Oklahoma City Public Schools

STUDENT PARENT HANDBOOK
2018-2019

OKCPS Directory

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3416 SW 37th Street, Oklahoma City, OK 73119
587-1600

Arthur Elementary
5100 S Independence, Oklahoma City, OK 73119
587-7600

Belle Isle Enterprise Middle School
5904 N Villa, Oklahoma City, OK 73112
587-6600

Bodine Elementary
5301 S Bryant, Oklahoma City, OK 73129
587-2500

Britton Elementary
1215 NW 95th Street, Oklahoma City, OK 73114
587-6100

Buchanan Elementary
4126 NW 18th Street, Oklahoma City, OK 73107
587-4700

Capitol Hill Elementary
2717 S Robinson, Oklahoma City, OK 73109
587-1800

Capitol Hill High School
500 SW 36th Street, Oklahoma City, OK 73109
587-9000

Cesar Chavez Elementary
600 SE Grand Blvd, Oklahoma City, OK 73129
587-9800

Classen School of Advanced Studies
1901 N. Ellison, Oklahoma City, OK, 73106
587-5400

Cleveland Elementary
2725 NW 23rd Street, Oklahoma City, OK 73107
587-8200

Coolidge Elementary
5212 S Villa, Oklahoma City, OK 73119
587-2800

Douglass Mid High School
900 Martin Luther King Blvd, Oklahoma City, OK 73117
587-4200

Edgemere Elementary
3200 N Walker, Oklahoma City, OK 73118
587-5100

Edwards Elementary
1123 NE Grand Blvd, Oklahoma City, OK 73117
587-3200

Emerson North Mid High School
715 N Walker, Oklahoma City, OK 73102
587-7900

Emerson South Mid High School
2219 SW 74th, Suite 124 , Oklahoma City, OK 73159
587-7900 or 587-7980

Eugene Field Elementary
1515 N Klein, Oklahoma City, OK 73106
587-5700

F.D. Moon Academy Elementary
1901 NE 13th Street, Oklahoma City, OK 73117
427-8391

Fillmore Elementary
5200 S Blackwelder, Oklahoma City, OK 73119
587-4800

Gatewood Elementary
1821 NW 21st Street, Oklahoma City, OK 73106
587-2400

Green Pastures Elementary
4300 N Post Road, Spencer 73084
587-4500

Greystone Elementary
2401 NW 115th Terrace, Oklahoma City, OK 73120
587-3100

Hawthorne Elementary
2300 NW 15th Street, Oklahoma City, OK 73107
587-5900

Hayes Elementary
6900 S Byers, Oklahoma City, OK 73149
587-5800

Heronville Elementary
1240 SW 29th Street, Oklahoma City, OK 73109
587-6000

Hillcrest Elementary
6421 S Miller, Oklahoma City, OK 73159
587-3800

Horace Mann Elementary
1105 NW 45th Street, Oklahoma City, OK 73118
587-3500

Mary Golda Ross Enterprise Elementary
2601 S. Villa, Oklahoma City, OK 73108
587-8700

Jefferson Middle School
6800 S Blackwelder, Oklahoma City, OK 73159
587-1300

John Marshall Enterprise Mid-High School
12201 N. Portland, Oklahoma City, OK 73120
587-7200

Johnson Elementary
1810 Sheffield Drive, Oklahoma City, OK 73120
587-6700

Kaiser Elementary
3101 N Lyon Blvd, Oklahoma City, OK 73112
587-3600

Adelaide Lee Elementary
424 SW 29th Street, Oklahoma City, OK 73109
587-3400

Linwood Elementary
3416 NW 17th Street, Oklahoma City, OK 73107
587-1700

Mark Twain Elementary
2451 W Main Street, Oklahoma City, OK 73107
587-3700

Martin Luther King Elementary
1201 NE 48th Street, Oklahoma City, OK 73111
587-4000

Monroe Elementary
4810 N Linn, Oklahoma City, OK 73112
587-5600

Nichols Hills Elementary
1301 W. Wilshire, Oklahoma City, OK 73116
587-2583

Northeast Academy Mid-High School
3100 N Kelley, Oklahoma City, OK 73111
587-3300

Northwest Classen High School
2801 NW 27th Street, Oklahoma City, OK 73107
587-6300

North Highland Elementary
8400 N. Robinson, Oklahoma City, OK 73114
587-6250

Oakridge Elementary
4200 Leonhardt, Oklahoma City, OK 73115
587-5500

Oklahoma Centennial Mid-High School
1301 NE 101st Street, Oklahoma City, OK 73131
587-5200

Parmelee Elementary
6700 S Hudson, Oklahoma City, OK 73139
587-6750

Pierce Elementary
2601 S Tulsa Avenue, Oklahoma City, OK 73108
587-7400

Prairie Queen Elementary
6609 S Blackwelder, Oklahoma City, OK 73159
587-7750

Putnam Heights Elementary
1601 NW 36th Street, Oklahoma City, OK 73118
587-2700

Quail Creek Elementary
11700 Thornridge Road, Oklahoma City, OK 73120
587-6500

Rancho Village Elementary
1401 S Johnston Drive, Oklahoma City, OK 73119
587-9700

Ridgeview Elementary
10010 Ridgeview Drive, Oklahoma City, OK 73120
587-6800

Rockwood Elementary
3101 SW 24th Street, Oklahoma City, OK 73108
587-1500

Rogers Middle School
4000 N Spencer Road, Spencer, OK 73084
587-4100

Roosevelt Middle School
3233 SW 44th Street, Oklahoma City, OK 73119
587-8300

Sequoyah Elementary
2400 NW 36th Street, Oklahoma City, OK 73112
587-9200

Shidler Elementary
1415 S Byers, Oklahoma City, OK 73125
587-4600

Southeast High School
5401 S Shields, Oklahoma City, OK 73129
587-9600

Southern Hills Elementary
7800 S Kentucky, Oklahoma City, OK 73159
587-2900

Spencer Elementary
8900 NE 50th Street, Spencer, OK 73084
587-8600

Esperanza Elementary
3517 S Linn, Oklahoma City, OK 73119
587-6900

Star Spencer High School
3001 N Spencer Road, Spencer, 73084
587-8800

Taft Middle School
2901 NW 23rd Street, Oklahoma City, OK 73107
587-8000

Telstar Elementary
9521 NE 16th Street, Oklahoma City, OK 73130
587-8900

Thelma R. Parks Elementary
1501 NE 30th Street, Oklahoma City, OK 73111
587-4400

U.S. Grant High School
5016 S Pennsylvania, Oklahoma City, OK 73119
587-2200

Van Buren Elementary
2700 SW 40th Street, Oklahoma City, OK 73119
587-2000

Webster Middle School
6708 S Santa Fe, Oklahoma City, OK 73139
587-3900

West Nichols Hills Elementary
8400 N. Greystone, Oklahoma City, OK 73120
587-4900

Westwood Elementary
1701 Exchange Avenue, Oklahoma City, OK 73108
235-8810

Wheeler Elementary
501 SE 25th Street, Oklahoma City, OK 73129
587-7000

Willow Brook Elementary
8105 NE 10th Street, Oklahoma City, OK 73110
587-7500

Wilson Elementary
501 NW 21st Street, Oklahoma City, OK 73103
587-7100

Dove Elementary Charter School
4901 N Lincoln Blvd, Oklahoma City, OK 73105
605-5566

Dove Science Charter School
919 NW 23rd Street, Oklahoma City, OK 73103
524-9762

Harding Fine Arts Charter High School
3333 N. Shartel, Oklahoma City, OK 73103
702-4322

Harding Preparatory Charter High School
3333 N. Shartel, Oklahoma City, OK 73118
528-0562

Independence Charter Middle School
3232 NW 65th Street, Oklahoma City, OK 73116
767-3000

John Rex Charter Elementary
500 W Sheridan, Oklahoma City, OK 73102
606-6862

KIPP Academy
1901 NE 13th Street, Oklahoma City, OK 73117
425-4622

KIPP OKC South Community Prep
401 SW 44th St, Oklahoma City, OK 73109
808-5720

Santa Fe South Elementary at Penn Avenue
5325 S Penn Ave, Oklahoma City, OK 73119
681-7480

Santa Fe South Elementary at Western Hills
401 SW 44th, Oklahoma City, OK 73109

Santa Fe South Charter High School
301 SE 38th Street, Oklahoma City, OK 73129
631-6100

Santa Fe South Charter Middle School
4712 S. Santa Fe, Oklahoma City, OK 73129
635-1053

Seeworth Academy
12600 N. Kelley Ave, Oklahoma City, OK 73131
475-5540

Seeworth Academy North Campus
12600 N. Kelley Ave, Oklahoma City, OK 73131
475-6400

Seeworth Academy South Campus
3806 N. Prospect Ave, Oklahoma City, OK 73111
424-5801

Western Village Charter School
1508 NW 106th Street, Oklahoma City, OK 73114
751-1774

STUDENTS

VISION FOR EQUITY

The Oklahoma City Public Schools (OKCPS) Board of Education envisions a future in which social factors are not predictive of student outcomes in OKCPS. The board has a responsibility to ensure equitable and fair educational opportunities for all students by allocating resources fairly and equitably, providing diverse learning opportunities, and demonstrating a commitment to equity and fairness across the school district. Educational equity is defined as making decisions strategically based upon the principles of fairness, which includes providing a variety of educational resources, models, programs, and strategies according to student needs that may not be the same for every student or school with the intention of leading to equality of academic outcomes. (OKCPS Board Policy A-09, 11/13/2017)

STUDENT RIGHTS & RESPONSIBILITIES

Every student has the right to conditions favorable to learning. Students have the right to pursue an education free from discrimination based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, or veteran, parental, family and marital status or for any other reason. OKCPS students enjoy freedom of speech, expression and association; the right to privacy; the right of freedom from harassment; the right to due process in judicial matters; and the right to appeal judgments and penalties for alleged misconduct. Students have the responsibility to conduct themselves, both individually and in groups, in a manner which ensures an atmosphere conducive to teaching, studying, and learning. Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive, threatening, intimidating, or harassing behavior, or behavior that is harmful to themselves, other persons, or property. Students have a responsibility to abide by the standards, policies, regulations, and the Student Code of Conduct of OKCPS.

SAFETY FOR STUDENTS

SAFETY GUIDELINES

Safety awareness and the prevention of accidents are important goals of each school. a few tips to help keep students safe:

- Students should not arrive at school until supervision is available.
  - Elementary - 20 minutes before the first school bell.
  - Secondary - 35 minutes before the first school bell.
- Walk on sidewalks. If there is no sidewalk, walk on the left side of the road facing oncoming traffic.
- Cross only at intersections where crossing guards, stop signs, or traffic signals are present.
- Do not approach or enter strange automobiles. Invitations to do so should be reported immediately at home and at school.
- Be considerate of others, particularly smaller children.
- Remain on the school grounds while school is in session.
- Do not attempt to run or walk across busy streets and highways.

CROSSING GUARDS

They are stationed at hazardous intersections as assigned by the Oklahoma City Traffic Control Division and the Oklahoma City Police Department. Crossing guards are normally on duty 30 minutes before and after school. Parents/guardians are asked to stress the importance of cooperating with the school safety crossing guards. Call 297-1142 for more information.

EMERGENCY CARE

Please partner with us to be certain the school is able to contact parents/guardians whenever students become ill or suffer an accident. Contact the school office any time phone numbers change. The school should have at least four numbers of persons to contact in case of emergencies. While the nurse or designated person will provide immediate first aid, the next step is to contact the parent. EMSA or other emergency medical services may be called if immediate medical attention is needed. Expenses for emergency care will be directed to the parents.

EMERGENCY DRILLS

Each school site will practice emergency drills regularly including Fire Evacuation Drills, Inclement Weather Drills, and several types of Security Drills, including armed intruder and lockdown. OKCPS exceeds the number of practice drills required by federal and state standards.

EMERGENCY RESPONSE & CRISIS MANAGEMENT

The district works with the Office of Emergency Management to develop each school's Emergency Operations Plan. In case of the need to evacuate a school campus, your student will be taken to an alternate location. Listen for phone call messages for information and parent instructions.

PHYSICAL CONTACT

In certain situations, school employees may make necessary body contact with students in incidences such as: administering first aid, breaking up fights, protecting themselves from physical attacks, addressing emergencies, developing physical skills through coaching, employing passive restraint to behaviorally disruptive students to protect them and others from harm, and other actions deemed necessary to gain control of a situation.

REPORTING SAFETY CONCERNS & THREATS

TIPS (Threat Assessment, Incident Management and Prevention Services) is the district site for any community person to report school and student concerns. The TIPS reporting system allows for reports to be made by students, parents, teachers, neighbors and anyone concerned about the safety of students in our local schools. Reports can be made confidentially, and anonymously, any time you know of activity threatening you, another student, or your school by calling 587-STOP - TIPS Hotline or completing a TIPS Incident Report. The link for TIPS from the OKCPS is also on the front page of the website www.okcps.org. School and district personnel are notified immediately when your incident is submitted and your case will be investigated and appropriate action taken. Examples of threats that could be reported through TIPS include instances of Assault, Bullying, Bus Incident, Cyber-bullying, Drugs/Alcohol, Parent Complaint, Possession of Weapons, School Vandalism, Self Harm or Suicidal Ideation, Student Assistance Referral, Suspected Abuse/Safety Concern, Suspension Appeal, Threats of Violence and Truancy.

BICYCLE RULES

Students in grades 3-12 may ride bicycles to and from school but may not ride bikes on the school campus. When students arrive at school, they walk bicycles to the designated parking area and lock the bicycles to prevent theft. Bicycles remain parked until school is dismissed for the day and students walk bicycles off school grounds. Bicycle safety includes following traffic laws and maintaining bicycle equipment. The school and district are not responsible for replacement of lost, stolen, or damaged bicycles.

BULLYING, HARASSMENT, & DISCRIMINATION

District policy prohibits and does not tolerate bullying, harassment, or discrimination based on race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, and veteran, parental, family and marital status or for any other reason. Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential. Behaviors that place another student or group of students in fear of harm, or insult or demean any student or group of students will not be permitted. Bullying behaviors are prohibited on school premises, at school-sponsored or related activities, events or functions, or anywhere that students are under the supervision of school personnel.

Bullying is not considered normal conflict. Bullying behavior is different from normal conflict between persons. The OKCPS website Resources for Families page includes information for understanding the difference, Bullying vs. Normal Conflict, and recognizing if your child may be bullied, What are the Warning Signs?.

Normal conflict occurs between students with equal power. Normal conflict happens occasionally, may be accidental, is not serious, results in an equal emotional reaction, student(s) are not seeking power or attention, student(s) are not trying to get something, student(s) usually show remorse and take responsibility, and student(s) make an effort to solve their conflict. Bullying is defined as intentional,

repeated hurtful acts, where an imbalance of power is present. The perpetrator may be attempting to gain power, material things, or gain popularity. Bullying may include, but is not limited to words or other behavior, such as name calling, threatening and/or shunning, starting rumors, and may be committed by one or more children against another. Bullying may be physical, verbal, emotional, social, sexual, or by electronic communication.

- Physical bullying includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting and excessive tickling.
- Verbal bullying includes, but is not limited to, hurtful name calling, teasing and gossiping.
- Emotional bullying includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, manipulating friendships, isolating, ostracizing and peer pressure.
- Social bullying includes harm to another's group acceptance, including but not limited to, harm resulting from intentional gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group.
- Cyberbullying includes, but is not limited to, any written, verbal or pictorial information by means of an electronic device such as a telephone, a cell telephone or wireless telecommunication device or computer. Electronic communications include, but may not be limited to, communications made through social media, email, or other online forums.
- Sexual bullying includes any unwelcome sexual advances, but is not limited to, sexual exhibitionism (attracting attention to yourself), voyeurism (seeing, talking, or writing about intimacy considered to be private), sexual propositioning, sexual harassment, physical contact, and sexual assault. Sexual advances may include, but are not limited to requests for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions, or other verbal or physical conduct of a sexual nature including, but not limited to: lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, cartoons, or electronic

communication devices which adversely affect a student's performance. Victims shall be referred to the school counselor or principal. Perpetrators may be reported to the police.

Any student or groups of students, who have been the victim of discriminatory harassment based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, or veteran, parental, family and marital status or for any other reason, immediately report the incident to a school or district administrator or the district's safe schools hotline at 587-STOP or complete a TIPS Report online. If the incident is not resolved at the building level, the student may file a discrimination complaint with Legal Services:

Legal Services
587-0350
Legal Services

SCHOOL VISITORS

All visitors report directly to the office when they arrive on school grounds and may be required to identify themselves before entering the building and interacting with children. Upon clearance, each person will receive a visitor's badge to be worn in a manner that is visible while on school property. Visitors who are not authorized to be on school property on a daily basis, including students suspended from school and students from other campuses, are trespassing unless they have been cleared through the office.

STUDENT INSURANCE

Parents/guardians are responsible for providing students with health or accident insurance. The Oklahoma City Public School District does not provide student insurance.

STUDENT PICK-UP & EARLY RELEASE

Students are released during school hours only to authorized persons. The custodial parent/guardian must notify the school of restrictions related to the release of a child and provide supporting documentation when appropriate. Photo identification is required for release. Early pick up of students is reserved for emergencies and occasional doctor appointments. Early pick up on a daily basis is not permitted. Students may not be checked out during a school wide lockdown.

STUDENT WELFARE -
CHILD ABUSE & NEGLECT

Anyone who believes a child is being abused or neglected has a legal responsibility to report it to the Oklahoma Department of Human Services. Anonymous reports can be made at any time, 24 hours a day and 7 days a week, to:

> Oklahoma Dept. of Human Services
> Abuse & Neglect Hotline
> 1-800-522-3511

SCHOOL ATTENDANCE

ABSENCES

In order for students to realize their fullest potential from education, every effort is needed from them to attend all classes. Parents, for safety's sake, please contact the school, preferably within the first hour of the school day, to verify the reason for a student absence.

The District policy requires students to be in attendance for at least 88 percent of school days in order to receive credit for courses in which the student is enrolled and completes with a passing grade. For example, for a semester of 90 days, to be present at least 88 percent of the school days, the student could not miss more than 10 days of school each of the fall and spring semesters. As allowed by law, students may also receive credit for any courses in which they have grades of 90 percent or higher.

- Excused absences include illness or injury; doctor or dental appointments; bereavement; serious illness or emergency in immediate family; and school bus not running. Submit documentation to the school office to support absence being excused.

- Unexcused absences include trips out of town, traffic issues, car trouble, waking up late, etc.

- When student absences are due to extended or repeated illness, parent may need to meet with the school nurse and/or other school personnel to provide documentation to excuse the absences, to determine possible causes, and to explore the need for remedial health and/or educational programs for the students, including 504 education plan, homebound instruction, or other interventions deemed appropriate.

As allowed by law, students in a high school credit course may still receive credit even if they miss more than ten days of the course only if they have a grade of 90 percent or higher.

Absences Not Included in Maximum Ten Days Per Semester

Not counted in the student's maximum of ten (10) absences per semester:

1. Pre-approved college visit
2. Observance of religious holidays required by student's religious affiliation
3. School bus not running
4. Disciplinary suspension
5. State and national levels of school-sponsored contests
6. Approved school activities such as science fair, history fair, MATHCOUNTS, athletic events sanctioned by the Oklahoma Secondary School Activities Association, etc.

Disciplinary Suspension Absences

Student absences due to an out-of-school suspension as a result of a disciplinary action imposed by the school will be coded as such. The student receiving an out-of-school suspension of any length will be provided an education plan from the school that will allow the student to remain on schedule to receive credits/grades for courses. The student is responsible for completing the education plan provided by the school. These absences alone will not result in a loss of credit for a high school course. Student will receive full credit for all work completed as part of the education plan and will not be penalized for missing in-class credit opportunities.

TARDIES & ABSENCES

Students are to be in class on time. Students who enter the classroom after the official start time of class are counted tardy in the attendance record. Elementary students who are one or more hours late or picked up one or more hours early are counted absent for ½ day.

Tardies do not count as absences, but more than three tardies will draw attention for attendance intervention because any time a student misses class and instruction represents a loss of education.

ACTIVITY ABSENCES

An additional maximum of 10 days of activity absences per year from a class for school activities are permitted. Students may choose not to take part

in an activity when they feel the number of activity absences will be excessive. Students will not be reprimanded or punished for missing the activity. Schools closely monitor activity absences to maintain compliance with Oklahoma Secondary School Activities Association (OSSAA).

CLASS MAKE-UP WORK POLICY

Work (including tests) missed due to an excused absence will be made up and credit given for such work. It is the student's responsibility to ask the teacher for make-up work. Class work missed due to an absence must be me up within five days of the student's return to class, although additional time may be granted by the principal due to extenuating circumstances. Work missed due to absences will be marked "no grade" in the gradebook until the work completed. If student does not complete the work within the five days allowed, unless arrangements have been made with the teacher or principal, the "no grade" will become an "F." A student will not be penalized for the teacher's absence.

TRUANCY

Oklahoma school law holds the parent responsible for a student's attendance in school. A student is considered truant when absent from the classroom without the consent of the school or the parent. When a student between the ages of 5-17 has five or more full-day unexcused absences within a semester, the attendance office will inform the parents/guardians they are not in compliance with state attendance laws and notify the Oklahoma City Police Department the parent is eligible for a charge related to the absences. The charge is a misdemeanor child neglect charge. Fines range from $500 to $1,200 and/or 30-60 days in jail.

In addition, students between the ages of 12 and 17 may also be cited by Oklahoma City police officers for non-attendance in compliance with Oklahoma City municipal ordinances. The first conviction carries a fine of $50, the second is a fine of $100, and the third and additional convictions are $150 each. For additional ordinance information, visit the OKC municipal code website.

Driving privileges for STUDENTS AGES 14 THROUGH 17 will be canceled according to Oklahoma law when STUDENTS HAVE 15 OR MORE UNEXCUSED ABSENCES WITHIN A SEMESTER OR STUDENTS WHO WITHDRAW OR ARE DROPPED FROM ENROLLMENT WITHOUT VERIFIED ENROLLMENT IN ANOTHER SCHOOL. Parents/guardians receive notification letters when their students' privileges have been revoked.

For more information, contact the Student Support Services Truancy office at 587-0028.

DRESS CODE AND PERSONAL APPEARANCE

SCHOOL UNIFORMS

All OKCPS students wear school uniforms in order to:

- promote an orderly and safe learning environment
- eliminate distractions and increase the focus on instruction
- minimize socio-economic differences
- encourage the practice of professional and responsible dress.

On the OKCPS website, an OKCPS School Uniform Color Chart lists the schools and their designated uniform colors.

Students have the right to choose their own grooming and clothing styles subject to the requirements of this policy. This policy does not apply to sites where the District contracts to provide extended educational services or for which District personnel are not directly responsible for management of the facility.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Personal dress or grooming perceived to disturb the operation of the school will be addressed by school personnel.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of student participants if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity. Exceptions to the student uniform may be made to meet needs of specific classes such as extracurricular activities. Additionally, principals may designate days when the student uniform does not apply.

No student will be denied attendance or penalized for failing to wear the school uniform due to financial hardship. The student or parent will share with a trusted school adult if obtaining the required uniform presents a financial burden. Each school seeks to assist students experiencing financial hardship in meeting uniform requirements. Assistance may be in various forms: recycle uniforms through trade or resell through a student or parent organization as a fund raising project, accept donations of clothing or financial assistance from the community, businesses, PTA, and other supporters, operate a clothing closet of available uniforms, or

provide coupons for stores that sell or provide clothing meeting the uniform policy.

Per board policy, students enrolling in OKCPS for the first time during the school year are granted a grace period up to 20 school days before being required to comply with the uniform.

Students refusing to follow the uniform policy may be subject to consequences noted in the District's Student Code of Conduct.

The following guidelines apply to all students in District schools when they are at school or school-sponsored events:

PANTS, SLACKS, SKIRTS, SHORTS, & DRESSES
- Selected from khaki and school-designated colors.
- Fastened at waist, except for dresses. Sagging or "low rise" clothing is inappropriate for school.
- White, black, or navy leggings may be worn under skirts, skorts, or dresses.
- Hemlines must be of modest length at or below the student's fingertip with arm fully extended.

SHIRTS
- Selected from white and school-designated colors.
- Long or short-sleeved with or without collars as designated by school.
- Free of visible logos, labels, words, or pictures other than approved school logos or names.
- Shoulder straps of at least two student fingers wide.
- Buttoned or zipped appropriately.

SHOES
- Shoes are required at all times on school property and school buses. Shoelaces must be tied.
- Flip-flops, beach or pool shoes, and house shoes are not acceptable for school.

OUTERWEAR
- Sweatshirts, sweaters, or vests, all without hoods, in school-designated colors.
- Free of visible logos, labels, words, or pictures other than approved school logos or names.
- Coats may not be worn inside the building during school unless the principal makes an exception if the school is unusually cold. but shall be worn to school and placed in the student's locker or hung in the student's classroom or another location designated by the principal.

HATS, JEWELRY & ACCESSORIES
- Caps, hats, or head coverings including scarves, bandanas, and sweatbands are not worn in school building. Exceptions include a head covering associated with student's religious beliefs, for medical reasons, or as approved by school administration for a special school activity.
- Jewelry and accessories which pose a safety concern for the student or others are prohibited.
- Student belts must be solid color with a plain belt buckle and worn in the belt loops.

Once a school has selected the colors for the school's uniform, colors may not be changed for three years. After three years, a school may recommend to the Board of Education the colors be changed provided the school has given parents/guardians the opportunity to vote on the proposed changes and at least 50% of voting parents/guardians agreed with the proposed change. Each school family will have one vote, regardless of the number of students attending the school. Board-approved color changes go into effect at the beginning of the next school year.

SAFE SCHOOLS ENVIRONMENTS

DRUG-FREE & TOBACCO-FREE SCHOOLS

The district drug- and tobacco-free schools policy states all persons on school property will be violating district policy if they use, transmit or are under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any non-intoxicating alcoholic beverage (such as low point beer); fortified wine or other intoxicating liquor; or transmit drug paraphernalia or counterfeit drugs; or possess, use, transmit or are under the influence of any other chemicals or products, including synthetic drugs and controlled drugs for which the person does not have a prescription. This policy applies before, during, and after school hours, in any school building, on the premises, in a school vehicle, at a school-sponsored event or function, or during any period of time when students are subject to the authority of school personnel.

GUN-FREE SCHOOLS

Any student in this school district who uses 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 at least one full calendar year. Firearms are defined in Title 18 U.S.C., Section 921 as:

- Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- Any destructive device, including any explosive, incendiary or poison gas, bomb, grenade, or 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.

All firearms or weapons will be confiscated and released only to proper legal authorities. For safety purposes, surveillance video or audio equipment may be used to monitor student behavior at school, on buses and in common areas on campus and at school activities.

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

LASER PENS & POINTERS

Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pens while on district property, while attending a district-sponsored activity on or off district property, or while traveling to or from any school is prohibited.

MINIMIZING SCHOOL EFFECTS OF OFF-CAMPUS CONDUCT

Disciplinary action may be assigned for conduct occurring off campus and not involving a school activity if the student's continued attendance related to misconduct has an adverse impact upon the school. Please review district policies for more details.

PLEDGE OF ALLEGIANCE

Students in all public schools are authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America and Oklahoma pledge. Patriotic exercises such as these may also be conducted during programs and assemblies throughout the school year. Students have the right not to participate, but nonparticipating students are expected to remain silent and respect the rights of others during the ceremony.

Students have the right to assemble lawfully and present petitions to the administration. In exercising their rights, students are expected to avoid interrupting the educational process or causing an unsafe environment for other students. The collection of signatures is only permitted before school, during lunch, and after school.

SCHOOL PROPERTY

Students are responsible for the proper use and care of school property such as textbooks, library books, desks, uniforms, and equipment. The parent of a student is responsible for the replacement or repair of damaged school property when it is determined that the damage was committed by the student as a result of the student's negligence. School officials may conduct regular or random searches of lockers and their contents at any time for reasons of health or safety.

STUDENT-DRIVEN VEHICLES

For high school students to have the privilege of driving cars and motorcycles to school, they may be required to have parent signature and provide a copy of student driver's license and proof of insurance. Students may also be asked to display a parking sticker on the vehicle at all times. Students are responsible for knowing and following rules and regulations. Failure to follow rules or regulations could result in loss of the privilege to park a vehicle at school.

The school has the authority to conduct routine patrols. When school authority has a reasonable suspicion that illegal or unauthorized materials may be in the vehicle, the school may also inspect the interior of student-driven vehicles parked on school property. Patrols and inspections may be conducted at any time without notice, consent or a search warrant. Middle school students are not permitted to drive motor vehicles to school.

DUE PROCESS

Due process is provided to students when they are involved in a discipline incident and before assignment of disciplinary consequences. Due process includes:

- Teacher or administrator conversation with student immediately following the misconduct.
- Student given the opportunity to write or tell his

or her version of events.

- Teacher or administrator providing written notice of the misconduct the student is accused of committing.

If parents/guardians and students are not satisfied with the results of the evidentiary hearing held for a suspension of more than 10 days, they have the right to appeal suspensions with a district-level hearing panel. The appeal may be made by phone at 587-STOP

ACADEMICS

STUDENT EVALUATION

The goal of OKCPS is to prepare students to realize their full potential as self-sufficient citizens. OKCPS provides a comprehensive instructional program and students' learning experiences serve as a foundation for their total educational development, as well as the stimulation of intellectual curiosity, critical thinking, and problem solving abilities. All students are expected to graduate high school college-and-career ready so they are well-equipped for their future.

The Board believes that grades and grading practices should be administered in a fair, equitable, and consistent manner. The evaluation of student progress is based upon the student demonstrating mastery of knowledge and skills of academic standards. This may consist of daily classroom performance, homework, quizzes and tests, and other required activities or projects.
While attendance is not a factor in grading, failing to meet the attendance requirements generally affects students' grades because makeup work does not replace missed instruction. Students who do not meet course standards receive "NG" (No Grade), "NC" (No Credit), or "I" (Incomplete) until all requirements are met, preferably by the end of the subsequent quarter.
Students only receive credit for a high school courses they complete with a passing grade. Students who do not meet attendance requirements or satisfactorily complete a course do not receive credit. Parents/guardians are to receive formal notification when their child does not meet requirements to receive a passing grade. Such notification should be sent no later than two weeks before the grading period ends.

PARENT/GUARDIAN & STUDENT ACCESS TO GRADES & INFORMATION

The Infinite Campus Parent Portal provides parents/guardians and students online access to information about student's grades and other information.   Visit child's school with your photo ID and ask for the Infinite Campus Activation Key. School personnel will verify your identity and provide you with a code.

GRADING SYSTEMS

For further questions regarding student grading, promotion, or retention, contact your school or the PK-12 Office, 587-0049.

PRE-KINDERGARTEN

A conference skills checklist is used to indicate progress made by pre-kindergarten students. The checklist is based on state and national standards and is used to measure progress and mastery of Oklahoma Academic Standards.

KINDERGARTEN, 1ST, and 2nd GRADES

A performance assessment based on state and national standards is used to measure progress and mastery of Oklahoma Academic Standards. OKCPS Kindergarten and 1st grade programs are designed to meet student needs and all areas of development: social and emotional, physical, language and literacy, and intellectual. Please see scale below.

		Regular Courses Grade Points	Pre-AP Courses Grade Points	IB and Advanced Placement Grade Points
C	79-70%	2.0	2.5	3.0
D	69-60%	1.0	1.5	2.0
F	59% & below	0.0	0.0	0.0

ACADEMIC RECOGNITION & HONOR ROLL

Students will be recognized for academic success for various honor rolls. Honor Roll recognition is based on the student Grade Point Average (GPA).

- Superintendent's Honor Roll: Student must have a combined GPA of 4.0 or higher.
- Principal's Honor Roll: Student must have a combined GPA of at least 3.5 with no semester letter grades of C or lower.
- Honor Roll: Student must have a GPA of at least 3.5 with no more than one semester letter grade of C or lower.

HONOR GRADUATES

Graduating seniors with a minimum of a 4.0 cumulative weighted GPA through the first semester of their senior year may be recognized as honor graduates. In addition to the GPA, an honor graduate must also:

- Successfully complete English, Mathematics, Science, and Social Studies each year of high school for a minimum of 4 years in each subject area.

Beginning with students in the Class of 2020, who were freshmen in 2016-2017, they have an additional requirement to be an honor graduate:

- Be a good steward of the community by volunteering 100 hours of community service by February 1st of the senior year.

Academic Performance Level for Standards	
Name	Score
Exceeds	4
Mastered	3
Approaching	2
Emerging	1
Not Yet Assessed (Blank)	

*Comments: Quarter 1 and Quarter 3 are not assessed for pre-kindergarten

4 - Exceeds: Student has exceeded expectation for grade level standard. The student work is beyond grade level expectation.

3 - Mastered: Student consistently meets expectations of grade level standard. The student work demonstrates grade level standards/expectations in this category.

2 - Approaching: Student is developing the expectation of the grade level standard. The student is making progress but does not yet demonstrate mastery of the grade level standards/expectations in this category.

1 - Emerging: Student does not yet demonstrate the grade level standard. The student needs additional support and practice.

Blank - Not yet assessed

GRADES 3-5, PLUS GRADE 6 LOCATED IN ELEMENTARY:

Letter grades are given in the following areas:

- Mathematics
- Language Arts
- Reading
- Vocabulary
- Science
- Social Studies

Students in schools with art or music teachers will receive visual art and/or general music grades. Performance grades will be given for Physical Education.

GRADING SYSTEM FOR GRADES 1-12

Students in grades 1-12 follow the same grading system:

Letter	Range	Regular Courses Grade Points	Pre-AP Courses Grade Points	IB and Advanced Placement Grade Points
A	100-90%	4.0	4.5	5.0
B	89-80%	3.0	3.5	4.0

Graduation Requirements

Graduation requirements vary according to the year students entered high school as freshmen. For example, the class of 2022 entered high school in 2018-2019. If students need to return to complete graduation requirements after their classes graduate, their graduation requirements are the same required of them as freshmen.

Graduation requirements also vary according to the type of diploma students seek to earn. Three types of diplomas are available for students:

- **College Preparatory/Work Ready** - All students are scheduled to complete this diploma by default because it offers the best preparation for students to meet the demands of college or other postsecondary education program or the workforce.

- **Core Curriculum** - If students prefer to earn this diploma, parents/guardians must formally sign their students out of the College Preparatory/Work ready option.

- **Certificate of Distinction** - To earn this honor diploma, students must earn a minimum grade point of 3.25 on a 4-point scale as well as complete additional core curriculum area requirements plus 4 semesters of a World Language.

Freshmen 2016-2017, 2017-2018, and 2018-2019

REQ'D	**Class of 2020 and Beyond** **Core Curriculum Diploma Requirements**	EARNED	
	*Requires parent signature to opt out of College Preparatory/Work-Ready Diploma		
4 units	**ENGLISH**	**SM-YR**	**SM-YR**
1	●English I: Grammar and Composition	S1-____	S2-____
1	●English II: World Literature	S1-____	S2-____
1	●English III: American Literature	S1-____	S2-____
1	●English IV: English Literature	S1-____	S2-____
	OR others approved for college admission at or above the level of grammar and composition		
3 units	**MATHEMATICS - 3 units of mathematics must be taken in Grades 9-12**	**SM-YR**	**SM-YR**
1	●Algebra I	S1-____	S2-____
2	●2 additional units from: Algebra II, Geometry, Math Analysis, Statistics, Calculus,	S1-____	S2-____
	Math of Finance, Intermediate Algebra OR any mathematics course with content	S1-____	S2-____
	and/or rigor above Algebra I and meeting college admission requirements, such as contextual math and technology, engineering and science courses that enhance technology preparation taught by a certified teacher at a comprehensive high school or technology center and approved by OK & OKCPS Boards of Education.		
3 units	**LABORATORY SCIENCE - 1 unit of Physical and 1 unit of Life Science**	**SM-YR**	**SM-YR**
1	●Physical Science, Physics or Chemistry	S1-____	S2-____
1	●Biology	S1-____	S2-____
1	●1 additional unit from: Chemistry, Physics, Physical Science, Botany, Zoology,	S1-____	S2-____
	Botany/Zoology, Anatomy/Physiology, or Environmental Science with content and/or rigor equal to or above Biology I, such as contextual science, technology, engineering and math courses that enhance technology preparation taught by a certified teacher at comprehensive high school or technology center and approved by OK & OKCPS Boards of Education.		
3 units	**HISTORY & CITIZENSHIP SKILLS**	**SM-YR**	**SM-YR**
0.5	●Oklahoma History	S1-____	
0.5	●US Government	S1-____	
1	●US History	S1-____	S2-____
1	●World History OR AP European History	S1-____	S2-____
0.5 units	**PFL and CPR**		
0.5	Personal Financial Literacy	————	
	Cardio Pulmonary Resuscitation & Automatic External Defibrillator competency (CPR/AED)		□
1 unit	**COMPUTER TECHNOLOGY**	**SM-YR**	**SM-YR**
1	●Computer Technology	S1-____	S2-____
	Courses may be taught at high school or a technology center and include computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing.		
2 units	**VISUAL AND PERFORMING ARTS**	**SM-YR**	**SM-YR**
2	●Fine Arts such as music, art, drama or speech	S1-____	S2-____
		S1-____	S2-____
6.5 units	**ELECTIVES**	**SM-YR**	**SM-YR**
1	●Physical activity, maximum of 4 units may count towards graduation requirements	S1-____	S2-____
5.5	●Additional electives, students are encouraged to take World Language courses	S1-____	S2-____
		S1-____	S2-____
		S1-____	S2-____
		S1-____	S2-____
		S1-____	S2-____
		S1-____	
23	**TOTAL UNITS REQUIRED**		

Class of 2020 and Beyond
College Preparatory/Work Ready Diploma

REQ'D		EARNED	
4 units	**ENGLISH**	**SM-YR**	**SM-YR**
1	●English I: Grammar and Composition	S1-___	S2-___
1	●English II: World Literature	S1-___	S2-___
1	●English III: American Literature	S1-___	S2-___
1	●English IV: English Literature	S1-___	S2-___
	OR others approved for college admission at or above the level of grammar and composition		
3 units	**MATHEMATICS - 3 units of mathematics must be taken in Grades 9-12**	**SM-YR**	**SM-YR**
1	●Algebra I	S1-___	S2-___
2	●2 additional units from: Algebra II, Geometry, Math Analysis, Statistics, Calculus OR any mathematics course with content and/or rigor above Algebra I and meeting college admission requirements, such as contextual math and technology, engineering and science courses that enhance technology preparation taught by a certified teacher at a comprehensive high school or technology center and approved by OK and OKCPS Boards of Education.	S1-___ S1-___	S2-___ S2-___
3 units	**LABORATORY SCIENCE - 1 unit of Physical and 1 unit of Life Science**	**SM-YR**	**SM-YR**
1	●Physical Science, Physics or Chemistry	S1-___	S2-___
1	●Biology	S1-___	S2-___
1	●1 additional unit from: Chemistry, Physics, Physical Science, Botany, Zoology, Botany/Zoology, Anatomy/Physiology, or Environmental Science with content and/or rigor equal to or above Biology I, such as contextual science, technology, engineering and math courses that enhance technology preparation taught by a certified teacher at comprehensive high school or technology center and approved by OK & OKCPS Boards of Education.	S1-___	S2-___
3 units	**HISTORY & CITIZENSHIP SKILLS**	**SM-YR**	**SM-YR**
0.5	●Oklahoma History	S1-___	
0.5	●US Government	S1-___	
1	●US History	S1-___	S2-___
1	●World History OR AP European History	S1-___	S2-___
0.5 units	**PFL and CPR**		
0.5	Personal Financial Literacy		———
	Cardio Pulmonary Resuscitation & Automatic External Defibrillator competency (CPR/AED)		☐
3 units	**COMPUTER TECHNOLOGY & WORLD LANGUAGE**	**SM-YR**	**SM-YR**
3	**OPTION 1** - 1 unit Computer Technology **plus** 2 units of same World Language	S1-___	S2-___
	OPTION 2 - 2 units Computer Technology **plus** 1 additional unit from sections above,	S1-___	S2-___
	Computer Technology or World Language	S1-___	S2-___
	Courses may be taught at high school or a technology center and include computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing.		
1 unit	**VISUAL AND PERFORMING ARTS**	**SM-YR**	**SM-YR**
1	●Fine Arts such as music, art, drama or speech	S1-___	S2-___
5.5 units	**ELECTIVES**	**SM-YR**	**SM-YR**
1	●Physical activity, maximum of 4 units may count towards graduation requirements	S1-___	S2-___
4.5	●Additional electives	S1-___	S2-___
		S1-___	S2-___
		S1-___	S2-___
		S1-___	S2-___
		S1-___	
23	**TOTAL UNITS REQUIRED**		

	Class of 2020 and Beyond Certificate of Distinction Diploma		
REQ'D	*Students must have earned at least 3.25 grade point average on a 4.0 scale.	**EARNED**	
4 units	**ENGLISH**	**SM-YR**	**SM-YR**
1	●English I: Grammar and Composition	S1-____	S2-____
1	●English II: World Literature	S1-____	S2-____
1	●English III: American Literature	S1-____	S2-____
1	●English IV: English Literature	S1-____	S2-____
	OR others approved for college admission at or above the level of grammar and composition		
4 units	**MATHEMATICS - 3 units of mathematics must be taken in Grades 9-12**	**SM-YR**	**SM-YR**
1	●Algebra I	S1-____	S2-____
3	●3 additional units from: Algebra II, Geometry, Math Analysis, Statistics, Calculus, OR any	S1-____	S2-____
	mathematics course with content and/or rigor above Algebra I and meeting college admission	S1-____	S2-____
	requirements, such as contextual math and technology, engineering and science courses that	S1-____	S2-____
	enhance technology preparation taught by a certified teacher at a comprehensive high school		
	or technology center and approved by OK and OKCPS Boards of Education.		
4 units	**LABORATORY SCIENCE - 1 unit of Physical and 1 unit of Life Science**	**SM-YR**	**SM-YR**
1	●Physical Science, Physics or Chemistry	S1-____	S2-____
1	●Biology	S1-____	S2-____
2	●2 additional units from: Chemistry, Physics, Physical Science, Botany, Zoology,	S1-____	S2-____
	Botany/Zoology, Anatomy/Physiology, or Environmental Science with content and/or rigor	S1-____	S2-____
	equal to or above Biology I, such as contextual science, technology, engineering and math		
	courses that enhance technology preparation taught by a certified teacher at comprehensive		
	high school or technology center and approved by OK & OKCPS Boards of Education.		
4 units	**HISTORY & CITIZENSHIP SKILLS**	**SM-YR**	**SM-YR**
0.5	●Oklahoma History	S1-____	
0.5	●US Government	S1-____	
1	●US History	S1-____	S2-____
1	●World History OR AP European History	S1-____	S2-____
1	●1 additional unit of Social Studies	S1-____	S2-____
0.5 units	**PFL and CPR**		
0.5	Personal Financial Literacy		_____
	Cardio Pulmonary Resuscitation & Automatic External Defibrillator competency (CPR/AED)		☐
3 units	**COMPUTER TECHNOLOGY & WORLD LANGUAGE**	**SM-YR**	**SM-YR**
1	●Computer Technology	S1-____	S2-____
2	●World Language - 2 units of the same language	S1-____	S2-____
	Courses may be taught at high school or a technology center and include computer	S3-____	S4-____
	programming, hardware, and business computer applications, such as word processing,		
	databases, spreadsheets, and graphics, excluding keyboarding or typing.		
1 unit	**VISUAL AND PERFORMING ARTS**	**SM-YR**	**SM-YR**
1	●Fine Arts such as music, art, drama or speech	S1-____	S2-____
2.5 units	**ELECTIVES**	**SM-YR**	**SM-YR**
1	●Physical activity, maximum of 4 units may count towards graduation requirements	S1-____	S2-____
1.5	●Additional electives	S1-____	S2-____
		S1-____	
23	**TOTAL UNITS REQUIRED**		

Freshmen 2015-2016

Class of 2019 Core Curriculum Diploma Requirements		
REQ'D	*Requires parent signature to opt out of College Preparatory/Work-Ready Diploma	**EARNED**
4 units	**ENGLISH**	**SM-YR SM-YR**
1	●English I: Grammar and Composition	S1-____ S2-____
1	●English II: World Literature	S1-____ S2-____
1	●English III: American Literature	S1-____ S2-____
1	●English IV: English Literature	S1-____ S2-____
	OR others approved for college admission at or above the level of grammar and composition	
3 units	**MATHEMATICS - 3 units of mathematics must be taken in Grades 9-12**	**SM-YR SM-YR**
1	●Algebra I	S1-____ S2-____
2	●2 additional units from: Algebra II, Geometry, Math Analysis, Statistics, Calculus,	S1-____ S2-____
	Math of Finance, Intermediate Algebra OR any mathematics course with content and/or	S1-____ S2-____
	rigor above Algebra I and meeting college admission requirements, such as contextual math and technology,	
	engineering and science courses that enhance technology preparation taught by a certified teacher at a	
	comprehensive high school or technology center and approved by OK & OKCPS Boards of Education.	
3 units	**LABORATORY SCIENCE - 1 unit of Physical and 1 unit of Life Science**	**SM-YR SM-YR**
1	●Physical Science, Physics or Chemistry	S1-____ S2-____
1	●Biology	S1-____ S2-____
1	●1 additional unit from: Chemistry, Physics, Physical Science, Botany, Zoology, Physiology,	S1-____ S2-____
	Botany/Zoology, Anatomy/Physiology, or Environmental Science with content and/or rigor equal to or above	
	Biology I, such as contextual science, technology, engineering and math courses that enhance technology	
	preparation taught by a certified teacher at comprehensive high school or technology center and approved by OK	
	& OKCPS Boards of Education.	
4 units	**HISTORY & CITIZENSHIP SKILLS**	**SM-YR SM-YR**
0.5	●Oklahoma History	S1-____
0.5	●Geography	S1-____
1	●US Government	S1-____ S2-____
1	●US History	S1-____ S2-____
1	●World History OR AP European History	S1-____ S2-____
	COMPETENCIES	
	●Personal Financial Literacy	☐
	●Cardio Pulmonary Resuscitation & Automatic External Defibrillator competency (CPR/AED)	☐
1 unit	**COMPUTER TECHNOLOGY**	**SM-YR SM-YR**
1	●Computer Technology	S1-____ S2-____
	Courses may be taught at high school or a technology center and include computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing.	
2 units	**VISUAL AND PERFORMING ARTS**	**SM-YR SM-YR**
2	●Fine Arts such as music, art, drama or speech	S1-____ S2-____
		S1-____ S2-____
6 units	**ELECTIVES**	**SM-YR SM-YR**
1	●Physical activity, maximum of 4 units may count towards graduation requirements	S1-____ S2-____
5	●Additional electives, students are encouraged to take World Language courses	S1-____ S2-____
		S1-____ S2-____
		S1-____ S2-____
		S1-____ S2-____
		S1-____ S2-____
23	**TOTAL UNITS REQUIRED**	

Class of 2019
College Preparatory/Work Ready Diploma

REQ'D		EARNED	
4 units	**ENGLISH**	**SM-YR**	**SM-YR**
1	●English I: Grammar and Composition	S1-____	S2-____
1	●English II: World Literature	S1-____	S2-____
1	●English III: American Literature	S1-____	S2-____
1	●English IV: English Literature	S1-____	S2-____
	OR others approved for college admission at or above the level of grammar and composition		
3 units	**MATHEMATICS - 3 units of mathematics must be taken in Grades 9-12**	**SM-YR**	**SM-YR**
1	●Algebra I	S1-____	S2-____
2	●2 aditional units from: Algebra II, Geometry, Math Analysis, Statistics, Calculus, Math of Finance, Intermediate Algebra OR any mathematics course with content and/or rigor above Algebra I and meeting college admission requirements, such as contextual math and technology, engineering and science courses that enhance technology preparation taught by a certified teacher at a comprehensive high school or technology center and approved by OK & OKCPS Boards of Education.	S1-____ S1-____	S2-____ S2-____
3 units	**LABORATORY SCIENCE - 1 unit of Physical and 1 unit of Life Science**	**SM-YR**	**SM-YR**
1	●Physical Science, Physics or Chemistry	S1-____	S2-____
1	●Biology	S1-____	S2-____
1	●1 additional unit from: Chemistry, Physics, Physical Science, Botany, Zoology, Physiology, Botany/Zoology, Anatomy/Physiology, or Environmental Science with content and/or rigor equal to or above Biology I, such as contextual science, technology, engineering and math courses that enhance technology preparation taught by a certified teacher at comprehensive high school or technology center and approved by OK & OKCPS Boards of Education.	S1-____	S2-____
4 units	**HISTORY & CITIZENSHIP SKILLS**	**SM-YR**	**SM-YR**
0.5	●Oklahoma History	S1-____	
0.5	●Geography	S1-____	
1	●US Government	S1-____	S2-____
1	●US History	S1-____	S2-____
1	●World History OR AP European History	S1-____	S2-____
	COMPETENCIES		
	●Personal Financial Literacy		□
	●Cardio Pulmonary Resuscitation/Automatic External Defibrillator (CPR/AED)		□
3 units	**COMPUTER TECHNOLOGY with WORLD LANGUAGE OR OTHER ELECTIVE**	**SM-YR**	**SM-YR**
3	□ **OPTION 1** - 1 unit Computer Technology **plus** 2 units of same World Language	S1-____	S2-____
	□ **OPTION 2** - 2 units Computer Technology **plus** 1 additional unit from sections above, Computer Technology or World Language.	S1-____	S2-____
	Courses may be taught at high school or a technology center and include computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing.	S1-____	S2-____
1 unit	**VISUAL AND PERFORMING ARTS**	**SM-YR**	**SM-YR**
1	●Fine Arts such as music, art, drama or speech	S1-____	S2-____
5 units	**ELECTIVES**	**SM-YR**	**SM-YR**
1	●Physical activity, maximum of 4 units may count towards graduation requirements	S1-____	S2-____
4	●Additional electives, students are encouraged to take World Language courses	S1-____	S2-____
		S1-____	S2-____
		S1-____	S2-____
		S1-____	S2-____
23	**TOTAL UNITS REQUIRED**		

	Class of 2019 **Certificate of Distinction Diploma**		
REQ'D	*Students must have earned at least 3.25 grade point average on a 4.0 scale.	**EARNED**	
4 units	**ENGLISH**	**SM-YR**	**SM-YR**
1	●English I: Grammar and Composition	S1-____	S2-____
1	●English II: World Literature	S1-____	S2-____
1	●English III: American Literature	S1-____	S2-____
1	●English IV: English Literature	S1-____	S2-____
	OR others approved for college admission at or above the level of grammar and composition		
4 units	**MATHEMATICS - 3 units of mathematics must be taken in Grades 9-12**	**SM-YR**	**SM-YR**
1	●Algebra I	S1-____	S2-____
3	●3 additional units from: Algebra II, Geometry, Math Analysis, Statistics, Calculus, **OR** any mathematics course with content and/or rigor above Algebra I and meeting college admission requirements, such as contextual math and technology, engineering and science courses that enhance technology preparation taught by a certified teacher at a comprehensive high school or technology center and approved by OK and OKCPS Boards of Education.	S1-____ S1-____ S1-____	S2-____ S2-____ S2-____
4 units	**LABORATORY SCIENCE - 1 unit of Physical and 1 unit of Life Science**	**SM-YR**	**SM-YR**
1	●Physical Science, Physics or Chemistry	S1-____	S2-____
1	●Biology	S1-____	S2-____
2	●2 additional units from: Chemistry, Physics, Physical Science, Botany, Zoology, Botany/Zoology, Anatomy/Physiology, or Environmental Science with content and/or rigor equal to or above Biology I, such as contextual science, technology, engineering and math courses that enhance technology preparation taught by a certified teacher at comprehensive high school or technology center and approved by OK & OKCPS Boards of Education.	S1-____ S1-____	S2-____ S2-____
4 units	**HISTORY & CITIZENSHIP SKILLS**	**SM-YR**	**SM-YR**
0.5	●Oklahoma History	S1-____	
0.5	●Geography	S1-____	
1	●US Government	S1-____	S2-____
1	●US History	S1-____	S2-____
1	●World History OR AP European History	S1-____	S2-____
	COMPETENCIES		
	●Personal Financial Literacy		☐
	●Cardio Pulmonary Resuscitation/Automatic External Defibrillator (CPR/AED)		☐
3 units	**COMPUTER TECHNOLOGY & WORLD LANGUAGE**	**SM-YR**	**SM-YR**
1	●Computer Technology	S1-____	S2-____
2	●World Language - 2 units of the same language	S1-____	S2-____
	Courses may be taught at high school or a technology center and include computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing.	S3-____	S4-____
1 unit	**VISUAL AND PERFORMING ARTS**	**SM-YR**	**SM-YR**
1	●Fine Arts such as music, art, drama or speech	S1-____	S2-____
3 units	**ELECTIVES**	**SM-YR**	**SM-YR**
1	●Physical activity, maximum of 4 units may count towards graduation requirements	S1-____	S2-____
2	●Additional electives	S1-____ S1-____	S2-____ S2-____
23	**TOTAL UNITS REQUIRED**		

Freshmen 2014-2015

	Class of 2018 Core Curriculum Diploma Requirements		
REQ'D	*Requires parent signature to opt out of College Preparatory/Work-Ready Diploma	**EARNED**	
4 units	**ENGLISH**	**SM-YR**	**SM-YR**
1	●English I: Grammar and Composition	S1-____	S2-____
1	●English II: World Literature	S1-____	S2-____
1	●English III: American Literature	S1-____	S2-____
1	●English IV: English Literature	S1-____	S2-____
	OR others approved for college admission at or above the level of grammar and composition		
3 units	**MATHEMATICS - 3 units of mathematics must be taken in Grades 9-12**	**SM-YR**	**SM-YR**
1	●Algebra I	S1-____	S2-____
2	●2 aditional units from: Algebra II, Geometry, Math Analysis, Statistics, Calculus, Math of Finance, Intermediate Algebra OR any mathematics course with content and/or rigor above Algebra I and meeting college admission requirements, such as contextual math and technology, engineering and science courses that enhance technology preparation taught by a certified teacher at a comprehensive high school or technology center and approved by OK & OKCPS Boards of Education.	S1-____ S1-____	S2-____ S2-____
3 units	**LABORATORY SCIENCE**	**SM-YR**	**SM-YR**
1	●Biology	S1-____	S2-____
2	●2 additional units from: Chemistry, Physics, Physical Science, Botany, Zoology, Botany/Zoology, Anatomy/Physiology, or Environmental Science with content and/or rigor equal to or above Biology I, such as contextual science, technology, engineering and math courses that enhance technology preparation taught by a certified teacher at comprehensive high school or technology center and approved by OK & OKCPS Boards of Education.	S1-____ S1-____	S2-____ S2-____
4 units	**HISTORY & CITIZENSHIP SKILLS**	**SM-YR**	**SM-YR**
0.5	●Oklahoma History	S1-____	
0.5	●Geography	S1-____	
1	●US Government	S1-____	S2-____
1	●US History	S1-____	S2-____
1	●World History OR AP European History	S1-____	S2-____
	COMPETENCIES		
	●Personal Financial Literacy		☐
	●Cardio Pulmonary Resuscitation/Automatic External Defibrillator (CPR/AED)		☐
1 unit	**COMPUTER TECHNOLOGY**	**SM-YR**	**SM-YR**
1	●Computer Technology	S1-____	S2-____
	Courses may be taught at high school or a technology center and include computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing.		
2 units	**VISUAL AND PERFORMING ARTS**	**SM-YR**	**SM-YR**
2	●Fine Arts such as music, art, drama or speech	S1-____ S1-____	S2-____ S2-____
6 units	**ELECTIVES**	**SM-YR**	**SM-YR**
1	●Physical activity, maximum of 4 units may count towards graduation requirements	S1-____	S2-____
5	●Additional electives, students are encouraged to take World Language courses	S1-____ S1-____ S1-____ S1-____ S1-____	S2-____ S2-____ S2-____ S2-____ S2-____
23	**TOTAL UNITS REQUIRED**		

	Class of 2018 College Preparatory/Work Ready Diploma		
REQ'D		**EARNED**	
4 units	**ENGLISH**	**SM-YR**	**SM-YR**
1	●English I: Grammar and Composition	S1-____	S2-____
1	●English II: World Literature	S1-____	S2-____
1	●English III: American Literature	S1-____	S2-____
1	●English IV: English Literature	S1-____	S2-____
	OR others approved for college admission at or above the level of grammar and composition		
3 units	**MATHEMATICS - 3 units of mathematics must be taken in Grades 9-12**	**SM-YR**	**SM-YR**
1	●Algebra I	S1-____	S2-____
2	●2 aditional units from: Algebra II, Geometry, Math Analysis, Statistics, Calculus, OR any	S1-____	S2-____
	mathematics course with content and/or rigor above Algebra I and meeting college admission	S1-____	S2-____
	requirements, such as contextual math and technology, engineering and science courses that		
	enhance technology preparation taught by a certified teacher at a comprehensive high school		
	or technology center and approved by OK & OKCPS Boards of Education.		
3 units	**LABORATORY SCIENCE**	**SM-YR**	**SM-YR**
1	●Biology	S1-____	S2-____
2	●2 additional units from: Chemistry, Physics, Physical Science, Botany, Zoology,	S1-____	S2-____
	Botany/Zoology, Anatomy/Physiology, or Environmental Science with content and/or rigor	S1-____	S2-____
	equal to or above Biology I, such as contextual science, technology, engineering and math courses that		
	enhance technology preparation taught by certified teacher at comprehensive high school or		
	technology center and approved by OK and OKCPS Boards of Education.		
4 units	**HISTORY & CITIZENSHIP SKILLS**	**SM-YR**	**SM-YR**
0.5	●Oklahoma History	S1-____	
0.5	●Geography	S1-____	
1	●US Government	S1-____	S2-____
1	●US History	S1-____	S2-____
1	●World History OR AP European History	S1-____	S2-____
	COMPETENCIES		
	●Personal Financial Literacy		☐
	●Cardio Pulmonary Resuscitation/Automatic External Defibrillator (CPR/AED)		☐
3 units	**COMPUTER TECHNOLOGY & WORLD LANGUAGE - Select from options**	**SM-YR**	**SM-YR**
	☐ **OPTION 1** - 1 unit Computer Technology **plus** 2 units of same World Language	S1-____	S2-____
	☐ **OPTION 2** - 2 units Computer Technology **plus** 1 additional unit from sections above,	S1-____	S2-____
	Computer Technology or World Language	S1-____	S2-____
	Courses may be taught at high school or a technology center and include computer		
	programming, hardware, and business computer applications, such as word processing,		
	databases, spreadsheets, and graphics, excluding keyboarding or typing.		
1 unit	**VISUAL AND PERFORMING ARTS**	**SM-YR**	**SM-YR**
1	●Fine Arts such as music, art, drama or speech	S1-____	S2-____
5 units	**ELECTIVES**	**SM-YR**	**SM-YR**
1	●Physical activity, maximum of 4 units may count towards graduation requirements	S1-____	S2-____
4	●Additional electives	S1-____	S2-____
		S1-____	S2-____
		S1-____	S2-____
		S1-____	S2-____
23	**TOTAL UNITS REQUIRED**		

Class of 2018
Certificate of Distinction Requirements

REQ'D	*Students must have earned at least 3.25 grade point average on a 4.0 scale.	EARNED	
4 units	**ENGLISH**	**SM-YR**	**SM-YR**
1	●English I: Grammar and Composition	S1-____	S2-____
1	●English II: World Literature	S1-____	S2-____
1	●English III: American Literature	S1-____	S2-____
1	●English IV: English Literature	S1-____	S2-____
	OR others approved for college admission at or above the level of grammar and composition		
4 units	**MATHEMATICS - 3 units of mathematics must be taken in Grades 9-12**	**SM-YR**	**SM-YR**
1	●Algebra I	S1-____	S2-____
3	●3 aditional units from: Algebra II, Geometry, Math Analysis, Statistics, Calculus, OR any mathematics course with content and/or rigor above Algebra I and meeting college admission requirements, such as contextual math and technology, engineering and science courses that enhance technology preparation taught by a certified teacher at a comprehensive high school or technology center and approved by OK and OKCPS Boards of Education.	S1-____ S1-____ S1-____	S2-____ S2-____ S2-____
4 units	**LABORATORY SCIENCE**	**SM-YR**	**SM-YR**
1	●Biology	S1-____	S2-____
3	●3 additional units from: Chemistry, Physics, Physical Science, Botany, Zoology, Botany/Zoology, Anatomy/Physiology, or Environmental Science with content and/or rigor equal to or above Biology I, such as contextual science, technology, engineering and math courses that enhance technology preparation taught by a certified teacher at comprehensive high school or technology center and approved by OK and OKCPS Boards of Education.	S1-____ S1-____ S1-____	S2-____ S2-____ S2-____
4 units	**HISTORY & CITIZENSHIP SKILLS**	**SM-YR**	**SM-YR**
0.5	●Oklahoma History	S1-____	
0.5	●Geography	S1-____	
1	●US Government	S1-____	S2-____
1	●US History	S1-____	S2-____
1	●World History OR AP European History	S1-____	S2-____
	COMPETENCIES		
	●Personal Financial Literacy		☐
	●Cardio Pulmonary Resuscitation/Automatic External Defibrillator (CPR/AED)		☐
3 units	**COMPUTER TECHNOLOGY & WORLD LANGUAGE**	**SM-YR**	**SM-YR**
3	1 unit Computer Technology **plus** 2 units of same World Language	S1-____	S2-____
	Courses may be taught at high school or a technology center and include computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing.	S1-____ S3-____	S2-____ S4-____
1 unit	**VISUAL AND PERFORMING ARTS**	**SM-YR**	**SM-YR**
1	●Fine Arts such as music, art, drama or speech	S1-____	S2-____
3 units	**ELECTIVES**	**SM-YR**	**SM-YR**
1	●Physical activity, maximum of 4 units may count towards graduation requirements	S1-____	S2-____
2	●Additional electives	S1-____ S1-____	S2-____ S2-____
23	**TOTAL UNITS REQUIRED**		

High School Credit System, Grades 9-12

Students earn credits at the high school level. Students will earn a grade of A, B, C, D or F depending on the level of demonstrated competency for semester courses. Students are classified as Freshmen, Sophomores, Juniors or Seniors based on the number of credits earned. Minimum credits required for each classification:

- Grade 10-Sophomore 4 units (8 credits)
- Grade 11-Junior 10 units (20 credits)

● Grade 12-Senior 16 units (32 credits)

REGULAR & BLOCK EIGHT SCHEDULING

Classen School of Advanced Studies and Northeast Academy for Health Sciences and Engineering follow the BLOCK EIGHT scheduling system which requires students to take eight academic courses per semester. Students study subjects in 80- to 90-minute class periods and can earn 8 units (16 credits) per year. All other OKCPS high schools schedule school days of seven 45-minute periods per day. Students can earn 7 units (14 credits) per year. A minimum of 23 units (46 credits) is required to graduate from high school.

ACADEMIC COMPETITIONS

District students participate in a variety of academic competitions that help develop creativity, teamwork, critical thinking, and competitive spirit. For information about these competitions, contact your school's principal.

PROFICIENCY TESTING

Students can move forward by subject, course or grade level based upon mastery of the Oklahoma Academic Standards with a score at least 90 percent on the proficiency test. Grade level tests are available for grades 1-8. Course tests are available for grades 9-12. Interested students are asked to contact the school principal for more information, or call the Planning, Research & Evaluation at 587-1423.

GIFTED & TALENTED PROGRAM

The Gifted and Talented Education Plan (GATE) of Oklahoma City Public Schools (OKCPS) is an integral part of our commitment to provide for the unique needs, interests, skills, and talents of all students. The GATE program will contribute to each student developing creative and critical thinking, leadership, visual and performing arts, and/or specific academic abilities. GATE is intended to enhance and enrich experiences in the regular classroom, as well as allow for an expansion of the existing curriculum.

DESIRED GOALS:
● To develop critical thinking skills;
● To develop problem-solving skills;
● To develop oral and written communications skills;
● To encourage and recognize creativity;
● To encourage and provide opportunities for leadership development;
● To develop and reinforce positive self-concept;

● To provide enrichment opportunities that enhance the cultural and educational experience; and
● To encourage individuals to become lifelong learners.

PARENT NOTIFICATION AND INFORMATION:
1. of all students identified for the State Department of Education Child Count shall be notified in writing of their student's placement in the Gifted and Talented Program. Parent permission for their child to participate in the gifted/talented program can be found in IC and enrollment forms.
2. A written summary of the site gifted education programming plan shall be sent to all of identified gifted and talented students.

PROMOTION & RETENTION CRITERIA FOR STUDENTS GRADES K-12

Students who demonstrate academic competence will be considered eligible for promotion to the next higher level by following district guidelines and state laws. Academic competency is indicated based on criterion referenced test results, teacher observation, course grades, and attendance in grades K-6. Students who miss more than 10 days of instruction with unexcused absences per semester increase their potential to be recommended for retention.

Lack of English proficiency cannot be a reason for retention and English language learners, including pre-k and kindergarten students, who have had fewer than two complete years of instruction in English may not be retained in any grade.

RETENTION APPEAL

Any parent or guardian, who is dissatisfied with the decision to retain a child, may appeal the decision by contacting the school's Instructional Leadership Director (ILD) at 587-0049 within three working days of the school's decision. A decision will be rendered within ten working days.

Parents/guardians who are dissatisfied with the Director's decision should contact the Clerk of the Board of Education at 587-0444 for information about a district-level appeal.

READING SUFFICIENCY ACT
1. Early Identification of Reading Difficulties
2. Clear, Consistent Parent Communication
3. Increased Time and Improved Literacy

Instruction
4. Student Qualification for Promotion into Fourth Grade

1. Early Identification of Reading Difficulties

The Reading Sufficiency Act serves to ensure that all students are assessed, beginning in kindergarten, to determine their current level of proficiency in the basic areas of reading.

In OKCPS, all elementary students are screened in August, December, and May to determine current levels of proficiency and future levels of risk. In addition to providing this screener three times per year, OKCPS teachers utilize progress monitoring throughout the year to determine the extent to which instruction and intervention are meeting the student's needs.

2. Clear, Consistent Parent Communication

The Reading Sufficiency Act places great attention on parent communication:

● Every student who is determined to be reading below grade-level based on screening results will be provided with an Academic Progress Plan (APP). This plan is specifically designed for each individual student. It indicates the student's most recent academic data, the instructional supports provided by the school, and the supports requested to be provided at home.

Parents/guardians and teachers will review this plan together twice a year at Parent/Teacher Conferences. A student's APP will be included in the student's RSA folder. Student work samples will be maintained by the student's classroom teacher. The folder will include the APP, district screeners and benchmark assessments.

3. Increased Time and Improved Literacy Instruction

The Reading Sufficiency Act requires that specific amounts of time be reserved every day for literacy instruction. Every student in grades K-6 receives 90 minutes of core literacy instruction. During this time, instruction is designed to help students master the literacy skills required for their grade level.

In addition to the 90 minutes of core instruction, students who are reading below grade-level receive an additional, targeted intervention. This extra support is designed to fill gaps in students' understanding of the reading process.

4. Student Qualification for Promotion into Fourth Grade:

To ensure all students are reading on grade level at the end of third grade, the Reading Sufficiency Act requires that all Oklahoma students qualify for promotion into 4th grade. The effective implementation of the first three RSA requirements (listed above), beginning in Kindergarten, significantly reduce the possible need for remediation in middle and high school and lowers the risk of a student dropping out of school because he/she is unable to read.

There are four methods by which students may qualify for promotion into fourth grade. Each method is described in the following section:

1. Proficiency Demonstrated through a Reading Screener: Any first, second or third grade student who demonstrates proficiency in reading at the third-grade level through a screening instrument approved by the Oklahoma State Department of Education qualifies for promotion to fourth grade.

2. Meeting RSA Criteria on the Oklahoma State Testing Program (OSTP): If a third grade student meets RSA criteria (based on reading comprehension and vocabulary standards) on the OSTP, a student qualifies for promotion to fourth grade.

3. Good-Cause Exemption: Some third graders who do not meet the promotion requirements listed above may qualify for a good-cause exemption and may be promoted to fourth grade Good-Cause exemptions for promotion are limited to the following:

● Limited-English-proficient students who have had less than two years of instruction in an English language learner program
● Students with disabilities whose Individualized Education Plan (IEP) states that the student is to be assessed with alternate achievement standards through OAAP
● Students who demonstrate an acceptable level of performance (minimum of 45th percentile) on an alternative standardized reading assessment approved by the State Department of Education
● Students who demonstrate through a student portfolio, mastery (beyond the retention level) of the third grade state standards for reading and evidence of reading on grade level or higher
● Students with disabilities who take the OSTP and who have an Individualized Education Plan (IEP); who have received intensive remediation in reading for more than two years and were previously retained or in a transitional grade during pre-kindergarten, kindergarten, first, second, or third grade
● Students who have received intensive

remediation in reading through a program of reading instruction for two or more years and who were previously retained or in a transitional class during pre-kindergarten, kindergarten, first, second, or third grade for a total of two years

● Students who have been granted an exemption for medical emergencies by the State Department of Education.

4. Conference-Based Promotion: A student not otherwise qualifying for promotion may be evaluated for "probationary promotion" by the Student Reading Proficiency Team (SRPT). The SRPT is composed of:

● the student's parent(s) and/or guardian(s)
● the student's primary reading teacher
● a teacher in reading who teaches in the subsequent grade level
● a certified reading specialist, if one is available.

The student will be promoted to fourth grade only if the SRPT members unanimously recommend "probationary promotion." If a student is approved for "probationary promotion," the team will continue to review the reading performance of the student and determine grade-level placement each academic year until the student demonstrates grade-level reading proficiency for their current grade.

The complete law and requirements are available at http://sde.ok.gov/sde/reading-sufficiency

STUDENT OPPORTUNITIES & SUPPORTS

ATHLETICS

Oklahoma City Public Schools has a rich history in athletics. We are very proud of the championships that our teams have accumulated through the years with hard work, dedication, and teamwork. We embrace the winning tradition that has been set before us and are dedicated to building upon the Oklahoma City Public Schools athletic tradition of success.

OKCPS focuses on teamwork, character building, academic excellence, commitment, and building relationships that will last a lifetime. We love winning and celebrating victories but the pride of our district is providing the very best for our student athletes, challenging them in academics and athletics, and supporting the mission of our schools and district. Please contact the OKCPS Athletic Department at 587-0046 with questions or concerns.

ELIGIBILITY FOR EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES

For a student to be eligible to represent their school and participate in a competitive or noncompetitive activity, the student will:

● Be enrolled in or have been enrolled in a course related to the activity when such activity will cause the student to miss class work during the regular school day.
● Maintain a "C" average in the previous semester and passing grades in all classes in the current semester.

Students who attend summer school may apply one course grade or credit to the preceding semester grade point average and course credits to increase eligibility in the Fall semester.

Extracurricular activities are a privilege and may be revoked for on-campus and off-campus misconduct. A principal may determine any student who is the subject of disciplinary action, or whose conduct or character is such as to reflect discredit upon the school is not eligible to participate in events. Students who are suspended are not eligible to participate in extracurricular or co-curricular activities until their suspension is complete.

EMERSON ALTERNATIVE EDUCATION

Some high school students need more individualized programs to complete their education. Referrals to Alternative Education schools and programs are received and processed through Emerson. The assignment, entry, withdrawal, class size and scheduling of students in Alternative Education are designed to meet the individual needs of students.

EMERSON NORTH HS & SOUTH MID-HIGH SCHOOL (GRADES 6-12)

Emerson North High School and South Mid-High School offer students in grades 6-12 referral to alternative education to better accommodate their needs. High school students have the option of flexible scheduling allowing for morning/afternoon/or an all-day attendance depending on the needs of the student. This program is for students who are referred to an alternative setting modified to better meet their educational needs. The schools' quadmester schedule allows high school students to earn two years of credit in one traditional school year and can also receive work study units, which are applied toward graduation units.

Students are referred to Metro for a variety of

reasons. This program includes students who are recovered dropouts desiring to complete their high school requirements; students who are referred for credit recovery issues; students with a history of attendance issues; students who feel the need for a smaller setting allowing for more individual instruction; and students who may have minor disciplinary infractions. Transportation is provided. Emerson North is located at 715 N. Walker and Emerson South is at 2219 SW 74th, Suite 124, primarily serving the south-side of Oklahoma City.

OUTREACH PROGRAM (GRADES 6-12)

The Outreach Program at 715 N. Walker is open to pregnant or parenting students who at extreme risk of becoming a school dropout. DHS day care and public Embark transportation are provided.

EVENING HIGH SCHOOL FOR CREDIT

Students in grades 9-12 may earn credits/units toward graduation in the accredited evening program. Before enrolling in evening classes, students will visit with their high school counselor and be approved for enrollment by the counselor. Call Gregory Dufrene at 587-8742 for more information.

FEDERAL PROGRAMS - TITLE I

The Title I program is a part of the Elementary and Secondary Education Act (ESEA) passed in 1965. The program is administered by the United States Department of Education (USDE). Funding is distributed to school districts and schools with a high percentage of students from low-income families. Title I funds are focused primarily on increasing student achievement in reading and mathematics by providing additional materials, services or staff members. More information is available by contacting the Title 1 office at 587-0160.

ACCEPTABLE USE POLICY (AUP)

STUDENT COMPUTER & NETWORK ACCESS WIRELESS DEVICES

Computer and Network access is a privilege provided for District students and staff for the sole purpose of facilitating resource sharing and communication. Students are to only use these services for legitimate educational purposes under the supervision of school personnel. Students are provided login information with an individual user name or ID and password that is computer generated to access the computer and network. Students are to never share their login information with anyone. Students are required to logout when finished accessing the network.

The District is not responsible for the misuse of online services. Such misuse includes, but is not limited to; obtaining inappropriate or sexually explicit material, illegal copying or installation of software, using another's password, producing, copying, or attempting to introduce any computer code designed to self-replicate, damage, or destroy a computer's memory, cause a virus, or otherwise hinder computer performance. Students found guilty of such behaviors are subject to the loss of computer privileges and action as stated in the Student Code of Conduct guidelines. It will not be a defense to any disciplinary consequence for a student to say someone else used their account, or the student forgot to logout.

For reasons of health and safety, school staff may periodically monitor each student's use of the network resources to insure that the system is being used in accordance with district policy. Students who lose their individual computer or network privilege will still be required to complete any district or state online testing. Please contact your school's office or the district technology IT Services helpdesk at 587-4357 with further questions.

Students may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Use of such wireless communication devices by students during the instructional day for educational purposes only is

at the teacher's discretion. The instructional day shall be defined as including all times when classes are being conducted and during passing times. Wireless telecommunication devices include, but are not limited to, cellular and digital telephones, two-way radios, personal digital assistants, and smartphones. Wireless telecommunication devices do not include amplification systems utilized in classrooms or in school buildings.

Students found to be using any electronic communications device for any illegal purpose, cyberbullying, threatening others, violating privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or exams shall be subject to discipline and the device shall be confiscated and will be returned to the parent during a parent conference. Students violating this rule will be disallowed from carrying a personal communication device following the incident unless a bona fide health emergency exists. Where appropriate, police authorities may be contacted. OKCPS is not responsible for personal wireless telecommunication devices.

1. INTRODUCTION

Computer network resources, provided by the Oklahoma City Public Schools, enable communication with electronic communities around the world. These computer network resources include Internet, e-mail, the student enterprise system, and the business enterprise systems. The use of these electronic resources shall be consistent with the purpose, mission, and goals of the Oklahoma City Public Schools and used only for the educational and professional purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools, offices, regional education service centers, and other worldwide educational entities.

The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the classroom, but may also contain material that is objectionable. The Oklahoma City Public Schools filters web sites, chat rooms, instant messengers, and some emails believed to be inappropriate for students, teachers, administrators and staff. However, no filtering system is perfect. The District cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and guardian(s) must consider this in deciding whether to permit their children access to the District's computer network resources. This

Acceptable Use Policy (AUP) is provided so that staff, students, and members of the community using the District's computer network resources are aware of their responsibilities. The use of these network resources is a privilege, not a right. Any violation of these policies will result in the loss of network privileges as well as possible disciplinary action.

2. ACCESS TO DISTRICT NETWORK RESOURCES

All employees must sign an Acceptable Use Policy agreement when hired and on a yearly basis before access is granted to the District's computer network resources. If an employee objects to signing an AUP they will not be allowed on the district network which could affect their employment status.

Staff, students, and members of the community may be given access to the District's computer network resources. This access, including account and password, must not be shared, assigned, or transferred to another individual.

Access to the District's computer network resources may be suspended or terminated if terms and conditions of this AUP are violated. Prior to a termination of access to the District's computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with an appointed hearing officer within seven (7) days of notification if the user feels that such action is unjust. After the review, access may be terminated if the hearing officer denies the appeal as well as disciplinary consequences deemed appropriate by the school administrator.

3. SYSTEM SECURITY

Computer users may not run applications or files that create a security risk to the District's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.

Any user deemed to be a security risk, or discovered to have a proven history of problems with other computer networks, may be denied access to the District's computer network resources.

Users should immediately notify Information Technology if they believe that someone has obtained unauthorized access to their private account.

4. RESPECTING RESOURCE LIMITS

Staff, students, and community members will not post chain letters or engage in spamming. Spamming is sending unsolicited "junk" messages to a large number of people, or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.

The system administrators reserve the right to set a

limit on disk storage for network users as well as blackmail and other connections from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain viruses.

Advertising will be permitted on the District's computer network resources with the prior approval of the appropriate administrator.

5. ILLEGAL ACTIVITIES

The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities that blatantly corrupt the educational value of computers or instances that violate the law.

Attempting to gain unauthorized access to the District's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files.

Vandalism will result in cancellation of privileges to the District's computer network resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.

It is prohibited to use the District's computer network resources with the intent of denying others access to the system.

6. INTELLECTUAL PROPERTY (COPYRIGHT)

No copyrighted material is to be placed on the District's computer network resources without written permission from the copyright owner.

Any material placed on the District's network or web pages by an employee, with the use of district or personnel technology will become property of the District unless permission to keep Intellectual Property rights is granted in writing by the employee's supervisor or the Information Technology Department.

All users of the District's network resources must agree not to submit, publish, or display any type of material that violates this AUP.

7. SOFTWARE

Only software approved (certified) by the Information Technology's Technology Purchase Request (TPR) review committee and proof of valid software license(s) can be used on District computer systems including freeware, shareware and beta/test software.

Software that is damaging to the District's network resources or any other systems is prohibited.

8. DIGITAL CITIZENSHIP
- Polite and appropriate language is expected at all times. Abusive messages are prohibited.
- Harassment is unacceptable and prohibited. Harassment is conduct, which is sufficiently

severe, persistent, or pervasive that it adversely affects, or has the purpose of logical consequence of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of intent to harass. If told by a person to stop sending messages, the sender must stop.
- Cyberbullying is prohibited. This includes, but is not limited to, the following forms: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, digital pictures or images, or website postings (including blogs or social media sites), which has the effect of physical or emotional harm. Anyone who engages in such activity is in violation of this policy and shall be subject to appropriate discipline.
- Teachers will be provided curriculum for educating students about digital citizenship and appropriate and safe online behavior, including interacting with others using social networking and chat rooms and how to properly address cyberbullying situations. They will be provided information created by the district's Educational Technology training team for reference and use in instruction.

9. LIABILITY
- Oklahoma City Public Schools does not warrant the functions or services performed by the District's computer network resources. Resources are provided on an "as is, as available" basis.
- Opinions, advice, services and all other information supplied by third parties are for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.
- Any software available from the District's network resources is not guaranteed as to suitability, legality, or performance by Oklahoma City Public Schools.
- Staff, students and community members agree to indemnify and hold harmless Oklahoma City Public Schools for any liability arising out of any violation of this

AUP.

10. ELECTRONIC MAIL AND REAL-TIME CONFERENCING

- It is not the intention of the Information Technology Department to inspect or disclose the contents of electronic mail or computer files sent by one user to another, without consent from either party, unless required to do so by Oklahoma City Public Schools, local, state or federal officials. Electronic mail is not private. As with written communications, users should recognize there is no expectation of privacy for electronic mail.
- Users are expected to remove e-mail messages in a timely manner.
- All users must promptly report inappropriate messages received to a teacher, supervisor, or the system administrators. Any user should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. Private information may not be posted about another person. Individuals need to use caution when corresponding or communicating through email, chat rooms, instant messengers or websites.
- A canceled account will not retain electronic mail.
- The system administrators reserve the right to terminate access to the District's computer network resources if this AUP is violated while using electronic mail and real-time chat features, including video conferencing.
- While we allow personal email to be sent through the system, please remember that this account is for work/school purposes, and all mail (and other data) residing on the Network is the property of Oklahoma City Public Schools. We highly discourage subscribing to personal mailing lists and using your network account for promotions, giveaways, sweepstakes, and other non-business related communications. Excessive amounts of mail received from such sources may be deleted without warning. Any mail that is related to running a private business or involved in unsolicited advertising will be deleted and its sender's e-mail privileges may be revoked. Similarly, the Oklahoma City Public School district

does not permit the "relaying" of email. Mail relaying is when mail is sent from an outside account through Oklahoma City Public Schools' email server for the purpose of masking who the original sender was.
- Abusing District distribution lists is prohibited. Examples of abusing a distribution list include sending mail to the entire District to inform all users of the system that your child is selling candy and to see you for details. This kind of solicitation unnecessarily clogs the email system and frustrates users. Electronic mail is an efficient and convenient means of communication, but problems can arise when it is used without restraint and discipline.

Other prohibited electronic communications include, but are not limited to:
- Using another's password.
- Use of electronic communications to send copies of documents in violation of copyright laws;
- Use of electronic communication systems to send messages, access to which are restricted by laws or regulations;
- Capture and "opening" of undeliverable electronic communications except as required in order for authorized employees to diagnose and correct delivery problems;
- Use of electronic communications to intimidate others or to interfere with the ability of others to conduct District business.
- "Spoofing," i.e., constructing electronic communications so it appears to be from someone else;
- "Snooping," i.e., obtaining access to the files or communications of others for the purpose of satisfying idle curiosity, with no substantial District business purpose;
- Attempting unauthorized access to data or attempting to breach any security measures on any electronic communication system, or attempting to intercept any electronic communication transmissions without proper authorization.
- Sending or displaying offensive messages or pictures; using obscene language.

11. CONSEQUENCES

Financial and criminal penalties may be incurred by Oklahoma City Public Schools for pirated or unlicensed software. These penalties may be passed

on to the offender. Software piracy and license fraud is a serious crime and results in extraordinarily high fines (usually twice the value of the pirated software title). If user is unclear of such software, contact the Information Technology Department.

Violation of Oklahoma City Public Schools' policies, regulations and procedures concerning the use of the WAN and the Internet will result in the same disciplinary actions that would result from similar violations of other Oklahoma City Public School policies and/or regulations. Any or all of the following consequences may be employed:

- Any campus-based disciplinary consequence, including suspension, deemed appropriate by the school administration.
- Long-term suspension may be considered in flagrant violations that blatantly corrupt the educational value of computers or in instances when users have used Oklahoma City Public Schools' WAN or Internet access to violate the law or to compromise the relationship between Oklahoma City Public Schools and our ISP.
- Employees found to be using the WAN or Internet access inappropriately or illegally are subject to progressive disciplinary consequences specified under applicable Board policies/regulations or negotiated agreements.

PARENT/GUARDIAN INVOLVEMENT

Parents/guardians are important partners in helping children become better students. Each school has a parent involvement policy, and parents are invited to participate in the development and evaluation of the policy. OKCPS will use school visits, phone calls, parent conferences, report cards, social media, websites and emails and other available technology to communicate with parents to foster involvement.

INCLUSION STATEMENT

OKCPS students are fortunate to have many adults involved in their education. References in this handbook to parents include guardians and other family members who often act in lieu of or in partnership with parents. Programs and practices are in place to meet the diverse needs, languages, and cultures of students and parents. Several opportunities are available for parents to learn more about schools, educational programs and ways to help their children achieve in school. Contact your

school principal or the Title I Office at 587-0160 for more information.

Parents/Guardians

- KEEP YOUR CONTACT INFORMATION CURRENT

Anytime your students experience illness or emergency, we contact you via the numbers you provide. Please notify your student's school when any contact numbers change. The school and district also use contact information to keep you informed about the best ways to learn about opportunities to get involved.

- JOIN OR START YOUR SCHOOL'S PTA OR PARENT GROUP

Talk to your school's office staff or contact the school district at 587-0234.

- PARTICIPATE WITH THE INDIAN EDUCATION COMMITTEE

The Parent Advisory Committee for Indian Education Programs holds monthly meetings. For details, call Native American Student Services at 587-0357.

- ATTEND PARENT PROFESSIONAL DEVELOPMENT

The district provides training opportunities for parents and staff throughout the school year to help parents support their children and their school. Also, Parents as Teachers is a program to help parents get their children off to a great educational start. Services are provided to families who have children from birth to kindergarten including prenatal information for mothers-to-be. The services include home visits by certified parent educators, group meetings to address family issues and concerns, developmental screenings and connecting families to resources in the community. For more information, call 587-0360.

- COME TO SCHOOL

Parents/guardians are welcome in our schools to observe, volunteer and meet with teachers. To promote a safe and orderly climate for schools, we ask that all visitors sign in at the office to obtain a visitor's pass and make arrangements with the building administrator before entering classrooms.

- To volunteer in your child's school, please complete the Volunteer Application found on the OKCPS Volunteers web page. All school volunteers complete the application. You may also talk to your child's teacher or principal regarding volunteer opportunities at the school. For more information, please contact Community Relations at 587-0234.

- All schools have an annual Open House during the fall of each year. Parents/guardians and patrons are encouraged to attend. Schools will notify parents concerning the dates and times for Open House.
- Parent-Teacher Conferences are scheduled twice per year as opportunities for parents to conference with their children's teachers to check on academic progress. At other times, please call the school to schedule a meeting with a school faculty member before going to the school. Scheduling a meeting assures the faculty member will be available to meet with you and be prepared with information to address your concerns.

- JOIN SCHOOL ALUMNI ASSOCIATIONS

Parents/guardians who are graduates of OKCPS, former students, supporters and current students are encouraged to become involved in the school's alumni association. More information is available by contacting the office at each high school.

SPECIAL REPORTS TO PARENTS

Teachers will contact parents when they determine a student is performing unsatisfactorily. The notification must be in writing in a language the parent can read during the 4th, 5th, or 6th week of each quarter. Additional notices may be sent earlier than the 4th week of the quarter or later than the 6th week of each quarter.

PARENT COMMUNICATION WITH SCHOOLS

Schools should be the first point of contact for issues and complaints. Please communicate issues with your site principal prior to filing a complaint with their director. Thank you in advance for your support!

STEPS TO RESOLUTIONS FOR PARENTS

The Oklahoma City Public School District strives to maintain a harmonious relationship between parents, teachers, staff and administration. Occasionally, misunderstandings occur and resolutions need to be made. Often, concerned parties will contact media outlets looking for help resolving the matter; but concerns are best resolved on the level at which they occur. By following these steps situations can usually be resolved in a quick and fair manner. Below is the process parents or guardians should take to resolve a situation.

1. CONTACT THE STAFF MEMBER
The most direct route to resolving a concern is to speak directly with the person involved, whether it is a teacher, a coach, a bus driver, etc. More than 95 percent of concerns are resolved through communication with those involved.
2. CONTACT THE PRINCIPAL
The principal is in charge of each campus and is responsible for the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available in the principal's office.
3. CONTACT THE APPROPRIATE CENTRAL ADMINISTRATOR
Call the PK-12 Office at 587-0049 to reach the appropriate administrator or director. This step should be taken only when steps one and two have not resolved the concern.
4. CONTACT THE SUPERINTENDENT
If your concern has not been resolved in Steps 1 through 3, then a call to the Superintendent's Office is appropriate.
5. CONTACT THE BOARD OF EDUCATION
This is done by requesting a hearing in the Board Clerk's office. Board members of the Oklahoma City Public Schools are not to help resolve conflicts. If a Board member has been involved before the hearing, he/she may request to not participate in meeting.

PARENTS'/GUARDIANS' RIGHT TO KNOW

Teacher Qualification Requirements
At the beginning of each school year, parents may request information in writing regarding the professional qualifications of their student's teacher/s. Specifically, the parent has the right-to-know:
- Teacher qualifications for licensure and certification.
- Teacher's type of certificate, emergency or provisional.
- Teacher's baccalaureate and graduate degree majors.
- Whether the student will be provided assistance from paraprofessionals and, if so, the qualifications of the paraprofessional.
- If a student receives instruction from an unqualified teacher for four or more consecutive weeks.

Parents/guardians may also request information on the level of achievement of their children in each of the State of Oklahoma academic assessments. If you have questions, please contact the Title I office at

587-0160.

ADDITIONAL PROGRAMS TO SUPPORT PARENTS/GUARDIANS

EARLY BIRDS

This research-based, practical program helps parents prepare their children for school success. The unique family-based, school readiness program arms parents with information, activities and materials to use with their young children. As children's first teachers, are charged with preparing their children to enter kindergarten ready to learn. Early Birds provides tools and training for parents and legal guardians of children from birth to age five through parenting classes at OKCPS schools. Professional child care is provided. For more information or to register for classes, go to the Early Birds web page or call 587-0422.

PARENTS AS TEACHERS

Offered for both expectant parents and to parents/guardians of children from birth to age three, the goal of the program is designed to strengthen parents'/guardians' capacity as their children's first and most important teachers to support the best possible start in life and minimize developmental issues that could impact learning. The free, voluntary parent education program also fosters an early partnership between home and school as a foundation for future school success For more information, visit the Parents As Teachers website or call 587-0360.

ANNUAL NOTIFICATIONS

FERPA RIGHTS & DIRECTORY INFORMATION
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Uninterrupted Scholars Act (Public Law 112-278) was enacted on January 14, 2013. The Act amends FERPA to permit educational agencies and institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student."

FERPA gives parents/guardians certain rights with respect to their children's education records. Education records are defined as all "materials maintained by the school, district, district employee or district agents, which is directly related to a student and maintained by the district or a party acting for the district." Records include, but are not limited to, documents, tape recordings, and video recordings. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies.

Parents/guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is

transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "DIRECTORY" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. OKCPS annually discloses this information in the Student/ Parent handbook. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice) or TDD may call 1-800-437-0833. Or you may contact the US Department of Education:

> Family Policy Compliance Office
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, D.C. 20202-5920

PROTECTION OF PUPIL RIGHTS AMENDMENT NOTIFICATION (PPRA)

PPRA (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents/guardians and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents/guardians if those materials will be used in connection with an ED funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent

before minor students are required to participate in any ED funded survey, analysis, or evaluation that reveals information concerning:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family; Sex behavior and attitudes; Illegal, antisocial, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877- 8339. Or you may contact us at the following address:

> Family Policy Compliance Office
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, D.C. 20202-5920

DISCRIMINATION - NOTICE & CONTACTS

(Title VI, Title IX, Title II, Sec 504, Age Act, Boy Scouts of America Equal Access Act)
The Oklahoma City Public School District (OKCPS) does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, veteran, parental, family and marital status in its programs and activities, or in its employment decisions, and provides equal access to the Boy Scouts of America and other designated youth groups. OKCPS is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity, and equality among students. OKCPS complies with the following laws:
Title VI of the Civil Rights Act of 1964 prohibits

discrimination on the basis of race, color, or national origin. The following individual is designated to as the Title VI Coordinator for OKCPS:

> Christopher Berry
> Director, Language & Cultural Services
> 587-0056

Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability. The district also complies with the Individuals with Disabilities Education Act ("IDEA"). The following person is designated as the Title II/Section 504 Coordinator for OKCPS:

> Felecia Jenkins-Polk
> 504 Coordinator
> 587-1448

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

Under the Boy Scouts of America Equal Access Act, no public elementary school or state or local education agency that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. The following individual has been designated to investigate alleged violations of this act as the Title IX, Age Act and Boy Scouts of America Equal Access Act Coordinator:

> Tamara Love
> Administrator, Student Services
> 587-0438

REPORTING DISCRIMINATION
Any person who believes that he or she has been the victim of discrimination should report the alleged discrimination within 30 days of the occurrence by:

- Calling the Safe Schools Hotline at 587-STOP
- Submitting an online report through the TIPS Incident Report page from the Families tab at the district website.
- Sending an email, telephone/fax, or letter

by mail or filing a complaint in person to:

Legal Services

Oklahoma City Public Schools
P.O. Box 26609
Oklahoma City, OK 73136
Office: Northeast High School
        3100 N. Kelley
        Oklahoma City, OK 73111
        Parents/guardians: 587-0350
        Fax: Parents/guardians: 587-0348

Once a complaint has been made, designated personnel will begin an investigation, track progress, and determine whether the alleged conduct constitutes a violation of Title VI, Title IX, Title II, Section 504, the Age Act , or the Boy Scouts Equal Access Act, and take appropriate action. Discrimination complaints may be submitted to an employee supervisor or the Chief Human Resources Officer by email, telephone/fax, mail or in-person.

STUDENTS COMPLAINTS:

Jessica Sherrill
Legal Services
Parents/guardians: 587-0350
587-0350

PERSONNEL COMPLAINTS:

Janis Perrault
Parents/guardians: 587-0823
Human Resources

For further information about notices of non-discrimination visit the Office of Civil Rights (OCR), website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

ASBESTOS HAZARD EMERGENCY RESPONSE NOTIFICATION (AHERA)

AHERA requires the inspection of all school buildings for asbestos. OKCPS has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located in the main office of each school and the OKCPS Service Center. We will annually notify all PARENTS/GUARDIANS, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities; planned or in progress, will be disseminated by posting a notice or using hand out

bulletins, flyers and/or using newspaper public notice statement.

MENINGITIS ANNUAL NOTIFICATION

This annual notification contains important information about meningococcal disease and meningococcal vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health. Meningitis is an infection of the tissue lining and fluid that surrounds the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause brain damage, hearing loss, amputation of arms or legs, learning disabilities, or death.

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth. Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Further health questions can be answered through the Oklahoma State Department of Health Immunization Service at 405-271-4073, or website at http://imm.health.ok.gov.

RESOURCES

STUDENT ENROLLMENT

The following information provides specifics regarding enrollment in OKCPS, including documents parents and guardians are asked to provide. Unless a transfer has been approved, parents and guardians enroll their children at their assigned neighborhood school during normal school hours or designated enrollment times.

Use the School Locator Tool to find your resident school or call Student Services at 587-0438.
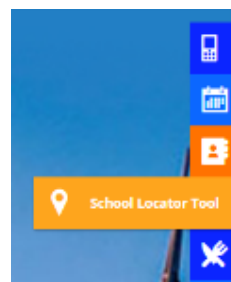
ENROLLMENT AGES & SERVICES

All children meeting residence requirements who are between the ages of five and twenty-one years on or before September 1 of the year the student is enrolling are entitled to an education free of charge.

Pre-Kindergarten is for students who turn four years of age by September 1 of the enrollment year. Neighborhood children are enrolled first, within-district transfers second, and out-of-district transfers third. If space is available after Oct. 1, three-year-old students may be accepted on a tuition basis. Enrolling a three year old requires the approval of the principal. Children attending pre-k at age three would repeat pre-k the following year.

Children with disabilities under the age of five may enroll in early childhood programs for services. Students who are unable to attend school for extended periods of time because of a physical disability or service in the United States armed services or auxiliary organization may attend school between the ages of 21 and 26. For more information, please call the Child Find Office at 587-0433.

ENROLLMENT CATEGORIES

When enrolling students, all parents/guardians will be asked to provide two (2) items verifying residence address which may include the following:

- Proof of payment of local personal income tax or ad valorem taxes
- Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides
- Utility bills (gas, water, or electric proof of service or bills)
- A valid, unexpired driver's license or

motor vehicle registration with current address
- Current voter registration

Principals may accept other documents at their discretion.

Returning OKCPS Students are students who were in the district the previous school year will only need provide residence verification and ensure their schools have current contact, immunization, and guardianship information.

New Students, First-time Enrollees and Immigrant Students entering OKCPS are asked to provide the following items in addition to two proofs of residency:
- Birth Certificate or other age verification
- Immunization records,
- Guardianship or custody documentation, if applicable

Students who are in high school or believe they have earned high school credit are asked to provide official transcripts which will be evaluated by the school for possible course and grade credit. Students' course enrollments may need to be changed following evaluation of transcripts if they are not available at enrollment.
When a student is moving from another district or school, a withdrawal form from the previous school verifies your child is no longer enrolled. Upon enrollment, the school will request a withdrawal form, student transcript or grade report, and discipline reports from the previous school.
Homeless Students have the right to enroll in school immediately, even if lacking documentation normally required for enrollment; such as previous school records, medical or immunization records, proof of residency, birth certificate, proof of guardianship, or other documents.

Students in Foster Care have the same rights to be enrolled even if they are lacking documentation normally required for enrollment.

Homeschooled and Private School Students entering the district are placed in the appropriate grade level as reasonably determined by the school. The school may administer tests or utilize other reasonable means to determine placement. Transcripts from non-accredited programs will not

be included on the student's official transcript. Transcripts from accredited programs will be evaluated for possible course and grade credit. **Any District Student Seeking to Change Schools** from the one assigned to the home address to another completes the District Transfer Form and submits form to the principal of the school. If the principal is able to approve the transfer, the student may attend the new school. Students remain enrolled in the schools assigned to their addresses until they have received transfer approval.

Non-Resident Students may attend OKCPS on an approved open or emergency transfer, provided space availability exists and the student is not currently suspended or involuntarily withdrawn from another school. For more information about the types of transfers and the process for requesting may be found at the Student Services website.

If the principal of the school the student wishes to attend is able to approve the transfer, the district transfer form goes to the Student Services Office. Student Services will notify the student's assigned district. Student remains enrolled in the original school assigned to home address until that district has released the student.

Suspended Students may return to a regular classroom setting upon completion or expiration of suspension terms.

Foreign Exchange Students may participate in a certified exchange program. Sponsoring agencies and host families should review the Enrollment of Exchange Students board policy regulation on Board of Education tab of the district website.

AGE VERIFICATION
Parents/guardians of children new to the district are asked to provide at enrollment an official copy of the birth certificate for school files. Although an official birth certificate is preferred, in the absence of a birth certificate, the principal may accept other documentation that shows the child's name and date of birth such as:

- An attending physician's certificate
- Permanent school records
- Family bills (shows student's date of birth)
- Last year's attendance register or other

official scholastic record
- Baptismal certificate
- Passport
- Life Insurance policy

The principal may also allow the parent/guardian a reasonable length of time to obtain proof of age (parent contacts the department of health from the student's birth city). In such a case, the principal will be responsible for dismissing the student at the end of the grace period unless age verification documentation is presented.

If the principal denies enrollment or dismisses a student due to the absence of age verification, the parent may appeal to the PK-12 office (see information below regarding residency disputes).

Enrollment is complete when all necessary documentation has been provided to the school and verified by school personnel.

RESIDENCY

The residence of a child for school purposes is where the parents/guardians, or persons having legal custody who contribute the majority of financial support for the child live. Also, any student living in the district who is financially self-supporting is considered a resident of the school district if the child works and attends school in the district.

GUARDIANSHIP

Residence of a child may be a foster home, except a therapeutic foster home or specialized foster home where a child is in voluntary placement where a child has been placed by the person or agency having legal custody of the child per court order, or by a state agency having legal custody of the child, or any orphanage or facility having full-time care and custody. Resident district may also be where a child is entirely self-supporting, or resides in a state-licensed or operated emergency shelter.

RESIDENCY BY AFFIDAVIT

Although not required by law, OKCPS allows establishment of residency by affidavit. An adult who does not fall within the categories listed above may file an affidavit with the school district attesting he or she:

- Holds legal residence in the school district
- Has assumed permanent custody of the child

- Contributes the major degree of support to the child
- States the reason(s) for assuming custody

The affidavit is valid for the current school year and must be submitted annually to the school if the custody arrangement continues beyond the school year.

Affidavits to establish residency are utilized for emergencies or special circumstances. This affidavit may not be used to avoid enrollment in the student's resident school. If the custody arrangement is found to be for the purposes of selecting a school other than assigned to the home address, the student will be asked to enroll in the resident school.
The filing of a false affidavit is against the law, punishable by fine or imprisonment.

RESIDENCY DISPUTES

If a school and the principal of the school deny admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review by the PK-12 Office. The PK-12 Office representative responsible for the review will provide a response to the parent's appeal within three school days.

Within three school days of the denial by the PK-12 office, the parent who is not satisfied with the results may request a review of the request for enrollment by the district's residency officer. Requests for review may be made by calling 587-7867 or completing a TIPS Incident Report from the district website. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a request for review, the residency officer and/or residency committee will render a decision and notify the parent within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the

residency officer and the parent and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

HOMELESS STUDENTS & THOSE WHOSE FAMILIES LIVE WITH RELATIVES OR FRIENDS

"Homeless children and youth" are individuals who lack a fixed, regular, and adequate nighttime residence.

Each school year, every student, regardless of living situation, completes an OKCPS Enrollment Questionnaire that discloses where the student is living, identifies students living in transition, and if they qualify for services under the McKinney-Vento Act.

Schools must immediately enroll students in homeless situations, even if they do not have required documents, such as previous school records, medical or immunization records, proof of residency, birth certificate, proof of guardianship, or other documents. Students must be enrolled in school while the school requests and is waiting for school records from the previous school or while student begins process of receiving immunizations.

The McKinney-Vento Homeless Education Assistance Improvements Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youth who:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations, living in emergency or transitional shelters;
- A primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for humans;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting;
- Migratory according to the definition as established in Section 1309 of the Elementary and Secondary Act of 1965;
- Unaccompanied youth not in the physical custody of a parent or guardian.
- Temporarily live in a trailer park or camping

area due to lack of adequate living accommodations.

- Have run away from home and live in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
- Have been placed in a state institution because they have no other place to live.
- Have been abandoned by his/her family and who is staying in a hospital.
- Have parents/guardians will not permit them to live at home and who live on the street, in a shelter, or in other transitional or inadequate accommodation.
- Are school-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The term "unaccompanied youth" includes minors who are not in the physical custody of a parent or guardian. This includes runaways, youth living in shelters, abandoned buildings, cars, or in other inadequate housing. Schools must also enroll unaccompanied youth who qualify as homeless because they are living in circumstances as described above.

Homeless students must have access to any educational services for which they qualify, including public preschool programs, special education, Title I, and limited English proficiency programs, gifted and talented programs, school meal programs, before and after school programs, and transportation services. No child or youth shall be discriminated against or segregated. School districts are required to keep students who qualify under the McKinney-Vento Act in their school of origin, to the extent feasible, unless it is against the parent's or guardian's wishes. The school of origin is either the school attended when permanently housed, or the school in which the student was last enrolled. Students are entitled to receive transportation to their school of origin or last school attended. If a student is sent to a school other than the school of origin or school requested by parent or guardian, the school must provide a written explanation of its decision and the right to appeal. Applicants qualifying for services are to be referred to the OKCPS Homeless Liaison at 587-0106. Also, please fax their Enrollment Questionnaires to the HOPE Department at 587-0642.

STUDENTS IN FOSTER CARE

Children may be enrolled by their foster care

parents/guardians, social workers or other legal guardians. To prevent educational discontinuity, enrollment must not be denied or delayed for children in foster care because documents normally required for enrollment have not been provided.

- School immediately contact the school last attended by any such child to obtain relevant academic and other records.
- Guardianship or legal custody documents will be provided including power or attorney, affidavit, and court order

The District's Foster Care Coordinator collaborates with Child Welfare Agencies on a case-by-case basis to determine "best interest" for the child by considering factors such as, but not limited to, the child's safety, socio-emotional, stability, service and familial needs and preferences, plus the school's climate, resources, academic, and safety as they relate to the student needs.

For more information, contact the Foster Care Coordinator at 587-0058.

STUDENT WITHDRAWAL PROCESS

Upon notice that a student is withdrawing, the school will provide withdrawal paperwork to the parent within 24 hours. This period will allow sufficient time for preparation of withdrawal grades, absences, textbook return, and clearance of financial obligations.

TRANSFERRING RECORDS BETWEEN SCHOOLS

The district complies with the Family Education Rights and Privacy Act of 1974 (FERPA 34 CFR 99.22). Once a student withdraws from school, records can be transferred for the child upon request from the child's new school. After receipt of a records request, schools have 3 business days to submit records to another school.

The last OKCPS school a student attends permanently stores the student's cumulative records. The cumulative folder shall include, but is not limited to, grades, attendance data, discipline events regarding the health and safety of others, health and immunization history, results of testing programs, school activities, and personal and family

background.

SCHOOL ASSIGNMENTS & TRANSFERS

Students enroll in their resident school, which is determined by the student's address, until a legal transfer is approved. All parents/guardians of students seeking transfer to an OKCPS school first visit the school they would like for their students to attend and submit the OKCPS District Transfer Application to the school principal. If space is available at the school and reviews of student's' current school attendance and discipline histories are satisfactory, principals sign forms to approve the transfers. Students who live within the OKCPS attendance boundaries only need principal approval to attend a school other than the assigned school. Students who live outside the OKCPS attendance boundaries submit the application signed by the principal of the school they would like to attend to the Student Services Office, northwest entrance of ML King Elementary School, 1201 NE 48th Street, Parents/guardians 587-0438.

Requests are considered on a first-come, first-served basis with students who live in the district given first priority over students who live outside the district. Students remain enrolled in their home schools until a legal transfer is officially approved. Parent/guardian is responsible for student transportation to and from the school when student attends a school other than the school assigned to the home address. Students may obtain only one transfer per year. Students may not be accepted or denied based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement aptitude, or athletic ability.

TRANSFER CANCELLATIONS

If the District determines a site or program requested is unavailable, the transfer shall become null and void, and the District will not be obligated to honor the transfer at another District site. A principal may not cancel an approved transfer during the year; however, the principal may cancel the transfer for the following year by providing written notification, including the reason for cancellation, to the parent and Student Services by May 1. Cancelled transfers result in students returning to their resident school. Parents/guardians may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and Student Services at

studentservices@okcps.org.

Application and charter schools may have additional guidelines or deadlines for cancelling student transfers; parents/guardians and students in those schools need to be aware of these additional policies.

HEALTH REQUIREMENTS & INFORMATION

The OKCPS health program emphasizes health education, disease prevention and the identification of health problems that may impact a student's ability to learn. Students in selected grade levels are screened for height, weight, vision, hearing, blood pressure, dental, and throat inspection. If further medical attention is indicated, referrals are made to an appropriate healthcare provider.

RNs and LPNs employed by OKCPS Health Services provide specialized health care for students who have disabling conditions under the direction of the student's physician. Our RNs are certified school nurses. Our LPNs are support staff working with medically fragile students. Parents/guardians are asked to notify the school of children for whom a temporary or permanent health problem that problem might restrict participation in school activities, such as physical education. In these cases, written notification from treating physicians describing conditions and recommended types and length of restrictions are required. Permanent restrictions must be renewed at the beginning of each school year.

Any child returning to school following a long-term illness or surgery will be asked to provide a release from a physician including any restrictions or accommodations necessary.

GUIDELINES FOR KEEPING A SICK CHILD HOME FROM SCHOOL

It is often difficult to tell how sick your child is in the morning before school. School is important, but sick children need to be at home. The following considerations can help you decide whether your child should stay home from school.

- Temperature - Though children may not have a fever and still be sick, a temperature of 100 degrees or over is a sure sign to keep your child home. Giving a fever reducer (Tylenol) and sending your child to school will almost guarantee a call from school when the medicine wears off, as well as exposing other students to whatever your

child has.
- Vomiting or diarrhea during the previous evening or night, please keep your child home. Consult a doctor if symptoms continue more than 48 hours or worsen instead of improving.
- A blistery rash, especially if accompanied by fever and a history of exposure may be chicken pox. Keep your child home until you know for sure. If it is chickenpox, your child will need to stay home until all areas are scabbed, usually 6-7 days.
- Heavy nasal congestion and/or a frequent cough, keep your child at home. At school with these symptoms, children probably feel miserable, will not learn much, and will be sharing a virus with others.
- Contagious disease diagnosis, such as strep, your child should have taking their prescription antibiotics for 24 hours before returning to school.

If your child stays home, improves, and does not run a temperature (without medication), your child can be taken to school. Be sure that the school has current telephone numbers to reach you at all times in case your child becomes ill or injured.

MEDICATION

For both prescription and over-the-counter medication to be given to students at school, the school must have written directions from a physician and written permission from the parent or guardian. Consult the school nurse for appropriate forms and procedures.

The medication must be sent in a pharmacy labeled bottle. Inhalers need to have the pharmacy label on the inhaler. Any changes in time, dosage, or medication will require new orders from the physician and a new form signed by the parent. All pills will be counted by two people when medication arrives at school and any remaining medication counted at the end of the school week by two people.

Medication will be dispensed by the school nurse, or in the absence of the school nurse, by the school administrator or their designee. Any over-the-counter medications brought to the school must be in an unopened, original container. All medications, prescription and over-the-counter, must be picked up by the parent at the end of the school year. No medications will be sent home with students.

HEAD LICE

Lice are tiny insects about the size of a sesame seed and survive on human blood. They do not jump or

fly, they crawl. Lice are usually passed from person to person by shared combs, brushes, hats, coats, sweaters, scarves, or other personal items.

Lice eggs are called nits. Nits are very small, yellowish or grayish white in appearance and teardrop shaped. They are attached to strands of hair and will not wash out or blow away.

Children found to have head lice or nits will be excluded from school. The most common sign of lice infestation is constant itching. If your child is constantly itching, check the scalp for lice. Live lice can be difficult to find and they move quickly. They do not like bright light so use a bright light or bright natural light to check your child's scalp. Check each strand of hair for nits.

If lice are found:

- Use a lice-killing shampoo. Carefully follow package directions. Apply the shampoo to a dry scalp. No treatment will kill all of the eggs (nits). Nit removal is the key to effective treatment. It is best to remove the eggs by combing the hair with a special nit comb.
- Any person who has lice should be treated twice with 7-10 days after the first shampoo or according to package directions. Be sure to check all members of the family during this period of time for additional infestations.
- Personal items (combs, brushes, coats, caps, etc.) and household surfaces, combs, brushes, head gear, and bed linens must be washed in hot water. Items which cannot be washed must be sealed in plastic bags for 14 days. Carpets, sofas, mattresses must be vacuumed (including corner, around seams, etc.). It is not necessary to buy special detergents or pesticides.

Successful treatment must include removal of ALL nits. It just takes one nit, left on the hair, to start another infestation. OKCPS has a "NO NIT POLICY."

CHICKEN POX

Chickenpox vaccine is required for students pre-Kindergarten through 12th grade. The virus is passed by direct person to person contact or by airborne respiratory secretions. The rash usually occurs 10 to 21 days after exposure. The child may have a mild fever and/or loss of appetite for 1 to 2 days before the rash appears. The rash appears as red pimples and progresses to clear, oval-shaped spots which will break easily for 3 to 4 days. The child can return to school when all of the oval-shaped spots are dry and crusted over.

It is important to NEVER give aspirin or aspirin containing medication to children with a viral infection because of the increased risk in developing Reye Syndrome. The current recommendation is to receive one series of two varicella immunizations, months apart to prevent them from developing chickenpox.

MENINGITIS

In addition to the annual notification included in the handbook, further health questions can be answered through the Oklahoma State Department of Health Immunization Service website or call 271-4073, or website.

IMMUNIZATION REQUIREMENTS

The Immunization Requirements for School Attendance are available on the Oklahoma State Department of Health website. Students in grades PK-12 cannot be admitted or enrolled in any public school without the appropriate immunizations. The OKCPS Health and Medicaid Services Department monitors and implements the immunization program according to State Law #1210-191 and school district policy.

Please contact your school nurse for questions regarding immunizations or regarding student's health.

For Parents - Vaccines Required to Attend School in Oklahoma
2018-19 School Year

Immunization Service
Oklahoma State
Department of Health

This table table shows the total number of doses a child must receive and have on their record to attend school for the grades indicated. The doses do not have to be repeated every year. These are the requirements for school. Requirements for child care attendance are different. Refer to this web page for the requirements for child care: http://www.ok.gov/health/Disease,_Prevention,_Preparedness/Immunizations/Vaccines_for_Childcare/index.html.

	PRE-SCHOOL/ PRE-K	KG – 6th	7th – 12th
VACCINES	Total doses		
DTaP/ (diphtheria, tetanus, pertussis)	4 DTaP	5 DTaP★	5 DTaP★ & 1 Tdap♦
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	4 IPV/OPV◄	
MMR (measles, mumps, rubella)	1 MMR	2 MMR	
HepB (hepatitis B)	3 HepB ■		
HepA (hepatitis A)	2 HepA		
Varicella (chickenpox)	1 Varicella		

★	If the 4th dose of DTaP is given on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.
♦	Tdap (tetanus, diphtheria, and pertussis) booster (Only 1 dose of Tdap is required.)
◄	If the 3rd dose of IPV/OPV is given on or after the child's 4th birthday and at least 6 months from the previous dose, then the 4th dose of IPV/OPV is not required.
■	If a child reaches age 11 and has not yet started the HepB vaccine series, he or she may receive a 2-dose series of Merck® Adult Hepatitis B vaccine instead of the 3-dose series of Pediatric HepB vaccine. The 2-dose series must be completed before the 16th birthday or the child must receive a total of 3 doses of HepB vaccine. If you have any questions about the 2-dose series of HepB vaccine, talk to your healthcare provider. All other children (younger or older) must have 3 doses of hepatitis B vaccine.

Vaccines Recommended for All Children but Not Required by Oklahoma School Law
A 2nd dose of varicella (chickenpox) vaccine is recommended at 4-6 years of age and at any age after that if it is missed at 4-6 years.
One dose of MCV4 (meningococcal vaccine) is recommended at age 11-12 years and a booster dose at 16 years of age.
   If an adolescent misses MCV4 at 11-12 years, they should still receive it. This vaccine is routinely recommended up to 18 years and through age 21 years for first year college students living in dormitories or on-campus student housing because of their risk of catching the disease.
   If an adolescent receives the first dose of MCV4 late at 13 through 15 years, they still need a booster dose at age 16 through 18 years.
Oklahoma law requires a dose of MCV4 for all students who are first-time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus student housing. It is recommended they receive a dose on or after the 16th birthday.
Two doses of HPV (human papillomavirus) vaccine are recommended for all pre-teens starting at 11-12 years of age.
If the series is started on or after the 15th birthday, 3 doses are recommended.
Keep a copy of your child's vaccination record, you may need it later.

https://www.ok.gov/health2/documents/IMM_PARENTS/GUARDIANS_School_Vaccines_Requirements_OK_English.pdf

Para Padres - Vacunas Requeridas para Asistir a La Escuela en Oklahoma Año Escolar 2018-19

Immunization Service
Oklahoma State
Department of Health

Esta Tabla muestra el número total de dosis que un niño debe recibir y tener en su registro de vacunas para asistir a la escuela para los grados indicados. La dosis no tiene que ser repetida cada año. Estos son los requisitos para la escuela. Requisitos para guardería de niños son diferentes. Consulte la página web para requisitos de guardería de niños.
http://www.ok.gov/health/Disease%2C_Prevention%2C_Preparedness/Immunizations/Vaccines_for_Childcare/index.html

	PRE-ESCOLAR/ PRE-JARDÍN DE NIÑOS	JARDÍN DE NIÑOS-6to	7mo – 12vo
VACUNAS	Dosis total		
DTaP (difteria, tétanos, tos ferina)	4 DTaP	5 DTaP	5 DTaP* & 1 Tdap♦
IPV/OPV (polio inactivado/polio oral)	3 IPV/OPV	4 IPV/OPV◄	
MMR (sarampión, paperas, rubéola)	1 MMR	2 MMR	
HepB (hepatitis B)	3 HepB		
HepA (hepatitis A)	2 HepA		
Varicela (chickenpox)	1 Varicela		
★	Si la 4ta dosis de DTaP es administrada en o después del 4to cumpleaños del niño(a), entonces no se requiere la 5ta dosis de DTP/DTaP.		
♦	Tdap (tétano, difteria, y tos ferina) vacuna de refuerzo. (Solamente una dosis de DTaP es requerida)		
◄	Si la 3ra dosis de IPV/OPV es administrada en o después del 4to cumpleaños del niño(a) y por lo menos 6 meses antes de la dosis previa, entonces no se requiere la 4ta dosis de IPV/OPV.		
■	Si un adolescente alcanza la edad de 11 años y no ha comenzado la serie de vacunas Hep B, él o ella puede recibir 2 dosis de vacunas de la series de Hepatitis B Adulto de Merck® en vez de la series de 3 dosis de Hep B pediátrica. La serie tiene que ser completada antes del 16 cumpleaños o el/la adolescente tiene que recibir un total de 3 dosis de la vacuna HepB. Si tiene cualquier pregunta sobre esta serie de vacuna de 2 dosis de HepB, hable con su proveedor de atención médica. Todos los demás niños (jóvenes o mayores) deben recibir 3 dosis de la vacuna de Hepatitis B.		

Vacunas Recomendadas para Todos los Niños pero No Requeridas por la Ley Escolar de Oklahoma.
Una segunda dosis de la vacuna de Varicela es recomendada a los 4-6 años de edad y cualquier edad después de eso si se perdió la dosis de 4-6 años.
Una dosis de MCV4 (Vacuna meningocócica conjugada) es recomendada a los 11-12 años de edad con una dosis de refuerzo a los 16 años de edad.
   • Si un adolescente olvida MCV4 a los 11-12 años, todavía la deben recibir. La vacuna es rutinariamente recomendada hasta los 18 años de edad y hasta los 21 años para estudiantes universitarios de primer año si están viviendo en los dormitorios o en alojamiento estudiante del campus por su riesgo de obtener la enfermedad.
   • Si la primera dosis es administrada a la edad de 13 a 15 años, una dosis de refuerzo debe ser administrada a la edad de 16 a 18 años. La ley de Oklahoma requiere una dosis de MCV4 para estudiantes universitarios de primera vez en cualquier institución educativa postsecundaria pública o privada en este estado y quienes residen en el alojamiento estudiantil en el campus. Es recomendado que reciban una dosis en o después de 16 cumpleaños.
Dos dosis la vacuna HPV (virus de papiloma humano) son recomendadas para todos los pre-adolescentes y jóvenes comenzando a los 11-12 años de edad. Si la serie es comenzada en o después de los 15 años, 3 dosis son recomendados.
Mantenga una copia del registro de vacunas de su hijo, lo puede necesitar después.

https://www.ok.gov/health2/documents/IMM_PARENTS/GUARDIANS_School_Vaccine_Requirement_OK_Spanish.pdf

How to Find a Copy of Your Child's Immunization Record

Immunization Service
Oklahoma State
Department of Health

1. Check with *all* your child's previous health care providers. Don't forget visits to your local county health department or Indian Health Service or tribal clinic.

2. Look through your old papers--sometimes immunization records are tucked away in a baby book, or included on school or camp medical history forms.

3. Call you local county health department and ask the health department to check OSIIS. OSIIS is the Oklahoma State Immunization Information System, which is a centralized immunization registry that keeps electronic records of vaccines given by health care providers who use the registry. OSIIS was started in 1994 so it does not have the records of all Oklahoma children. Also, some doctors and clinics do not use OSIIS so children and adults who received vaccines at those clinics will not have records in OSIIS. If your child received vaccines in another state you can check that state immunization website for information on the state immunization registry.

4. Check with any childcare centers or schools your child has attended to see if they a copy of your child's record.

5. Adolescents might have received certain vaccines (such as hepatitis B or hepatitis A vaccines) at school but county health department personnel may have administered the vaccines, so the county health department may have the record.

When you do find a record make several copies of it and keep them in a safe place.

If you cannot locate your child's personal record or the record from your doctor, it may be necessary to repeat some of the vaccines or arrange for blood tests to document immunity to a particular disease, although this may cost more than re-vaccinating. County health departments in Oklahoma do not provide blood testing to determine immunity, but some private clinics and laboratories do offer this service. Check with a private doctor or laboratory.

This information was developed using information obtained from the:

Immunization Action Coalition   1573 Selby Avenue   St. Paul MN 55104
E-mail: admin@immunize.org Web: http://www.immunize.org/
Tel: (651) 647-9009   Fax: (651) 647-9131

https://www.ok.gov/health2/documents/IMM_PARENTS/GUARDIANS_How_%20to_%20Find_Child's_Immunization_Record.pdf

SCHOOL NUTRITION SERVICES (SNS)
OKCPS participates in the National School Lunch and the School Breakfast Program. School Nutrition Services (SNS) implements a program called the COMMUNITY ELIGIBILITY PROVISION (CEP). With CEP, families will no longer be required to submit a meal application for this benefit.
If you have questions about School Nutrition Services, call Parents/guardians 587-1025
Under the CEP program, students will be able to:

- Enjoy one FREE Breakfast and one FREE Lunch each day.
- Get through lines faster giving them more time to eat!
- Always know they'll get a meal at school.
- Get to eat different and fun foods.
- Buy additional food and healthy snack items if one school meal isn't enough food.

Families no longer need to worry about filling out meal applications or sending money for breakfast or lunch. Three, four, or five food items make a meal. If your student ever brings lunch to school, let them add to that with fruit, veggies, and milk! We are Offer versus Serve, so students can choose the foods they want within the planned menu. A sample would be a burger with an apple. Of course, we encourage taking a complete meal if a student wants to eat all of it.
FAQ:
Q: "If the whole meal is free, why can't I just get a free carton of milk or an orange?"
A: USDA pays OKCPS for a MEAL. Students must choose at least 3 items with one item being fruit or veggie.
Menus are posted online. Hover over the food items to see the nutrient analysis.
A la Carte and Smart Snacks – Sometimes a school

meal isn't enough food. SNS appreciates your willingness to buy extra food from the cafeteria. This will help us afford to continue CEP. For more information, call School Nutrition Services at 587-1025.

MENUS

OKCPS breakfast and lunch menus are linked on the SNS website, or may be obtained through the office of your school.

TRANSPORTATION

OKCPS provides transportation to students who live more than 1-½ miles from their assigned school; attend high school academies other than their assigned school or vocational/technical education classes; or enroll in clustered special education programs where transportation is required. The majority of students who live within the school attendance zone and live greater than 1½ miles from the school are eligible for bus transportation. District transportation is not provided for students who elect to attend a school other than their neighborhood school. Transportation for students living within 1½ miles of their school of record is the responsibility of the students' parents/guardians. All student transportation will be consistent with state statutes and the Board of Education regulations. School bus transportation is a privilege provided by the school district, it is not a right of students or required by law. The driver is in charge of students while they are aboard the bus. In order to maintain the privilege of riding the bus, students will follow these rules:

- Respect the driver and follow directions at all times.
- Remain seated while the bus is moving and keep all body parts inside of the bus.
- Use inside voices and keep objects to yourself so as not to distract the driver
- Keep the bus clean and the aisles clear of books, band instruments, or other objects.
- Do not eat or drink on the bus.
- Move to the rear of bus when loading.
- Avoid tampering with bus equipment.
- Students will also follow all district and school rules including:
- No e-cigarettes, smoking or use of smokeless tobacco (snuff or chewing).
- No alcohol or other illegal substances on the bus.

- Do not board the bus if under the influence of alcohol or controlled substances.
- Guns, weapons, or weapon replicas are prohibited State Law.

Violations of bus rules may result in the loss of riding privileges or other disciplinary measures. The bus drivers and/or bus assistants report violations of bus rules to the transportation director who will work with the building principal to address the reported concerns.

ELEMENTARY STUDENTS

The driver has the authority to forbid students, who have been removed by the principal and/or transportation director from riding the bus until permission to ride again is given by the principal and/or transportation director. Infant and child seats are not provided by the District's Transportation office. All infant/child seats must meet Department of Transportation standards. All wheelchairs must be equipped with lap and shoulder restraints.

Contact your school or the Transportation Department with questions at 587-1152 or 587-1151.

BUS CAMERAS

All OKCPS buses are equipped with cameras with audio and video recording capability. School principals, their designee and/or the transportation director may use recordings to help manage student behavior.

BUS STOP INFORMATION

New bus stops and route information will be available at the schools. All requests for transportation must come from the school. Parents/guardians should contact the school to apply for transportation.

Parents/guardians are responsible for notifying the school of the correct home or transportation address. All address changes are to be reported to the school. The school will notify Transportation regarding changes.

SPECIAL SERVICES TRANSPORTATION

The level of transportation service for Special Education students is determined by each student's Individualized Education Program (IEP).

- Special transportation service for students served by 504 Plans is determined by the students' plans.

- Parents/guardians must transport students while transportation arrangements are pending.
- All address changes are to be reported to the school. The school will notify Transportation regarding changes.
- In order to keep the routes on time, the drivers can only wait up to three minutes for the students to board the bus.

Parents/guardians of students receiving transportation services as part of their Special Education or 504 Plan services should call the dispatcher at 587-1151 or 587-1152 if a student will be absent from the bus and again when the student will resume riding. If any student fails to ride or call in for a period of three consecutive days, that student will be dropped from the route until parent calls to notify Transportation the student will resume riding.

SERVICES FOR STUDENTS

GUIDANCE PROGRAM

Services are available to assist students with making appropriate personal, educational and/or vocational decisions. Parents/guardians desiring more information should contact their counselor or principal of the child's school.

LANGUAGE & CULTURAL SERVICES

Limited English speaking students and their parents/guardians are provided with appropriate programs, instruction, and opportunities to attend schools and programs staffed with highly qualified, specially trained professionals. A variety of resources and programs are available to limited English speaking students:

- English as a Second Language Pullout provides skill focused individual English instruction.
- English as a Second Language with Native Language Support provides content area tutoring with a bilingual paraprofessional who speaks the child's native language.
- English as a Second Language Newcomer Centers are available for secondary students with little exposure to English.
- In Sheltered Instruction classes, content area teachers modify instruction for comprehension.

Additional information is available by contacting Language and Cultural Services at 587-0172.

NATIVE AMERICAN STUDENT SERVICES (NASS)

The NASS office meets the unique and cultural needs of Native American students enrolled in the District by integrating services and community resources. Supplementary guidance, student and family advocacy, small group in-school academic assistance, attendance monitoring, dropout prevention, grade and credit checks, truancy/absenteeism review, career development and college preparation services are provided to Native American students who qualify and complete an application through the Title VII Indian Education Program. Students do not have to be enrolled in a tribe to qualify for our Title VII program, but they must show they are descendants from a tribe through a parent or grandparent. School supplies, school uniform assistance, cultural programs and education, summer day camp, school uniforms, team sports incentives, senior cap and gown, and other services are offered through the Johnson-O'Malley (JOM) grant for Native American students who qualify and complete an application. To qualify for JOM services, students must have a CDIB or must be tribally enrolled.

For more information or if you have questions, please call the Native American Student Services office at 587- 0355.

504 PLANS

Students who have a physical or mental impairment that substantially limits one or more major life activities to the detriment of their educational success and who are not being served on an Individualized Education Plan (IEP) may qualify for a 504 Plan. Some students being served under a 504 Plan may also qualify for homebound services. For more information, contact the student's nurse or school counselor or call 587-1448.

HOMEBOUND SERVICES

Homebound Services are available for students are being treated by a physician for physical, mental, or emotional issues that restrict their abilities to attend the regular school day. Core instruction is provided to support students' educational progress. Homebound Services are facilitated by different persons depending upon whether or not the student has a Special Services Individualized Education Plan (IEP). For students who have an IEP, call 587-0412. For all other students, call 587-1448.

TEEN PARENT PROGRAM

The Teen Parent Program is a voluntary, confidential program for any pregnant or parenting OKCPS student. The program is designed to assist teen parents increase knowledge and understanding of pregnancy and parenthood while providing support for them in achieving a high school diploma. Curriculum topics such as contraception, sexually transmitted disease/infections, and practices for safe sex and healthy living are addressed. In partnership with Variety Care, the program also offers help with referrals and access to health care, parenting programs, and other community resources.
For more information about the Teen Parent Program, call 587-0418.

MATERNITY LEAVE

Students who are pregnant and deliver during the school year are allowed six weeks of maternity leave. During the six-week period, the students are assigned to Homebound Maternity status will receive assignments from their core classes. Elective classes will freeze students' grades while they are on maternity leave.

For more information, contact the Teen Parent Coordinator at 587-0418.

SPECIAL SERVICES

CHILD FIND

Child Find is a special program to identify children from ages three through twenty-one who may have a disability and are not receiving a free appropriate public education. Children ages birth to 36 months of age will be evaluated and provided services by SoonerStart, a statewide agency. The disability classifications are autism, deaf-blindness, deafness or hearing impairment, emotional disturbance, intellectual disability, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech or language impairments, traumatic brain injury, and visual impairments.
For more information or referrals, contact Child Find at 587-0433.

OCCUPATIONAL THERAPY

Occupational Therapy services are available in all Oklahoma City Public Schools as a related service under the Special Education category.

A related service is defined as a supportive service that may be required to assist a child with a disability to benefit from special education.
Services provided include:

1. Comprehensive screenings and/or evaluations of a student's motor function as it relates to achievement of educational goals, and to evaluate the student's access and participation in the educational environment.
2. Plan and implement activities that will support the team identified functional goals and objectives of the student's educational program. These activities might include handwriting, visual motor, visual perception, activities of daily living, fine motor skills, and strength and endurance.
3. Recommend writing devices, adaptive equipment, and other assistive technology devices.
4. Promote cooperative relationships with instructional staff, related service staff, administrators, and parents to improve the quality of student service.

Physical Therapy

Physical Therapy services are available in all Oklahoma City Public Schools as a related service under the Special Education category. A related service is defined as a supportive service that may be required to assist a child with a disability to benefit from special education. Services provided include:

1. Comprehensive screenings and/or evaluations of a student's motor function as it is related to achievement of educational goals, and to evaluate students' access and participation in the educational environment.
2. Plan and implement activities that will support the team identified functional goals and objectives of the students educational program. These activities might include balance and coordination, posture, mobility within the school environment, safety, strength and endurance, and participation.
3. Recommend seating and standing options, assistive technology devices,

and assist in identifying architectural barriers that may limit a student's participation in educational activities.

4. Promote cooperative relationships with instructional staff, related service staff, administrators and parents to improve the quality of student services.

Psychological Services

School Psychologists provide services including:

- Comprehensive school psychological services necessary for the mental health and educational needs of the students in OKCPS.
- Promoting practices to ensure safe and nurturing environments that foster a positive learning experience.
- Assessments for special education services and behavioral and academic interventions for the classroom.
- Forming positive partnerships with communities and families.
- Advocating for the rights of children and families while respecting the unique needs of each student and family.

For additional information, please contact 587-0421.

School Social Workers

School Social Workers are hired by the OKCPS Special Services Department to serve students on Individualized Education Plans (IEPs). District social workers are trained mental health professionals with a master's degree in social work who provide services related to the promotion and support of students' academic and social successes. District social workers are the linkage between the school, home, and community. They work with students, family members, OKCPS staff/teachers, mental health professionals, other professionals, and our community.

District social workers are dedicated to improving school systems and alleviating the systemic barriers to learning and graduation. Much of social work is done behind the scenes. The social workers get to know the students and their situation from a holistic view and then begin to determine next steps. Because of their mental health background, they are comfortable in de-escalation and crisis intervention. They offer individual support to students and provide services to groups as well. Many times you will find them in IEP meetings advocating for students. They can help mediate and facilitate the

IEP team coming together in the best interests of the student with a peaceful approach.
For more information, call 587-6147.

Speech-Language Pathology

Speech-Language Pathology services are available in OKCPS. Services include:

- Completion of comprehensive speech-language evaluations for students referred by school personnel, parents/guardians and coordinating agencies.
- Management of voice, fluency, articulation, and language disorders.
- Recommendation and provision of interventions and modifications in the regular classroom to enhance the individual student's performance.
- Provision of guidance and counseling for PARENTS/GUARDIANS and students regarding speech-language development and disorders.
- Promotion of cooperative relationships with instructional staff, related service staff, administrators and PARENTS/GUARDIANS to improve the quality of student service.

For additional information, please contact 587-0423.

Student Services

While the majority of student records can be obtained from the schools students attend, The Student Services Office located on the west side, lower level, at Martin Luther King Elementary School, 1201 NE 48th Street, Room C31, handles a variety of tasks for students and alumni, including, but not limited to:

- Assistance with enrollment issues
- Transcripts or records of attendance for former students who have attended or graduated from an OKCPS school. Order records online by completing
- Transfer requests for parents interested in their students attending a different OKCPS school than the one assigned to their home addresses complete the District Transfer Form and submit to the principal of the schools they would like for their students to attend. If principals are able to approve transfer requests, students may attend the requested schools. Students remain enrolled in the school assigned to their addresses until principals of the requested schools approve the transfers.
- Open and Emergency transfer requests for students from outside the OKCPS district attendance boundaries. After the principal of the school parent has requested has signed

OKCPS District Transfer Form, parents/guardians take the form to the Student Services Office to receive the transfer number
- Appeals of long-term (11 days or more) suspensions

The following can generally be accessed at the school office unless offices are closed:
- Affidavits of attendance for current student information
- Releases for GED program for OKCPS residents who are 16-17 years old. Please bring student's birth certificate, social security card, 2 proofs of residency, parent photo ID, and previous school withdrawal form.

Visit the Student Services website or call 587-0438 for further information.

Student Records

Students' cumulative folders are kept at the last OKCPS school site the student attended. Copies of student information may be submitted to charter schools or to schools outside of OKCPS upon request.

Financial Records

State law and Oklahoma accreditation standards provide that a local school board may withhold a student's transcript or other records relating to the school for failure to return a textbook(s) or make payment for the textbook (70 O.S. §16-121). While parents/guardians are obligated to pay for uniforms and equipment or damage to school property, the parent, or the student who is 18 years of age or older, must be given transcripts or other records upon request as stated in the Family Educational Rights and Privacy Act (FERPA). Nothing shall prevent a child from receiving a grade for completion of a course of study, from graduating, or from obtaining information supplied to the school or otherwise owned by the child.

The district is required to provide other schools with student records within three (3) business days regardless of whether fees or fines have been paid. 70 O.S. §24-101.4.