



Oklahoma City Public Schools

Student Parent Handbook

2020-2021



This Oklahoma City Public Schools Student Parent Handbook contains general information concerning school requirements. The information contained is current and up-to-date at the time of printing/posting. This document should not be considered the final authority on information but should be viewed as a living document.

The Oklahoma City Public School District (OKCPS) does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, veteran, parental, family and marital status in its programs and activities, or in its employment decisions, and provides equal access to the Boy Scouts of America and other designated youth groups.

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Dr. Sean McDaniel
Superintendent

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(405) 587-0448

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.



Paula Lewis
School Board Chair

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BOARD OF EDUCATION

Comprised of seven members and a chair elected by district patrons, the Oklahoma City Public Schools Board of Education enacts policy, performs appraisals of policies and procedures, makes provisions of financial resources, maintains public relations, and continues educational planning and development.



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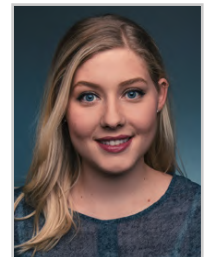
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Families,

Every day, Oklahoma City Public Schools (OKCPS) and the Board of Education work to ignite a passion for learning in every child and we are committed to providing equitable access to a world class education so that every Oklahoma City Public Schools student will graduate ready to fulfill their unique purpose in a healthy, vibrant community.

Every student is expected to leave high school prepared to succeed in college or other post-secondary institutions, the workplace, or both. OKCPS believes it is in the best interest of students to enroll in college- and career-preparatory courses.



All students are encouraged to follow a written four-year curriculum plan, which will prepare them to enter college or other post-secondary programs, enter the workforce, or both upon high school graduation



Oklahoma City Public Schools

www.okcps.org

District Numbers



District Main Number	587-0000
Board of Education	587-0444
Superintendent's Office	587-0448

Steps to Resolution 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. Issues and 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. **See Page 000**

PK-12 Schools	587-0049
Athletics	587-0046
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PK-12 Academics

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Special Education Services	587-0424
Transportation for SPED	587-1150

Student Supports

504 Coordinator	587-1448
Attendance Advocacy	587-0028
Bullying Hotline	587-STOP
Counseling, Elementary	587-0414
Counseling, Secondary	587-0073
Enrollment	587-0435
Foster Care Coordinator	587-0058
Health Services	587-0005
Homeless Education Services	587-0106
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Native American Student Services	587-0355
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Teen Parent Coordinators	
<i>North Schools</i> - Akesha Nash	658-2783
<i>South Schools</i> - Rebekah Thomas	205-1399
Transcripts	587-0438
Transportation	587-RIDE

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

School Contact Information



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 Enterprise

(405) 587-2583

1301 W Wilshire, Oklahoma City, OK 73116

Thelma R. 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



Middle Schools

Belle Isle Enterprise (5&6)

(405) 587-4900

8400 Greystone Ave , Oklahoma City, OK 3120

Belle Isle Enterprise (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 Enterprise

(405) 587-3100

2401 NW 115th Terr, Oklahoma City, OK 73120

Mary Golda Ross Enterprise

(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 High School at Northeast

(405) 587-5400

3100 N Kelley, Oklahoma City, OK 73111

Douglass

(405) 587-4200

900 ML King, Oklahoma City, OK 73117

School Contact Information



John Marshall Enterprise

(405) 587-7200

12201 N Portland, Oklahoma City, OK 73120

NW Classen

(405) 587-6300

2801 NW 27, Oklahoma City, OK 73107

Southeast

(405) 587-9600

5401 S Shields, Oklahoma City, OK 73129

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

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

(405) 587-8100

500 W. Sheridan Ave , Oklahoma City, OK 73102

KIPP OKC College Prep Academy

(405) 425-4622

1901 NE 13, Oklahoma City, OK 73117

Santa Fe South Schools (405) 601-5440

4825 S Shields Blvd, Oklahoma City, OK 73129

Stanley Hupfeld Academy at Western Village

(405) 751-1774

1508 NW 106, Oklahoma City, OK 73114



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 08)



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 the 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 that 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.



SCHOOL ATTENDANCE

Oklahoma City Public Schools (OKCPS) recognizes the importance of students in grades PK-12 attending school nearly every day as a key factor in student achievement. Parents/guardians are responsible for their students' attending school regularly as required by law. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

Students are expected to miss no more than ten percent of school days per year to avoid being considered for retention in elementary or middle school or loss of high school course semester credit. Students who are absent more than ten percent of the school year miss nearly eighteen days per school year and are chronically absent. High school students who miss nine (9) or more school days per semester risk losing course credit.

When students miss ten (10) days of school, their pattern of attendance is considered chronic absenteeism, except when absences are due to a significant medical condition. Students who fall in this category will be provided assistance to address attendance barriers and a path for academic success. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

For students in grades kindergarten through sixth grade, the maximum number of absences during any nine-week period shall be 10 unexcused absences. A student absent from class more than 10 times during a nine-week period shall be required, along with the student's parents, to work out an improvement plan with the principal.

The attendance for a student participating in a virtual or online instruction program shall be the date on which the student first completes an instructional activity as defined in 70 O.S. § 3-145.8. The defined time period, assignment completion status, or other means used to determine student attendance in the virtual program shall meet or exceed the minimum measures of virtual attendance listed at [70 O.S. § 3-145.8\(B\)](#).

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning or online program approved by the school district and are meeting the following attendance requirements
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format.



- i. Instructional activities" shall include instructional meetings with a teacher, completed assignments that are used to record a grade for a student that is factored into the student's grade for the semester during which the assignment is completed, testing and school-sanctioned field trips, and orientation. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, video-conference, email, text, or phone,
 - b. The student is on pace for on-time completion of the course as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

STUDENT ABSENCES

For student safety, the parent/guardian is expected to notify the school as soon as possible, any time a student will be absent. All student absences are classified as either Excused or Unexcused. Both Excused and Unexcused absences are included in the maximum ten (10) absence days per semester except as noted below.

OKCPS will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on an annual basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

REMOTE LEARNING ATTENDANCE

Students must meet attendance requirements 4 out of 5 days to be counted present for the entire week. This allows a student who does not log onto Canvas on Wednesdays but may be working on assignments or projects offline, to still be counted present on that day.

A student may be counted present for the week if at least one of the following is true on 4 out of 5



days:

- The student has participated in face-to-face remote instruction.
- The student has been on Canvas to submit an assignment, participate in a task, watch an assigned video, participate in class discussion or any other educational activities assigned by the teachers.
- The student has responded to an email, call or text message from a teacher
- The student is caught up on work for the day.
- The parent or student has contacted the teacher, attendance office or other designated school personnel to report a technical issue that is keeping the student from accessing Canvas.

EXCUSED ABSENCES

The following absences may be excused:

1. Parent/guardian-requested absences up to five (5) excused absences per semester by writing a note to the school signed by a parent/guardian
2. Illness, injury, or medical appointments
3. Bereavement for family documented by an obituary or funeral program
4. Serious illness or immediate family emergency
5. Legal matters, such as jury service or subpoena
6. Extenuating circumstances deemed necessary by the principal
7. Pre-approved college visit
8. Observance of religious holidays required by student's religious affiliation
9. School bus not running
10. State and national levels of school-sponsored contests
11. Approved school activities such as science fair, history fair, MATHCOUNTS, and athletic events sanctioned by the Oklahoma Secondary School Activities Association, etc.

Disciplinary suspensions per state statute are reported as excused absences for suspension but do not count toward student maximum of ten absences.



CO-CURRICULAR AND EXTRACURRICULAR ACTIVITY ABSENCES FOR SECONDARY STUDENTS

A maximum of ten (10) days of activity absences per year from a class period for school activities are permitted. Schools closely monitor activity absences to maintain compliance with Oklahoma Secondary School Activities Association (OSSAA). To be eligible to participate in extracurricular activities, secondary students must maintain attendance and academic requirements as outlined in board policy and the rules and regulations of the Oklahoma Secondary School Activities Association.

For activity absences:

- The attendance clerk or principal designee will notify the principal when a student becomes ineligible due to non-attendance.
- Teachers, coaches, and sponsors of the various student organizations of the school will inform students of these provisions and will not permit students to participate in activities when the requirements are not fulfilled. Such notification shall be provided confidentially in accordance with FERPA.
- 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.

MAKE-UP WORK

For all class work and tests missed due to any absence, students have up to two (2) days for every absence day to make up work and tests for full credit. If teachers are not available for students to receive work or need to schedule tests outside the make-up time frame, students will not be penalized.

For high school credit courses, students have the opportunity to make up time for up to five (5) unexcused absences per semester to avoid losing credit in a class or classes.

TARDIES AND EARLY DISMISSAL

Students are considered Tardy if they arrive to class after the bell rings or designated class time has begun. Repetitive tardiness results in missed instruction and will be addressed by an Attendance Improvement Plan (AIP). Tardies are considered unexcused unless students/parents/guardians provide documentation for one of the same reasons as excused absences and require the same written documentation for them to be excused.

- Elementary students who arrive at school one (1) or more hours late in the morning or are



checked out or leave one (1) or more hours early in the afternoon will be counted Absent for one-half (½) day.

- Secondary students who are less than 15 minutes late are counted as tardy. Secondary students who are more than 15 minutes late or do not attend are counted as absent.

PRE-KINDERGARTEN AND KINDERGARTEN ATTENDANCE

Pre-K and Kindergarten classes provide a solid foundation for academic success.

Parents/guardians of Pre-K and K students will be provided the same notifications and supports to address attendance issues as any other grade-level student.

While Pre-Kindergarten (Pre-K) enrollment is not a compulsory grade required by law, it is a grade funded by the Oklahoma Department of Education. Students who enroll in pre-kindergarten are expected to meet the same attendance requirements as students in grades K-12. Space for Pre-K is limited to twenty students per class due to state law and schools generally have a Pre-K waiting list. If a Pre-K student is absent more than ten (10) days in a semester with an AIP in place and the school has a waiting list, the pre-k student may be dropped in order for a student on the waiting list to be served. The parent/guardian of the child dropped for excessive absences can request the child to be added to the school's waiting list for re-enrollment.

ABSENCE BY ARRANGEMENT

The board recognizes that parents/guardians retain certain rights to determine appropriate experiences for their children, including absences for trips and experiences the deem may benefit students. The request is made in writing to the principal at least two (2) days before absences. Absences by Arrangement will be counted toward the five (5) parent/guardian request absences per semester. If a student does not have enough "parent/guardian request" absences remaining in the semester, the principal may deny the request and absences will be unexcused. A decision by the principal may be appealed to the appropriate director.

Parents who do not want their children to attend portions of classes because of personal or religious beliefs may submit written request to the principal that children not attend.

MEDICAL CONDITION ABSENCES AND EXEMPTIONS

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.

Medical exemption applies to students who are receiving treatment for a chronic or terminal disease or students who have lost an immediate family member. If a student is receiving services (even out-of-school care) outlined in an IEP/504 plan, that student should be marked present. However, if a student is not on an IEP/504 but has met the criteria outlined in the exemption, he or she may have specific absences related to hospital stays, medical treatments, etc. removed from the chronic absenteeism calculation. Please note that the exemption will only apply to absences related to the medical emergency, not additional absences due to vacations, non-related medical appointments, etc.

ADDRESSING ABSENTEEISM

When a student reaches five (5) absences, the principal or other persons designated by the principal will convene a team meeting for an Attendance Improvement Plan (AIP) for the student. The person who convenes the AIP team will:

- Maintain the AIP, with notes, signed by student and parent/guardian. A copy of the signed AIP will be provided to student and parent/guardian.
- Use evidence-based interventions implemented when students/parents/guardians are notified when students reach seven and ten absences, excused and unexcused combined, within the semester. Results of interventions will be documented in the student's AIP.
- In addition to meeting notes, quarterly attendance reports, and action steps, the AIP includes documentation of follow-up phone calls and/or conferences during each quarter throughout the current and following semesters.
- Parent/Guardian may be invited to participate in a district level intervention meeting, hosted by the Attendance Advocacy Support team, either to initiate the AIP or during the process of the AIP.

When student absences are related to issues such as extended or repeated illness, homelessness, family situations, etc., school personnel such as administrator, counselor, nurse, social worker, attendance officer, truancy specialist or other appropriate school and interagency personnel may be included in the AIP team with student and parent/guardian to identify student/family barriers to attendance and support improving academic success and attendance for the student. School Climate Office will convene the team once a Student Assistant Referral is submitted through TIPS.



RETENTION AND HIGH SCHOOL CREDITS

In order for students to be denied credit or retained for excessive absences, students and parents/guardians will be notified when students reach three, five, seven and ten absences, excused and unexcused combined, within the semester. Tier 2 and 3 interventions will also have been implemented and adjusted according to the AIP to support improved attendance and provide the opportunity for students to earn their way back to high school credits and move ahead to the next grade level.

Appeal Process for No Credit or Retention Decisions

Students, and their parents/guardians, facing not earning credit or retention because of excessive absences and tardies may appeal the decision using the **Chronic Absence Credit/Retention Appeal Form**. When the decisions are appealed, it will be important that the student submit documentation with the form to support request for appeal.

Appeal forms go to the school's **Student Attendance Review Board (SARB)** within fifteen (15) days after student and parent are sent written notification that attendance requirements have not been met. The appeal will be heard by the non-biased, principal-appointed SARB consisting of at least three faculty members other than the student's teachers, and one of whom may be a district staff member not a part of the school faculty. The committee will determine if credit will be awarded due to extenuating circumstances for excessive absences or if student attendance is improving enough to justify awarding credit.

When parents/guardians or students are dissatisfied with the SARB determination, they may appeal decisions by contacting the PK-12 Office within three working days of schools' decisions. Reviews will be conducted within five working days and a written decision provided within five working days of the review.

NO CREDIT DUE TO ABSENCES

Secondary students failing to earn credit due to excessive absences will have the letter grade replaced by an NC (No Credit) and the grade the student earned recorded in the notes section of the course grade. The NC will be excluded from GPA and class rank calculations. One exception is for students who end the semester in any course with a 90% or higher grade; despite excessive absences, the grade of "A" will be transcribed.



TRUANCY LAWS

Parents are responsible for ensuring their students attend school each day. Oklahoma City Public Schools works in partnership with Oklahoma City Police Department (OCPD Truancy Division). Oklahoma City police officers are responsible for providing intervention supports and issuing tickets to students and parents who violate compulsory education laws.

Attendance Advocacy Specialists at the district level (formerly known as Truancy Specialists) work as liaisons between schools and OCPD. Attendance Advocacy Specialists assist schools, students, and parents with the Attendance Improvement Plan (AIP), including linking families with internal and external resources. Attendance Advocacy Specialists attend court weekly and will advocate for students and parents.

Parents, guardians, and students are responsible for compliance with applicable truancy city codes set by the local city government in which they reside, including potential citations, tickets, and monetary fees associated with neglecting, refusing, or failing to compel students to attend school.

RAMIFICATIONS OF VIOLATION OF TRUANCY LAW

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, Article XV, Division 30 - Truancy.](#)

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 Attendance Advocacy office at 587-0028.



CHRONIC ABSENTEEISM

A student is considered chronically absent after missing 10 percent or more of school days. *This includes both excused and unexcused absences.* Missing 10 percent of school days would be approximately 18 days in a normal 180-day school calendar - just two days per month.

Chronic absenteeism looks beyond truancy and average daily attendance to shine a light on how missing school days can affect an individual student's path to success.

Truancy Vs. Chronic Absence

TRUANCY

- Counts only unexcused absences
- Emphasizes compliance with school rules
- Relies on legal & administrative solutions

Vs.

CHRONIC ABSENCE

- Counts all absences: excused, unexcused & suspensions
- Emphasizes academic impact of missed days
- Uses community-based, positive strategies

Attendance Advocates work directly with parents/guardians to determine the root cause of absences. The Advocate can help link the parent/guardian with resources to resolve issues preventing the student from being at school and will also serve as a liaison between the parent/guardian and the school to ensure student needs are met.



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 socioeconomic differences
- encourage the practice of professional and responsible dress:

On the OKCPS website, an [**OKCPS School Uniform Color Chart**](#) lists the schools and their designated uniform colors.

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



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 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 buildings. Exceptions include a head covering associated with students' 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 a 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.

e3 ONLINE AND REMOTE LEARNING DRESS CODE

Students are not required to wear school uniforms for distance and / or online learning. Students are expected to wear appropriate attire as outlined below.

- Clothing worn shall not be torn, cut-up, or slit and must be appropriately sized for the student.
- Students shall not wear bedtime attire, such as pajamas, and shall not wear undershirts, undergarments, or spandex as outerwear.
- Students shall not wear clothing that reveals the chest such as net shirts, undershirts, see-through blouses, halter tops, or tube tops or clothing that exposes a bare midriff, bodice, abdomen, or buttocks, or exposes undergarments.
- Students shall not wear any clothing (including outerwear), jewelry, accessories, or display tattoos that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex, and/or violence.

Pledge of Allegiance



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



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 or guardian 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 desks and lockers and their contents at any time for reasons of health or safety. See OKCPS [Board Policy F-24](#) for more information.



STUDENT-DRIVEN VEHICLES

For high school students to have the privilege of driving cars and motorcycles to school, they may be required to have a parent signature and provide a copy of the student's 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 through parking areas of facilities. When the school authority has a reasonable suspicion that illegal or unauthorized materials may be in the vehicle, the school may also inspect through windows into the interior of student-driven vehicles parked on school property. Middle school students are not permitted to drive motor vehicles to school.



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 non-competitive 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 classwork during the regular school day, and
- 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 for 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 credits, 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 education at their home schools, the Outreach Program at 715 N. Walker is available for these students who are at extreme risk of dropping out of school. DHS daycare and public Embark transportation are provided.

PUTNAM HEIGHTS ACADEMY (5-12)

Putnam Heights Academy is the OKCPS alternative school 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 counselors to be approved for enrollment. 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.



SCHOOL NUTRITION SERVICES (SNS)

Phone: **587-1025**

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.

Through 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.

SNS FAQs:

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 at <https://okcpsnutrition.org/?page=menus> or obtained at your school office.

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



TRANSPORTATION

Phone: **587-RIDE** or **587-7433**

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 the 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.

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-RIDE or 587-7433.

BUS CAMERAS

All OKCPS buses are equipped with cameras with audio and video recording capability. School principals, their designees, 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

Phone: **587-1151 or 587-1152**

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

MENTAL HEALTH AND WELLNESS PROGRAM | EMBRACE OKC

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, the Oklahoma Department of Mental Health, 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.

GUIDANCE PROGRAM

Services are available to assist students with making appropriate personal or educational and vocational decisions. Families desiring more information should contact the 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

Phone: **587- 0355**

The Native American Student Services (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, 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.

504 PLANS

Contact School Counselor, Nurse or 587-1448

Students who have a physical or mental disability 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.

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



TEEN PARENT PROGRAM

North Schools | Phone: **587-0091**

South Schools | Phone: **587-0420**

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 high school diplomas. The Teen Parent Program Coordinators meet with the students to assess their needs throughout the year.

Students may also 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, adnash@okcps.org

South Side Middle & High Schools

Rebekah Thomas, rthomas@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 and will receive assignments from their core classes. Elective classes will freeze students' grades while they are on maternity leave. Students or their families should contact their assigned Teen Parent Program Coordinator at the time of birth. The coordinator will complete the accommodations and provide students with their return to school dates, along with support or other resources needed during that time.

PATERNITY LEAVE

Paternity leave is provided for OKCPS students becoming fathers who wish to attend the births of their children. Prospective fathers contact their OKCPS Teen Parent Program Coordinator for



paternity leave approval. Paternity leave begins the day of the child's birth and extends and up to four subsequent school days. The coordinators will advise students of their return dates and responsibilities regarding missed school work. 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 the school campus; to express breast milk and related needs. Students will be allowed to bring a breast pump or other needed equipment to school. A lactating student will be provided with up to 30 minutes, twice daily to express breast milk. Additional time may be granted on a case-by-case basis. Lactating students should contact their assigned Teen Parent Program Coordinator on or before returning to school to discuss her lactation plan



SCHOOL SOCIAL WORKERS

Phone: **587-0418 or 587-0414**

School Social Workers are hired by the OKCPS to serve students. District social workers are trained mental health professionals with master's degrees 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 the 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

Phone: **587-0415**

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:

- 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.
- 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.
- Recommend writing devices, adaptive equipment, and other assistive technology devices.
- Promote cooperative relationships with instructional staff, related service staff, administrators, and parents to improve the quality of student service.



PHYSICAL THERAPY

Phone: **587-0415**

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:

- Comprehensive screenings and/or evaluations of a student's motor function as it is related to the achievement of educational goals and to evaluate students' access and participation in the educational environment.
- Plan and implement activities that will support the team identified functional goals and objectives of the student's educational program. These activities might include balance and coordination, posture, mobility within the school environment, safety, strength and endurance, and participation.
- Recommend seating and standing options, assistive technology devices, and assist in identifying architectural barriers that may limit a student's participation in educational activities.
- Promote cooperative relationships with instructional staff, related service staff, administrators, and parents to improve the quality of student services.

PSYCHOLOGICAL SERVICES

Phone: **587-0421**

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.



SPEECH-LANGUAGE PATHOLOGY

Phone: **587-0423**

Speech-Language Pathology services are available in OKCPS. 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 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 families to improve the quality of student service.



STUDENT RECORDS

Phone: **587-0438**

STUDENT & ALUMNI RECORDS

While the majority of student records can be obtained from the schools where current students are enrolled, the Student Services Office located at 1701 Exchange Avenue 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 a request at bit.ly/ocpsrecords.
- Affidavits of attendance.
- When school offices are closed, releases for the GED program for OKCPS residents who are 16-17 years old. Please come prepared to present a student's birth certificate, social security card, 2 proofs of residency, and parent photo ID. Also, if available, provide a school withdrawal form from the last school attended.

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

FINANCIAL RESPONSIBILITY

According to state law and school board policy, the district may withhold transcripts/records only from third parties when a student leaves the district with outstanding debts for school property. Under FERPA law, they may not be withheld from the student or the student's parents. The district is required to provide other schools with student records within three (3) business days regardless of whether or not fees or fines have been paid.



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, which includes the following in accordance with OKCPS Administrative Regulation F-12-R1:

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph or video;
9. The students dates of attendance; and
10. The most recent educational institution the student attended prior to the student enrolling in this school district.



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:

1. 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
2. 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

Annual Notifications



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 following person is designated as the Title IX Coordinator for OKCPS:

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Jessica Sherrill
General Counsel
587-0350

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

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P.O. Box 26609

Oklahoma City, OK 73136

Email: legal@okcps.org

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

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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>.



STUDENT CLUBS AND ORGANIZATIONS

Oklahoma state law at Title 70 O.S. section 24-105 requires annual notification to parents and guardians of clubs and organizations sponsored by or under the direction or supervision of the school.

This annual notification includes the following information about each student club or organization: school name, club/organization name, mission/purpose, and name of faculty advisor, if known.

Please navigate to www.okcps.org/schoolclubs for the most up-to-date listings by school

[OKCPS School Clubs / Organizations >](http://www.okcps.org/schoolclubs)

Acceptable Use Policy (AUP)



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 including an individual user name or ID and password that is computer generated to access the computer and network. Students are 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

Acceptable Use Policy (AUP)



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, wearable technology 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 information 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 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

Acceptable Use Policy (AUP)



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 may 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 employees object 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.

3. SYSTEM SECURITY

Computer users may not run applications or files that create a security risks 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 Services 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 blacklists 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 may 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 Services 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 by OKCPS Board Policy F-20 and Oklahoma state school law at Title 70 O.S. section 24-100.2 *et seq.* 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 or was conducted with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Anyone who engages in such activity is in violation of this policy and may be subject to appropriate discipline.
- Teachers will be provided a 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 Services Department to inspect or disclose the contents of electronic mail or computer files sent by one user to another, without consent from either party, unless required to do so by Oklahoma City Public Schools, local, state or federal officials. Electronic mail is not private. As with written communications, users should recognize there is no expectation of privacy for electronic mail.
- Users are expected to remove e-mail messages in a timely manner.
- All users must promptly report inappropriate messages received to a teacher, supervisor, or the system administrators. Any user should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. Private information may not be posted about another person. Individuals need to use caution when corresponding or communicating through email, chat rooms, instant messengers or websites.
- A canceled account will not retain electronic mail.
- The system administrators reserve the right to terminate access to the District's computer network resources if this AUP is violated while using electronic mail and real-time chat features, including video conferencing.
- While we allow personal email to be sent through the system, please remember that this account is for work/school purposes, and all mail (and other data) residing on the Network is the property of Oklahoma City Public Schools. We highly discourage subscribing to personal mailing lists and using your network account for promotions, giveaways, sweepstakes, and other non-business related communications. Excessive amounts of mail received from such sources may be deleted without warning. Any mail that is related to running a private business or involved in unsolicited advertising will be deleted and its sender's e-mail privileges may be revoked.



Similarly, the Oklahoma City Public School district does not permit the “relaying” of email. Mail relaying is when mail is sent from an outside account through Oklahoma City Public Schools’ email server for the purpose of masking who the original sender was.

- Abusing District distribution lists is prohibited. Examples of abusing a distribution list include sending mail to the entire District to inform all users of the system that your child is selling candy and to see you for details. This kind of solicitation unnecessarily clogs the email system and frustrates users. Electronic mail is an efficient and convenient means of communication, but problems can arise when it is used without restraint and discipline. Other prohibited electronic communications include, but are not limited to:

- Using another’s password.
- Use of electronic communications to send copies of documents in violation of copyright laws;
- Use of electronic communication systems to send messages, access to which are restricted by laws or regulations;
- Capture and “opening” of undeliverable electronic communications except as required in order for authorized employees to diagnose and correct delivery problems;
- Use of electronic communications to intimidate others or to interfere with the ability of others to conduct District business;
- “Spoofing,” i.e., constructing electronic communications so it appears to be from someone else;
- “Snooping,” i.e., obtaining access to the files or communications of others for the purpose of satisfying idle curiosity, with no substantial District business purpose;
- Attempting unauthorized access to data or attempting to breach any security measures on any electronic communication system, or attempting to intercept any electronic communication transmissions without proper authorization;
- Sending or displaying offensive messages or pictures; using obscene language.

11. CONSEQUENCES

Financial and criminal penalties may be incurred by Oklahoma City Public Schools for pirated or unlicensed software. These penalties may be passed on to the offender. Software piracy and license fraud is a serious crime and results in extraordinarily high fines (usually twice the value of the pirated software title). If a user is unclear of such software, contact the Information

Acceptable Use Policy (AUP)



Technology Services 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.



SAFETY GUIDELINES

Safety awareness and the prevention of accidents are important goals of each school. The following reminders are helpful to keep students safe:

- Students should not arrive at school until supervision is available. Elementary students should arrive no more than 20 minutes before the first school bell. Secondary students should arrive no more than 35 minutes before the first school bell.
- Be considerate of and prepared to help others, particularly smaller children.
- Remain on the school grounds while school is in session.
- Do not allow unauthorized people in the building; visitors must enter through the front office.
- Walkers
 - Walk on the sidewalk, if one is available; when on a street with no sidewalk, walk facing the traffic.
 - Before you cross the street, stop and look left, right and left again to see if cars are coming.
 - Make eye contact with drivers before crossing and always cross streets at crosswalks or intersections.
 - Stay alert and avoid distracted walking.
- Bike Riders
 - Ride on the right side of the road, with traffic, and in a single file.
 - Come to a complete stop before crossing the street; walk bikes across the street.
 - Stay alert and avoid distracted riding.
 - Wear a properly fitted helmet and bright clothing.
- Bus Riders
 - Make sure you get off and on the bus at your designated stop.
 - Make sure you get on the right bus to and from school.
 - Stand 6 feet (or three giant steps) away from the curb.
 - If you must cross the street in front of the bus, walk on the side of the road until you are ten feet ahead of the bus; you and the bus driver should always be able to see each other.
- Driving to School
 - Obey school zone speed limits and follow your school's drop-off/parking procedure.
 - Make eye contact with children who are crossing the street.
 - Never pass a bus loading or unloading children.



- The area ten feet around a school bus is the most dangerous for children; stop far enough back to allow them to safely enter and exit the bus.

CROSSING GUARDS

Crossing guards 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. OKCPS is not responsible for expenses for emergency care.

EMERGENCY DRILLS

All OKCPS Sites conduct regular emergency response drills as required by State and Federal Regulations. In order to promote common terminology and best practices in an emergency OKCPS has adopted the **I Love U Guys Foundation: Standard Response Protocols** found at <http://iloveuguy.org/>. Drills include Evacuation and Fire Drills, Shelter Drills for severe weather, Lockout Drills for external threats, Lockdown Drills for internal threats, and Hold Drills for medical emergencies.



LOCKDOWN



LOCKOUT



EVACUATE



SHELTER



HOLD



Other Drills may be conducted at the discretion of the school site with the assistance of the Safety & Security Offices. Drills are required to be reported to the Oklahoma School Security Institute (OSSI) OKCPS exceeds the number of practice emergency drills required by federal and state standards.

EMERGENCY RESPONSE & CRISIS MANAGEMENT

Oklahoma City Public Schools has adopted the National Incident Management System (NIMS) standard in order to promote preparedness and response efforts within the school district, and to develop Site Specific Safety Plans for each District location.

During a crisis or emergency, any staff member can activate an emergency response. Administrators and school staff will then focus on managing the emergency situation. In an event that poses threat or potential for serious injury or loss of life, staff will call 9-1-1 & 587-SAFE immediately.

Families and community members will receive timely, accurate, and useful information about an unfolding situation through the District Communications Department. Please refer all media inquiries to the District Communications Department 405-587-NEWS.

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, cyberbullying, 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 any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.. 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 students 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, pictorial information or video content 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 of 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

Email: legal@okcps.org



SCHOOL VISITORS

All visitors must report directly to the office when they arrive on school grounds and will be required to identify themselves before being allowed to enter the building and interact 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, including custody agreements that restrict parent access to a child. 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. Please understand safety is the key consideration when students are not immediately available to be checked out during a school-wide lockdown.

STUDENT WELFARE - CHILD ABUSE & NEGLECT

Every person having reason to believe a child is a victim of abuse or neglect has a legal responsibility to report it immediately 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



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 conditions require 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 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.

ASSAULTS ON SCHOOL STAFF

Under Oklahoma law 21 OK Stat § 21-650.7, "Felony charges may be filed against any person(s) committing an aggravated assault or battery against any school employee."

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 the Board of Education district policy regulation [F-19-R1](#) for more information regarding **Expectations and Student Code of Conduct**.

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 a 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.

For suspensions of more than ten days, if parents/guardians and students are not satisfied with the results of the evidentiary hearing, they have the right to appeal the suspensions with a district-level hearing panel. The appeal may be made by phone at 587-STOP or by submitting a TIPS report which is available on the district website home page.



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 high school courses they complete with a passing grade. Students who do not meet attendance requirements or satisfactorily complete a course do not receive credit. Parents/guardians 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 and Information



ACCESS TO GRADES & INFORMATION

Phone: **587-0435**

The Infinite Campus Parent Portal provides families online access to information such as but not limited to grades and attendance.

Call 587-0435 for assistance in establishing your Campus Portal account.

Promotion and Retention Criteria



PROMOTION & RETENTION CRITERIA

(FOR STUDENTS GRADES K-12)

Students who demonstrate academic competence will be considered eligible for promotion to the subsequent grade 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 is not recommended for students who are making progress pursuant to their individual educational plan (IEP) for Special Education. An IEP team must reconvene if the student is not making progress to determine if a new plan should be implemented.



RETENTION APPEAL

Any parent, or guardian, who is dissatisfied with the determination that his/her child should be retained, may appeal the decision as follows:

1. **Level One:** If the parent, or guardian, is not satisfied with the retention decision, he/she may request an appeal, before the school's area administrator, by making a written application to the school's Instructional Leadership Director (ILD) within three (3) days of the date that the parent has received such a decision. A hearing will be conducted within five (5) days and a written decision will be rendered within five (5) days following the hearing. The parent, or guardian, will be notified of the decision by certified mail, return receipt requested. The Board Clerk will provide an explanation to the parent, or guardian, about the appeal procedure at level two.
2. **Level Two:** If a parent, or guardian, is not satisfied with the level one decision, an appeal, to the Board of Education, may be made by making a written application to the Clerk of the Board of Education within five (5) days of receipt of the level one appeal. The appeal will be scheduled before the Board and will be conducted as outlined in the regulations. The Board may only consider written evidence. No party will be allowed to make oral arguments or present witness testimony. The parent, or guardian, will be advised of the Board's decision at the conclusion of the meeting. The decision of the Board of Education will be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.



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 first-grade programs are designed to meet student needs and all areas of development: social and emotional, physical, language and literacy, and intellectual. Please see the scale below.

Academic Performance Level for Standards		
Exceeds	4	The student exceeds the expectations of grade-level standards.
Mastered	3	The student meets the expectations of grade-level standards.
Approaching	2	The student is progressing towards meeting the expectations of grade-level standards.
Emerging	1	The student does not meet the expectations of grade-level standards.
Not Yet Assessed	Blank	

*Quarter 1 and Quarter 3 are not assessed for Pre-Kindergarten

Grading Systems



GRADES 3-4

Letter grades are given in the following areas:

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

GRADING SYSTEM FOR GRADES 3-12

Students in grades 3-12 follow the same grading system:

Letter Grade	Percentage	Grades 9-12 Grade Point Averages		
		On Level	Honors Grade	AP, IB, and
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	Below 59%	0.0	0.0	0.0

Academic Recognition and Honor Roll



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

Honor Graduates



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.
- 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



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 progress through the high school classifications of Freshman, Sophomores, Juniors, and Seniors based on the number of credits earned. The total accrued number of credits required to advance to the next ~~each~~ classification are:

- Grade 10-Sophomore need at least 4 units (8 credits)
- Grade 11-Junior need at least 10 units (20 credits)
- Grade 12-Senior need at least 16 units (32 credits)

The number of credits accrued by semester and the total number of credits earned appear on the student's transcript and may be viewed in the Parent Portal.

Scheduling



REGULAR, BLOCK EIGHT, AND BLOCK FOUR SCHEDULING

For most OKCPS high schools, students' schedules are composed of seven 45-minute periods per day. Students can earn 7 units (14 credits) per year. Exceptions to this schedule are Classen School of Advanced Studies High School at Northeast (CSASHS) and Emerson (EHS) and Emerson South (ESHS) High Schools

- CSASHS follows the block four 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.
- High school students at EHS and ESHS have the option of flexible scheduling allowing for morning, afternoon, or all-day attendance with block four scheduling in each of the morning and afternoon sessions. The schedule options are designed to meet the individual needs of the students. High school students at these schools are able to earn a semester's worth of credit per course for each of the four quarters of the school year. The schedule options make it possible for students needing significant credit recovery to graduate with or closer to the same time as their age-level peers.

A minimum of 23 units (46 credits) is required to graduate from high school.

Academic Competitions



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



PROFICIENCY TESTING

Students can move forward by subject, course or grade level based upon mastery of the Oklahoma Academic Standards with a score of 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 and Talented Program



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 should support individual students in 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.

Family Notification and Information



FAMILY NOTIFICATION AND INFORMATION

1. Parent(s)/Guardian(s) of a student identified for the State Department of Education Child Count shall be notified in writing on the student's placement in the Gifted and Talented Program. Permission for the student's participation may be found in the district's student information system and enrollment forms.
2. A written summary of the individual programming options is sent annually to parent(s)/guardian(s) of the identified gifted and talented student.



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 screened, beginning in kindergarten, to determine their proficiency in grade-level reading skills. In OKCPS, all elementary students are assessed in August, December, and May to determine reading proficiency levels and to identify students at risk for reading difficulties. In addition to administering this screener three times per year, OKCPS teachers utilize progress monitoring throughout the year to determine the extent to which instruction and reading interventions are meeting the students' needs.

2. Clear, Consistent Parent Communication

The Reading Sufficiency Act emphasizes the importance of parent communication; specifically, parents are promptly notified if their children are not meeting grade-level targets in reading according to the state-approved screener. In addition, these students will be provided with an Academic Progress Plan (APP). This individualized plan includes the student's most recent academic data, the instructional supports provided by the school, and additional 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, along with student work samples, district screener results, 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-4 receives 90 minutes of core literacy instruction.



During this time, instruction is designed to help students master grade-level literacy skills. In addition to the 90 minutes of core reading instruction, students who are not meeting grade-level targets will receive additional support through targeted, small-group reading interventions. This extra instruction 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 by 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 reduces the possible need for remediation in middle and high school and lowers the risk of a student dropping out of school due to reading difficulties. There are four pathways by which students may qualify for promotion into fourth grade. Each pathway is described in the following section:

- **Proficiency Demonstrated through State-Approved Reading Screener:** Any first, second or third-grade student who demonstrates end-of-year third-grade reading proficiency on a screening instrument approved by the Oklahoma State Department of Education qualifies for promotion to fourth grade.
- **Meeting RSA Criteria on the Oklahoma State Testing Program (OSTP):** If a third-grade student meets RSA criteria on the reading portion (based on reading comprehension and vocabulary sections) of the OSTP, that student qualifies for automatic promotion to fourth grade.
- **Good-Cause Exemption:** Some Third graders who do not meet one of the promotion requirements listed above may qualify for a Good Cause exemption and may be promoted to fourth grade. If a student qualifies for one of the following Good Cause exemptions, the student may be promoted to fourth grade and receive additional support through intensive reading instruction.
 - English learners who have had less than two years of instruction in an English and who have been identified as an English learner on an approved screening tool
 - Students with disabilities whose Individualized Education Plan (IEP) states they are to be assessed with the Oklahoma Alternate Assessment Program (OAAP)
 - Students who demonstrate an acceptable level of performance (minimum of 45th percentile) on an alternative standardized reading assessment approved by the State



Department of Education

- Students who demonstrate through a student portfolio that they can read on grade level
 - Students with disabilities who take the OSTP and who have an Individualized Education Plan (IEP) that reflects that they have received intensive remediation in reading and have made adequate progress toward IEP goals
 - Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who were previously retained for academic reasons
 - Students facing exceptional emergency circumstances that prevent them from being assessed during the testing window (This must be approved by the Office of Accountability and Assessment at OSDE.)
- **Conference-Based Promotion:** A student not otherwise qualifying for promotion may be evaluated for “probationary promotion” by the Student Reading Proficiency Team (SRPT). The SRPT is composed of:
- the student’s parent(s) and/or guardian(s)
 - the student’s primary reading teacher
 - a reading teacher from the subsequent grade level
 - a certified reading specialist, if one is available

The student will be promoted to fourth grade only if the SRPT members *unanimously* recommends “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>
Additional resource: [The Reading Sufficiency Act: A Guide for Families](#)



FAMILY 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 FAMILIES 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, 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 are required to 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. Issues and 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.

WHEN TO CONTACT THE BOARD OF EDUCATION?

The Board of Education is comprised of eight (8) school board members, seven of which are elected by the community within a geographic area called a ward or district and one Board Chairperson who is elected at large from the entire OKCPS school boundaries. The School Board hires and employs the Superintendent and sets policy and the annual budget, and approves expenditures and contracts. Because of the unique responsibility on the Board of Education, complaints are often redirected to Administration for resolution. The public is invited and encouraged to participate in public comment (which is limited in compliance with the Constitution and federal and state laws) at all regular board meetings.



FAMILIES' RIGHT TO KNOW

TEACHER QUALIFICATION REQUIREMENTS

587-0160

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.



ADDITIONAL PROGRAMS TO SUPPORT FAMILIES

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~~ five, 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.



STUDENT ENROLLMENT

Centralized Registration

Phone: **587-0435** or email **reg@okcps.org**

OKCPS offers Centralized Registration which means families new to the district may register children for school online; including, but not required, uploading enrollment documents and completing required documents. Families receive emails once registrations have been processed with directions about taking their children and any remaining required documents to the schools to complete enrollment. If families do not have Internet access, please call the Registration Office at 405-587-0435 to make an appointment to complete registration at the Westwood Student Services Office, 1701 Exchange Avenue.

Families with students continuing as an OKCPS student for the following school year may complete the Annual Update of their information and complete annual forms through their Campus Portal account after July 1. They will need an active email address in order to set up their account. Visit a student's school office or the Westwood Student Services Office, 1701 Exchange Avenue.

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

Use the [School Locator](#) to find your assigned school or call Registration at 587-0435.

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-Kindergartners must 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 INFORMATION

All Families Enrolling

For Enrollment Confirmation at the beginning of each school year and for families enrolling throughout the school year, all families 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

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

New and Returning to the District After an Absence Families Enrolling

Families of children new to the district are ALSO 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

Principals may accept other documents at their discretion.

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 documents, if applicable

High School Students and Younger Students Who Have Earned High School Credit are asked to provide official transcripts which will be evaluated by the school for possible course and grade credit to be added to the student transcripts.. 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 during the school year, 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

587-0490 or 587-0491 (*Habla Español*)

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.

Families 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 Families 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 (*Habla Español*)

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~~ Families 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; families with 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 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 POLICY [F-02-R1 Enrollment of Exchange Students](#) at the Board of Education tab on the district website

AGE VERIFICATION

The principal may also accept other forms of verification at his or her discretion. If a school denies enrollment for a student, the family may call Registration at 587-0435.

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. The resident district of a student 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 care and custody of the child,
- Contributes the major degree of support to the child, and
- 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 pursuant to Oklahoma state law.

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 submitted 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.

STUDENTS EXPERIENCING HOMELESSNESS & 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 Homeless Education Assistance Improvements Act ("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 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.

Students experiencing homelessness 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 Educational 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.



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, and hearing. Blood pressures are conducted in middle/high schools. Dental and throat inspection and conducted by third party community health partners. 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 all students. Students with special needs are given medical orders under the direction of the student's physician. Our RNs are certified school nurses. Our General Education LPNs and Special Education LPNs are healthcare professionals who work with students who need occasional support as well as those students who are medically fragile. Parents/guardians are asked to notify the school if their child(ren) has a temporary or permanent health problem that might restrict participation in school activities, such as physical education. 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 fahrenheit or above 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 the school when the medicine wears off, as well as exposing other students to whatever your child has.

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.

- If 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 blistering rash, especially if accompanied by fever (i.e. chicken pox). Please keep your child home until seen by a physician and cleared by a doctor's note.
- Heavy nasal congestion and/or a frequent cough, please keep your child at home. If presented 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 physician should prescribe an antibiotic. After 24 hours on antibiotics, your child may return to school with a doctor's statement.

If your child stays home, improves, and does not run a temperature (without medication) for 24 hours, 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

Medications (prescription and over-the-counter medication) can be given to students at school. The school must have written orders from a physician and written permission from the parent or guardian. Consult healthcare professional/office administration for appropriate forms and procedures.

The medication must be sent in a pharmacy labeled bottle. Inhalers need to have the pharmacy label on the box or 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 will need to be counted by two people. Two signatures required on both counts.

Medication will be dispensed by the healthcare professional, or in the absence of the healthcare professional, by the school administrator or their designee, except for dispensing of medical marijuana (see below). 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. If medications are not picked up by parent/guardian, it will be disposed of at the end of the year.

MEDICAL MARIJUANA

Students whose medical conditions require the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are prohibited from



administering medical marijuana to students. The district will provide a private location for a caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. 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. Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure. Please review OKCPS Board Policy F-33 for more information.

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 with metal teeth.
- Any person who has lice should be treated twice within 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

Chicken pox 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.

MENINGITIS

In addition to the annual notification included in the handbook, for further information or health questions regarding Meningitis can be answered through the Oklahoma State Department of Health Immunization Service website or call 405-271-4073 or website <http://imm/health.ok.gov>.

IMMUNIZATION REQUIREMENTS

The Immunization Requirements for School Attendance are available on the Oklahoma State Department of Health website and Oklahoma City County Health Department. Students in grades PK-12 cannot be admitted or enrolled in any public school without the appropriate immunizations according to state law. 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 healthcare personnel 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: <http://imm.health.ok.gov>. Revised 4-4-2019 IMM 400



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