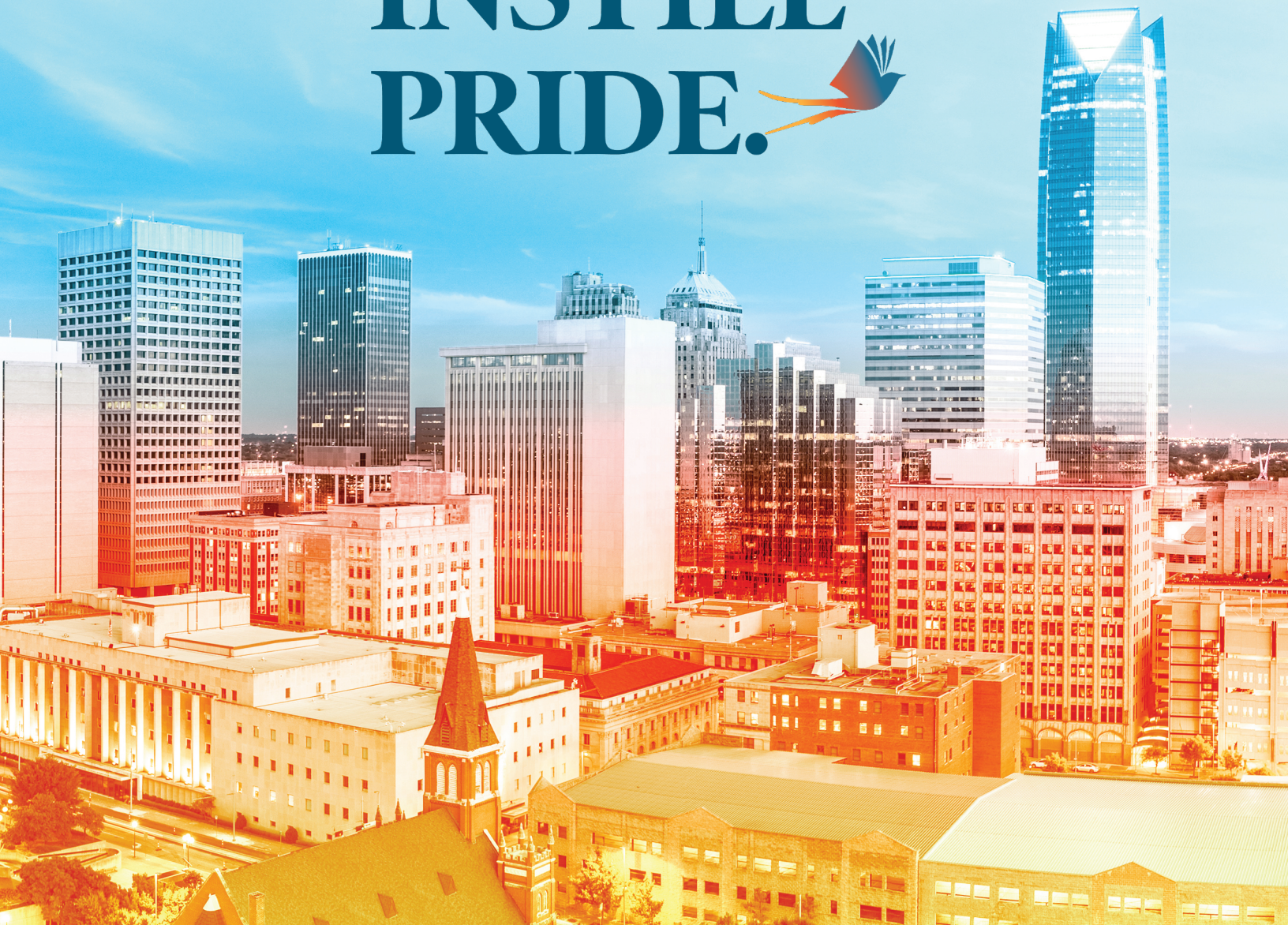


OKLAHOMA CITY PUBLIC SCHOOLS

IGNITE PASSION. INSTILL PRIDE.



STUDENT PARENT HANDBOOK



S P R I N G

About OKCPS



Oklahoma City Public Schools (OKCPS) is a multi-cultural district serving approximately 45,000 students. Our students are educated throughout 33 neighborhood elementary schools, 13 middle schools, 9 high schools, 2 alternative schools and 9 charter schools located within 135.5 square miles in the center of Oklahoma.

We employ just over 4,600 administrators, teachers, and support personnel who serve a student population which is comprised of 2% Asian, 3% Native American, 14% Caucasian, 22% African American, and 54% Hispanic individuals.

Additionally, 18,000 of our students are bilingual and 13,000 are English Language Learners. Our students and their families represent many different languages; top two being English with 59% and Spanish with 39%.

OKCPS offers special education programs across the district to serve the 12% of our population with disabilities or special needs.

OKCPS is a CEP district which means every student eats free breakfast and lunch every day. We serve approximately 45,000 meals daily (including breakfast and lunch).

We transport an average of 12,000 students daily to and from school.

Vision

By providing equitable access to a world class education, every Oklahoma City Public Schools student will graduate ready to fulfill their unique purpose in a healthy, vibrant community.

Mission

Every day, Oklahoma City Public Schools will ignite a passion for learning in every child, invite families to engage, and inspire respectful and trusting relationships with our diverse community.



Dr. Sean McDaniel
Superintendent

Oklahoma City Public Schools

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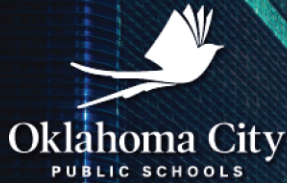
District Phone Numbers



District Main Number	587-0000	<u>Student Support Services</u>	
Board of Education	587-0444	504 Plans	587-1448
Superintendent's Office	587-0448	Bullying Hotline	587-STOP
		Counseling, Elementary	587-0418
<u>PK-12 Schools</u>	587-0049	Counseling, Secondary	587-0073
Athletics	587-0046	Health Services	587-0418
Evening/Night School	587-7900	Homeless Education Services	587-0106
Extended Educational Services	587-0049	Safety & Security	587-SAFE
Night School for Credit Recovery	587-0049	School Climate & Student Discipline	587-0886
		School Nutrition Services	587-1025
		Social Work Services	587-0418
<u>PK-12 Academics</u>		Special Services - Records	587-0410
Career Academies	587-0120	Speech Testing	587-0450
Career Tech	587-0063	Student Records	587-0438
Curriculum & Instruction	587-0115	Student Services	587-0438
Early Childhood Education	587-0360	Student Transfers	587-0491
Visual & Performing Arts	587-0220	Teen Parent Coordinators	
Homebound Services	587-0412	<i>North Schools</i>	658-2783
Language & Cultural Services	587-0172	<i>South Schools</i>	205-1399
Library Media Services	587-0120	Transcripts	587-0438
Special Education Services	587-0424	Transportation	587-RIDE
Transportation for SPED	587-1150	Truancy	587-0028

For more information, visit us on the web at:
www.okcps.org

PERFECT ATTENDANCE GIVES YOU A CHANCE TO WIN!



DRIVING ATTENDANCE



Must be 16 years of age

OKCPS STUDENTS

CHECK OUT

www.OKCPS/Drive

***Eligibility Requirements:**

- + Must be 16 years of age by the last day of the school year
- + Must be able to provide proof of insurance and valid driver's permit or license within 7 days of the delivery event
- + Must be enrolled on or before the first day of each nine-week period
- + Must be enrolled until the last day of the 2019-2020 school year
- + Must attend a "brick and mortar" OKCPS High School

"Perfect Attendance" within a nine weeks period is defined as: No absences or tardies for any part of the day that the student is scheduled to be in attendance at school with the exception of documented school business or school-related activities. Each high school will be responsible for verifying the names of students who qualify for perfect attendance at the end of each nine weeks using Infinite Campus.

- + Perfect attendance for first 9-week period through fourth 9-week period
- + One opportunity per every 9-week period
- + Perfect attendance for all four 9-week periods earns one additional opportunity
- + Total possible opportunities per student: 5
- + The 10 finalists will be drawn randomly from across all OKCPS high schools

Notice of Non-Discrimination

The Oklahoma City Public School District (OKCPS) does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, 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.



School Contact Information

Elementary Schools

Adams

(405) 587-4500
3416 SW 37, Oklahoma City, OK 73119

Adelaide Lee

(405) 587-3400
424 SW 29, Oklahoma City, OK 73109

Arthur

(405) 587-7600
5100 S Independence, Oklahoma City, OK 73119

Bodine

(405) 587-2500
5301 S Bryant, Oklahoma City, OK 73129

Britton

(405) 587-6100
1215 NW 95, Oklahoma City, OK 73114

Buchanan

(405) 587-4700
4126 NW 18, Oklahoma City, OK 73107

César Chávez

(405) 587-9800
600 SE Grand Blvd., Oklahoma City, OK 73129

Cleveland

(405) 587-8200
2725 NW 23, Oklahoma City, OK 73107

Coolidge

(405) 587-2800
5212 S Villa, Oklahoma City, OK 73119

Esperanza

(405) 587-6900
3517 S Linn, Oklahoma City, OK 73119

Eugene Field

(405) 587-5700
1515 N Klein, Oklahoma City, OK 73106

Fillmore

(405) 587-4800
5200 S Blackwelder, Oklahoma City, OK 73119

Hawthorne

(405) 587-5900
2300 NW 15, Oklahoma City, OK 73107

Hayes

(405) 587-5800
6900 S Byers, Oklahoma City, OK 73149

Heronville

(405) 587-6000
1240 SW 29, Oklahoma City, OK 73109

Hillcrest

(405) 587-3800
6421 S Miller, Oklahoma City, OK 73159

Horace Mann Early Childhood Center

(405) 587-3500
1105 NW 45th Street, Oklahoma City, OK 73118

Johnson Early Childhood Center

(405) 587-6700
1810 Sheffield Drive, Oklahoma City, OK 73120

Kaiser

(405) 587-3600
3101 Lyon Blvd., Oklahoma City, OK 73112

Mark Twain

(405) 587-3700
2451 W Main, Oklahoma City, OK 73107



Martin Luther King Jr.

(405) 587-4000
1201 NE 48th, Oklahoma City, OK 73111

Monroe

(405) 587-5600
4810 N Linn, Oklahoma City, OK 73112

Nichols Hills

(405) 587-2583
1301 W Wilshire, Oklahoma City, OK 73116

Parks

(405) 587-4400
1501 NE 30, Oklahoma City, OK 73111

Prairie Queen

(405) 587-7750
6609 S Blackwelder, Oklahoma City, OK 73159

Quail Creek

(405) 587-6500
11700 Thornridge Rd, Oklahoma City, OK 73120

Ridgeview

(405) 587-6800
10010 Ridgeview Dr, Oklahoma City, OK 73120

Rockwood

(405) 587-1500
3101 SW 24, Oklahoma City, OK 73108

Rogers

(405) 587-4100
4000 Spencer Rd, Spencer, OK 73084

Shidler

(405) 587-4600
1415 S Byers, Oklahoma City, OK 73125

Southern Hills

(405) 587-2900
7800 S Kentucky, Oklahoma City, OK 73159

Spencer

(405) 587-8600
8900 NE 50, Spencer, OK 73084

Van Buren

(405) 587-2000
2700 SW 40, Oklahoma City, OK 73119

Willow Brook

(405) 587-7500
8105 NE 10, Oklahoma City, OK 73110

Wilson

(405) 587-7100
501 NW 21st St, Oklahoma City, OK 73103



School Contact Information (cont.)

Middle Schools

Belle Isle (5&6)

(405) 587-4900
8400 Greystone Ave , Oklahoma City, OK 3120

Belle Isle (7&8)

(405) 587-6600
5904 N Villa, Oklahoma City, OK 73112

Capitol Hill

(405) 587-1800
2717 S Robinson, Oklahoma City, OK 73109

Classen SAS

(405) 587-5200
1901 N Ellison, Oklahoma City, OK 73106

F.D. Moon

(405) 587-9500
1901 NE 13, Oklahoma City, OK 73117

Jefferson

(405) 587-1300
6800 S. Blackwelder, Oklahoma City, OK 3159

John Marshall

(405) 587-3100
2401 NW 115th Terr, Oklahoma City, OK 73120

Mary Golda Ross

(405) 587-8700
2601 S Villa Ave, Oklahoma City, OK 73108

Roosevelt

(405) 587-8300
3233 SW 44, Oklahoma City, OK 73119

Southeast

(405) 587-6750
6700 S Hudson, Oklahoma City, OK 73139

Taft

(405) 587-8000
2901 NW 23, Oklahoma City, OK 73107

Webster

(405) 587-3900
6708 S Santa Fe, Oklahoma City, OK 73139

Wheeler

(405) 587-7000
501 SE 25, Oklahoma City, OK 73129

High Schools

Capitol Hill

(405) 587-9000
500 SW 36, Oklahoma City, OK 73109

Classen SAS

(405) 587-5400
3100 N Kelley, Oklahoma City, OK 73111

Douglass

(405) 587-4200
900 ML King, Oklahoma City, OK 73117

John Marshall

587-7200
12201 N Portland, Oklahoma City, OK 73120

NW Classen

587-6300
2801 NW 27, Oklahoma City, OK 73107

Southeast

587-9600
5401 S Shields, Oklahoma City, OK 73129



High Schools (cont.)

Southeast

(405) 587-9600
5401 S Shields, Oklahoma City, OK 73129

Star Spencer

(405) 587-8800
3001 N Spencer Rd, Spencer, OK 73084

US Grant

(405) 587-2200
5016 S Penn, Oklahoma City, OK 73119

Alternative Schools

Emerson North

(405) 587-7900
715 N Walker, Oklahoma City, OK 73102

Emerson South (7-12)

(405) 587-7980
2203 W I-240 Service Rd, Oklahoma City, OK 73159

Putnam Heights Academy

(405) 587-2700
1601 NW 36th Street, Oklahoma City, OK 73118

Charter Schools

Dove Science Academy

5(405) 24-9762
919 NW 23, Oklahoma City, OK 73106

Dove Science ES

(405) 605-5566
4901 N. Lincoln Blvd, Oklahoma City, OK 73105

Harding Charter Preparatory HS

(405) 606-8742
1301 NE 101st St, Oklahoma City, OK 73131

Harding Fine Arts Academy

(405) 702-4322
3333 N. Shartel, Oklahoma City, OK 73118

Independence Charter MS

(405) 767-3000
3232 NW 65, Oklahoma City, OK 73116

John Rex Charter ES

(405) 587-8100
500 W. Sheridan Ave , Oklahoma City, OK 73102

KIPP Academy

(405) 425-4622
1901 NE 13, Oklahoma City, OK 73117

Santa Fe South HS

(405) 631-6100
301 SE 38, Oklahoma City, OK 73129

Santa Fe South MS

(405) 635-1053
4712 S Santa Fe, Oklahoma City, OK 73129

Stanley Hupfeld Academy

(405) 751-1774
1508 NW 106, Oklahoma City, OK 73114

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)

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, 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 practices 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 evacuation of 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

Threat Assessment, Incident Management and Prevention Services (TIPS) 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 the TIPS Hotline at 587-STOP - or completing a TIPS Incident Report. The link for TIPS from the OKCPS is 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, gender identity or expression, 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. In normal conflict student(s):

- are not seeking power or attention
- are not trying to get something,
- usually show remorse and take responsibility, and
- 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, or 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 bullying will be referred to the school counselor or principal. Perpetrators will also be referred to the school counselor or principal for education regarding the significance of bullying behavior, disciplinary action for repeat or ongoing offenses. Perpetrators may also 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 as student absences during class time result in a loss of instruction. Students may not be checked out during a school wide lock down.

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 EXEMPTIONS

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

- Pre-approved college visit
- Observance of religious holidays required by student's religious affiliation
- School bus not running
- Disciplinary suspension
- State and national levels of school-sponsored

contests, which also do not count toward a student's limit of 10 activity absences per year.

- Approved activities such as science fair, history fair, MATHCOUNTS, athletic events sanctioned by the Oklahoma Secondary School Activities Association (OSSAA), etc.; however, students must meet district daily and class period attendance and academic requirements to participate in activities. A maximum of 10 days of activity absences per year from a class for school activities are permitted.

ACTIVITY ABSENCES

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).

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. Secondary 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 half a 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.

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 and the teacher's responsibility to establish a process for student's requesting make-up work. Class work missed due to an absence must be made 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 is 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 a teacher's absence or failure to grade make-up work.

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 12-17 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 who are ages 14-17 will be canceled according to Oklahoma law when students have 15 or more unexcused absences

within a semester or when students 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[1] 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 the 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~~ will 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, bandannas, 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.

MEDICAL MARIJUANA USE

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are not legally allowed to administer medical marijuana to students, but the district will provide a private location for a caregiver to administer medical marijuana to students at school. The caregiver is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

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 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.

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 make-up 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 course 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.

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.

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. 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.

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.

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 3-4

Letter grades are given in the following areas:

- Mathematics
- Language Arts
- Reading
- Vocabulary
- Science
- Social Studies
- Visual Art
- Physical Education
- Vocal Music

GRADING SYSTEM FOR GRADES 3-12

Students in grades 3-12 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
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.

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

All OKCPS high schools except Classen School of Advanced Studies (CSAS) schedule school days of seven 45-minute periods per day. Students can earn 7 units (14 credits) per year.

CSAS follows 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.

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.

Goals of GATE are to:

- Develop critical thinking skills;
- Develop problem-solving skills;
- Develop oral and written communications skills;
- Encourage and recognize creativity;
- Encourage and provide opportunities for leadership development;
- Develop and reinforce positive self-concept;
- Provide enrichment opportunities that enhance the cultural and educational experience; and
- Encourage individuals to become life-long learners.

PARENT NOTIFICATION AND INFORMATION

1. Parents/Guardians 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 parents/guardians of identified gifted and talented students.

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:

a) Limited-English-proficient students who have had less than two years of instruction in an English language learner program

b) Students with disabilities whose Individualized Education Plan (IEP) states that the student is to be assessed with alternate achievement standards through OAAP

c) 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

d) 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

e) 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 prekindergarten, kindergarten, first, second, or third grade

f) 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 prekindergarten, kindergarten, first, second, or third grade for a total of two years

g) 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:

a) the student’s parent(s) and/or guardian(s)

b) the student’s primary reading teacher

c) a teacher in reading who teaches in the subsequent grade level

d) 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 & SUPPORT

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 HIGH SCHOOL (GRADES 9-12) & SOUTH MID-HIGH SCHOOL (GRADES 5-12)

Emerson North High School and South Mid-High School offer students in grades 5-12 referral to alternative education. The schools' 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. 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. Emerson North is located at 715 N. Walker and Emerson South is at 1401 Johnston Drive

OUTREACH PROGRAM (GRADES 6-12)

While pregnant or parenting students may continue their educations at their home schools, the Outreach Program at 715 N. Walker is these students who are at extreme risk of dropping out of school. DHS day care and public Embark transportation are provided.

PUTNAM HEIGHTS ACADEMY (5-12)

Putnam Heights is the OKCPS alternative school which will provide services to students who have benefited in the past and may benefit in the future from the types of services and programs Seeworth Academy previously provided. Putnam Heights Academy is designed to meet the educational needs of at-risk students by providing specialized academic programs in a non-traditional school setting.

NIGHT HIGH SCHOOL FOR CREDIT RECOVERY

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 the PK-12 Office at 587-0049 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 including an individual user name or ID and password that is computer generated to access the computer and network. Students are to never to 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 ensure 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, cyber bullying, 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 blacklist 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 e-mail 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'

e-mail 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.

WHAT CAN PARENTS DO?

• 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, parents 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, gender identity or expression, 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:

Jessica Sherrill
General Counsel
587-0350

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:

Operations Center
2734 Miramar Blvd

Oklahoma City, OK 73111

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
(405) 587-0350

PERSONNEL COMPLAINTS

Dana Leach
Human Resources
587-0823

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 FOR FAMILIES

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.

Visit www.okcps.org and click on School Locator 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~~ receipt 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.

SCHOOL ASSIGNMENTS & TRANSFERS

All students seeking to transfer to different schools enroll or remain enrolled in the schools assigned to their addresses until they have received transfer approval Parents/Guardians of Students Seeking to Change Schools from the one OKCPS school assigned to the home address to another completes the online district transfer form. Residents of other school districts seeking for their students to attend OKCPS schools also complete the online district transfer form. Transfers are offered if space exists and the students are not currently suspended or involuntarily withdrawn from another school.

Parents/guardians are responsible for student transportation to and from the school when student attends a school other than the one assigned to the home address. Students may obtain only one transfer per year. Students may not be accepted or denied 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.

Transfer information is provided by the Student Services Transfer Specialists and they may be contacted at 587-0490 or 587-0491.

For more information about the types of transfers and the process for requesting may be found at the Student Services website.

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.

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

Foreign Exchange Students may who participate in a certified exchange program may be accepted at an OKCPS school site at the discretion of the site principal. 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 school will 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 accept other forms of verification at his or her discretion.

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.

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

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:

- Share 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;
- Identify 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;
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting;
- Are migratory according to the definition as established in Section 1309 of the Elementary and Secondary Act of 1965;
- 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. "Unaccompanied youth" includes minors 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 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 contacts 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.

EMBRACE THE FUTURE

Modeled after the successful partnership Read OKC, Embrace OKC is the newest initiative for our students with a focus on mental health. The OKC Public Schools Compact is a collective impact model whose partners are the Oklahoma City Public Schools, the Oklahoma City Chamber, the Oklahoma City Public Schools Foundation, the United Way of Central Oklahoma, and the City of Oklahoma City to support improvements identified by the Oklahoma City Public Schools.

The collaborative Embrace OKC initiative brings together the resources of OKCPS and the larger community to embrace mental health as preventable and treatable, to provide education to

help protect children's mental health for life, to achieve maximum social and emotional wellbeing for children and their families and to hold the school and community as a sanctuary of safety and support.

In order to support these goals, students in selected grade levels will participate in educational opportunities to support healthy social and emotional growth and participate in universal screenings to determine needs for additional school and classroom supports.

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.

SICK CHILD POLICY

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 more information call the Immunization Service at (405) 271-4073 or visit the website at:

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 are not required to submit a meal application for this benefit or send money for breakfast or lunch.

If you have questions about School Nutrition Services, call 587-1025

Under the CEP program, students will be able to:

- Enjoy one FREE Breakfast and one FREE Lunch each day.
- Get through lines more quickly, 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.

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.

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. On the online menus, hHover over the food items to see the nutrient analysis.

TRANSPORTATION

OKCPS provides transportation to students who:

- Live more than 1½ 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

Bus stop and route information can be found at okcps.org/backtoschool. Stops and routes are changed as needed and are updated as soon as possible. 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 two 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 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 condition 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 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 designed to support pregnant or parenting OKCPS students with increased knowledge and understanding of pregnancy and parenthood while providing support for them in achieving a high school diploma. The Teen Parent Program Coordinator will meet with the student to assess their needs throughout the year.

Students may request information on contraception, sexually transmitted infections, practices for safer sex, healthy relationships, intimate partner violence and other related topics. In partnership with Variety Care, the program also offers help with referrals and access to health care, parenting programs and other community resources.

Contact your Teen Parent Coordinator:

North Side Middle & High Schools

Akesha Nash, 405-658-2783
adnash@okcps.org

South Side Middle & High Schools

Judith Cope, 405-205-1399
jmcope@okcps.org

MATERNITY LEAVE

Students who are pregnant and deliver during the school year are provided 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.

Students or parent/guardian should contact their assigned Teen Parent Program Coordinator at the time of birth. The coordinator will complete the accommodation and provide the student with their return to school date, along with support or other resources needed during that time.

PATERNITY LEAVE

Paternity leave is provided for OKCPS students becoming a father who wish to attend the birth of the child. A father must contact the OKCPS Teen Parent Program Coordinator in order to be approved for paternity leave. Paternity leave will begin on the day of the child's birth and up to four subsequent school days. The coordinators will advise the student of his return date and responsibilities regarding missed school work during that time. Paternity leave will only be granted to biological fathers. No two students will be granted paternity leave for the same child.

LACTATION & BREASTFEEDING PROCEDURE

Lactating students will be provided a reasonable accommodation, on school campus, to express breast milk or address other needs related to breast milk expression.

Students will be allowed to bring a breast pump or other equipment used to express breast milk. A lactating student will be provided with up to 30 minutes, twice daily (if needed), to accommodate her need to express breast milk. Additional time may be granted on a case-by-case basis, as necessary.

Lactating students should contact their assigned Teen Parent Program Coordinator on or before returning to school to discuss the plan of her lactating needs.

SCHOOL SOCIAL WORKERS

School Social Workers are hired by the OKCPS to serve students. 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.

For more information, call 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.

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 at 1701 Exchange Avenue, Room B116, handles a variety of tasks for students and alumni, including, but not limited to:

- Assistance with enrollment issues
- Transcripts or records of attendance for adults who attended or graduated from an OKCPS school.

Order records online by completing

- 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 take student's birth certificate, social security card, 2 proofs of residency, and parent photo ID. Also, if available, provide school withdrawal form from last school attended.

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 RESPONSIBILITY State law and Oklahoma accreditation standards provide that a local school board may withhold a student's transcript or other records

For more information, visit us on the web at:
www.okcps.org

