Edmond Public Schools Policies and Procedures

Included in this handbook are District policies and procedures that relate to elementary age students. To access all EPS Policies go to http://edmondschools.net/parents-students/policies-procedures/

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1. **Visitors:** Parents are welcome to visit the school. All visitors should report to the office, sign in and receive a visitor badge.

2. **Visiting Classrooms:** Parents wishing to visit the classroom need to schedule their visit or make prior arrangements with the teacher at least 24 hours in advance. If a child has forgotten an item which the parent brings to school, we will either deliver the item to the student or call the student to meet the parent in the office to receive the item. If a parent wishes to visit a classroom other than that of his/her own student, arrangements can be made for such a visit after school hours.

3. **Student Visitors:** Non-enrolled students are not allowed to visit or attend class or recess with enrolled students.

4. **Money:** Students should not bring money to school unless it is for lunches or for a school request.

5. **Contact Information:** It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. It is necessary to keep enrollment information, contact numbers and check-out lists updated in the event of an illness or injury. Contact numbers and check-out can be updated through the parent portal.

6. **Insurance:** The Edmond School District makes accident insurance available to students. The school system is not financially responsible for the cost of any accidental injury occurring from a school activity. This insurance is offered as a convenience. Enrollment forms are available on Information Day and in the school office.

7. **Lost & Found:** Please mark all lunch containers, backpacks and clothing with the name of the owner. Unclaimed items collected in Lost and Found will be given to a local charitable organization at the end of each 9 week period.

8. **Party Invitations:** Birthday/Personal party invitations cannot be distributed at school.

9. **Deliveries:** Flowers and/or balloon arrangements, candy and other gifts will not be delivered to students and cannot go home on buses. These deliveries should be made to student’s homes.

10. **Telephone:** A telephone in the office is available for students use. Students must have a phone pass from their teacher before using the phone. Students are asked to make after school plans before coming to school.

11. **Inside Recess:** Students must have a note from a parent to remain inside during recess.

12. **Dangerous Weapons:** Guns (including pellet or B.B., facsimiles of guns including cap, toy, or water, knives and other dangerous weapons) are prohibited in Edmond Public Schools. (See Dangerous Weapons Policy).

13. **Limousines:** Group limousine pick-up is not allowed at school unless part of a school-sponsored event.

14. **Privacy:** State Law (Section 489) provides that school personnel shall have access to school cubbies, desks, and other areas of school facilities and may be opened and examined by school officials at any time and no reason shall be necessary for such search.
15. **Pets:** Many pets are not comfortable around large numbers of children and therefore have unpredictable actions. For student safety, no animals or pets should be brought to school.

16. **Meetings:** The cafeteria is available for Brownie, Campfire, Cub Scout, etc., meetings in the evenings. Leaders may request the opportunity by completing facility usage agreement, available from office. The principal will consider all requests. All indoor activities must be quiet, so as not to disturb conferences, planning and tutoring. Groups that cannot comply with the usage agreement will be asked to meet elsewhere.

17. **Student Photos:** The Edmond School district designates the following personally identifiable as “directory information,” and it will disclose this information without prior written consent: student name, address, and telephone numbers (in the directory), student extracurricular participation, student’s achievement awards or honors, student’s photography (in the yearbook or local newspaper). Custodial parents or legal guardians have the right to advise the school district in writing if they refuse to permit the district to include directory information about their student. See policy #4700 for more information.

18. **After School Plans:** Make sure your child knows how he/she is getting home. We will interrupt the classroom only for emergency change in plans.

19. **Items for Sale:** Students are not allowed to sell anything at school for personal gain or fundraising.

20. **Property Damage:** Textbooks, technology and other school property is available for student use. However, if lost or damaged, the cost of repair or replacement will be assessed to the student/student’s parent or guardian.

21. **Toys/Nuisance Items:** Students shall not bring toys, trading cards, laser pointers, gadgets, electronic games or any other items to school that would cause a disruption of the instructional process. Teachers will confiscate items and parents may reclaim them in the principal’s office. No toy/water or play guns or play knives are EVER allowed at school.

22. **Soiled Clothing:** Teachers cannot be expected to nor do they have the resources to change soiled clothing. PK and K students are encouraged to provide an extra set of clothing for wetting accidents and will be allowed to change themselves. A parent or guardian will be called to come to the school to change soiled clothing.

23. **Indoor Recess:** Indoor recess will be in place when the air temperature is 100 degrees or above or if the wind chill is 32 degrees or below. Remember to send the appropriate outer wear for each season.

24. **Field Trips:** During the school year students may have the opportunity to participate in a class or group field trip. Information and permission slips will be sent to parents and/or guardians by the classroom teacher. It is important to note that all students must ride the bus or school vehicle to the field trip with the class or group. However, it may be possible that a student can be checked out by a parent and leave with the parent from the field trip.
**Residency**
Edmond Public School District is established for the purpose of serving the educational interests of resident students. State Law provides that a child’s residence for school purposes is the school district in which the (1) parent, (2) legal guardian, or (3) person having legal custody of the child holds legal residence. “Legal residence” is defined as the student’s place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency.

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

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

The School District provides educational services for homeless children to the extent required by Public Law 100-77, Title VII, Sub Section B. Qualified students may establish residency under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.

**Entrance Requirements**
The following items are required to start the enrollment process:

1. **Proof of Residency (2)**
   Parents / guardians will be asked to provide two proofs of residence:
   - A current utility bill for gas, electric or water/sewer (telephone bills, television cable bills and cutoff notices will not be accepted)
   - A current lease agreement, contract on a home, warranty deed statement or mortgage statement
   Verification of residency must be provided each school year.

2. **Proof of Immunization**
The State of Oklahoma requires acceptable evidence of adequate immunization before a child may be enrolled in any school in Oklahoma. Minimum immunizations required by state law for students entering kindergarten for the first time are:
   - 5 doses of DPT
   - 2 doses of Hepatitis A
   - 4 doses of Polio
   - 3 doses of Hepatitis B
   - 2 doses of MMR (measles, mumps, rubella)
   - 1 dose of Varicella (chicken pox)

3. **Legal Birth Certificate**
   Must be the certificate issued by the state or county where the child was born – not the hospital record. A child must be four (4) years old on or before September 1 to enter PreK, five (5) years old on or before September 1 to enter kindergarten, and six (6) years old on or before September 1 to enter first grade.

4. **Parent/Guardian Photo ID**
The biological, foster or adoptive parent may enroll the student. A driver’s license or any other photo ID is acceptable. Guardians must have proper copies of court authorization. In cases of divorce, custody documentation is required, if applicable.

**After enrollment is completed by the parent or guardian, student(s) may start the following school day.**
A student is entitled to be counted present on only those days when in actual attendance or in scheduled school activities under the direction and supervision of a regular member of the faculty. The student must be in attendance two-thirds (2/3) of the first half of the school day to be recorded present for one-half (½) day; likewise, a student must be in attendance for two-thirds (2/3) of the second half of the school day to be recorded present for one-half (½) day.

Promptness and regularity are essential characteristics for success. Students should make a habit of prompt and regular attendance and avoid all unnecessary absences. Students should be present except for the following reasons: personal illness, serious personal or family problems, pre-arranged family activities or religious observances, upon advance notice to the principal. In the event of an excused absence, make-up work should be handed in and accepted by the teacher.

The school attendance officer will notify parents of excessive, unexcused absences and report such absences to the designated local authority for juvenile proceedings.

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

**Absences:**

A. Recognizing that regular attendance in school is important to a student's academic performance, teaches the necessity of regular attendance in preparation for work and personal responsibility, Edmond Public Schools will continuously monitor the attendance of all students.

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

C. In order to approach each child's individual situation in the most appropriate manner, the following procedures are to be followed when a student's attendance record indicates a pattern of absences that may be detrimental to his/her educational progress.*

1. On the seventh absence, the building principal will notify the parent/guardian in writing.
   a. The Edmond Public School Board Policy #4630: Promotion and Retention will be referenced in the written notification.
   b. A copy of this attendance procedure will be attached to the notification.
   c. The parent/guardian will be invited to convene a conference to discuss the absences.
   d. Written documentation will be kept of all such conferences.

2. On the fourteenth absence, the principal will again notify the parent/guardian in writing.
   a. This attendance regulation/procedure will again be referenced in the notification.
   b. A copy of Edmond Public School Board Policy #4630: Promotion and Retention will be included in this letter.
   c. The building administrator will attempt to initiate a conference with the parent/guardian to discuss the absences.
   d. Written documentation will be kept of all such conferences. If the parent/guardian declines to meet, a written record of the attempt to initiate the conference will be maintained.

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

**Tardies:**

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

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

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

*……it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. (70-10-106)*
Behavior/Discipline Policy

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

General Expectations

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

Discipline Code

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

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

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

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

Pay for your school meals on-line to save time:
Your child’s lunch account is now accessible through MyPaymentsPlus at www.mypaymentsplus.com. To register online, you need your child’s ID number, which is available on the Parent Portal. You can access your child’s account to see when and what they are eating each day and pay for meals online using a credit card or check. A small service fee per transaction will apply. All money left on accounts at the end of the school year will carry over to next school year.

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

Free and reduced meal program applications are available in the office.

Breakfast & Lunch Prices:
Elementary Student Breakfast = $1.70
Elementary Student Lunch = $2.85
Milk, Juice, & Bottled Water = $0.50
Adult Breakfast = $1.95
Adult Lunch = $3.45

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

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

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

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

Step #3 After thirty (30) schools days, the team will meet again to determine the effectiveness or outcome of the plan. The principal will make the final decision about classroom changes.

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

3rd Grade Reading Promotion/Retention:
Oklahoma Reading Sufficiency Act (70 O.S. 1210.508A-508E) and applicable rules adopted by the Oklahoma State Board of Education (210.15-27-1-2) govern certain retentions of third grade students. Students who score at the Unsatisfactory or Limited Knowledge level on the Reading portion of the third grade state criterion referenced test(s) are subject to retention based on this law. A student may automatically be promoted to fourth grade if the student qualifies for a good cause exemption. Fourth Grade probationary promotion may also be determined by the Student Reading Proficiency Team. The District will comply with law and rules applicable to the Reading Sufficiency Act.

Student Retention: State law allows a teacher to recommend that a student be retained at the present grade level. If a parent or guardian is dissatisfied with the recommendation, he/she may appeal the decision by complying with the district appeal process. The decision of the Board of Education shall be final.

Counseling Program

Elementary school years set the tone for developing the knowledge, attitudes, and skills necessary for children to become healthy, competent, and confident learners. Through a comprehensive developmental school counseling program, school counselors work as a team with students, school staff, parents, and the community to create a caring climate for learning. By providing education, prevention, early identification and interventions, school counselors help all children achieve academic success. School counselors utilize a variety of teaching opportunities as they work with students.

- Classroom Guidance Curriculum
- Crisis Intervention
- Consultation / Collaboration

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

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

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

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

In accordance with state law (10 Oklahoma Statutes § 7101, et seq.), any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect or who has observed the child being subjected to circumstances of abuse or neglect shall immediately report or cause to be reported such situation to the Department of Human Services.
It is the policy of this school district to comply fully with the Gun-Free Schools Act and state law regarding the possession of dangerous weapons. Students involved in the possession and/or use of a dangerous weapon shall be subject to the following policy provisions:

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

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

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

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

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

B. Dangerous Weapons
Citing Oklahoma Statutes, Title 21, Section 1272, Edmond Public Schools further prohibits the following:

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

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

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

C. Knives, Weapons, or Other Dangerous Devices

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

1. The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of the Edmond Public Schools or during school sponsored or authorized activities, functions or events, will be subject to disciplinary action.

2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.

3. For students identified under C.1. and 2. above, the following disciplinary actions are to result for all students involved:

   a. Warning: A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.

   b. Out-of-School Suspension: Suspension out of school for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.

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

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

1. Parent/guardian will be notified.
2. The student may be suspended out of school.
3. If harm or threat should occur, the student will be dealt with as though he/she had a dangerous weapon.

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

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

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

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

The following are general guidelines regarding proper dress. Inappropriate attire includes but is not limited to the following:

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 the student's locker or cubby during regular school hours. Exceptions may be made by the principal for spirit days 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)], backless or partial backless 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 of immorality, vulgarity, obscenity, nudity or promotion of violence and/or gang/cult activity (articles of clothing, belts, jewelry, or school materials) are not allowed.
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. House shoes are not permitted.
2. Clothing normally worn when participating in a school sponsored extra-curricular 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 exceptions to the dress code may be enacted as deemed necessary by the administration. Such modifications will be based upon safety or related factors.
5. Administrative guidelines are to be developed for enforcement of the dress code.

Note: Elementary students are not allowed to wear extreme hair colors or styles which may be disruptive to the learning environment.
Drug and Alcohol-Free Schools Policy

It is the policy of the Edmond Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e., 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletic competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

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

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

The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee.

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

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

CONSEQUENCES FOR STUDENT VIOLATIONS OF DRUG/ALCOHOL POLICY

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

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

B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol

1. First Offense: Six-week out-of-school suspension

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

   1) To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc., will be the sole responsibility of the student’s parent or guardian.

   b. An additional week reduction may be granted if compliance with the assessment recommendations are verified with documentation.

   c. If the student complies with both B.1.a and B.1.b as stated above, the out-of-school suspension may be reduced to ten (10) days out-of-school and five (5) days in the In-School-Suspension Program (AISP).

   d. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal’s designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent or the Superintendent’s designee for approval. If such disciplinary plan is approved by the Superintendent or Superintendent’s designee, it may be implemented for the student in question.

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

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

Policy #4425
Reading Sufficiency

The Oklahoma Reading Sufficiency Act, passed by the Oklahoma State legislature in 1997 and amended in 2005, mandates that each student attain the necessary reading skills by completion of third grade that will enable continued development in reading and success throughout school and life.

- The Act targets students in kindergarten through third grade.
- It requires that each K-3 student be assessed using multiple assessments. Students found not to be reading at the appropriate level in grades K-3 are placed on reading plans.
- Progress is monitored throughout the year and diagnostic assessment, if needed, is administered. Year-end reading skills are measured to determine reading success.
- Curriculum focuses on the five components of reading instruction: phonemic awareness, phonics, fluency, vocabulary, and comprehension.

Title I

The Improving Academic Achievement of the Disadvantaged Act of 1994 reauthorized the Elementary and Secondary Act of 1965. The purpose of this Act is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.

- Title I is a federally funded program. Schools become eligible for Title I funds based on the percentage of students who qualify for free and reduced school meals. Schools are designated as Target Assisted Title I or School-wide Title I.
- Federal funds are made available in Target Assisted Title I schools to provide services to a select (targeted) group of students identified as most “at risk” in meeting State content and student performance standards.
- School-wide Title I schools have greater latitude in determining how to organize their programs. They are not required to identify specific children as eligible for services. School-wide programs serve all children in the school.

Tiered Intervention (RtI)

Response to Intervention (RtI) is a multi-level, system-wide framework for prevention and early intervention that involves determining whether students are learning, progressing and/or excelling when provided with high quality instruction and interventions in academics and/or behavior. The Edmond RtI model involves three levels of support based on student needs. These levels are referred to as tiers.

Intensity of Interventions & Progress Monitoring

Tier I: Universal screening of ALL students three times a year; Identification of students “at risk; Core support in the classroom

Tier II: Strategic interventions; Progress monitoring weekly (minimum 10 wks)

Tier III: Intensive interventions; Progress monitoring weekly
Edmond Public Schools Foundation

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

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

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

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

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

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

Food & Beverage Guidelines

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

Recommended Healthy Snack Options
• Raw vegetable sticks/slices with low-fat dressing or yogurt dip
• Fresh fruit and 100% fruit juices
• Canned fruit
• Frozen fruit juice pops
• Dried fruits (raisins, banana chips, etc.)
• Trail Mix (dried fruits and nuts)
• Dry roasted peanuts, tree nuts and soy nuts (not coconut, palm nuts or sunflower seeds)
• Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
• Cheese, String cheese
• Party Mix (variety of cereals, nuts, pretzels, etc.)
• Low-sodium crackers
• Baked corn chips and fat-free potato chips with salsa and low-fat dips (Ranch, French Onion, bean, etc.)
• Pretzels
• Low-fat baked goods (muffins, granola bars, cereal bars, multi-grain bars, cookies, etc.)
• Low-fat crackers (animal, graham, baked fish-shaped, etc.)
• Popcorn
• Bagels
• Angel food and sponge cakes
• Flavored yogurt and fruit parfaits
• Gelatins and low-fat pudding
• Low-fat and skim milk products (flavored and unflavored)
• Water
• Tea (unsweetened or diet)

Foods to avoid or consume only occasionally
• Carbonate, caffeinated, and high sugar beverages (soft drinks, sports drinks, coffee)
• High fat foods (fatty meats, buttery popcorn)

In selecting food items consideration should be given to students and adults with food allergies or who are on special diets that restrict the consumption of sugar, fat, sodium, etc.

The use of foods of minimal nutritional value as learning incentives should be kept to a minimum, and healthy food choices or non-food items should be considered.

Organizations operating concessions at school functions, and fund raising activities should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

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

**Definitions**

1. “Harassment, intimidation, and bullying” (as used in the School Bullying Prevention Act) means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

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

3. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

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

   a. Verbal, physical, or written harassment or abuse;
   b. Repeated remarks of a demeaning nature;
   c. Implied or explicit threats concerning one's grades, achievements, etc;
   d. Demeaning jokes, stories, or activities directed at the student;
   e. Unwelcome physical contact.

**Procedures**

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible, should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence. The building principal shall provide for:
   a. Prompt investigation of allegations of harassment;
   b. The expeditious correction of the conditions causing such harassment;
   c. Establishment of adequate measures to provide confidentiality in the complaint process;
   d. Initiation of appropriate corrective actions;
   e. Identification and enactment of methods to prevent reoccurrence of the harassment; and

3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.

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

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention & diversion program administered by the Office of Juvenile Affairs.
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The Harassment/ Bullying Incident Report Form is to be used by parents and staff members to report cases of harassment/bullying to a building administrator. Students who witness or are victims of harassment, bullying, or intimidation should IMMEDIATELY report that information to a principal, counselor, teacher and/or parent/guardian. A full page copy of the form is available at schools and online at www.edmondschools.net (Policy #4420R).
The District is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, applicant for employment or any other person on the basis of gender. The District further forbids sexual harassment by any employee or student. This policy also applies to non-employee volunteers and contractors whose work is subject to the control of District personnel.

**Specific Prohibitions:**

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

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

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

**General Prohibitions:**

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

**B. Sexual Harassment:** For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:
1. submission to the conduct is made either an explicit or implicit condition of employment or instruction;
2. submission to or rejection of the conduct is used as a basis for an instruction or employment decision affecting the harassed student or employee;
3. the conduct substantially interferes with a student’s learning or an employee’s work performance;
4. the conduct, either by intent or by effect, creates an intimidating, hostile, or offensive work or learning environment;
5. the conduct is directed toward a student, regardless of the basis by an adult employee or volunteer
6. submission to or rejection of the conduct is used as a basis for providing the District’s services or participation in the District’s programs.

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

**Report, Investigation, and Sanctions:**

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

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

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

**C. If a violation is established,** the District will take prompt action to address the violation and prevent it from recurring. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, demotion, suspension, or termination subject to applicable procedures and due process requirements. Any student found to have engaged in sexual harassment shall be subject to disciplinary action according to District’s policies.
Edmond Public Schools is committed to the overall wellness of all students. It is the goal of the district to instill in children the importance of daily physical activity and healthy lifestyles as a way to combat the national trend of obesity, diabetes, and heart disease.

Elementary students in grades K – 5 are provided sixty (60) minutes of physical education each week. In addition, students receive twenty (20) minutes of recess on a daily basis. Classroom teachers are also encouraged to integrate fitness breaks into their daily routine.

Physical education programs include a variety of activities based on State standards. Students participate in movement skills and learn concepts that develop physical fitness, personal and social skills, sportsmanship, safety, and lifetime health activities. These skills are introduced through games and exercises that are taught in a fun and motivating manner.

Families are encouraged to participate together in physical activity. The National Association for Sports and Physical Education (NASPE) recommends school-age children accumulate at least sixty (60) minutes and up to several hours of physical activity per day while avoiding prolonged periods of inactivity.

In order to monitor your child’s physical progress, contact your health care professional or the physical education specialist at your child’s school. Various websites are available for more information.

http://www.mypyramid.gov
http://www.fitnessandkids.com/articles_kids.html
http://www.childrensfitness.info/
http://www.cdc.gov/healthyliving

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

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

**Guidelines for Homework Grades PK-5**

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

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

Policy #3570
Use of the Edmond Public Schools wide area network, technology equipment and related services such as e-mail and Internet access, are provided for instructional purposes and job-related responsibilities. The Standards of Conduct will highlight:

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

The Standards of Conduct is developed from EPS Policy 5720 and Regulations. Any attempt to violate the provisions of the Policy or Regulations may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension, criminal prosecution, and/or termination of employment.

**Responsibilities and Expectations**

- Sharing any User ID or password is strictly and absolutely prohibited.
- All staff is expected to lock their workstation when away from it for even a moment.
- Users are solely responsible for all activity and actions taken under their User ID.
- Users should have no privacy expectation in the content of their files, information and communication on the District Network.
- Users are responsible for the contents of their Home directory. Users may store only school or work related materials in their Home directory.
- Users are expected to act responsibly and lawfully in their use of District technology resources.
- Users should understand that access to the Network is a privilege, which can be revoked.
- All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Teachers are expected to prepare lessons and lesson plans before having students use the Internet. Most importantly, it requires pre-researching the Internet sites that will be used as instructional resources.
- Teachers are responsible for instruction regarding proper use before any student is allowed on the network. Student use of the Internet should be related to class learning objectives.
- All staff - Teachers, Support, and Administrative - are responsible for monitoring student activity on the school network. The staff member assigned to that student or group of students is responsible for the monitoring and oversight of the network and Internet activity.
- If a User inadvertently accesses inappropriate material, or has knowledge of others accessing inappropriate material, the User should immediately inform an administrator.
- At the elementary level, cell phones and other electronic devices must be turned off and kept in the student’s backpack, unless otherwise directed by their teacher.
- Students who choose to bring personal wireless devices to school do so at their own risk. Edmond Public Schools is not responsible for the theft or loss of personal wireless devices.

**Prohibited activities**

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

Violations may include, but are not limited to:

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

**Consequences**

Consequences will be determined based upon the type of violation, past history, and level of the User. Certain violations may lead to additional, more severe penalties and legal action, as applicable. If the District becomes aware that a user may have violated the law or Board Policy, an individual search of the user’s files, Internet usage, or other electronic/digital media will be conducted. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation.

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

- Loss of Internet access and/or Network access, for a determined amount of time according to the offense.
- In addition to these penalties, student offenses will include notifying the student’s parent/guardian of the incident.
- In addition to these penalties, EPS Staff may also receive: a verbal warning, a Letter of Counsel, a Letter of Reprimand, or administrative action.

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

Only medication that has been prescribed for a student by a physician will be administered at school. Medication must be in a prescription container with the pharmacy label attached and with directions for administration clearly stated. Non-prescription medication must be in the original container and accompanied by a physician’s written request and instructions for administration at school. This includes aspirin, cough drops, nasal spray, etc. Forms for physician’s statements are available in the school office. (70-1-116.2)

Self-Administered Medication

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

### Immunizations

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

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Required Quantity</th>
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<tbody>
<tr>
<td>5 DPT</td>
<td>4 Polio</td>
</tr>
<tr>
<td>2MMR (Measles, Mumps, Rubella)</td>
<td>2 Hepatitis A</td>
</tr>
<tr>
<td>1 Varicella (Chicken Pox)</td>
<td>3 Hepatitis B</td>
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</tbody>
</table>

### Vision & Hearing Screening

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

### Sick Students

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

### Vomiting / Diarrhea

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

### Head Lice (Pediculosis)

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

The adult head louse is 2-4 mm long, has six claw-like legs and a flat, wingless body. They vary in color depending on their human host. Their average life span is approximately 30 days. A female louse can lay 3-6 eggs (nits) per 24-hour period. Eggs are usually laid on the hair shaft close to the scalp. Nits are generally silvery-white in color but may appear dark gray or tan. Head lice cannot jump or fly; they can only crawl. Parents should contact their pharmacy if head lice are found for a recommendation of a treatment product. For more information on this subject go to [http://www.lice.com](http://www.lice.com).

State law (§70-1210.194 (B) 2014) states that “any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may re-enter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.”

The District assures compliance with the Oklahoma Statutes and will follow the recommendations of the Oklahoma State Department of Health.

Readmission to school requires:

A. No live lice and minimal nits (eggs) no closer than 1 cm to the scalp.

B. Certification from a health professional or an authorized representative of the State Department of Health declaring the student to be free of lice.

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

The district employs 7 registered nurses that rotate among 26 school sites. If you have questions, you may contact the nurses at 726-4607.
Non-Discrimination Policy

The Edmond Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

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

Mr. Randy Decker
Coordinator of Title IX, Title VI, Age Discrimination in Employment Act
1001 West Danforth
Edmond, OK 73003
(405) 340-2827

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

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

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

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

A. Complaint: A written complaint provided on a Complaint Form 5165F (available on the District’s website and in Human Resources), and attachment(s) thereto, if any, that is submitted to the Compliance Officer alleging that a policy, procedure, or practice of the District discriminates on the basis of race, color, national origin, sex, religion, age, or disability.

B. Compliance Officer: An employee designated by the Superintendent to coordinate compliance efforts with Title VI, Title IX, and Section 504 and to authorize or undertake an investigation of allegations of discrimination under this policy. The Executive Director of Human Resources is the designated Compliance Officer for Edmond Public Schools. In the event the Executive Director of Human Resources is the subject of the complaint, the Chief Financial Officer will serve as the alternate Compliance Officer.

C. Administrative Hearing Officer: An impartial individual not currently employed with the District selected at the sole discretion of the Superintendent and retained by the District solely for the purpose of reviewing and ruling on complaints under this policy through a hearing process.

D. Complainant: A student or an employee of the District or any other person who submits a Complaint alleging discrimination on the basis of race, color, national origin, sex, religion, age, or disability.

E. Respondent: The person alleged to be responsible for the violation alleged in the Complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

F. Day: Day means a working date; the calculation of days in processing a complaint shall exclude Saturdays, Sundays and holidays.

II. Informal Pre-filing Procedures:

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

2. Upon receipt of a Complaint, the Compliance Officer shall

A. Immediately authorize or undertake an investigation. The investigation shall be completed as soon as possible, which should not be later than thirty (30) days after receipt of the Complaint. An impartial party, which could be an individual employed by the District or a 3rd party retained by the District for the purpose of investigating the Complaint, must conduct the investigation. The Complainant and Respondent will be given an opportunity to present witnesses and other evidence during the investigation.

B. Notify the Respondent of the Complaint within ten (10) days, to which, Respondent shall submit to the Compliance Officer, within fifteen (15) days of said notification, an answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant’s requested action and/or outline alternatives.

C. Determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the complainant from the person who allegedly discriminated against the person, suspending the implementation of a policy, practice, or procedure and, in cases involving potential criminal conduct, determining. whether law enforcement officials should be notified.

D. Issue a written report to the Superintendent or Designee upon completion of the investigation. If the Complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a summary of the evidence, a determination of whether the allegations of discrimination are substantiated, and recommendations for corrective action, if any.

3. Upon receipt of the Compliance Officer’s investigation report, the Superintendent or Designee shall

A. Within fifteen (15) days of receiving said report, issue a decision regarding whether discrimination has occurred.

The decision must be provided in writing to the Complainant and Respondent. If the Superintendent or Designee determines that discrimination occurred, prompt and appropriate action shall be taken to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or termination.

Level Two

1. If the Superintendent or Designee determines that no prohibited discrimination occurred, the Complainant may appeal the Superintendent’s or Designee’s decision to an impartial Administrative Hearing Officer.

A. The Complainant must file his/her notice of appeal with the Compliance Officer within ten (10) days of receiving the Superintendent’s or Designee’s decision. The notice of appeal shall be in writing and be a specific statement of the basis for the appeal. A copy of the original Complaint and Level One written decision shall be filed with the appeal.

B. Within ten (10) days of the notice of appeal, each party shall furnish the Compliance Officer, Administrative Hearing Officer, and other party with copies of exhibits and a list of the names of any witnesses he or she will present at the hearing. Said copies and list shall be delivered to and disseminated by the Compliance Officer.

C. The Administrative Hearing Officer shall be free to admit any testimony, evidence, or exhibits deemed relevant or to exclude the same, in order to build as complete a record as necessary before rendering a decision.

D. Within thirty (30) days of receiving the notice of appeal, the Compliance Officer shall schedule a hearing with the Complainant and the Respondent before the Administrative Hearing Officer.

2. Within fifteen (15) days of conducting the hearing, the Administrative Hearing Officer shall render a written decision with findings of fact and conclusions and shall provide a copy of the same to the Compliance Officer, Complainant and Respondent.

Level Three

1. Within ten (10) days of receipt of the Administrative Hearing Officer’s written decision, if either the Complainant or the Respondent is not satisfied with the Level Two written decision of the Administrative Hearing Officer, either may file his/her notice of appeal with the Board Clerk and copy to the Compliance Officer. The notice of appeal shall be in writing and be a specific statement of the basis for the appeal. A copy of the original Complaint, and the Level One, and the Level Two written decisions shall be filed with the appeal.

A. Within ten (10) days of receiving an appeal request to the Board, the Compliance Officer shall notify the Board of the request and shall schedule a hearing to be conducted by the Board. Such hearing shall be conducted within forty-five (45) days of the date on which the Compliance Officer receives said appeal request.

2. Within ten (10) days of conducting the hearing, the Board shall render a written decision on the complaint; the decision of the Board shall be final.

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

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

Non-retaliation Provision: No person filing a complaint or anyone participating in the complaint process under this policy will be subjected to any form of reprisal, retaliation, intimidation or harassment because he or she has utilized this complaint procedure in good faith or because he or she has in any way participated in any investigation or hearing involving or related to any complaint filed under this policy. The School District will discipline or take appropriate action against any student, employee, agent, or representative of the District who is determined to have engaged in such retaliatory behavior.
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 a
nd 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.

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

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

- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

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

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

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

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

Examples include:
- The annual yearbook
- Graduation programs
- Information to college recruiters
- Honor roll or other recognition lists
- Participation in officially recognized activities and sports
- Dates of attendance
- The names of the student’s parents
- The student’s achievement awards or honors
- The names of the student’s parents
- The student’s achievement awards or honors
- The student’s achievement awards or honors

Edmond Public School District has designated the following information as directory information:
- Student’s name
- Graduation programs
- Photographs
- Dates of attendance
- Address, Phone Number
- Grade level
- The names of the student’s parents
- The student’s achievement awards or honors
- Weight and height of members of athletic teams
- The student’s achievement awards or honors
- Participation in officially recognized activities and sports
- The student’s achievement awards or honors
- The student’s achievement awards or honors
- The student’s achievement awards or honors

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

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

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

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

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

Policy #4700F
Oklahoma Academic Standards serve as expectations for what students should know and be able to do by the end of the school year. These standards were written by Oklahomans for Oklahoma. The development, review, and revision process involves stakeholders throughout the state of Oklahoma and is an ongoing and critical component to ensuring Oklahoma students in every classroom receive current and relevant learning experiences.

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

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

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

Severe Weather Procedures

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

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

If you choose to check your child out during a severe weather event, please anticipate heightened safety procedures and possible longer check-out lines and time. We will not allow anyone to check out a student who is NOT listed on their contact list. Anyone who comes to check out a student will need to provide their driver’s license for proof of identification.

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

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

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

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

Please be aware that Edmond school buildings are not public storm shelters. The Central Oklahoma Emergency Management Association emphasizes that a personal storm shelter is the best option to protect you and your family during threatening weather.
All eligible children with disabilities, beginning at age 3, who are residents of the Edmond Public School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. Edmond Public School District is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means:

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

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

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

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

The Edmond Public Schools Board of Education endorses the neighborhood public school concept and expects all Edmond Public Schools to offer high quality instructional programs addressing the district’s mission, goals and adopted curricula. To foster this concept, optimize use of existing facilities and maintain relatively balanced enrollments, home school attendance areas have been established. The Board further recognizes, however, that some parents may wish to choose a school of attendance other than their home school. Parents may wish to apply to other EPS schools in order to take advantage of specialized or innovative programs or to meet other family needs. For this reason, the Schools of Choice Program shall be included as a feature of the district’s instructional offerings among neighborhood elementary schools and, in the case of a district-shared, specialized program such as ROTC, secondary schools.

**Elementary School Transfers**

1. Transfers are allowed between district elementary schools, based on space availability.
2. Application forms will be made available for distribution at the school sites and the district office on the second Friday of January.
3. Completed applications for transfer consideration will be accepted in the superintendent’s office, beginning at 8:00 am on the second Friday of February. Applications will be time stamped and considered in the order they were received.
4. Transportation is not provided for students attending a school on a transfer.
5. Transfers granted to elementary schools are automatically terminated at the end of fifth grade. Students will be expected to attend the middle school in their residential attendance area.
6. Elementary transfers must be re-applied for every school year, unless granted a permanent transfer.
7. An elementary intra-district transfer is subject to revocation by the principal of the school to which the child has been transferred if the student’s grades, attendance (absences and/or tardies), transportation arrangements, or behavior reach an unacceptable level as determined by the school’s administration. These expectations will be noted on the transfer paperwork, which will require a parent signature of understanding and agreement. This decision is final and nonappealable.
8. The superintendent of schools shall have the authority to make exceptions for unanticipated issues and extraordinary circumstances.
Elementary students are eligible for transportation services if they live one mile or more from the school by commonly traveled roads. The Edmond Public Schools’ Board of Education has established the policy that riding a bus is a privilege. Students not observing these safety regulations and guidelines could be subject to loss of bus riding privileges. It is important that every student be entitled to a safe trip to and from school. Unsafe rider-ship is not tolerated.

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

### Bus Regulations for Students

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

### Visitor Access

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

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

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

All Employees are to be aware of all visitors in buildings and are instructed to escort any visitor found in the building without a visitor badge to the office to check in and obtain a badge. Employees should not accept visitors into their classroom or work areas that have not checked in at the office. The Administration at each site directs implementation of this procedure.

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