester:

Semester Absences	Semester Grade Average
3	A
2	B
1	C

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 the day prior to the examination.

- * Court ordered subpoena may be an exception.
- ** Juniors will be allowed two days and seniors will be allowed four days for college visits. These days will not be counted against exemptions or attendance.
- *** Family is defined as parent or stepparent, sibling, grandparent, aunt, uncle or cousin.

College Visits

Juniors will be allowed two days and seniors will be allowed four days for college visits per year. These days will not be counted against exemptions or attendance. The student must have a parent call the attendance office on the day of the visit then provide documentation of the visit upon return to school.

Attendance and Make-up Work

If a problem of absenteeism persists, a conference may be held with the parent, the student and a school official. a behavioral or attendance contract may be written and signed or the student may be subject to further disciplinary action, including detention, in-school suspension, or out-of-school suspension for up to the remainder of the semester.

When a student is absent, make-up work will be allowed. It is the responsibility of the student to arrange with the teacher to make up work and/or take tests.

All make-up work is due within a reasonable amount of time. The number of days absent plus on day will be allowed; however, if work is not made up or arrangements have not been made by the end of the six weeks/semester, a grade of "F" will be recorded for the six weeks/semester.

In the event of an extended illness, (3) weeks or more, arrangements may be made for homebound instruction through the Counselor's Office if their child is absent more than three (3) consecutive days.

Checking In/Out

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

No student should leave school without a permit from the Attendance Office. Any absences without permission are considered unexcused. Students leaving campus without prior approval from the office **WILL NOT BE EXCUSED AFTER THE FACT.**

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

School Activity Absences

Board Policy #4225

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) activities' absences, a student must submit in writing to the Internal Activities Review Committee an overall grade point average, attendance report, and a conduct report.

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

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

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

Tardy Policy

Board Policy #4215

Edmond North High School 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. Tardies tend 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. Therefore, classroom punctuality is considered to be an integral part of the students' course of study.

A tardy, defined as not being in the classroom when the tardy bell rings, 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 displaying excessive tardy behavior each semester may be disciplined as follows:

1. **Three (3) unexcused tardies in a class.....**
*Parent contact made by teacher. 1 hour detention assigned and served with the teacher.
2. **Six (6) unexcused tardies in a class.....**
*Teacher refers student to the appropriate administrator.
*2 hours detention assigned by administrator.
3. **Nine (9) unexcused tardies in a class.....**
*Teacher refers student to the appropriate administrator.
*2 hours detention assigned by administrator.
4. **Twelve (12) unexcused tardies in class.....**
*Teacher refers student to the appropriate administrator.
*2 hours of detention assigned by administrator.
5. **Fifteen (15) unexcused tardies in class.....**
*Teacher refers student to the appropriate administrator.
*2 hours of detention assigned by administrator.

The student will be suspended when he/she accumulates 10 hours of detention. Excessive tardies in more than one class will accelerate the disciplinary process.

DISCIPLINARY PROCEDURES

The administration, faculty, and staff at North High school are committed to protecting the right of all students to an education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly. Disciplinary measures will include detention, Saturday School, alternative in-school placement (ASIP), restricted privileges, staffing, shadowing, behavior and attendance contracts, out-of-school suspension, or other reasonable measures commensurate with the offense imposed by teachers, administrators, or other school district personnel.

ADMINISTRATIVE DETENTION:

Detention is held before school from 7:00-7:45 a.m. Each student must have school assignments to work on during the detention. Lunch detention will be served in the cafeteria and the student will be required to pick-up trash during the last 15 minutes of the detention.

TEACHER DETENTION:

A teacher may assign detention to a student as a discipline measure. Detention days and times are held at the discretion of each individual teacher.

RESTRICTED PRIVILEGES:

Restricted privileges are the denial of such privileges as student activities, extracurricular events or bus suspensions.

STAFFING:

Staffing is the calling together a panel consisting of a student, his/her parents, teachers, counselor, and assistant principal to consider the behavior of a student and make recommendations concerning the situation of the student.

SHADOWING:

If a student has difficulty following the rules and regulations set forth by the school administration, a requirement may be made whereby the parent attends class(es) with the student. Failure to comply could result in suspension or expulsion out of school.

ATTENDANCE AND BEHAVIOR PLANS:

Attendance and behavior plans may be written for a student who has a truancy or behavior problem. They are designed to improve a student's attendance or behavior in order to prevent a suspension.

ALTERNATIVE IN-SCHOOL PLACEMENT (AISP)

The purpose of the AISP is to provide an environment in which a student's defiant behavior may be modified. The objectives of AISP are to reduce the number of out-of-school suspensions and alter attitudes and habits that are detrimental to the student's educational progress. Basically, AISP is designed as an alternative to short term out-of-school suspensions and does not rule out the possibility of long-term out-of-school suspension if the situation warrants. Insofar as is practical, AISP students will be restricted in their association with other students and regular activities and schedule of the school. In order to accomplish the purpose of limited isolation, the schedule of AISP students will not coincide exactly with the regular school schedule. Students may only be assigned AISP twice a semester unless special circumstances and availability in the program warrants an additional placement.

STUDENT BEHAVIOR POLICY

(Policy #4401)

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

A. 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.

B. Discipline Code

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

1. Arson

- 2. Cheating**
- 3. Conduct that threatens or jeopardizes the safety of others**
- 4. Cutting class or sleeping, eating or refusing to work in class**
- 5. Disruption of the educational process or operation of the school**
- 6. Extortion**
- 7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval**
- 8. Failure to comply with state immunization records**
- 9. False reports or false calls**
- 10. Fighting**
- 11. Forgery**
- 12. Gambling**
- 13. Harassment, intimidation and bullying**
- 14. Hazing (initiations) in connection with any school activity**
- 15. Immorality**
- 16. Inappropriate behavior or gestures**
- 17. Inappropriate public behavior**
- 18. Indecent exposure**
- 19. Obscene language**
- 20. Physical or verbal abuse**
- 21. Plagiarism**
- 22. Possession of a caustic substance**
- 23. Possession of obscene materials**
- 24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)**
- 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 prohibited or controlled substances**
- 26. Profanity**

- 27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers**
- 28. Theft**
- 29. Threatening behavior (whether involving written, verbal or physical actions)**
- 30. Truancy**
- 31. Unacceptable attire (dress code violations)**
- 32. Use or active status ("on") of a wireless telecommunications device**
- 33. Use or possession of tobacco in any form**
- 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.**
- 35. Using racial, ethnic or sexual epithets**
- 36. Vandalism**
- 37. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations**
- 38. Vulgarity**
- 39. Willful damage to school property**
- 40. Willful disobedience of a directive of any school official**

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

C. Sample Disciplinary Options

1. Detention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

2. Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

D. Student Suspension

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses.

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

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

1. Behavior or Conduct Which May Result in Suspension

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

- a. violation of a school regulation;**
- b. immorality;**
- c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;**

d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, 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; and

e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 7 of this policy, below, shall be applicable for acts which fall within parts "a" through "d," above. No education plan shall be necessary for acts which fall within part "e," above.

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

Alternative In-School Placements: Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

3. Pre-Out-of-School Suspension Conferences:

- a. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, § 571), the principal shall conduct an informal conference with the student.**
- b. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.**
- c. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.**
- d. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.**
- e. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.**

4. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

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

5. Conferences With Parents:

- a. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.**
- b. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.**
- c. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-School Suspension Committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.**

6. Out-of-School Suspension Requirements:

- a. 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.**
- b. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that**
- 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.**

d. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

e. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

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

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

b. The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

c. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

8. Records and Reports:

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

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

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

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

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

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

a. Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

b. Method of Appeal to a Committee:

(1) An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school suspension decision will become final and nonappealable if a request is not timely submitted.

(2) Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

c. Hearing the Appeal:

(1) The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

(2) The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

(3) The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

(4) At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.

(5) The decision of the committee shall be final and nonappealable.

11. Long-term Out-of-School Suspensions in Excess of Ten (10) School Days

a. Right of Appeal:

A parent or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools and the Board of Education.

b. Method of Appeal to the Superintendent of Schools or His/Her Designee:

(1) An appeal can be presented by letter to the Superintendent of Schools.

(2) 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 nonappealable.

(3) The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

(4) At the conference, the Superintendent of Schools or his/her designee will read the of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.

(5) At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

c. Method of Appeal to the Board of Education:

(1) An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.

(2) If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and nonappealable.

d. Hearing the Appeal:

(1) The Board will hear the appeal as soon as possible. The Board's decision is final and nonappealable.

(2) The parent and student will be notified in writing of the date, time and place of the hearing.

(3) The parent and student will have the right to an "open" or "closed" hearing, at their option.

(4) Reasonable efforts will be made to accommodate the work schedule of parents.

e. Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:

(1) The Board President should:

(a) Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.

(b) Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.

(2) The Board President should advise the parents/child:

(a) That they are entitled to legal counsel, if they desire it.

(b) That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.

(c) That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.

(d) That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.

(e) That the parents/child may ask any questions about the procedure.

(3) Following presentation of (1) and (2) above, all administration witnesses and documents should be presented subject to cross-examination.

(4) Parents/child may call any witnesses and present any documents subject to cross-examination.

(5) After each witness is presented School Board members may ask the witness any questions.

(6) Parents'/child's closing statement.

(7) Administration's closing statement.

(8) Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)

(9) Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.

f. Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

(1) The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or

(2) The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

DANGEROUS WEAPONS Policy # 4415

It is the policy of the Edmond Public Schools to absolutely prohibit the use and/or possession of dangerous weapons on school premises or at school functions. This policy on dangerous weapons is applicable to all students without regard to age or grade.

1. “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 (a) 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.

A. The use, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on campus, parking lots, premises or property of the Edmond Public Schools or during school sponsored activities, functions or events shall result in the immediate suspension of all students involved for a period of time which shall be not less than one calendar year (P.L. 103-227). Provision is to be made, however, that the superintendent of schools or designee may modify the suspension requirement on a case-by-case basis for clearly extenuating circumstances.

and

B. 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 for not less than one calendar year.

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

II. 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 or any school-sponsored event will be disciplined as follows:

- A. Parent/guardian will be notified.
- B. The student may be suspended.
- C. If harm or threat should occur, the student will be dealt with the same as having a gun.

NOTE: Procedural Due Process Rights: For ALL suspensions, the due process steps outline for student suspensions in Policy #4401 Legal will govern administrative procedures to be followed in the enforcement of this policy.⁴⁷

III. 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.

A. 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 activities, functions or events, will be subject to disciplinary actions,

and

B. 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.

C. For students identified under III.A. and B. above, the following disciplinary actions are to result for all students involved:

1. **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.

2. **Suspension:** Suspension 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 reflects that such possession posed a danger to persons or property.

3. Automatic Long-term Suspension: Suspension 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 suspensions, the due process steps outlined for student suspensions in Policy #4401 will govern administrative procedures to be followed in the enforcement of this policy.

HARASSMENT/INTIMIDATION/BULLYING

Policy #4420

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.**

B. 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.**

DRUG AND ALCOHOL-FREE SCHOOL POLICY

Policy #4425

It is the policy of the Edmond Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as any narcotic drug illicit drug, hallucinogenic drug amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals 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.

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

CONSPIRACY/CHAIN/SALE/DISTRIBUTION/ DELIVERY OF DRUGS/ALCOHOL (for personal gain, monetary privilege or gain)

Student will be suspended for the remainder of the current semester and all of the succeeding semester.

POSSESSION/USE/SHARING/BEING UNDER THE INFLUENCE OF DRUGS/ALCOHOL

A. First Offense: SIX WEEK SUSPENSION

- 1. A two-week reduction may be granted if the student and the parents/guardians agree to the following:**
 - a. To meet with the Student Assistance Program representative.**
 - b. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, testing, etc., will be the sole responsibility of the student's parent or guardian.**
- 2 A second one-week reduction may be granted if compliance with the assessment recommendations is verified with documentation.**
- 3. If the student complies with both A and B, as stated above, the suspension may be reduced to five (5) days out-of-school and ten (10) days in the In-School Suspension program.**
- 4. Nothing in this policy is intended to limit or restrict the ability of the school district to take other disciplinary action against a student in 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.**

B. Second Offense: SUSPENSION FOR THE REMAINDER OF THE CURRENT SEMESTER AND ALL OF THE SUCCEEDING SEMESTER.

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

General School Rules

Students will be expected to follow the rules set forth in this handbook as well as those, which might be established by the administration and individual teachers throughout the year. These rules are in compliance with the policies established by the Edmond School Board.

ARTICLES PROHIBITED IN SCHOOL:

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with the school instructional program. Such items include: radios, cassette/CD players, headphones, skateboards, chains, cards, or any other item deemed as inappropriate. These items will be taken from the student and released (upon request) to an adult.

ASSEMBLIES:

During the school year, a number of planned assemblies have been scheduled. Some of these assemblies will be for the purpose of fostering school spirit (these are usually in the form of pep assemblies). Others will focus on the many and varied talents of the student. All assemblies will be the result of the hard work and efforts of the participants. Behavior should reflect how you would like to be treated if you were one of the participants. Follow these guidelines for attending assemblies:

- 1. Always report to class first.**
- 2. Wait until the announcement for dismissal.**
- 3. Go quickly and quietly with the class and teacher to the gym.**
- 4. Quietly stand at attention during the presentation of the colors (flag).**
- 5. Reserve cheering and whistling for pep assemblies.**

Students who choose not to behave in accordance with the above list of guidelines will not be permitted to attend future assemblies. If a large group is rude, it will result in the cancellation of the assembly.

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 - Spitting
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, the 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.

CHEATING POLICY:

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. The penalty will be a zero for the assignment or test. No provisions are made to “make up” or otherwise receive credit when cheating is involved.

CLOSED CAMPUS (LUNCH):

North is a closed campus which means that no students are allowed to leave the school grounds during the school day. This including tutorial and during assemblies. Only a parent or guardian has the right to give a student permission to leave school. Underclassmen are NOT allowed to leave campus during lunch unless accompanied by a parent. If a student needs to be checked out during lunch, he/she will need administrative approval.

Seniors, only, have the privilege of leaving campus for lunch. They are encouraged to stay on campus during lunch OR assume the responsibility for getting back to the next class on time. Seniors who are tardy may be assigned detention, regardless of the reason. Students who do not assume this responsibility or abuse this privilege will forfeit open campus privileges.

A student leaving the campus without formally checking out in the attendance office may be disciplined as follows:

FIRST OFFENSE: One (1) day out-of-school suspension or five (5) hours detention (also, the driver and passengers in the vehicle will not be allowed to drive on campus for a two week period.)

SECOND OFFENSE: Two (2) days out-of-school suspension or ten (10) hours of Saturday School (also, the driver and passengers in the vehicle will not be allowed to drive on campus for the remainder of the semester.)

THIRD OFFENSE: Possible long-term out-of-school suspension (also, the driver and passengers in the vehicle will not be allowed to drive a vehicle on campus for the remainder of the year.)

IF A STUDENT, WHOSE PARKING HAS BEEN REVOKED, IS FOUND TO HAVE A VEHICLE ON CAMPUS DURING THE SCHOOL DAY, THAT VEHICLE WILL BE TOWED, WITHOUT NOTICE AND AT THE OWNER'S EXPENSE.

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

No student should be outside the building or in the student parking lot during the school. Violation of this rule may result in detention or loss of privileges.

COMPUTER USAGE POLICY:

Student's use of networked computers is available from 7:20am to 3:20pm and during tutorial each school day. During the school day, students use will be at the discretion of the teacher using that classroom.

Access to the Internet is available through the library. Before any student is given permission to use the Internet, he/she must have a signed Acceptable Use Policy (found at the back of this handbook) returned to and recorded by the librarians.

The following policies apply to any computer at ENHS. Failure to comply with these policies will result in disciplinary action through the office and loss of computer privileges.

1. No information from a disk created off campus may be loaded on any drive.
2. Games are not to be loaded on any computer.
3. Computers and their supported technology are to be treated with care and respect.
4. Any unauthorized use of the computer network is strictly forbidden.

DRESS AND APPEARANCE:

Policy # 4510

The student dress code is based upon 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:

1. **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 student's locker during regular school hours. Exceptions may be made by the principal for spirit day or special activities.**
2. **Halter tops, off-the-shoulder tops, bare midriffs, tube tops, spaghetti straps, muscle shirts, mesh shirts or fishnet (unless a t-shirt is underneath), back-less or partial back-less garments or outer garments with the appearance of underwear are not permitted to be worn by students.**
3. **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.**
4. **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 undergarments may not be worn, (examples: mini skirts, short shorts, low cut clothes or exposed cleavage.)**
5. **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 or immorality, vulgarity, obscenity, nudity or promotion of violence and/or gang/cult activity (examples: article or clothing, belts, jewelry, or school material) are not allowed.**
6. **Apparel identifying a student as "security" or "police" is not to be worn.**
7. **Bike or animal chains/ collars/ spikes are not to be worn.**

Additional guidelines include the following:

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

The following consequences will result from non-compliance with the dress code:

- **First offense: student complies with policy and verbal warning is given**
- **Second offense: student complies with policy and parent is called**
- **Third offense: student complies with policy and three days of detention are assigned**
- **Fourth offense: AISP or suspension**

DESTRUCTION OF SCHOOL PROPERTY:

All students are responsible for proper use of Edmond North High School 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 or will be required to provide an appropriate amount and type of school service time.

EMERGENCY DRILLS:

Edmond Civil Defense has placed a radio in the school so that we may be notified immediately if severe weather is in this area.

In the case of a storm warning, a series of 8 short rings of the bell is the signal for a tornado or tornado drill. Persons should move in an orderly manner to assigned locations as quickly as possible. Students should be seated on the floor and await further instructions.

In the event of a fire or a fire drill, one long continuous bell will ring. All persons must leave the building by the nearest exit, in accordance with the plan posted in each classroom. All persons exiting should withdraw to a distance of one hundred (100) feet from the building and remain there until the bell rings to indicate the building may be re-entered safely. Drills are conducted at various times throughout the school year. Teachers will take their grade book and attendance books with them so as to take roll and account for all students.

FIGHTING:

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 fight. Seldom will a fight occur without prior reason. Once a fight occurs, the students involved in fighting may be disciplined as follows:

FIRST OFFENSE:	3 day out-of-school suspension
SECOND OFFENSE:	5 day out-of-school suspension
THIRD OFFENSE:	10 day out-of-school suspension or possibly the remainder of the semester and the following semester.

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 pickup the following year's enrollment schedule.**
- 2. A student will not be allowed to secure a parking space.**
- 3. Seniors will not be issued a cap and gown**

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.

HALL PASSES:

Students are not permitted in the halls during the class period without a hall pass from an authorized staff member. Students who arrive to school before their scheduled class time should wait in the cafeteria until that class begins. Running in the halls is prohibited.

HAZING:

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

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

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

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

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

F. This policy is adopted in compliance with Okla. Stat. Tit. 21, s1190.

IMMUNIZATIONS:

Title 70, Section 1210191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through the twelfth for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, the student must have received or be in the process of receiving immunizations for DPT/DT, Oral Polio, Measles, and Rubella. Measles immunizations must have been administered after one year of age. HIB immunizations are also required for students entering the seventh grade in August, 1997.

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:

1. To a staff member – 3 days of AISP or 2 days out-of-school suspension
2. In class or on school grounds (not to staff member)--3 hours of 7:00 am detention or 1 day out-of-school suspension

LEAVING AFTER SCHOOL

Students should leave the campus immediately at the close of the school day unless under the direct supervision of a teacher or sponsor. Only students involved in activities or athletics may remain in the building beyond 3:30 pm and must be under the direct supervision of a sponsor or coach.

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.

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 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.

LOCKER SEARCH AND SEIZURE:

(Policy # 4620)

A. In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc. as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to student for general and specific inspections at any time.

- B. “Sniffer” dogs may properly be used to discover narcotics and dangerous drugs concealed in school property assigned to students.**
- C. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be immediately turned over to law enforcement officials for disposition as they see fit.**
- D. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.**

LOST AND DAMAGED BOOKS:

Each textbook has a different number on it. When the student is issued a textbook, the student is responsible for that number textbook. Whether the book is lost, stolen or damaged (by you or unknown persons), the student is responsible.

Books that have been lost or damaged must be paid for by the student. Students should pay for books in the financial secretary’s office. A periodic book check will be made in all classes. If anything happens to a student’s textbook that hinders him/her from returning it to the teacher at the close of school, the student cannot receive grades until the obligation is resolved.

MEDICATION:

During the 1984 legislative session, a law was passed that necessitated a change in our school policy regarding the dispensing of medications at school. Only medication that has been prescribed for a student by a physician will be administered by school personnel. Medication brought to school to be administered by school personnel will:

- a. Be in a prescription vial, with the pharmacy label that states: physicians name, the name of the medication, and the directions for the administration of the medication to a particular student. This could include an over-the-counter medication such as cough medicine, aspirin, or any other domestic remedies, ONLY if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must be in the original container and accompanied by the physician’s written request and instructions for administration at school.**
- b. A written request, signed by the parent or guardian, must accompany the medication, stating the name of the medication, the amount to be given, and the time it is to be given.**
- c. Medication that is to be given for longer than ten (10) days or “only when necessary” (PRN) will require a written and signed statement by the physician. Forms for the physician’s statement are available in each school office.**

If it is necessary for a student to take a prescribed medicine during the school day, the medicine should be turned in to the front office when the student arrives at school. A student may then obtain written permission to be released from class at the appropriate time for the purpose of taking such medication.

MESSAGES:

The policy toward student messages is as follows:

- a. Students are generally not called to the office telephone.
In case of sickness in the home or some emergency which the caller can indicate, messages will be delivered.
- b. Parents/guardians are the only people who may call and leave messages to be delivered to students.

PARKING AND STUDENT VEHICLE USE

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 may use and park motor vehicles on their respective campus. Students are to observe all Oklahoma traffic laws as well as district and campus-specific rules for the safe operation of vehicles. They are to park only in the authorized parking area, i.e., school-assigned area in a parking lot designated for student parking.

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 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.

Consistent with these expectations, the Board authorizes the superintendent/designee to develop specific regulations for student use of school roadways and parking areas.

STUDENT AUTOMOBILE USE **(REGULATIONS)**

In accordance with the policy of the Edmond Public Schools' Board of Education, the following rules and regulations shall govern student parking at the public schools:

General Regulations

1. Each student will be provided a copy of the following that are listed in the student/parent handbook:
 - Parking and Automobile Use Policy
 - Acknowledgement: Student Parking Areas and Access Roads, and
 - Parking and Driving Regulations

2. **No student will be assigned a parking area until the student and his/her parents/guardians have signed a statement acknowledging receipt of a copy of the Parking and Automobile Use Policy and, that they have read and fully understand the policy. The signed statement is filed in the Assistant Principal's office. The school will provide the parking registration/statement forms.**
3. **Full-time parking lot attendants will be employed by the school to supervise the parking areas, to check permits and ID's of students, and to help monitor unsafe or reckless operations of vehicles. They will issue citations when violations are noted.**
4. **A student who drives his/her car to school must have his/her car(s) registered and are required to display the parking permit and may only park their car in their ONE assigned parking area.**
5. **Students who are assigned a parking area will be issued a registration permit with the color of their parking area.**
6. **Parking Lot Attendants will monitor the parking lot each day to see that the appropriate vehicle is parked in the correct area. Any student not utilizing the area will be notified by the Assistant Principal's office and shall forfeit the assigned area. The space will then be resold to another student.**
7. **The fee for parking will be \$40.00 for the school year. The parking fee is pro-rated for those who purchase a parking permit for less than the entire year.**

Application Procedures - In order to complete the application process for student parking, the following information/items will be needed:

- **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**
- **\$40.00**
- **Parent signature on application (REQUIRED)**
- **Financial obligations (library books, textbooks, etc.) must be cleared.**

The student becomes eligible for a parking 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 will result in a fine and/or 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 faculty or visitor parking.**
 - **No parking in any area other than approved parking 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 an 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. **Student agrees to cooperate with the parking lot attendant and school personnel at all times.**
 3. **Student agrees to lock his/her vehicle.**
 4. **Students are not allowed in the parking lot during the school day. (Exception: seniors leaving for lunch.)**
 5. **Any unauthorized vehicle is subject to being towed away at owner's expense.**
 6. **All state and local laws pertaining to driving apply to school parking areas.**
 7. **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 parking attendant of their presence.**
 8. **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.**
 9. **To replace a damaged or lost parking permit, contact the assistant principals' office.**
 10. **The school is not responsible for the student's automobile or its contents.**
 11. **Students who park on streets around the school may be in violation of a city ordinance.**
 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 assess fines, revoke parking privileges and/or administer other disciplinary action for violations of this policy.**

Failure to Follow Parking Regulations

- **First Offense: \$10.00 fine**
- **Second Offense: \$10.00 fine**
- **Third Offense: Towing of automobile at student expense and forfeiture of the right to park on campus for the remainder of the school year**

Improper/Reckless Driving

- **First Offense: \$20.00**
- **Second Offense: \$20.00**
- **Third Offense: Forfeiture of the privilege to park on campus for the remainder of the school year.**

All fines will be collected through the school's finance office.

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

PUBLIC DISPLAY OF AFFECTION

The school will insist that all couples conduct themselves in such a fashion that attention of others is not attracted to their behavior. No public display of affection should occur while on campus, at school activities, or at any school related function. Offending pupils will have their attention called to the matter and, should it recur, appropriate action will be taken.

SCHOOL LUNCH PROGRAM:

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

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

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

- a. Always use a tray. Trays cannot be taken from the cafeteria.**
- b. Keep milk cartons, food and wastepaper on the tray.**
- c. Empty all debris from trays into the trash containers.**
- d. Keep tables and floors clean.**
- e. Talk in a normal voice.**
- f. Keep the cafeteria lines orderly.**
- g. Never push or run.**
- h. Pick and clean up food you drop or spill.**
- i. Respect cafeteria duty teacher's authority.**

Failure to follow these rules may result in the following:

- First Offense: Warning by duty teacher and possibly further action.**
Second Offense: Clean tables.

Third Offense: Sent to AP office. Parent contacted. Removed from cafeteria for two days.

Fourth Offense: Removed from the cafeteria for five days. Parent contacted.

Fifth Offense: Removed from cafeteria for the remainder of the semester. Parent contacted.

SCHOOL NURSE:

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

TELEPHONE:

Students may use the phone before school, during lunch periods, or after school. Please limit the calls so that other students may have access to the phones. Students are NOT permitted to use the telephones in the office except in the attendance office for checking out of school.

TOBACCO ON SCHOOL PREMISES:

Policy # 4830

The Edmond Board of Education understands the concern of the parents, educators, students and other community members regarding the adverse effects of tobacco. Further the Board is aware of Oklahoma law, which prohibits the possession of tobacco by minors. Therefore, tobacco in any form, or tobacco products of any kind, shall not be used or possessed on school premises by students. Neither shall tobacco be possessed or used by students while attending any school-sponsored event outside school premises, or while transporting to or from such an event.

FIRST OFFENSE: Choice of one : Two (2) days out-of-school suspension or Three (3) days of AISP or 10 days detention

Parents will be contacted.
SECOND OFFENSE: Choice of: Three (3) days out-of-school suspension or Five (5) days of AISP or 10 days detention

Parents, as well as the Police, will be contacted.
THIRD OFFENSE: Five (5) days out-of-school suspension.

Parents, as well as the Police. will be contacted.
FOURTH OFFENSE: Out-of-school suspension for the remainder of semester or not less than ten (10) days.

VISITORS:

School Board policy will not allow visitors to attend classes with a North 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.

Clubs and Organizations

The activity program at Edmond North High School offers each student the opportunity to join the many clubs which are currently active. New clubs and activities will be considered for the program if enough students are interested, if a faculty sponsor is available, if administrative and Student Council approval is given, and if space and facilities can be provided.

It is recommended that, due to the time involved, no student shall hold the office of president in more than one club and that no person shall hold any office in more than two clubs.

ACTIVITY	SPONSOR
Academic Team	Gene Chase
AFJROTC	Col. Young/MSGT Deal
Corp of Cadets	Col. Young/MSGT Deal
Band	Steve Fry
Varsity Cheer	Erika Tipton
JV Cheer	Gloria Harper
FFA (Future Farmers of America)	Ted Arthur
FCCLA(Family Career and Community Leaders of America)	LeeAnn Moeller
French Club	Laura Elwell
German Club	Monika Hill
Latin Club	Stephanie Sylvester
Spanish Club	
Key Club	Jackie Huffman
Multicultural Club	Julie Danner
Mu Alpha Theta	Laura Disbrow
National Honor Society	Cleo Bowen/ Gloria Harper
Varsity Pom	
JV Pom	Gloria Harper
Student Council	Brian Hunter
SUN Club	Gloria Harper / Debbie Allen
Yearbook	Jennifer Rule
Drama Club	Vicki Thomas
Students Against Drunk Driving (SADD)	Rachel Robins
Cinematic Arts	Anne Kern
Medieval Club	
National Forensic League/Debate	Martin Glendinning
Newspaper	Judy Ackerman
Vocal Music	Ralph Duncan
Young Republicans	Debby Greear

Library Media Center

Policies and Guidelines

Purpose:

The purpose of the Library Media Center at Edmond North High School is to assist students in becoming effective users of ideas and information by providing access to all materials that enrich and support the curriculum of the school.

The library media specialists will assist in developing the students' ability to effectively access, evaluate, and use information for a given need, will systematically develop a collection of resources within the school and provide access to resources outside the school, and will participate in curriculum development and implementation.

Users:

The administration, staff, and students presently enrolled at North High School are the primary users and have full library media center privileges, including circulation as stated below. Parents and community members are always welcome.

Schedule:

The Library Media Center will open all official school days from 7:00 a.m. until 4:00 p.m. With a pass from the classroom teacher, students may come at any time during their school day to check out materials or work independently or in small groups. In addition, students are welcome in the Library Media Center before or after school, during tutorial, or during their lunch period to research, study or read. Food and drinks are not allowed in the Library Media Center.

Circulation:

All materials may be checked out by the administration, staff or enrolled students unless the material is marked, indicating certain restrictions. Students may check out up to three items at one time for a period of two weeks. Notices of overdue books are sent weekly to your language arts teachers. A one-week grace period is allowed from the due date. A fine of five (5) cents a day is assessed on each item following the grace period.

Reference books may be checked out overnight only. A one-day grace period is allowed, after which there is a charge of twenty-five (25) cents per day.

Back issues of magazines may be checked out for a two-day period with a one-day grace period. Fines are five (5) cents a day. Current issues are for library use only.

A copy machine is available for student use. The cost is ten (10) cents per page.

Copyright laws will be strictly enforced.

Any individual checking out materials will be responsible if the materials are lost or damaged and will be required to pay replacement cost. Payment should be made during the grace period or as soon as possible if an item is lost or damaged.

Grade reports and/or diplomas and transcripts are withheld until all school obligations are cleared. This includes those in the library media center. Any student who abuses his/her Library Media Center privilege in any way may be denied such privilege by the administration upon recommendation of the library media specialists.

The staff of the Library Media Center is here to serve you. Please feel free to use the Library Media Center to study, research, or read.

LEGAL NOTIFICATIONS

NOTIFICATION OF RIGHTS UNDER FERPA:

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.

They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District 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 principal 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, misleading or in violation of student rights.**

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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 that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or 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.

- (4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605**

TITLE IX

POLICY NOTIFICATION

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 does not discriminate in its hiring or or employment practices

This notice is provided as required by 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.

Randy Decker

Coordinator of Title IX, Title VI, Age Discrimination in Employment Act
1001 West Danforth
Edmond, OK 73013
(405) 340-2818

Ms. Nancy Goosen, Director of Special Education

Coordinator of Section 504 and ADA
215 N. Boulevard
Edmond, OK 73034
(405) 340-3326
Voice/ TDD (405) 330-8347

This notice is available from the compliance coordinator in large print, on audiotape, in Braille and on the district website at www.edmond.k12.ok.us.

Refer to Board of Education policy #2250 for grievance procedures for filing; processing and resolving alleged discrimination complaints or policy #5020 for the Americans with Disabilities Act grievance procedure. Edmond Public School Board policies are available on-line at the website listed above or at the Administrative 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.

DISCRIMINATION COMPLAINTS: PROCEDURES FOR FILING AND PROCESSING

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 abovementioned 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.

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 5167F) 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 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.

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.

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.

SEXUAL HARASSMENT

State and federal law specifically prohibit sexual harassment of students in connection with their enrollment in the Edmond School District. This policy will set forth the rules and regulations to be followed by all students with regard to the issue of sexual harassment.

I. Sexual Harassment Prohibited

All students, employees, board members and representatives of the School District are strictly prohibited from engaging in any form of sexual harassment of any student or employee of the School District.

II. Definitions:

A. "Student" means any person who is enrolled in any school or program of the School District.

B. "Sexual Harassment," for purposes of this policy, consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee, teacher, coach, administrator, board member or representative of the School District causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. The unwelcome sexual conduct by any person is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.
3. Examples of conduct which may constitute sexual harassment include but are not limited to:
 - a. Graffiti, notes or drawings of a sexual nature
 - b. Sexual or dirty jokes
 - c. Sexual gestures
 - d. Commenting on or spreading rumors about or rating other students as to sexual activity or performance or physical attributes
 - e. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact
 - f. Sexual advances
 - g. Touching oneself sexually or talking about one's sexual activity in front of others

III. Reporting of Sexual Harassment:

- A. Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment is encouraged to report all such incidents to his or her principal, assistant principal, counselor or teacher. It is the duty of any employee of the district who has knowledge of possible sexual harassment of a student to report the incident/s to the appropriate administrator, i.e., school principal.**
- B. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above-designated persons.**
- C. All reports of sexual harassment should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.**
- D. All formal or informal sexual harassment complaints shall be promptly investigated as quickly as is reasonably possible.**

IV. Investigation of Sexual Harassment:

The following are established as guidelines for investigations that focus upon allegations of sexual harassment.

- A. After receiving a report or complaint of sexual harassment, the building principal or his or her designee (the Investigator) shall immediately investigate or immediately authorize the undertaking of an investigation of the claim to determine if the School District's policy against sexual harassment has been violated. If the principal or his or her designee is alleged to have engaged in sexual harassment then a different investigator will be appointed by the Associate_Superintendent/Personnel, who is also the District's Title IX Coordinator to conduct the investigation.**
- B. The investigation of a sexual harassment claim may consist of personal interviews with the complaining party, the person or persons alleged to have engaged in the sexually harassing conduct and any other persons or witnesses identified by the complaining party or other person who may have knowledge pertaining to the incidents or events alleged to have given rise to the claim. The investigation can also include a review of any written materials furnished by any party that is claimed to have some bearing on the issues raised by the complaint.**
- C. In conducting the investigation, the Investigator shall review all the relevant facts and circumstances to confirm or deny the claims of harassment in order to determine if this policy has been violated. Factors the Investigator can consider include but are not limited to:
 - 1. The nature of the behavior**
 - 2. How often the conduct occurred****

3. Whether there were past incidents or past continuing patterns of behavior
4. The relationship between the parties involved
5. The race, national origin, sex and age of the victim
6. The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
7. The number of alleged harassers
8. The age of the alleged harasser
9. Where the harassment occurred
10. Whether there have been other incidents in the school involving the same or other students
11. Whether the conduct adversely affected the student's education or educational environment
12. The context in which the alleged incidents occurred pending criminal charges, if any.

D. While awaiting completion of the investigation and if circumstances warrant, the School District, as soon as reasonably possible, shall take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken.

E. Pending the completion of the investigation, the School District will keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation.

F. At the conclusion of the investigation and based upon facts taken as a whole and the totality of the circumstances, the Investigator shall determine whether a violation of the School District's sexual harassment policy has been established. If a violation is established, the School District will take prompt action to address and, where appropriate, remediate the violation.

G. Unless otherwise prohibited by federal or state confidentiality or privacy laws, the final conclusion reached by the Investigator on any claim of sexual harassment under this policy will be communicated to both the complaining party or parties and to the person alleged to have engaged in sexually harassing conduct.

V. Disciplinary Action for Sexually Harassing Conduct:

A. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Behavior Policy.

B. Any employee engaging in sexual harassment of a student is subject to discipline, which could include but would not be limited to, verbal or written disciplinary action, administrative transfer, suspension, demotion, forfeiture of pay or termination in accordance with applicable law.

VI. Non-Retaliation:

It is the School District's position that any person filing a grievance or anyone participating in the grievance process or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. 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.

VII. This policy defines "sexual harassment" and addresses administrative follow-up when an allegation has been made that a student has been sexually harassed. If the individual bringing a complaint is not satisfied with the outcome of the investigation at this level and desires further review, reference is to be made to Policy #5167, which outlines steps for initiating a discrimination complaint.

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 US Department of Education (ED)-**
 - 1. Political affiliation or beliefs of the student or student's parent;**
 - 2. Mental or psychological problems of the student or student's family;**
 - 3. Sex behavior or attitudes;**
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;**
 - 5. Critical appraisals of others with whom respondents have close family relationships;**
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;**
 - 7. Religious practices, affiliations, or beliefs of the student or parents; 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**

Individuals with Disabilities Education Act Amendments of 1997

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:

<ul style="list-style-type: none"> •Autism •Deaf-Blindness •Deafness or Hearing Impairment •Developmental Delays (Ages 3 to 8) •Emotional Disturbance •Mental Retardation •Multiple Disabilities 	<ul style="list-style-type: none"> •Orthopedic Impairments •Other Health Impairments •Specific Learning Disability •Speech or Language Impairment •Traumatic Brain Injury •Visual Impairment
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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, 215 North Boulevard, Edmond, OK 73034 (405) 340-2918. For the Early Intervention Program services from birth to 3 years of age, contact Sooner Start (405) 528-3061.

Special Accommodations for those with disabilities

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

No Child Left Behind Act - Parent's 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 of each student the right to request information regarding the professional qualifications of the student's classroom teacher(s) including:

- Whether the teacher has not met State qualifications 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 qualifications or licensing criteria has 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 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 within 10 working days. Additionally, the school district is required to provide the parents of each child:

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

ASBESTOS NOTIFICATION

PUBLIC SCHOOLS ANNUAL NOTIFICATION FOR PARENTS, TEACHERS AND EMPLOYEES

May, 2003

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.

/s/ Sylvan Gordon
Designated Person

RESOURCE LIST

A CHANCE TO CHANGE.....	840-9000
AL-ANON/ALATEEN.....	528-5290
ALCOHOLICS ANONYMOUS OF EDMOND.....	340-7003
ANOREXIA-BULIMIA.....	752-5118
BIG BROTHERS/BIG SISTERS.....	943-8075
CHILD ABUSE HOTLINE.....	427-2535
	Or 1-800-422-4453
CONTACT (24 HOUR Crisis Helpline).....	848-2273
EDMOND FAMILY SERVICES.....	341-3554
EDMOND POLICE DEPARTMENT.....	341-3434
EDMOND PUBLIC SCHOOLS ADMINISTRATIVE CENTER.....	340-2800
EDMOND PUBLIC SCHOOL TRANSPORTATION.....	340-2962
FFSA (Federal Student Aid Program).....	1-800-4-FED AID
FRANCIS TUTTLE VO-TECH.....	717-7799
GRIEF SUPPORT (Teens).....	752-3282
NARCOTICS ANONYMOUS.....	524-7068
NATIONAL RUNAWAY HOTLINE.....	1-800-231-6946
NCAA.....	1-800-638-3731
(Information for College-Bound Student Athlete at NCAA Division I or II Level)	
OKLAHOMA COUNTY CHILD ABUSE HOTLINE.....	841-0800
OSU CORRESPONDENCE COURSES – INDEPENDENT AND.....	(405)744-6390
CORRESPONDENCE STUDY	1-800-522-4002
OU CORRESPONDENCE COURSES – COLLEGE OF	325-1921
CONTINUING EDUCATION	1-800-942-5702
THE KIDS’ PLACE.....	844-5137
(A Center for grieving children and their families)	
YOUTH RUNAWAY EMERGENCY SHELTER.....	272-0726

TELEPHONES AND WIRELESS TELECOMMUNICATION DEVICES

Use of Wireless Telecommunication Device by Employees

General Use: The Board of Education recognizes that the use of telecommunications is important for communicating with parents, vendors and others in conducting school business. Timely and appropriate use (effective, efficient, ethical and lawful) is expected. Use of district telephone equipment for personal business is discouraged and is to be limited to times that do not interfere with or detract from the employee's work functions.

Long Distance: Long distance calls are sometimes required in conducting school business. The superintendent/designee is responsible for developing/maintaining procedures for authorizing and tracking long distance use. Employees are prohibited from making long distance calls for personal business at district expense.

Wireless Telecommunication Devices: For the purpose of this policy, wireless telecommunication devices are deemed to include cellular phones, pagers, two-way radios, and other devices that use radio frequencies for communication. While wireless telecommunication devices are at times assigned to employees for conducting school business, other staff members may possess wireless communication devices while on school premises; however, the usage of these devices is limited. The above-stated "General Use" provisions also apply to employee use of wireless communication devices. All staff members having a wireless telecommunication device on school premises must keep the device turned "off" or on "silent" and are not to engage in telephone conversations during instructional time. It is the expectation that wireless telecommunication devices are not to be used during meetings or school programs except in the case of an emergency.

The superintendent/designee is responsible for developing/maintaining procedures specific for the use and care of district provided wireless telecommunication devices.

Use of Wireless Telecommunication Device by Students

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

Students may possess wireless telecommunication devices while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school; however, the usage of these devices is regulated.

An elementary or middle school student having a wireless telecommunication device must keep the device turned "off" and not visible during the regular school day. It must remain "off" and stored in a locker, backpack, purse, pocket, or other place where it is not visible during school hours. If school staff observes such a device, it may be confiscated until redeemed by a parent or guardian. The exception to this policy may be granted by the site administrator for purposes relating to the health needs of a student.

A high school student having a wireless telecommunication device must keep the device turned "off" and not visible during class time or while in the media center. During assemblies the device must be turned off or on silent. The device may be stored in a backpack, purse, pocket or other place where it is not visible during class time. If school staff observes such a device during class time, it may be confiscated and sent to the appropriate administrator. The exception to this policy may be granted by the site administrator for purposes relating to the health needs of a student.

Note: Schools are not responsible for the theft or loss of a student's wireless telecommunication devices.