



EPS MIDDLE SCHOOL STUDENT HANDBOOK

2019-20

The information contained in this Middle School Policy handbook for Edmond Public Schools is not intended to be inclusive of all information, policies, rules, and procedures. However, parents and students need to be familiar with the information and the policies in this publication. This booklet is in addition to the school agenda/rules. As policies are periodically revised or updated, be advised that a complete listing of EPS Board Policies may be found on the district website at www.edmondschools.net.

Parents and students should sign and return the last page of this book to acknowledge that they have read and understood the information presented, and that they have submitted all medical alert information. Any questions should be directed to your building administrators.

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

CLOSED FORUM

A school system can determine whether to allow usage of its facilities after school hours for moral or character development. A forum is either "open," "limited public," or "closed." Edmond's middle schools are a "closed" forum. As a result, the facilities cannot be utilized by outside groups after school hours for activities characterized as moral or character development.

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**All Policies are available on the Edmond Public School Website:
edmondschools.net**

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

The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

Federal Laws
The Family Educational Rights and Privacy Act (FERPA)

EDMOND PUBLIC SCHOOLS FOUNDATION

EPSF Mission Statement

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

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.edmondfoundation.org

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 Safe ID system.
2. District employees must wear identification lanyards 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 a visitor badge.
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.

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 district issued ID to the office to check in and obtain a badge. Employees should not accept visitors into their classroom or work areas that have not checked in at the office.

The administration at each site directs implementation of this procedure. The Safety Officer will conduct spot inspections to ensure this procedure is being followed and a written report of findings will be provided to Administration (Principals and Supervisors) and the Superintendent.

STUDENT IDs AND CONTROLLED ACCESS TO SCHOOL SITES

As we open school this year, all of our middle and high school students, as well as the staff members of all K-12 schools, will be expected to wear a school-specific photo ID, displayed on a school issued lanyard. In addition, our four high schools and three of our middle schools (Summit, Sequoyah and Heartland) will be equipped with controlled access mechanisms that will be activated by the student and staff IDs, allowing entrance to the building outside of the high traffic entrance and egress hours. The following year (2020-21), the remaining middle schools will come on board with specified, controlled access points to the schools.

Daily use of the IDs will provide both students and adults immediate assurances that only those who belong within the walls of the school are granted entrance to the buildings during the school day.

If lost or misplaced, student IDs can be replaced for \$5 at the school site through the InTouch system. If this transaction takes place before the first bell to start class, there is no further penalty. If, however, a student enters the first class of their day (or any subsequent hour) without the ID, he/she will incur a consequence appropriate to his/her grade level.

MIDDLE SCHOOL STUDENT ATTENDANCE

Attendance/Tuancy Expectations and Responses

The following laws, ordinances, and policies inform the practice of the Edmond Public Schools secondary attendance/truancy response: Federal *Every Student Succeeds Act* (2015), Oklahoma state statute 70 O.S. § 10-106, City of Edmond Ordinance #3538, EPS Board Policy and Regulations #4200, #4205R, and #4201R.

The following protocol has been established to support families in meeting the statutes and policies that delineate strict adherence to school attendance requirements.

Valid excuses for absence per state law, city ordinance, and/or EPS policy

1. Mental or Physical illness/disability as determined by the school board
2. Emergencies as determined by the principal
3. Observance of religious holy days when parent requests in advance
4. Military funeral as determined by principal

Prevention efforts:

- Include attendance expectations, including a reference to state statute, city ordinances, and school board policies in the following communications:
 - Student handbook
 - Fall school-to-parent newsletter
 - Principal-to-parent email or similar communication

Intervention efforts to start over each semester:

- 4th day absence in 4 weeks or 10th in a semester - Per state law, if a student has 4 absences in a four-week period without valid excuse or 10 days or parts of days within a semester, the school shall immediately notify the parent. If after 5 days they do not comply, involve the SRO.
- 7th day absence in a semester - Counselor or admin conference with student, followed by letter to parent, explaining possible involvement of law enforcement and possibly after-school detention for academic recovery
- 10th day absence in semester - Documented call or conference between admin and parent, to include explanation of law enforcement's involvement if after 5 days chronic absenteeism continues, plus additional detention or remediation for academic recovery.
 - If after 5 days, parent does not comply, administration will set up a conference with SRO and parent.

- In the 5-days-later-conference,” SRO proceeds with the following:
 1. Gives parent letter from Edmond City Attorney,
 2. Completes a case report, and
 3. Proceeds with supplemental report and citations as necessary.
- 21st absence in a year - Any absences following the second semester 10-day absence meeting with the parent and SRO can be considered a separate offense. The SRO will use discretion and issue a citation as required to rectify the chronic absenteeism.

STUDENT DISCIPLINE POLICY #4401

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

A. General Expectations

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

B. Discipline Code

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

1. Academic Dishonesty
2. Arson
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class, sleeping, or refusing to work in class
5. Cyber-bullying
6. Disruption of the educational process or operation of the school
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. False reports or false calls
9. Fighting
10. Forgery
11. Gambling
12. Harassment, intimidation and bullying
13. Hazing in connection with any school activity

14. Hitting/pushing/tripping (horseplay)
15. Inappropriate language, gesture, picture/videos or behavior
16. Indecent exposure
17. Misuse of an electronic device
18. Physical altercation causing injury (aggravated assault)
19. Possession of a caustic substance
20. Possession of obscene materials
21. Possession of gun related instrumentalities (bullets, shells, gunpowder, pellets)
22. Possession, threat or use of a dangerous weapon including, but not limited to, firearms, knives, facsimile of a gun or other dangerous devices as outlined in the Dangerous Weapon Policy #4415
23. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or prohibited or controlled substances, including synthetic or designer drugs
24. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
25. Theft
26. Threatening behavior (whether involving written, verbal or physical actions)
27. Truancy
28. Unacceptable attire (dress code violations)
29. Use or possession of tobacco in any form including vapes, vapor devices and e-cigs
30. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
31. Using racial, ethnic or sexual epithets
32. Vandalism
33. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
34. Willful disobedience of a directive of any school official

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

DANGEROUS WEAPONS POLICY #4415

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 blow 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.

D. Facsimile of Guns

Any student who has a facsimile of a gun including cap, boy, 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.

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

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

DRUG AND ALCOHOL-FREE SCHOOLS: POLICY #4425

It is the policy of the Edmond Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including 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.

REPORTING STUDENT SUBSTANCE ABUSE

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 meet with the Student Assistance Program representative.
 - (2) To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc., will be the sole responsibility of the student's parent or guardian.
 - (3) Second Offense: Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.
- b. An additional week reduction may be granted if compliance with the assessment recommendations is 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 and five (5) days in Alternative In-School Placement (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.

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

DRESS CODE, STUDENT #4410

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. It is the intent to restrict extremes and indecency which will detract from the main purpose of the

educational program. Dress and grooming which causes or is likely to cause disruption of the instructional program of the school is prohibited.

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

1. Headgear (examples: hats, caps, bandanas, sunglasses, stocking caps) is not to be worn in the building. Any headgear brought to school should be kept in 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 (examples: article 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. Houses 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.

ELIGIBILITY

New School Year and Semester Grades

- A student must be passing five classes from the previous year or semester. If not passing, the student will not be eligible to participate during the first SIX WEEKS of the next semester.
- A student regains eligibility by achieving passing grades in ALL SUBJECTS at the end of a six-week period.
- Students enrolled for the first time must comply with the same requirements of scholarship.

Weekly Eligibility during a Semester

The Oklahoma Secondary Schools Activities Association (OSSAA) has established strict policies and procedures regarding scholastic eligibility for 7th and 8th grade students. In adherence to these rules, we are required to do weekly grade checks to determine eligibility for every student involved in an activity (interschool athletics, band, vocal music, and orchestra).

- Student eligibility will be checked during the fourth week and each succeeding week thereafter. A student must be passing all subjects in which he/she is enrolled. If not, the student will be placed on probation for the next one-week period. If the student is failing one or more classes at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period. Week periods will begin on Monday and end on Sunday.
- Passing Grade means work of such character that credit would be entered on the records were the semester to close at that time.
- All grades will be checked on a weekly basis.
- A student who is not passing all subjects will be notified by school officials. EACH STUDENT IS RESPONSIBLE FOR INFORMING HIS/HER PARENT CONCERNING HIS/HER ELIGIBILITY STATUS.
- A student who is failing for two consecutive weeks will be ineligible to participate in any activity the second week.

- A student who has lost eligibility under this provision must be passing all subjects to regain eligibility.
- Numerous sports are available in which 7th and 8th grade students may participate. Girls and/or boys may go out for the following sports: football, softball, volleyball, basketball, baseball, cross-country, track, golf, tennis, and wrestling.

Players are required to be picked up on time after practice and games. Failure to be picked up on time will result in suspension from games. Repeated offenses could result in dismissal from the team.

FOOD FIGHTS

Students and parents need to be aware that food fights are considered to be a serious infraction that could result in physical harm as well as damage to the facility. Consequences could include the following: school service projects, detention, AISP, short-term suspensions, or long-term suspensions that could carry over into the next school year. Any involvement in a food fight will result in a consequence. Parents and/or guardians may be held accountable for damages.

HARASSMENT / INTIMIDATION / BULLYING POLICY #4420

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

Definitions

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.

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

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

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

- 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 information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

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

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

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

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (#4420R)

Statement of Legislative Mandate and Purpose

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent

harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires school districts to actively pursue programs for education regarding bullying behaviors.

The Edmond Public Schools’ student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district’s efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students

who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;

- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. 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.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Edmond Public Schools.

Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Edmond Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Edmond Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with or adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention

programs utilized by other states, state agencies, or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may in the staff member's judgment, constitute harassment, intimidation, or bullying are to report all relevant information to the assistant superintendent or his/her designee.

Parental Responsibilities

Parents/guardians will be informed of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be

mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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

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

TOBACCO ON SCHOOL PREMISES Policy #4830

The Edmond Board of Education understands the concern of the parents, educators, students and other community members regarding the adverse effects of smoking and use of tobacco. Further the Board is aware of Oklahoma law which prohibits the possession of tobacco, cigarettes, and e-cigarettes by minors. Therefore, tobacco in any form, nicotine products, tobacco substitutes,

and/or associated paraphernalia shall not be used or possessed on school premises by students. This policy applies to students while on campus (parking lots included), on school buses, at after school activities, or at any school sponsored event.

Further, in accordance with Oklahoma law, any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being asked by any police officer, administrator/attendance officer, or teacher in any school, where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor, and will be reported to law enforcement.

MEDICATION, DISPENSING: POLICY #5530

Medication Dispensed/Administered by School Personnel

Only medication that has been prescribed for a student by a physician will be administered by school personnel. The following pertain to medication brought to school to be administered by school personnel.

- A. Be in a prescription vial, with the pharmacy label that states: physician's name, the name of the medication, and the directions for administration of the medication to a particular student. This could include an over-the-counter medication, such as cough medicine, aspirin, or any other domestic remedies, ONLY if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must be in the original container and accompanied by the physician's written request and instructions for administration at school. In the event a physician provides sample medication for the student, a signed statement from the physician must accompany the medication, stating the name of the medication and directions for administration.
- B. A written request, signed by the parent or guardian, must accompany the medication, stating the name of the medication, the amount to be given, and the time it is to be given.
- C. Medication that is to be given for longer than ten (10) days or "only when necessary" (PRN) will require a written and signed statement by the physician. Forms for the physician's statement are available in each school office.
- D. The permission for all medications is effective for the school year for which it is granted and shall be renewed each subsequent school year.

When medication to be administered by school personnel is brought to school, the following procedure should be followed:

- A. Place the medication in a separate clasp manila envelope, on which has been attached a blank "Administration of Medication" form. The person accepting the medication will check:
 1. The written request from the parent, noting the name of the student, name of the medication, dosage, and time to be given.
 2. Check the medication vial, bottle or box, brought by the student, to ascertain that it has a pharmacy label that states the student's name, physician's name, name of medication, dosage and frequency of dosage, and that it corresponds with the parent's/guardian's written request.
 3. Complete the top part of the "Administration of Medication" form on the envelope that asks for the student's name, date medication received, name of medication to be given, dosage and the time it is to be given.
- B. Medication will be stored in a drawer or cabinet, preferably locked, in an area that is not generally accessible to students.

Self-Administered Medication

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed asthma, anaphylaxis or diabetes medication(s) according to the provisions of this policy. The district shall not incur any liability as a result of any injury arising from the self-administration of asthma anaphylaxis or diabetes medication(s) by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma, anaphylaxis or diabetes may possess and use his or her labeled asthma, anaphylaxis or diabetes medication(s) at all times.

The student's parent or guardian shall:

- A. Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of asthma, anaphylaxis or diabetes medication(s). Such written statement shall acknowledge that the District shall not incur any liability as a result of any injury from the self-administration of asthma, anaphylaxis or diabetes medication(s) by a student.
- B. Provide the school with a written statement from the student's treating physician containing the following information:
 1. That the student has asthma, anaphylaxis or diabetes;
 2. That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma, anaphylaxis or diabetes medication(s);

3. The name and purpose of the asthma, anaphylaxis or diabetes medication(s);
4. The prescribed dosage; and
5. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis or diabetes medication is to be administered.

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

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

1. Student's name
2. Prescription number
3. Asthma, anaphylaxis or diabetes medication name and dosage
4. Method of administration and dosage
5. Date of prescription and refill
6. Licensed prescriber's name
7. Pharmacy name, address and telephone number
8. Name of pharmacist

The authorization of self-administration of asthma, anaphylaxis or diabetes medication(s) from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma, anaphylaxis or diabetes medication(s) shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

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

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

1. Performing blood glucose level checks;

2. Administering insulin through the insulin delivery system the student uses;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on the person of the student at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity.”

INFORMATION ON MENINGOCOCCAL DISEASE & MENINGOCOCCAL VACCINES

Meningococcal disease is a severe bacterial infection of the blood and meninges (the thin covering of the brain and spinal cord). It is a relatively rare disease caused by infection with the bacteria *Neisseria meningitidis*. Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of the infected person.

Persons generally considered at increased risk of getting the disease from a person who is infected are household members, close friends/daily playmates, and health care workers who had direct saliva contact with the case (such as may occur during resuscitation). Persons who are not considered at increased risk are those who have had casual contact with the case, such as occurs in a regular classroom, office, or factory setting.

People can carry the bacteria in their nose and throat without becoming ill. Infection causes fever, intense headache, nausea and often vomiting, stiff neck, and frequently a rash. If symptoms occur, the ill person Meningococcal Disease Fact Sheet should see a doctor immediately. In previous years, up to 50% of the people with clinical disease died. The symptoms may appear 2 to 10 days after infection, but usually within 3 to 4 days.

There is a vaccine for some strains of meningococcal disease, however it is not recommended for everyone. It is recommended for persons without a functional spleen and for persons whose immune systems are compromised. College freshmen who live in dormitories are at a higher risk for meningococcal disease and should talk with their physician about possibly receiving the vaccine. For further information, contact the Oklahoma City-County Health Department (405) 425-4437.

TECHNOLOGY: Access to and Responsible Use of Technology Resources & Information Databases #5720

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

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

A. Shared Responsibility

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

B. Networked Information Systems Responsibility

Access to the district's computer systems and to the network is a privilege, which can be revoked in cases of misuse. The network is provided to users for educationally related communication, research, and/or job related activities. Unauthorized online access, including "hacking" and other unlawful activities, is prohibited.

The users of the network will respect and comply at all times with local, state, federal and international laws governing or relating to their use of the network. The district will cooperate fully with local, state, federal, and international officials in any investigation concerning or relating to any illegal activities conducted through and otherwise involving the district's computer systems.

C. Limitation of Liability

The district uses internet filtering to control and regulate access to internet sites. This does not provide an absolute means for preventing access to inappropriate material and should never take the place of direct supervision in the classroom. If a user inadvertently accesses inappropriate material, or has knowledge of others accessing inappropriate material, the user should immediately inform an administrator.

D. System Security & Internet Safety

Failure to secure a computer for even a short period of time can have significant consequences. Users are responsible for their user ID accounts and passwords and should take reasonable precautions to prevent others from gaining access to their accounts. Users are solely responsible for all actions taken under their user ID. All staff members are expected to lock their workstations when away from them for even a moment.

Sharing a user ID or password with any other person is prohibited. Under no circumstances may users provide their passwords to another person or permit another person to use their account once activated.

Users should never give out private or confidential information about themselves or others on the internet. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited.

For the protection and security of Edmond Public Schools' networked system, it is prohibited to directly attach any network device, such as a wireless access point, to the Edmond Public Schools' network or to create a personal wireless network while on campus.

When using the internet for class activities, teachers will select material that is age appropriate and relevant to the course objectives. Teachers will review the material and internet sites they require or recommend students access in order to determine the appropriateness of the material. Teachers also should be mindful of the regulations and restrictions regarding the posting of student pictures and personal information on web pages and other internet accessible resources.

E. Respecting Resource Limits

The district network system should be used for educational and professional or career development activities.

Users are responsible for the contents of their home directory. Only school or work related materials may be stored in a user's home directory or any other district approved storage systems. Given the finite level of the district networked storage space, users are expected to limit downloads of any size to work-related files.

F. Copyright and Plagiarism

United States copyright law will govern the use of material accessed through the network. Employees and students will make a standard practice of requesting permission from the holder of a work before copying material or incorporating substantial portions of a work in other materials. This does not apply to appropriately cited references in scholarly research. Employees who violate this provision do so at their own risk and will be held personally liable for their negligence.

G. Active Restriction Measures

To comply with the Child Internet Protection Act (CIPA) and other federal and state statutes, the school district will utilize filtering software or other technologies to protect users from accessing visual depictions that are obscene, pornographic, or harmful to minors.

H. Education of Users in Appropriate Online Behaviors

Each school's instructional staff is responsible for instructing students in the appropriate use of technology before allowing them on the network. Users will be educated about safe and appropriate online behavior, including interactions with other individuals on email, messaging, and social networking websites in an effort to assure their safe and secure use of direct electronic communications on the district network. In addition, cyberbullying awareness and response will be addressed in student handbooks and classroom instruction.

In the classroom and other learning spaces, student use of the internet should be related to specific learning objectives. All staff, including teachers, support, and administration, are responsible for monitoring student activity on the school network. Within the learning environment, the staff member assigned to a student or group of students is responsible for monitoring their use of the network and internet.

I. Use of Personal/District Technology

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

procedures are followed. Personal computing devices and software will not be supported by the district nor will the district be held financially liable for loss or damage of said equipment or software. Personal data, images, other media, or software may be removed from district technology at the discretion of the district, as required to properly maintain district resources.

Teachers must ensure that all students are able to participate in classroom

activities and assignments that require a mobile device.

The superintendent/designee is responsible for developing/maintaining procedures specific for the use, care, inventory and tracking of district provided wireless devices. This includes those district-owned devices that are distributed to students for their individual use as an educational tool.

1. Staff Use of Technology

a. General use of district telecommunication devices:

- 1) The Board of Education recognizes that the use of telecommunications is important for communicating with parents, vendors and others in conducting school business. Timely and appropriate use (effective, efficient, ethical and lawful) is expected.

b. Use of district IP telephone equipment:

- 1) Use of the district IP phone system for personal business is strongly discouraged and is to be limited to times that do not interfere with or detract from the employee's work functions.
- 2) Long distance calls are sometimes required in conducting school business. The superintendent/designee is responsible for developing/maintaining procedures for authorizing and tracking long distance use, when appropriate. Employees are prohibited from making long distance calls for personal business at district expense.

c. Wireless devices:

- 1) For the purpose of this policy, wireless devices are deemed to include all mobile phones, laptop/tablets, two-way radios, and other devices that use Wi-Fi or radio frequencies for communication. While wireless devices are at times assigned to employees for conducting school business, other staff members may also possess wireless communication devices while on school premises. The usage of these devices is governed by this policy. The above-stated "General Use" provisions also apply to employee use of wireless communication

devices. Use of wireless devices for personal business during the workday is discouraged and is to be limited to times that do not interfere with or detract from employees' work functions.

2) Employees 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.

2. Student Use of Technology

a. Wireless Devices

1) The Edmond Public Schools' policy on wireless devices is designed to ensure that their use does not interfere with, but enhances, the learning experience. Wireless devices are deemed to include all mobile phones, laptop/tablets, and other devices that use Wi-Fi or radio frequencies for communication.

2) Students who choose to bring personal wireless devices to school do so at their own risk. Edmond Public Schools is not responsible for the theft or loss of personal wireless devices.

3) Students may also use district owned wireless devices. They will be responsible for the safe, responsible, and appropriate use of the devices at all times.

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

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

Cell phones may be used by students before school, between classes, lunch and after school on campus.

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

J. No Expectation of Privacy

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

K. Consequences for Violations

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

1. Loss of internet access and/or network access, for a determined amount of time according to the offense.
2. Staff misuse of technology may result in disciplinary measures to include dismissal.
3. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.

Access to and Responsible Use of Technology Resources & Information Databases Regulations #5720ROverview

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

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

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

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

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

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

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

1. With regard to students' independent use of personal and school-owned devices outside of the classroom, guidelines for appropriate use -- time and place -- should be determined, communicated and commonly practiced among all sites within a particular grade configuration, i.e. elementary, middle, and high school. Students will be expected to follow these expectations, which will be communicated at the sites with parents and students.
2. Unauthorized use of any wireless device during a test (i.e. text messaging, image photography, etc.) will be considered cheating. Appropriate and commensurate disciplinary consequences will be administered.
3. Wireless device photography is prohibited in restrooms and locker rooms at all times.
4. Students may never photograph or video other students or school staff without their permission.
5. Exception to policy provisions may be granted in advance by the site administrator for the following purposes:
 - a.) Monitoring or providing support for students with specific health need.

- b.) Exceptions necessitated by instructional needs such as photography class, club activity support (i.e. website maintenance, social media graphics,) etc.
 6. If a student fails to follow guidelines for in-school use of a personal device, the device may be confiscated by a teacher or administrator.
 7. If a device is in the possession of an administrator, it will not be released to the student until parents have been contacted and appropriate communications and consequences have been made/discussed.
 8. The site administrator may take further disciplinary actions, provided they are consistent with applicable board policies that relate to student discipline.
- G. In addition, the use of the district's network for, or in furtherance of, the following activities is prohibited:
1. Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; or transmitting obscene, abusive, or secularly explicit language.
 2. Accessing material that is profane or that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
 3. Damaging computers, computer systems, network services, or data; vandalizing, damaging or disabling the property of another person or organization; disabling computers, systems or networks through the intentional misuse or excessive use of network resources or the spreading of computer viruses and/or malware through the use of infected files or other electronic/digital media.
 4. Using inappropriate language while accessing the district's network. Inappropriate language includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 5. Participating in cyberbullying, defined as when one or more people use technology to intentionally harm, harass, intimidate, or reject another person. Such activities or knowledge of the activity shall be reported to school personnel.
 6. Attempting to gain unauthorized access to the district system or to any other computer system within the district, or go beyond a user's authorized access. Attempting to browse the system, hide files, or encrypt files, will be construed as an attempt to gain unauthorized access or compromise the system.
 7. Using the system for political purposes or speech. District employees and students may use the system to communicate with their elected representatives or elected officials for curriculum related purposes, or for

reasons which are important to the mission and functioning of Edmond Public Schools. Use is not permitted to campaign for or against any political candidate, or ballot proposition or for political lobbying.

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

District Issued Chromebooks

What is a Chromebook?

A Chromebook is a laptop device that runs the Google Chrome Operating System (instead of Microsoft Windows, for example). Chromebooks cost approximately \$250, start-up quickly, and allow students to perform internet research, access online instructional materials, collaborate using Google apps, access the Canvas Learning Management System, and much more.

Which students will be receiving Chromebooks? All 6-12th grade students will receive Chromebooks to use for the school year and check them in at the end of the year.

What happens if a Chromebook is lost, stolen, or broken? Chromebooks will include a very rugged case to protect them; they are to remain on the devices at all times. Students will be instructed on proper care of the device. The Chromebook warranty will cover the cost if it just stops working. If the device is stolen, students will not be responsible as long as they provide a police report with the claim. Students will be responsible for loss or damage caused by abuse; dropping, spillages, etc. EPS is offering a \$25/year "Student Technology Protection Plan" (STPP) to help cover the cost of damaged devices. Information on the plan is available on the district website at

<https://edmondschools.net/wp-content/uploads/2019/07/2019-2020-EPS-Student-Technology-Protection-Plan-1.pdf> .

SOCIAL MEDIA POLICY #4301

Student Use

Edmond Public Schools recognizes the value and benefit of using electronic media to communicate digitally with students, staff and families in an effort to engage stakeholders and enhance the learning experience. Whether or not a student chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects those who want to participate in social media, but the laws and courts have ruled that schools can discipline students if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

1. Definitions

- A. Social media refers to any user generated content sites generally available to the public or consumers that include, but are not limited to sites like Facebook, Flickr, YouTube, Twitter, Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, and other content sharing sites.
- B. District approved password-protected social media tools are those that fall within the district's electronic technologies network or which the district has approved for educational use.

2. Student Use of Social Media:

- A. As a public institution, Edmond Schools is supportive of a student's personal rights to freedom of speech, expression and association, including the use of electronic devices and social networks. Students are expected to adhere to all district rules and guidelines when using social media. (Refer to Policy 5720)
- B. Students must also comply with any and all state and federal laws pertaining to the use of social media. Students will be held accountable for the content of their electronic communications in relation to school, staff, and students that causes harm or might

harm to others and/or causes a disruption to the normal operations at school.

- C. Social media venues are very public and leave a digital footprint for all to see, including future employers. Students should observe social media policy guidelines when referring to the district, its schools, students, programs/activities, employees, volunteers and communities on social media networks.
- D. In order to be safe online students should never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures.
- E. Students should not use the intellectual property of others without their permission. It is a violation of copyright law to copy and paste other's thoughts. Pictures may also be protected under copyright laws. Users should verify they have permission to use any information that is not their own.
- F. Students may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by school personnel. Information communicated must be consistent with the purpose and mission of the organization they are representing.

3. Consequences for Violations of Social Media Policy:

Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable and calculated to disclose the existence and nature of the alleged violation. Illegal behavior is subject to criminal charges. Students who engage in cyberbullying also risk civil charges and/or lawsuits that may be filed against them by victims. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.

Consequences for violations will be determined in accordance with Policy 4401 as well as state and federal laws, considering the type of violation, past history, and level of the user. This may include loss of internet access and/or network access and notifying the student's parent/guardian of an incident.

SEXUAL HARASSMENT POLICY #5700

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; or
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.

STUDENTS WITH DISABILITIES

All eligible children with disabilities, beginning at age 3, who are residents of the Edmond Public School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. Exceptions to FAPE for certain ages are noted under Federal Regulations 300.102. Edmond Public School District is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means:

- Autism
- Deaf-Blindness
- Deafness or Hearing Impairment
- Developmental Delays (Ages 3 to 10)
- Emotional Disturbance
- Intellectual Disabilities
- Multiple Disabilities
- Orthopedic Impairments
- Other Health Impairments
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

For Edmond District residents needing information regarding eligibility for special education and related services beginning at age three or older, please contact the School Psychologist at your local 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 48 hours prior to attending or participating in a school site or district sponsored function."

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) (Federal Law)

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental affiliations or beliefs of the student or student's parent;
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 Ave, SW
Washington D.C. 20202-4605

NON-DISCRIMINATION POLICY #5165

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

The following person has been designated to handle inquiries regarding the non-discrimination policies:

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).

The Edmond Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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.

The EPS District complaint form and request for a review with regard to the requirements of EPS Policy #5165 follows. In addition, this and all EPS policies may be accessed at the district website: www.edmondschools.net.

EDMOND PUBLIC SCHOOL DISTRICT COMPLAINT FORM: REQUEST FOR A REVIEW

Person or Organization Completing Request

Name: _____ Date of Birth: _____

Address: _____

_____ Street City State Zip Code

School or Place of Employment: _____ Grade (if student): _____

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

Complaint filed by: Student Employee Applicant
 Visitor Parent Other _____

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

Name: _____ Date of Birth _____ Relationship to Complainant: _____

Address: _____

Grade: _____ School or Place of Employment: _____

Date of Alleged Violation _____

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

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

The investigation will follow procedures outlined in Board Policy #5165

Signature of Person Requesting Review

Date

*Return to: Executive Director Human Resources, 1001 W. Danforth Road Edmond, OK 73003
Phone: 405-340-2800
Edmond Public Schools*

**STUDENT & PARENT CONFIRMATION OF RECEIPT & UNDERSTANDING OF
EPS MIDDLE SCHOOL POLICIES**

STUDENT SECTION:

Please Print

Student _____
(Last) (First) (Middle)

I have been directed to the online copy of the Network and Internet Acceptable Use Agreement and the Middle School Student Handbook and given the opportunity to review the contents, with particular emphasis on policies relating to dress code, harassment, drugs and alcohol, and dangerous weapons. I have read and agree to abide by their provisions. I understand that any violation may result in disciplinary action, including suspension and/or revocation of network privileges.

Student Signature _____ Date _____

SPONSORING PARENT OR GUARDIAN SECTION (Required):

I have been directed to the online student handbook and the Network and Internet Acceptable Use Agreement for Edmond Public Schools. I understand that the school district has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate

material. I will monitor my child's use of the network and his/her access to the internet, and I will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the school district from liability in the event that my child acquires inappropriate material through use of the district's computing resources or the Internet. I hereby request that the district issue an account for my child and certify that the information contained on this form is correct.

I further understand that misuse or abuse of the district provided technology may result in revocation of network privileges. With regard to other policies described herein, I understand that student violations may result in serious consequences, including long-term suspension as noted in policy.

I have been given the opportunity to read the discipline related policies in the online handbook and understand the expectations and consequences for offenses committed in violation of the school rules.

Parent Signature _____ Date _____

Home Address _____

Best Parent/Guardian Phone Number _____

=====
Our school district uses several computer software applications and web-based services operated by third parties. These third parties may collect information that is subject to the Children's Online Privacy Protection Act. The district assumes parental permission allowing the school to act as an agent for parents in the collection of information within the school context. If you wish to opt out of the district's consent, please contact Joann Adair at the District office - 1001 W. Danforth Rd and sign an opt out form.