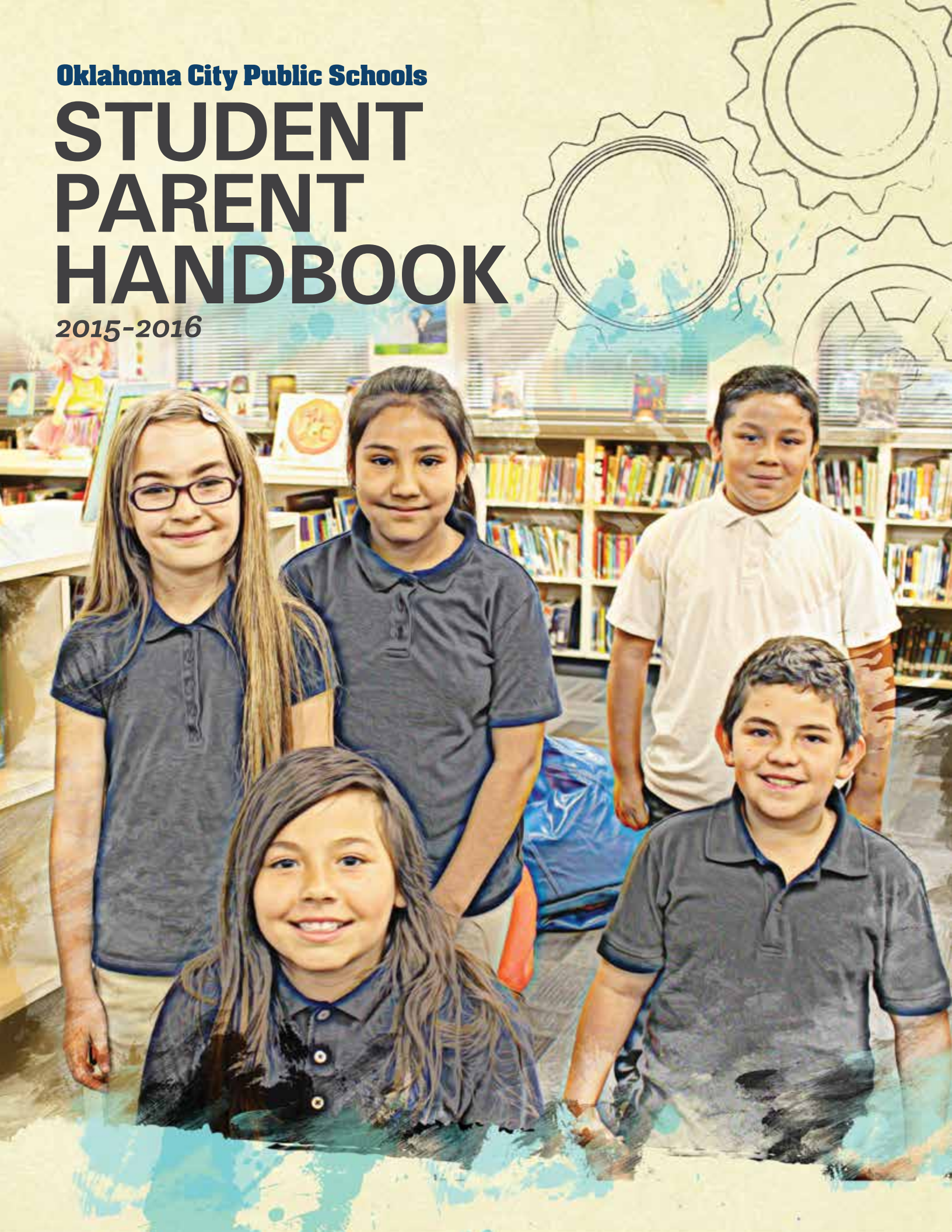


Oklahoma City Public Schools

# STUDENT PARENT HANDBOOK

2015-2016





## Dear Oklahoma City Public School Students, Families, Prospective Parents, and Community:

**T**hank you for making my first year as superintendent of Oklahoma City Public Schools (OKCPS) a meaningful and positive experience; it has been wonderful to meet so many dedicated families, community members and staff who are ready to work together to improve student performance.

In order for all students to be successful, we must know each child by their name, strength, need, hopes and dreams; doing so allows us to connect students to their learning and make their school experience relevant. It takes involvement from our parents, commitment from our teachers and support from our community to ensure our district meets the needs of our students.

With this in mind, expect to see big changes from the district to authentically engage our community so we are working together as one—for all students. A newly developed Family Engagement Division will provide ongoing support, communication and training for the people who know our students best; our parents and guardians.

OKCPS has restructured the district's academic department and added much needed curriculum support to improve classroom teaching, leadership at the principal level and support for our most struggling students. A renewed focus on advanced placement courses will provide rigor to students who are looking for more challenging courses. And we have added teachers, counseling support and building-level administrators to ensure student success.

"The Great Commitment" is a 5-year strategic plan that reflects the student performance expectations and goals of the community; this plan provides various opportunities for the community to use their time, talent and treasure to support the 46,000 students we serve. It is time this school district and community decide what is most important for our students and determine how to measure it; "The Great Commitment" provides us with that roadmap.

With a community-wide focus on improving the education we provide students and response to our families; we expect a cultural shift you will see, feel and hear about this school year.

If you have any questions, would like more information, or would like to learn more about how you can play a greater role in the success of Oklahoma City Public Schools, please do not hesitate to contact the district's Community Relations Department at 405-587-0274.

Thank you,



Rob Neu  
OKCPS Superintendent



**“We must know each child by their name, strength, need, hopes and dreams.”**

### Oklahoma City Public Schools

900 North Klein  
Oklahoma City, OK 73106  
405-587-0000

[www.okcps.org](http://www.okcps.org)



[www.facebook.com/OKCPublicSchools](https://www.facebook.com/OKCPublicSchools)



[www.twitter.com/okcps](https://www.twitter.com/okcps)



[www.instagram.com/okcps](https://www.instagram.com/okcps)

# the Great Commitment

Working Together As One - For All Students

Over 8 months, more than 1,200 students, parents, community members and district staff embarked on "The Great Conversation" to define what student success looks like for Oklahoma City Public Schools. Through our diverse voices, interests and commitment to student improvement; **this community agreed we will define what is important, and we will measure it.**

Consider this, the OKCPS 2015-2016 prekindergarten class will graduate from our schools in 2030 and enter college or careers; the **commitments** in this plan equip those students and others with the knowledge and skills needed to contribute and thrive in the Oklahoma City community, nation and world. **This is our community-wide plan for student progress. These are our children, and they require a great commitment from all of us to work together as one for all students.**



**I**n Oklahoma City, we must work together to achieve **great results for all students**; the movement towards student growth begins with our **commitment to high expectations**. We are committed to year-to-year progress towards our aspiration of success for all students.

The Great Commitment defines our **goals and measures for student success**, our promise to turn good intentions into results for all students through purposeful action.

For a complete look at the district's 5 year plan, visit [www.okcps.org](http://www.okcps.org)

## Community-Wide Goals and Measures of Student Success



### Early Literacy & Numeracy

Every student will meet literacy and numeracy readiness criteria for successful transition from pre-k to 2nd grade.

#### Measures

- % of students meeting kindergarten readiness criteria in literacy
- % of students meeting kindergarten readiness criteria in mathematics
- % of students acquiring literacy and numeracy foundational skills by the end of 2nd grade



### Maximizing Instructional Time

Every student will participate in at least 95% of the instructional days in a school year.

#### Measures

- % of students attending instructional programs at least 95% of total instructional time
- Decrease suspension rate
- Decrease expulsion rate



### Student Engagement & Voice

Every student will play a personal and meaningful role in their own learning and in the educational decision making of their school, district, and/or community.

#### Measures

- Student participation and feedback ratings on annual survey
- % of students participating in at least one extra curricular activity
- Number of schools with actively engaged student leadership team
- % of students engaged in community service, civic action or schoolwide projects



### Mastery of Core Subjects

Every student will meet standards of performance in the core subjects at key transitional grade levels.

#### Measures

- % of students meeting proficiency standards in 3rd grade reading
- % of students meeting proficiency standards in 5th grade writing and math
- Increased number of students enrolling and passing Algebra 1 in 8th grade
- Increased number of students enrolling and passing Biology in 10th grade



### Accelerated Performance for Under-Performing Groups

Low-performing student groups will perform at a level that closes the opportunity, learning, and achievement gaps.

#### Measures

- Achievement rate of African-American students in reading and math
- Achievement rates of English Learners and Special Education students in reading
- Graduation rates of African-American, American-Indian and Hispanic students



### Advanced, Tech-Literate Courses and the Arts

Every student will complete at least one higher-level course of study outside the core subjects.

#### Measures

- % of eligible students taking at least one higher-level course
- Completion rates for students pursuing at least one course in:
  - Fine Arts
  - Visual and Performing Arts
  - Advanced Placement (AP) or International Baccalaureate (IB)
  - High School Career Academies
  - Dual/Concurrent Enrollment
  - Technical Certification
  - Adaptive Technologies
  - Intensive Bilingual Coursework



### High School Graduation

Every student will graduate from high school, prepared for success in college or in career-technical fields.

#### Measures

- Transition rates from pre-k to elementary and middle school to high school
- % of 10th grade students on-track to graduate
- High School graduation rates



The Four Pillars define the capabilities district staff and the community must develop to reach the goals in The Great Commitment. From teachers to parents and business leaders; we all have a role in turning our school system around in order to reach our community-wide goals.

OKCPS teachers will use the strategies in the "Instructional Commitments" to drive continuous improvement of student learning through effective day-to-day classroom instruction. At the district-wide level, new organizational practices or "Signature Strategies" will be used to shift the support to schools and change the culture of the district. More than 200 OKCPS teachers, school leaders, and district personnel developed the teaching, leadership, and organizational practices needed to fulfill our commitment of success for all students.

# Signature Strategies



## Pillar #1

### Culturally Responsive, Rigorous Teaching & Learning

- Align curriculum, assessment, technology and materials to Oklahoma standards
- Provide instruction that is customized and culturally relevant for students
- Implement specialized practices that support early literacy and target under-performing students and struggling schools



## Pillar #2

### Safe Climate and Strong Relationships with Families & Community

- Provide training and revise policies to support safe and respectful environments and equitable enforcement of disciplinary procedures
- Create a safe climate that celebrates diversity and fosters culturally inclusive practices among all staff
- Provide ongoing training and two-way communication to parents, families, and community



## Pillar #3

### Effective Teachers, Leaders and Staff

- Attract, develop, and retain a highly qualified and diverse workforce
- Set professional standards, evaluate all employees, and provide timely intervention for struggling teachers and staff
- Implement new employee induction by offering orientation, training, and mentor-teacher support



## Pillar #4

### Data-informed, Needs-based Resource Allocation

- Create a data dashboard to inform the public of district departments and school performance
- Conduct annual satisfaction surveys regarding quality of teaching, leadership, and service
- Implement an assessment tool to provide feedback on student growth and teaching practices

# Oklahoma City Public Schools

Escuelas Públicas de la Ciudad de Oklahoma

## Student/Parent Calendar

Calendario para Estudiantes y Padres

### Important Dates Fechas Importantes

- **Classes Begin** - August 3  
*Comienzo de Clases* - 3 de agosto
- **Last Day of Classes** - May 27  
*Ultimo día de Escuela* - 27 de mayo
- **Progress Report Week** - Aug 31, Nov 16, Feb 1, April 18  
*Semana de Reporte de Progreso* - 31 de agosto, 16 de noviembre, 1 de febrero, 18 de abril
- **Open House** - Elementary August 11  
Middle School August 18  
High School August 20  
*Día de puertas abiertas* - Primarias 11 de agosto, Secundarias 18 de agosto, Preparatorias 20 de agosto
- [ **Beginning of Quarter inicio del trimestre**
- ] **End of Quarter final del trimestre**
- **Professional Development (No School)**  
*Desarrollo Profesional (No hay clases)*
- **Parent Conference (No School)**  
*Conferencia de Padres (No hay clases)*
- **Record Day (No School)**  
*Día de Registro de Calificaciones (No hay clases)*
- + **Intercession** - Fall - October 12-14, Winter - December 16-18, Spring - March 7-11  
*Sesiones Intermedias* - Otoño - 12-14 de octubre, Invierno - 16-18 de diciembre, Primavera - 7-11 de marzo

### Breaks/Intersessions (Grey Shading)

- **Vacaciones/Descansos Entre Sesiones (sombreado gris)**
- **Labor Day** - September 7  
*Día del Trabajador* - 7 de septiembre
- **Fall Break** - October 12 - 23  
*Vacaciones de Otoño* - 12 - 23 de octubre
- **Thanksgiving Break** - November 25 - 27  
*Día de Acción de Gracias* - 25 - 27 de noviembre
- **Winter Break** - December 16 - January 1  
*Vacaciones de Invierno* - 16 de diciembre - 1 de enero
- **Martin Luther King Jr. Day** - January 18  
*Día de Martin Luther King Jr.* - 18 de enero
- **Spring Break** - March 7 - 18  
*Vacaciones de Primavera* - 7 - 18 de marzo
- **Memorial Day** - May 30  
*Día de los héroes caídos* - 30 de mayo

### \* Testing Dates Exámenes Estatales

- **(Dates are tentative - Fechas son tentativas)**
- **5th & 8th Grade Writing Test** - February 24  
*Pruebas de Escritura para el 5º y 8º Grados* - 24 de febrero
- **State CRT (Criteria Reference Testing)** - April 11 - 27  
*Exámenes del Estado del CRT* - 11 - 27 de abril
- **State EOI (End of Instruction)** - April 11 - May 6  
*Exámenes del Estado del EOI* - 11 de abril - 6 de mayo
- **Proficiency Testing** - August 15, December 12, June 4  
*Exámen de competencia* - 15 de agosto, 12 de diciembre, 4 de junio

### Administration

- **Building Closings**
- **Días de Cierre para las Oficinas Administrativas**
- **Independence Day** - July 3  
*Día de la Independencia* - 3 de julio
- **Labor Day** - September 7  
*Día del Trabajador* - 7 de septiembre
- **Thanksgiving Break** - November 26 - 27  
*Día de Acción de Gracias* - 26 - 27 de noviembre
- **Winter Break** - December 21 - January 1  
*Vacaciones de Invierno* - 21 de diciembre - 1 de enero
- **Martin Luther King Jr. Day** - January 18  
*Día de Martin Luther King Jr.* - 18 de enero
- **Spring Break** - March 17 - 18  
*Vacaciones de Primavera* - 17 - 18 de marzo
- **Memorial Day** - May 30  
*Día de los héroes caídos* - 30 de mayo

## 2015 - 2016

July/Julio 2015						
M	Tu	W	Th	F	Sa	Su
		1	2	3 <sup>△</sup>	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 <sup>P</sup>	30 <sup>P</sup>	31 <sup>P</sup>		

August/Agosto 2015						
M	Tu	W	Th	F	Sa	Su
					1	2
•[3	4	5	6	7	8	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September/Septiembre 2015						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4 <sup>^</sup>	5	6
7 <sup>△</sup>	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25]	26	27
[28	29	30				

October/Octubre 2015						
M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12+	13+	14+	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November/Noviembre 2015						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26 <sup>△</sup>	27 <sup>△</sup>	28	29
30						

December/Diciembre 2015						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12*	13
14	15]	16+	17+	18+	19	20
21 <sup>△</sup>	22 <sup>△</sup>	23 <sup>△</sup>	24 <sup>△</sup>	25 <sup>△</sup>	26	27
28 <sup>△</sup>	29 <sup>△</sup>	30 <sup>△</sup>	31 <sup>△</sup>			

January/Enero 2016						
M	Tu	W	Th	F	Sa	Su
				1 <sup>△</sup>	2	3
[4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 <sup>△</sup>	19	20	21	22	23	24
25	26	27	28	29	30	31

February/Febrero 2016						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5 <sup>^</sup>	6	7
8	9	10	11	12	13	14
15 <sup>P</sup>	16	17	18	19	20	21
22	23	24*	25	26	27	28
29						

March/Marzo 2016						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4]	5	6
7+	8+	9+	10+	11+	12	13
14	15	16	17 <sup>△</sup>	18 <sup>△</sup>	19	20
[21	22	23	24	25	26	27
28	29	30	31			

April/Abril 2016						
M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11*	12*	13*	14*	15*	16	17
18*	19*	20*	21*	22*	23	24
25*	26*	27*	28*	29*	30	

May/Mayo 2016						
M	Tu	W	Th	F	Sa	Su
						1
2*	3*	4*	5*	6*	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27]•	28	29
30 <sup>△</sup>	31 <sup>P</sup>					

June/Junio 2016						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4*	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# OKCPS Quick Facts

**46,500** students  
includes charter schools

**5,083** employees

**Staff**  
Teachers **2,574**  
Support Staff **1,628**

Professional/Technical & Central Office Admin **306**  
Principals/Assistant Principals **151**  
Psychologist, Counselors, Therapists **98**  
Nurses **32**  
Library Media Specialists **56**

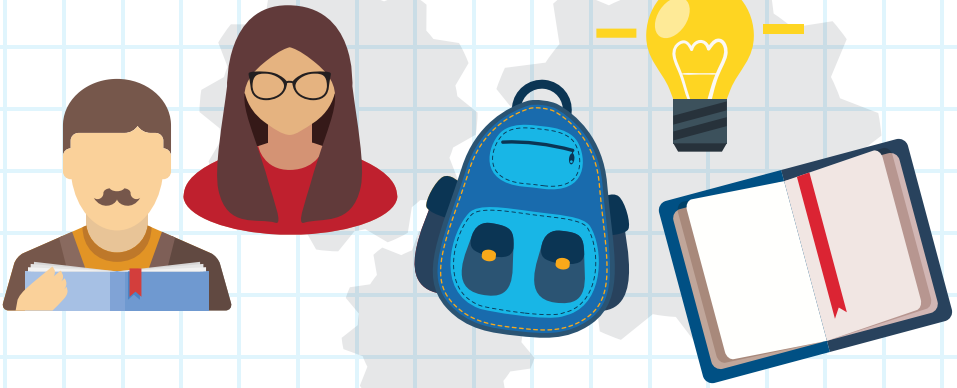
**Student Demographics**  
2% Asian  
2% Multi-Racial  
4% American Indian  
18% White  
26% Black  
48% Hispanic

**Schools 89**  
55 Elementary  
6 Middle  
5 Mid-High  
5 High  
3 Alternative  
13 Charter



Average Class Size  
**19.2** Students

Average Daily Attendance  
**81%**



**12,061** volunteers

Over 500 Community Partner Organizations

**18,532** bilingual students

**12,658** English language learners

**41** languages spoken

**Lunches Served Daily 26,186**

**Breakfasts Served Daily 15,723**

**89.6%** students eligible for free or reduced lunch

About **10,000** students transported daily

**3** Students received the Gates Millennium Scholarships

Students using Desktops & Laptops **13,693**

Students using iPads **3,068**

Average of **140 buses** driven daily

**75.3%** Graduation Rate  
Based on 2012-2013

**\$9,752,393** Scholarships to Seniors

**48** International Baccalaureate Graduates

**10 Gigabit** Internet Connection

Students using ChromeBooks **4,457**



# OKCPS Celebrates

## Urban Teacher Preparation Academy

The Urban Teacher Preparation Academy (UTPA) prepares pre-service teachers to better serve diverse students in high need Oklahoma City urban public schools. The program places selected upper-level education majors in Oklahoma City Public elementary, middle, and high schools for a yearlong student teaching experience.

This is followed by a two-year induction process that includes monthly specialized professional development opportunities and ongoing mentoring by specially trained OKCPS teachers and administrators.



OKCPS 2015-2016  
Teacher of the Year

**Samantha  
Murch**

Star Spencer  
High School



## About The Foundation for Oklahoma City Public Schools

Created in 1984, The Foundation for Oklahoma City Public Schools is a nonprofit organization with a mission to advance excellence, create champions and build strong community support for lasting change in Oklahoma City Public Schools. The Foundation works closely with the District and the business community to align strategies and priorities for sustained performance improvement and to create community ownership in the success of every child.



The Foundation partners with **DonorsChoose.org** to match and leverage funding for teachers' classroom projects, supplies, field trips and competitions. DonorsChoose.org is a technology based platform designed especially for public school teachers and is the 21st century approach to meeting teachers' needs.

For more information about The Foundation's focus areas and volunteer and giving opportunities, visit [www.okckids.com](http://www.okckids.com).



## CHHS Mascot

It's official, Capitol Hill High School is now home to the "Red Wolves". In a close vote, students selected "Red Wolves" over "Guardians" to replace "Redskins" as the school's mascot.

## Russell's Reading Rooms Open in OKCPS

OKC Thunder guard Russell Westbrook's "Why Not?" Foundation opened 3 Reading Rooms in OKCPS. Martin Luther King, North Highland and Eugene Field Elementary Schools each have a new reading oasis for families and students.



## School Nutrition Services Launch Free Lunch Initiative

Lunch money is a thing of the past for students at 53 Oklahoma City Public School sites. OKCPS is one of the latest urban school districts to participate in the US Department of Agriculture's Community Eligibility Provision (CEP). The new provision allows school districts the opportunity to offer free meals to students regardless of income. Call OKCPS at 405-587-1025 for more information.

## Arthur ConnectED Grant

Arthur Elementary School has received an Apple grant as part of the ConnectED program. Starting this school year, Arthur Elementary will provide a comprehensive 1:1 technology solution for every student and teacher, including Apple hardware, software and services.



## CNG Buses

Oklahoma City Public Schools has purchased three (3) new compressed natural gas (CNG) buses to serve more than 10,000 students who ride district buses every day.



## PSAT for all sophomores and juniors

For the second year, OKCPS is offering every sophomore and junior the opportunity to test their skills on the PSAT free of charge. Oklahoma City Public Schools will partner with The College Board to provide the PSAT for free during the school day this fall.

## Coat-A-Kid

All children should feel valued, happy, and warm. Coat-A-Kid brings happiness and warmth to children living in need through the gift of a brand new winter coat. In 2014, OKCPS raised \$101,000 to purchase and provide more than 5,000 new winter coats for elementary students in need. As long as students are without a warm winter coat, OKCPS will stand ready to help answer the need. In 2015, OKCPS hopes to raise more than \$140,000 and purchase more than 7,000 new coats for students in need.



## Community Gardens

Through a partnership, OKC Harvest has committed to provide students with opportunities to learn how to plan, grow and maintain a community garden. Each garden is made possible by a donation of at least \$3,500. Schools with gardens:

Cesar Chavez	Heronville	Putnam Heights
Cleveland	Jackson	Shidler
Douglass	Jefferson	Southeast
Eugene Field	Kaiser East	Spencer
Fillmore	Mark Twain	Taft
Greystone Lower	North Highland	Wheeler
Greystone Upper	Pierce	

## OKCPS Adult Education Program has moved to Oklahoma City Community College

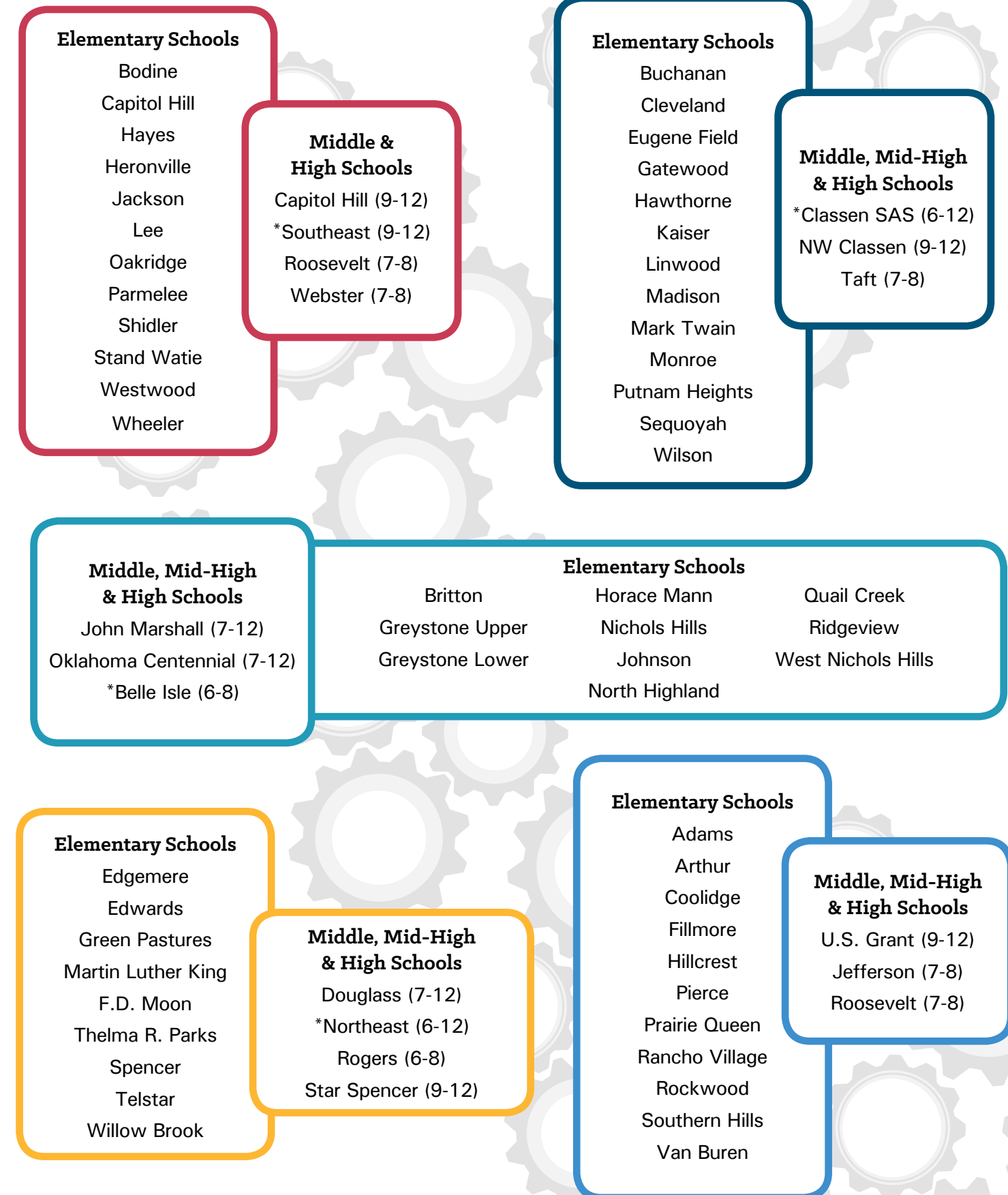
For information on courses and services please call OCCC at (405) 682-7873.



# Who Should I Call?

District Main Line	587-0000		
Curriculum and Instruction	587-0140 / 587-0115		
PK-12 Schools	587-0093 / 587-0049		
Adult Education (GED)	587-1441	Information Technology	587-0271
Athletics Department	587-0046	Language & Cultural Services	587-0172
Board of Education	587-0444	Legal Department	587-0350
Bullying Hotline	587-STOP	Payroll	587-0036
Career Academies	587-0120	Planning, Research and Evaluation	297-6811
Career Tech	587-0063	Safety & Security	587-SAFE
Child Nutrition Services	587-1025	Social Work Services	587-0413
Client Services - IT Help Desk	587-HELP	Special Needs Transportation	587-1150
Counseling	587-0069	Special Services	587-0413
Communications	587-NEWS	Special Services - Records	587-0410
Community Relations	587-0234	Speech Testing	587-0413
Credit Union	587-0077	State Dept. Ed.	521-3301
Crossing Guard	297-1142	State Dept. Ed. Retirement	521-2387
District Reception	587-0000	Student Records	587-0438
Early Childhood	587-0360	Student Services	587-0438
Evening/Night School	587-1441	Student Transfers	587-0438
Extended Educational Services	587-7900	Substitute Office	587-0828
Facility Services	587-0062	Superintendent's Office	587-0448
Fine Arts	587-0220	Transcripts	587-0438
Health Services (Nurses)	587-0245	Transportation	587-1152
Homebound Services	587-0412	Virtual School – iOKCPS	587-0427
Homeless Education Services	587-0119	Volunteer Services	587-0234
Human Resources	587-0800	Workers Compensation	587-0009

# OKCPS Feeder Patterns



\*No Attendance Boundary/Application School  
Application schools accept students from across the district through an application process.

# Board of Education

**Lynne Hardin**  
Board Chairperson  
lhardin@okcps.org



**Bob Hammack**  
District 1  
rehammack@okcps.org



Schools Represented:  
Britton Elementary  
Greystone Lower Elementary  
Greystone Upper Elementary  
Quail Creek Elementary  
Ridgeview Elementary  
John Marshall Middle/High  
Oklahoma Centennial Middle/High

**Justin Ellis**  
District 2  
jsellis@okcps.org



Schools Represented:  
Horace Mann Elementary  
Johnson Elementary  
Monroe Elementary  
Nichols Hills Elementary  
North Highland Elementary  
Putnam Heights Elementary  
West Nichols Hills Elementary  
Belle Isle Enterprise Middle

**Phil Horning**  
District 3  
pforning@okcps.org



Schools Represented:  
Adams Elementary  
Buchanan Elementary  
Cleveland Elementary  
Jackson Enterprise Elementary  
Kaiser Elementary  
Linwood Elementary  
Mark Twain Elementary  
Pierce Elementary  
Rockwood Elementary  
Westwood Elementary  
Taft Middle  
Northwest Classen High

**Laura Massenat**  
District 4  
lamassenat@okcps.org



Schools Represented:  
Capitol Hill Elementary  
Edgemere Elementary  
Eugene Field Elementary  
Gatewood Elementary  
Hawthorne Elementary  
Sequoyah Elementary  
Wilson Elementary  
Classen School of  
Advanced Studies  
Emerson High

**Ruth Veales**  
District 5  
rrveales@okcps.org



Schools Represented:  
Edwards Elementary  
Green Pastures Elementary  
Martin Luther King Jr. Elem.  
Moon Elementary  
Thelma R. Parks Elementary  
Shidler Elementary  
Spencer Elementary  
Telstar Elementary  
Wheeler Elementary  
Willow Brook Elementary  
Rogers Middle  
Douglass Mid/High  
Northeast Academy  
of Health Sciences  
and Engineering  
Enterprise School  
Star Spencer High

**Gloria Torres**  
District 6  
gtorres@okcps.org



Schools Represented:  
Arthur Elementary  
Coolidge Elementary  
Fillmore Elementary  
Heronville Elementary  
Hillcrest Elementary  
Prairie Queen Elementary  
Rancho Village Elementary  
Stand Watie Elementary  
Van Buren Elementary  
Jefferson Middle  
Roosevelt Middle  
U.S. Grant High

**Ron Millican**  
District 7  
rlmillican@okcps.org



Schools Represented:  
Bodine Elementary  
Cesar Chavez Elementary  
Hayes Elementary  
Lee Elementary  
Oakridge Elementary  
Parmelee Elementary  
Southern Hills Elementary  
Webster Middle  
Capitol Hill High  
Southeast High

**Board Related Services**  
405-587-0444 | 900 N. Klein, Oklahoma City, OK 73106

# Table of Contents

## 1 Student

RIGHTS AND RESPONSIBILITIES .....	6
<b>SAFETY</b>	
SAFETY GUIDELINES .....	6
CROSSING GUARDS .....	6
EMERGENCY CARE.....	6
EMERGENCY DRILLS .....	6
EMERGENCY RESPONSE & CRISIS MANAGEMENT .....	6
PHYSICAL CONTACT.....	6
SAFE-SCHOOLS HOTLINE.....	6
SCHOOL VISITORS.....	7
STUDENT INSURANCE .....	7
STUDENT PICK-UP & EARLY RELEASE.....	7
STUDENT WELFARE - CHILD ABUSE & NEGLECT .....	7
<b>ATTENDANCE</b>	
ABSENCES.....	7
ACTIVITY ABSENCES .....	7
CLASS MAKE-UP WORK POLICY.....	7
TRUANCY .....	8
SUSPENDED STUDENTS 8	
BICYCLE RULES.....	8
BULLYING, HARASSMENT, AND DISCRIMINATION.....	8
DRESS CODE/PERSONAL APPEARANCE .....	9
GENERAL .....	9
PANTS/SLACKS/SKIRTS/SHORTS/DRESSES .....	10
SHIRTS .....	10
FOOTWEAR .....	10
OUTERWEAR .....	10
HATS/JEWELRY/ACCESSORIES .....	10
DRUG-FREE AND TOBACCO-FREE SCHOOLS .....	10
GUN-FREE SCHOOLS .....	11
LASER PENS OR POINTERS .....	11
OFF-CAMPUS CONDUCT .....	11
PLEDGE OF ALLEGIANCE .....	11
RIGHT OF ASSEMBLY/RIGHT TO PETITION/ FREEDOM OF EXPRESSION .....	11
SCHOOL PROPERTY .....	11
STUDENT-DRIVEN MOTOR VEHICLES .....	11
SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION .....	11
STUDENT CODE OF CONDUCT .....	12
DUE PROCESS .....	12
<b>ACADEMICS</b>	
STUDENT EVALUATION .....	12
GRADEBOOK ACCESS TO SMARTWEB .....	12



GRADING SYSTEM .....	12
PRE-KINDERGARTEN .....	12
KINDERGARTEN .....	13
GRADES 1 - 5 (AND GRADE 6 IN ELEMENTARY SCHOOLS) .....	13
LETTER GRADING SYSTEM .....	13
HIGH SCHOOL CREDIT SYSTEM (9-12) .....	13
BLOCK EIGHT SCHEDULING .....	13
ACADEMIC COMPETITIONS .....	13
ACADEMIC RECOGNITION & HONOR ROLL .....	13
LIBRARY MEDIA CENTERS .....	14
PROFICIENCY TESTING .....	14
PROMOTION & RETENTION CRITERIA FOR K-12 .....	14
READING SUFFICIENCY ACT .....	16
RETENTION APPEAL .....	17
ATHLETICS .....	17
ELIGIBILITY FOR EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES .....	17
JROTC .....	18
EMERSON HIGH SCHOOL .....	18
EVENING HIGH SCHOOL .....	18

**PROGRAMS**

EARLY BIRDS .....	18
FEDERAL PROGRAMS – TITLE I .....	18
GEAR UP FOR THE PROMISE .....	18

**ACCEPTABLE USE POLICY (AUP)**

STUDENT COMPUTER AND NETWORK ACCESS .....	19
WIRELESS DEVICES .....	19

**2  
Parent**

PARENT INVOLVEMENT – PURPOSE/GOAL .....	23
INCLUSION STATEMENT .....	23
WHAT CAN PARENTS DO? .....	23
KEEP YOUR CONTACT INFORMATION CURRENT .....	23
JOIN OR START YOUR SCHOOL’S PTA OR PARENT GROUP .....	23
PARTICIPATE WITH THE INDIAN EDUCATION COMMITTEE .....	23
ATTEND PARENT PROFESSIONAL DEVELOPMENT .....	23
COME TO SCHOOL .....	23
JOIN SCHOOL ALUMNI ASSOCIATIONS .....	23
SPECIAL REPORTS TO PARENTS .....	23
PARENT RIGHTS AND RESPONSIBILITIES .....	23
PARENT COMPLAINT PROCEDURE .....	24
PARENTS’ RIGHT TO KNOW - .....	24
TEACHER QUALITY REQUIREMENTS .....	24

**ANNUAL NOTIFICATIONS**

FERPA RIGHTS/DIRECTORY INFORMATION .....	24
PPRA - PROTECTION OF PUPIL RIGHTS AMENDMENT NOTIFICATION .....	25
DISCRIMINATION - NOTICE AND CONTACTS .....	25
ASBESTOS HAZARD EMERGENCY RESPONSE NOTIFICATION .....	26
MENINGITIS ANNUAL NOTIFICATION .....	26

**3  
Resources**

STUDENT ENROLLMENT .....	28
AGE REQUIREMENTS .....	28
ADULT EDUCATION & GED CLASSES .....	28
RESIDENCY BY AFFIDAVIT .....	28
IMMIGRANT STUDENTS .....	29
HOME-SCHOOLED & PRIVATE SCHOOL STUDENTS .....	29
FOREIGN EXCHANGE .....	29
HOMELESS STUDENTS & STUDENTS WHOSE FAMILIES LIVE WITH RELATIVES OR FRIENDS .....	29
STUDENT WITHDRAWAL PROCESS .....	30
TRANSFERRING RECORDS BETWEEN SCHOOLS .....	30
SCHOOL ASSIGNMENTS AND TRANSFERS .....	30
NON-RESIDENT STUDENTS .....	31
TRANSFER CANCELLATIONS .....	31

**HEALTH**

GUIDELINES FOR KEEPING A SICK CHILD HOME FROM SCHOOL .....	31
MEDICATION .....	32
HEAD LICE .....	32
CHICKENPOX .....	32
IMMUNIZATION REQUIREMENTS (PK-12) .....	33
CHILD NUTRITION SERVICES (CNS) .....	34
OKCPS USDA CHILD NUTRITION INFORMATION .....	34
MEAL PAYMENT .....	34
MENUS AND MEAL CHARGES .....	34
TRANSPORTATION .....	34
BUS CAMERAS .....	35
BUS STOP INFORMATION .....	35
SPECIAL TRANSPORTATION .....	35

**SUPPORT SERVICES**

GUIDANCE PROGRAM .....	35
LANGUAGE AND CULTURAL SERVICES .....	35
NATIVE AMERICAN STUDENT SERVICES .....	35
504 PLANS .....	35
SPECIAL SERVICES .....	35
CHILD FIND .....	35
HOMEBOUND SERVICES .....	36
OCCUPATIONAL THERAPY .....	36
PHYSICAL THERAPY .....	36
PSYCHOLOGICAL SERVICES .....	36
SCHOOL SOCIAL WORKERS .....	36
SPEECH PATHOLOGY .....	37
STUDENT SERVICES .....	37
STUDENT RECORDS .....	37
FINANCIAL OBLIGATIONS .....	37

**ADAMS ELEMENTARY**  
3416 SW 37TH STREET, OKC 73119  
587-1600

**ARTHUR ELEMENTARY**  
5100 S INDEPENDENCE, OKC 73119  
587-7600

**ASTEC CHARTER SCHOOL**  
2401 NW 23RD STREET, SUITE 3B, OKC 73107  
947-6274

**BELLE ISLE ENTERPRISE MIDDLE SCHOOL**  
5904 N VILLA, OKC 73112  
587-6600

**BODINE ELEMENTARY**  
5301 S BRYANT, OKC 73129  
587-2500

**BRITTON ELEMENTARY**  
1215 NW 95TH STREET, OKC 73114  
587-6100

**BUCHANAN ELEMENTARY**  
4126 NW 18TH STREET, OKC 73107  
587-4700

**CAPITOL HILL ELEMENTARY**  
2717 S ROBINSON, OKC 73109  
587-1800

**CAPITOL HILL HIGH SCHOOL**  
500 SW 36TH STREET, OKC 73109  
587-9000

**CESAR CHAVEZ ELEMENTARY**  
600 SE GRAND BLVD, OKC 73129  
587-9800

**CLASSEN SCHOOL OF ADVANCED STUDIES**  
1901 N. ELLISON, OKC, 73106  
587-5400

**CLEVELAND ELEMENTARY**  
2725 NW 23RD STREET, OKC 73107  
587-8200

**COOLIDGE ELEMENTARY**  
5212 S VILLA, OKC 73119  
587-2800

**DOUGLASS MID-HIGH SCHOOL**  
900 MARTIN LUTHER KING BLVD, OKC 73117  
587-4200

**DOVE ELEMENTARY CHARTER SCHOOL**  
4901 N LINCOLN BLVD, OKC 73105  
605-5566

**DOVE SCIENCE CHARTER SCHOOL**  
919 NW 23RD STREET, OKC 73103  
524-9762

**EDGEMERE ELEMENTARY**  
3200 N WALKER, OKC 73118  
587-5100

**EDWARDS ELEMENTARY**  
1123 NE GRAND BLVD, OKC 73117  
587-3200

**EMERSON HIGH SCHOOL**  
715 N WALKER, OKC 73102  
232-5273

**EUGENE FIELD ELEMENTARY**  
1515 N KLEIN, OKC 73106  
587-5700

**F.D. MOON ACADEMY ELEMENTARY**  
1901 NE 13TH STREET, OKC 73117  
427-8391

**FILLMORE ELEMENTARY**  
5200 S BLACKWELDER, OKC 73119  
587-4800

**GATEWOOD ELEMENTARY**  
1821 NW 21ST STREET, OKC 73106  
587-2400

**GREEN PASTURES ELEMENTARY**  
4300 N POST ROAD, SPENCER 73084  
587-4500

**GREYSTONE LOWER ELEMENTARY**  
2525 NW 112TH STREET, OKC 73120  
751-3663

**GREYSTONE UPPER ELEMENTARY**  
2401 NW 115TH TERRACE, OKC 73120  
587-3100

**HARDING FINE ARTS CHARTER SCHOOL**  
3333 N. SHARTEL, OKC 73103  
702-4322

**HARDING PREPARATORY CHARTER HIGH SCHOOL**  
3333 N. SHARTEL, OKC 73118  
528-0562

**HARPER ACADEMY**  
1215 NE 34TH STREET, OKC 73111  
605-2600

**HAWTHORNE ELEMENTARY**  
2300 NW 15TH STREET, OKC 73107  
587-5900

**HAYES ELEMENTARY**  
6900 S BYERS, OKC 73149  
587-5800

**HERONVILLE ELEMENTARY**  
1240 SW 29TH STREET, OKC 73109  
587-6000

**HILLCREST ELEMENTARY**  
6421 S MILLER, OKC 73159  
587-3800

**HORACE MANN ELEMENTARY**  
1105 NW 45TH STREET, OKC 73118  
587-3500

**INDEPENDENCE CHARTER MIDDLE SCHOOL**  
3232 NW 65TH STREET, OKC 73116  
767-3000

**JACKSON ENTERPRISE ELEMENTARY**  
2601 S. VILLA, OKC 73108  
587-8700

**JEFFERSON MIDDLE SCHOOL**  
6800 S BLACKWELDER, OKC 73159  
587-1300

**JOHN MARSHALL ENTERPRISE MID-HIGH SCHOOL**  
12201 N. PORTLAND, OKC 73120  
587-7200

**JOHN REX CHARTER ELEMENTARY**  
500 W SHERIDAN, OKC 73102  
606-6862

**JOHNSON ELEMENTARY**  
1810 SHEFFIELD DRIVE, OKC 73120  
587-6700

**KAISER ELEMENTARY**  
3101 N LYON BLVD, OKC 73112  
587-3600

**KIPP ACADEMY**  
1901 NE 13TH STREET, OKC 73117  
425-4622

**LEE ELEMENTARY**  
424 SW 29TH STREET, OKC 73109  
587-3400

**LINWOOD ELEMENTARY**  
3416 NW 17TH STREET, OKC 73107  
587-1700

**MARK TWAIN ELEMENTARY**  
2451 W MAIN STREET, OKC 73107  
587-3700

**MARTIN LUTHER KING ELEMENTARY**  
1201 NE 48TH STREET, OKC 73111  
587-4000

**MONROE ELEMENTARY**  
4810 N LINN, OKC 73112  
587-5600

**NICHOLS HILLS ELEMENTARY**  
1301 W. WILSHIRE, OKC 73116  
587-2583

**NORTHEAST ACADEMY FOR HEALTH SCIENCES & ENGINEERING ENTERPRISE**  
3100 N KELLEY, OKC 73111  
587-3300

**NORTHWEST CLASSEN HIGH SCHOOL**  
2801 NW 27TH STREET, OKC 73107  
587-6300

**NORTH HIGHLAND ELEMENTARY**  
8400 N. ROBINSON, OKC 73114  
587-6250

**OAKRIDGE ELEMENTARY**  
4200 LEONHARDT, OKC 73115  
587-5500

**OKLAHOMA CENTENNIAL MID-HIGH SCHOOL**  
1301 NE 101ST STREET, OKC 73131  
587-5200

**PARMELEE ELEMENTARY**  
6700 S HUDSON, OKC 73139  
587-6750

**PIERCE ELEMENTARY**  
2601 S TULSA AVENUE, OKC 73108  
587-7400

**PRAIRIE QUEEN ELEMENTARY**  
6609 S BLACKWELDER, OKC 73159  
587-7750

**PUTNAM HEIGHTS ELEMENTARY**  
1601 NW 36TH STREET, OKC 73118  
587-2700

**QUAIL CREEK ELEMENTARY**  
11700 THORN RIDGE ROAD, OKC 73120  
587-6500

**RANCHO VILLAGE ELEMENTARY**  
1401 S JOHNSTON DRIVE, OKC 73119  
587-9700

**RIDGEVIEW ELEMENTARY**  
10010 RIDGEVIEW DRIVE, OKC 73120  
587-6800

**ROCKWOOD ELEMENTARY**  
3101 SW 24TH STREET, OKC 73108  
587-1500

**ROGERS MIDDLE SCHOOL**  
4000 N SPENCER ROAD, SPENCER 73084  
587-4100

**ROOSEVELT MIDDLE SCHOOL**  
3233 SW 44TH STREET, OKC 73119  
587-8300

**SANTA FE SOUTH ELEMENTARY**  
5325 S PENN AVE., OKLAHOMA CITY, OK 73119  
681-7480

**SANTA FE SOUTH CHARTER HIGH SCHOOL**  
301 SE 38TH STREET, OKC 73129  
631-6100

**SANTA FE SOUTH CHARTER MIDDLE SCHOOL**  
4712 S. SANTA FE, OKC 73129  
635-1053

**SEEWORTH ACADEMY**  
12600 N. KELLEY AVE, OKC 73131  
475-5540

**SEEWORTH NORTH CAMPUS**  
12600 N. WALKER AVE., OKLAHOMA CITY, OK 73131  
475-6400

**SEEWORTH SOUTH CAMPUS**  
3806 N. PROSPECT AVE., OKLAHOMA CITY, OK 73111  
424-5801

**SEQUOYAH ELEMENTARY**  
2400 NW 36TH STREET, OKC 73112  
587-9200

**SHIDLER ELEMENTARY**  
1415 S BYERS, OKC 73125  
587-4600

**SOUTHEAST HIGH SCHOOL**  
5401 S SHIELDS, OKC 73129  
587-9600

**SOUTHERN HILLS ELEMENTARY**  
7800 S KENTUCKY, OKC 73159  
587-2900

**SPENCER ELEMENTARY**  
8900 NE 50TH STREET, SPENCER 73084  
587-8600

**STAND WATIE ELEMENTARY**  
3517 S LINN, OKC 73119  
587-6900

**STAR SPENCER HIGH SCHOOL**  
3001 N SPENCER ROAD, SPENCER, 73084  
587-8800

**TAFT MIDDLE SCHOOL**  
2901 NW 23RD STREET, OKC 73107  
587-8000

**TELSTAR ELEMENTARY**  
9521 NE 16TH STREET, OKC 73130  
587-8900

**THELMA R. PARKS ELEMENTARY**  
1501 NE 30TH STREET, OKC 73111  
587-4400

**U.S. GRANT HIGH SCHOOL**  
5016 S PENNSYLVANIA, OKC 73119  
587-2200

**VAN BUREN ELEMENTARY**  
2700 SW 40TH STREET, OKC 73119  
587-2000

**WEBSTER MIDDLE SCHOOL**  
6708 S SANTA FE, OKC 73139  
587-3900

**WEST NICHOLS HILLS ELEMENTARY**  
8400 N. GREYSTONE, OKC 73120  
587-4900

**WESTERN VILLAGE CHARTER SCHOOL**  
1508 NW 106TH STREET, OKC 73114  
751-1774

**WESTWOOD ELEMENTARY**  
1701 EXCHANGE AVENUE, OKC 73108  
235-8810

**WHEELER ELEMENTARY**  
501 SE 25TH STREET, OKC 73129  
587-7000

**WILLOW BROOK ELEMENTARY**  
8105 NE 10TH STREET, OKC 73110  
587-7500

**WILSON ELEMENTARY**  
501 NW 21ST STREET, OKC 73103  
587-7100

APPLICATION SCHOOL  
ELEMENTARY  
MIDDLE, MID-HIGH OR HIGH SCHOOL  
CHARTER SCHOOL



# School Contact Info



# 1 Student

## RIGHTS AND 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, genetic information, alienage, or veteran, parental, family and marital status or for any other reason. Students in the District enjoy freedom of speech, expression and association; the right to privacy; the right of freedom from harassment; the right to due process in judicial matters; and the right to appeal judgments and penalties for alleged misconduct

Students have the responsibility to conduct themselves, both individually and in groups, in a manner which ensures an atmosphere conducive to teaching, studying, and learning. Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive, threatening, intimidating, or harassing behavior, or behavior that is harmful to themselves, other persons, or property. Students have a responsibility to abide by the standards, policies, regulations, and the Student Code of Conduct of OKCPS.

## SAFETY

### SAFETY GUIDELINES

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

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

- Remain on the school grounds while school is in session.
- Do not attempt to run or walk across busy streets and highways.

**CROSSING GUARDS** 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 are asked to stress the importance of cooperating with the school safety crossing guards.

### EMERGENCY CARE

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

### EMERGENCY DRILLS

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

### EMERGENCY RESPONSE & CRISIS MANAGEMENT

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

### PHYSICAL CONTACT

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

### SAFE-SCHOOLS HOTLINE

OKCPS Safe-Schools Hotline is a hotline for students, parents, teachers, neighbors and anyone concerned about the safety of our local schools. Calls can be made anonymously or confidentially. Call the number below or log on through [www.OKCPS.org](http://www.OKCPS.org) to report information to the hotline when

you know of any activity threatening you, another student, or your school. School and district personnel are notified immediately when your incident is submitted and your case will be investigated and appropriate action taken.

Report an incident, threat, or other information at  
OKCPS Safe-Schools Hotline:  
(405) 587-STOP  
or go to [www.OKCPS.org](http://www.OKCPS.org) and select the 587-STOP Tab

Other reports that can be made utilizing this number or website include instances of Assault, Bullying, Bus Incident, Cyber-bullying, Drugs/Alcohol, Parent Complaint, Possession of Weapons, School Vandalism, Self Harm or Suicidal Ideation, Suspected Abuse/Safety Concern, Suspension Appeal, Threats of Violence and Truancy.

### SCHOOL VISITORS

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

### STUDENT INSURANCE

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

### STUDENT PICK-UP & EARLY RELEASE

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

### STUDENT WELFARE - CHILD ABUSE & NEGLECT

If you believe a child is being abused or neglected, you have a legal responsibility to report it. Reports can be made at any time to:

OKDHS Abuse & Neglect Hotline  
1-800-522-3511.  
Available 24 hours a day, 7 days a week.

## ATTENDANCE

Students between the ages of five and twenty-one who reside within the district should be enrolled in an Oklahoma City Public School site unless they have a high school diploma. Parents are responsible for their children's attendance and, by law, can be fined when a child is not in attendance. Regular attendance is critical to academic success. Children are only considered present when they are in the classroom or when participating in a scheduled school activity under faculty supervision. All absences are recorded on the child's attendance record, regardless of whether the absence is excused or unexcused.

### ABSENCES

The OKCPS District believes that in order for students to realize their fullest potential from educational efforts, every effort is needed for them to attend all classes. Parents, please contact the school, preferably by 10 a.m., to verify the reason for a student absence.

The OKCPS district policy requires students to be in attendance for at least 88 percent of school days in order to receive credit for courses in which the student is enrolled and completes with a passing grade. As allowed by law, students may also receive credit for courses in which grades of 90 percent or higher.

- Excused absences include illness or injury; doctor or dental appointments; bereavement; serious illness or emergency in immediate family; and school bus not running. Submit documentation to the school office to support absence being excused.
- Unexcused absences include trips out of town, traffic issues, car trouble, waking up late, etc.

### ACTIVITY ABSENCES

A maximum of 10 days of activity absences per semester from a class for school activities are permitted. Students may choose not to take part in an activity when they feel the number of activity absences will be excessive. Students will not be reprimanded or punished for missing the activity. Schools closely monitor activity absences to maintain compliance with Oklahoma Secondary School Activities Association (OSSAA).

### CLASS MAKE-UP WORK POLICY

It is the student's responsibility to request any missed class work, regardless of whether the absence is excused. Missed work is due within 5 school days of the absence, unless other arrangements are made. If the student fails to turn in the make-up work within five days, student will receive a zero for the assignments.

## Tardies

Students are to be in class on time. Students who enter the classroom after the official start time of class are counted tardy in the attendance record. Elementary students who are one or more hours late or picked up one or more hours early are counted absent for ½ day. Secondary students who enter any class more than 15 minutes later are absent for the period.

## TRUANCY

Oklahoma school law holds the parent responsible for a student's attendance in school. A student is considered truant when absent from the classroom without the consent of the school or the parent.

When a student has ten or more full-day or half-day unexcused absences within a semester, the attendance office will inform the parents that they are not in compliance with state attendance laws and notify the district attorney for Oklahoma County. Parents can be fined for each day the child is truant from school.

Students between the ages of 12 and 17 may be cited by 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 this site <http://goo.gl/Jp6sbu>.

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

**SUSPENDED STUDENTS** may return to a regular classroom setting upon completion of their suspension. Refer to School Board Policies located at the Board tab at [www.OKCPS.org](http://www.OKCPS.org) for further details.

## 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 are 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, AND DISCRIMINATION

District policy prohibits and does not tolerate bullying, harassment, or discrimination based on race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, 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. Normal conflict occurs between students with equal power. Normal conflict happens occasionally, may be accidental, is not serious, results in an equal emotional reaction, student(s) are not seeking power or attention, student(s) are not trying to get something, student(s) usually show remorse and take responsibility, and student(s) make an effort to solve their conflict. Bullying is defined as intentional, repeated hurtful acts, where an imbalance of power is present. The perpetrator may be attempting to gain power, material things, or gain popularity. Bullying may include, but is not limited to words or other behavior, such as name calling, threatening and/or shunning, starting rumors, and may be committed by one or more children against another. Bullying may be physical, verbal, emotional, social, sexual, or by electronic communication.

- Physical bullying includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting and excessive tickling.
- Verbal bullying includes, but is not limited to, hurtful name calling, teasing and gossiping.
- Emotional bullying includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, manipulating friendships, isolating, ostracizing and peer pressure.
- Social bullying includes harm to another's group acceptance, including but not limited to, harm resulting from intentional gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group.
- Cyberbullying includes, but is not limited to, any written, verbal or pictorial information by means of an electronic device such as a telephone, a cell telephone or wireless telecommunication device or computer. Electronic communications include, but may not be limited to, communications made through social media, email, or other online forums.

- Sexual bullying includes any unwelcome sexual advances, but is not limited to, sexual exhibitionism (attracting attention to yourself), voyeurism (seeing, talking, or writing about intimacy considered to be private), sexual propositioning, sexual harassment, physical contact, and sexual assault. Sexual advances may include, but are not limited to requests for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions, or other verbal or physical conduct of a sexual nature including, but not limited to: lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, cartoons, or electronic communication devices which adversely affect a student's performance. Victims shall be referred to the school counselor or principal. Perpetrators may be reported to the police.

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

Executive Director of Student Support Services  
Oklahoma City Public Schools  
Student Support Services, Room 300  
900 N. Klein, Oklahoma City, Oklahoma 73106  
(405) 587-0409

## DRESS CODE/PERSONAL APPEARANCE

Per School Board Policy, all OKCPS students wear school uniforms in order to:

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

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

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

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

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

Students who refuse to follow the school uniform policy may be subject to consequences in accordance with the District's Student Code of Conduct.

Students enrolling in OKCPS for the first time during the school year shall be granted a grace period up to 20 school days before being required to comply with the required uniform. The following guidelines apply to all students in District schools and apply to students while in attendance at school or school-sponsored events:

## GENERAL

- Clothing worn to school will not be torn, cut-up, or slit and must be appropriately sized for the student.
- Students will not wear bedtime attire, such as pajamas, or undershirts, undergarments, or spandex as outerwear.
- Students will 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 will 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.

- Students may wear to school the uniforms designated by service/civic organizations including but not limited to JROTC, Cub Scouts, Boy Scouts, Brownies, Girl Scouts, Camp Fire, or Blue Birds. For safety and employment training purposes, students attending career-technology centers will wear the uniform of the program in which they are enrolled if applicable. If there is no uniform for the program in which they are enrolled, then students must comply with the uniform for the high school they attend.

### **PANTS/SLACKS/SKIRTS/SHORTS/DRESSES**

- Selected from khaki and other school-designated colors.
- Fastened at waist, except for dresses. Sagging or “low rise” clothing is inappropriate for school.
- White, black, or navy leggings may be worn only under skirts, shorts, or dresses.
- Hemlines must be of modest length at or below the student’s fingertip with arm fully extended.

### **SHIRTS**

- Selected from white and other 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.

### **FOOTWEAR**

- Shoes 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. Coats should be placed in student’s locker or hung in designated location.

### **HATS/JEWELRY/ACCESSORIES**

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

Each school shall provide to the Superintendent or the Superintendent’s designee their uniform colors. An OKCPS School Color Chart which lists the schools and their designated uniform colors will be compiled. Once a school has selected the colors for the school’s uniform, colors may not be changed for three years. Once every three school years, a school may recommend to the Board of Education that the school’s colors be changed provided that the school has given parents the opportunity to vote on the proposed changes and at least 50% of the parents voting have agreed with the proposed change. Each school family will have one vote, regardless of the number of students attending the school. Color changes approved by the Board of Education go into effect at the beginning of the next school year.

### **DRUG-FREE AND 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. Students in violation of this policy are subject to disciplinary action which may include suspension or other interventions.

Use of tobacco or e-cigarettes/vapes, in any form and by anyone, is also prohibited within a school building and on school grounds. Students may be ticketed by local law enforcement for tobacco violations. Violations of the tobacco law may be referred to ABLE Commission. Alcoholic Beverage Laws Enforcement Commission (ABLE) (405) 521-3484.

### **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; or
- 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 OR POINTERS**

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

### **OFF-CAMPUS CONDUCT**

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

### **PLEDGE OF ALLEGIANCE**

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

### **RIGHT OF ASSEMBLY/RIGHT TO PETITION/ FREEDOM OF EXPRESSION**

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

### **SCHOOL PROPERTY**

Students are responsible for the proper use and care of school property such as textbooks, library books, desks, uniforms, and equipment. The parent of a student is responsible for the replacement or repair of damaged school property when it is determined that the damage was committed by the student as a result of the student’s negligence. Failure to meet financial obligations may result in the withholding of student records from a third party, such as an employer, a university, or a college.

School officials may conduct regular or random searches of lockers and their contents at any time for reasons of health or safety.

### **STUDENT-DRIVEN MOTOR VEHICLES**

For high school students to have the privilege of driving motor vehicles to school, they are required to have parent signature and provide a copy of student driver’s license and insurance proof to receive a parking sticker. The sticker will be visible on the vehicle at all times and 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. Middle school students are not permitted to drive motor vehicles to school. The school has the authority to conduct routine patrols. When school authority has a reasonable suspicion that illegal or unauthorized materials may be in the vehicle, the school may also inspect the interior of student-driven vehicles parked on school property. Patrols and inspections may be conducted at any time without notice, consent or a search warrant

### **SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION**

When OKCPS students become concerned that they or fellow students are at risk of self-harm or expressing suicidal thoughts, they may

- seek out a trusted adult in the school to whom they report their concerns during the school day or during after-school events
- call 587-STOP to report their concerns at any time
- call the Suicide Prevention Hotline number, 1-800-273-8255 (for live assistance).

School counselors and administrators, in particular, have additional information about responding to these concerns and following up with the student and parent/guardian.

### STUDENT CODE OF CONDUCT

The Student Code of Conduct is provided as a separate document for parents and students and is also available on the district’s home page at [www.OKCPS.org](http://www.OKCPS.org). Current forms used by the schools to document student conduct are linked to the Student Services page of [www.OKCPS.org](http://www.OKCPS.org).

### DUE PROCESS

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

- Teacher or administrator conversation with student immediately following the misconduct.
- Student given the opportunity to write or tell his or her version of events.
- Teacher or administrator providing written notice of the misconduct the student is accused of committing.
- When a student faces an out-of-school suspension of more than 10 days, an evidentiary hearing before an impartial administrator to determine if the evidence supports the disciplinary action.

The primary goal of OKCPS is to establish a framework for student behavior and expectations that provide a culture to educate first and to discipline secondly to redirect and correct misbehaviors and ensure physical and mental safety required for learning for all students. Collaboration between the school, students, parents, and community is essential to keeping students in school and learning.

## ACADEMICS

### STUDENT EVALUATION

OKCPS provides an instructional program which enables all students to learn. High priority is given to learning experiences which serve as a foundation for a child’s total educational development (reading, writing, computing, etc.), as well as the stimulation of intellectual curiosity, critical thinking, problem solving abilities and aesthetic appreciation.

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 skill mastery. Each discipline is represented by instructional objectives described in a curriculum outline.

Student evaluation and grades are based on daily classroom performance, homework, classroom tests, assessments of Oklahoma Academic Standards, attendance and other required activities and projects. The district rounds all students’ grades to the nearest full numerical grade value. Students who do not meet course standards receive “NG” (No Grade), “NC” (No Credit), or “I” (Incomplete) until all requirements are met, preferably by the end of the subsequent quarter.

Students only receive credit for a high school courses they complete with a passing grade. Students who do not satisfactorily complete a course do not receive credit.

Parents are to receive formal notification when their child does not meet requirements to receive a passing grade. Such notification should be sent no later than two weeks before the grading period ends.

### GRADEBOOK ACCESS TO SMARTWEB FOR PARENTS

SmartWeb allows parents online access to track student attendance, grades, assignments, and homework information throughout the school year. To register for access, parents/guardians contact the school with the child’s school identification number to receive a registration code.

Visit [www.OKCPS.org](http://www.OKCPS.org), click the Parent/Student link on the right side of the home page, then click the link for SmartWeb gradebook.

### GRADING SYSTEM

For questions regarding student grading, promotion, or retention, contact your school or the appropriate Administrative Offices.

### PRE-KINDERGARTEN

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

+	Skill is consistently performed successfully
✓	Skill mastery is developing
◆	Skill is developing, but needs more time and instruction for mastery

### KINDERGARTEN

A performance assessment based on state and national standards is used to measure progress and mastery of Oklahoma Academic Standards. OKCPS Kindergarten programs are designed to meet student needs and all areas

of development: social and emotional, physical, language and literacy, and intellectual. Please see scale below.

+	Skill is consistently performed successfully
✓	Skill mastery is developing
◆	Skill is developing, but needs more time and instruction for mastery
O	Skill has not been taught at this time

### GRADES 1 - 5 (AND GRADE 6 IN ELEMENTARY SCHOOLS)

Letter grades are given in the following areas:

Language Arts	Mathematics	Spelling
Reading	Science/Health	Vocal Music
Vocabulary	Social Studies	Visual Arts
Foreign Language (grades 4 and above)	Instrumental Music (grades 4 and above)	Physical Education

Performance Indicators of “S” (satisfactory) or “I” (Improvement needed) are given in the areas of Work/Study Habits and Social Growth.

### LETTER GRADING SYSTEM

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

Grades 1-12 -REGULAR		
A	100-90%	4.0
B	89-80%	3.0
C	79-70%	2.0
D	69-60%	1.0
F	59% and below	0.0

Grades 1-12 -HONORS		
A	100-90%	4.5
B	89-80%	3.5
C	79-70%	2.5
D	69-60%	1.0
F	59% and below	0.0

Grades 1-12 -ADVANCED PLACEMENT		
A	100-90%	5.0
B	89-80%	4.0
C	79-70%	3.0
D	69-60%	2.0
F	59% and below	0.0

### HIGH SCHOOL CREDIT SYSTEM (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 courses that meet a minimum of 65 hours during the semester. Students are classified as Freshmen, Sophomores, Juniors or Seniors based on the number of credits earned.

Minimum credits required for each classification:

Grade 10: Sophomore	4 units or 8 credits
Grade 11: Junior	10 units or 20 credits
Grade 12: Senior	16 units or 32 credits

### BLOCK EIGHT SCHEDULING

Classen School of Advanced Studies and Northeast Academy for Health Sciences and Engineering follow the BLOCK EIGHT scheduling system which requires students to take eight academic courses per semester. Students study subjects in 80- to 90-minute classroom periods and can earn 8 units or per year.

All other high schools schedule a seven period day. This requires that students take seven courses per year. Classroom periods are approximately 45 minutes long. Students can earn 7 units (14 credits) per year. A minimum of 23 units (46 credits) is required to graduate from high school.

### ACADEMIC COMPETITIONS

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

### ACADEMIC RECOGNITION & HONOR ROLL

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

Superintendent’s Honor Roll:

Student must have a GPA of 4.0 or higher.

Principal’s Honor Roll:

Student must have a GPA of at least 3.5 with no semester letter grades of C or lower.

Honor Roll:

Student must have a GPA of at least 3.5 with no more than one semester letter grade of C or lower.

### LIBRARY MEDIA CENTERS

Each school has its own library media center. Our school libraries are more than books. They are 21st century learning centers with a full range of print and electronic resources that support student achievement. These resources include books, eBooks, magazines, videotapes, DVDs, computers, databases, and much more. School library media specialists teach information skills that students need to learn and achieve for a lifetime.



Students and teachers use our school libraries throughout the day to: read books, log on to the internet, get help with research projects, study, work on group projects, and lots more. Our websites can be used by students for homework and other research after school. Ask your library media specialist for log-ins and passwords to connect to World Book Online and EBSCOhost (magazines and journals) plus other online resources.

OKCPS patrons including students, teachers, and parents, can access our school libraries over the internet from any computer:

- Go to <http://destiny.OKCPS.org>.
- Click on school name.
- Click on Library Search - Search in the catalog for eBooks and print books. You can read eBooks immediately online!

Utilize safe and reliable websites by clicking WebPath Express. For more information, ask your school library media specialist, or contact Library Media Services at 587-0331.

### PROFICIENCY TESTING

Students can move forward by subject, course or grade level based upon mastery of the Oklahoma Academic Standards with a score at least 90 percent on the proficiency test. Grade level tests are available for grades 1-8. Course tests are available for grades 9-12. Interested students are asked to contact the school principal for more information, or call the office of Educational Assessment at (405) 297-6776.

### PROMOTION & RETENTION CRITERIA FOR K-12

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

### READING SUFFICIENCY ACT

The Reading Sufficiency Act can be divided into four main sections:

1. Early Identification of Reading Difficulties
2. Clear, Consistent Parent Communication
3. Increased Time and Improved Literacy Instruction
4. Student Qualification for Promotion into Fourth Grade

#### 1. Early Identification of Reading Difficulties

The Reading Sufficiency Act serves to ensure that all students are assessed, beginning in kindergarten, to

CORE CURRICULUM REQUIREMENTS	
STANDARD DIPLOMA*	
* Requires 'Opt Out' Form Signed by Parent Student will not qualify for OK Promise	
<b>Must pass 4 of 7 EOI Exams**</b>	
Required: Algebra I, English II Plus 2 more from: Biology, Geometry, Algebra II, English III, and US History	
ENGLISH	4 UNITS
English I: Grammar and Composition	1 unit
English II: World Literature**	1 unit
English III: American Literature or other approved courses**	1 unit
English IV: English Literature or other approved courses	1 unit
MATHEMATICS	3 UNITS
Algebra I**	1 unit
May include: <b>Algebra II**</b> , <b>Geometry**</b> , Trigonometry, Math Analysis, Calculus, Adv Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements. May also include, Math of Finance.	2 units
3 units of Mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9.	
LABORATORY SCIENCE	3 UNITS
Biology I**	1 unit
May include: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, AP Biology/Chemistry, AP Physics, Principles of Technology, qualified agricultural education on courses.	2 units
HISTORY AND CITIZENSHIP SKILLS	4 UNITS
Oklahoma History (9 <sup>th</sup> )	.5
Geography (9 <sup>th</sup> )	.5
World History (10 <sup>th</sup> )	1
US History** (11 <sup>th</sup> )	1
US Government (12 <sup>th</sup> )	1
FOREIGN OR NON-ENGLISH LANGUAGE	
Students are strongly encouraged to complete 2 units of foreign language.	
COMPUTER TECHNOLOGY	1 UNIT
Courses may include: computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses. Computer Technology courses must be approved for college admission requirements, whether taught at HS or technology center school.	1 unit
FINE ARTS	2 UNITS
Fine Arts, such as vocal or instrumental music, art, drama or dance.	2 units
ELECTIVES	6 UNITS
Activity Elective (PE, JROTC, Dance, Band, Athletics) [4 units maximum may count for graduation]	1 unit
Other approved electives	5 units
PERSONAL FINANCIAL LITERACY	
All seniors must obtain a "Passport to Financial Literacy" in order to meet graduation requirements; this is met through the successful completion of the 14 areas of instruction in the Oklahoma Academic Standards for Personal Financial Literacy. This is typically completed during the student's government course. For questions, see your school counselor.	
TOTAL UNITS	23

COLLEGE PREPARATORY CURRICULUM	
HIGH SCHOOL DIPLOMA REQUIREMENTS	
Achieving Classroom Excellence (ACE) Act of 2005 revised in 2006 [70 OS 1210.521]	
<b>Must pass 4 of 7 EOI Exams**</b>	
Required: Algebra I, English II Plus 2 more from: Biology, Geometry, Algebra II, English III, and US History	
ENGLISH	4 UNITS
English I: Grammar and Composition	1 unit
English II: World Literature**	1 unit
English III: American Literature or other approved courses**	1 unit
English IV: English Literature or other approved courses	1 unit
MATHEMATICS	3 UNITS
Algebra I**	1 unit
May include: <b>Algebra II**</b> , <b>Geometry**</b> , Algebra III, Trigonometry, Math Analysis, Pre-Calculus, Calculus, any Adv Placement Math, Concurrent Math course (non remedial) and other courses approved for college admission requirements.	2 units
3 units of Mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9.	
LABORATORY SCIENCE	3 UNITS
Biology I**	1 unit
May include: Chemistry, Physics, Biology II, Earth Science, Physical Science, Environmental Science, Botany, Zoology, Anatomy/Physiology, and Advanced Placement Science courses, Concurrent College Laboratory Science or other courses approved for college admission requirements.	2 units
HISTORY AND CITIZENSHIP SKILLS	4 UNITS
Oklahoma History (9 <sup>th</sup> )	.5
Geography (9 <sup>th</sup> )	.5
World History (10 <sup>th</sup> )	1
US History** (11 <sup>th</sup> )	1
US Government (12 <sup>th</sup> )	1
FOREIGN OR NON-ENGLISH LANGUAGE	**
**Two units of the same foreign language OR two units of computer technology.	**
COMPUTER TECHNOLOGY	1-2 UNITS*
Courses may include: computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses. Computer Technology courses must be approved for college admission requirements, whether taught at HS or technology center school.	1-2 units*
*One unit required for all students, one additional unit required for students who do not complete 2 units of same foreign language.	
FINE ARTS OR SPEECH	1 UNIT
Fine Arts, such as vocal or instrumental music, art, drama, dance or speech.	1 unit
ELECTIVES	5-6 UNITS
Activity Elective (PE, JROTC, Dance, Band, Athletics) [4 units maximum may count for graduation]	1 unit
Other approved electives	4-5 units
PERSONAL FINANCIAL LITERACY	
All seniors must obtain a "Passport to Financial Literacy" in order to meet graduation requirements; this is met through the successful completion of the 14 areas of instruction in the Oklahoma Academic Standards for Personal Financial Literacy. This is typically completed during the student's government course. For questions, see your school counselor	
TOTAL UNITS	23

COLLEGE PREPARATORY CURRICULUM	
CERTIFICATE OF DISTINCTION	
Requires a 3.25 (GPA on n 4.0 scale, the required courses listed below, and a satisfactory score or its equivalent on all endofinstruction (EOI) tests as those tests are implemented.	
<b>Must pass ALL 7 EOI Exams**</b>	
Required: Algebra I, English II, Biology, Geometry, Algebra II, English III, & US History	
ENGLISH	4 UNITS
English I: Grammar and Composition	1 unit
English II: World Literature **	1 unit
English III: American Literature or other approved courses**	1 unit
English IV: English Literature or other approved courses	1 unit
MATHEMATICS	4 UNITS
Algebra I**	1 unit
May include: <b>Algebra II**</b> , <b>Geometry**</b> , Algebra III, Trigonometry, Math Analysis, Pre-Calculus, Calculus, any Adv Placement Math, Concurrent Math course (non remedial) and other courses approved for college admission requirements.	3 units
3 units of Mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9.	
LABORATORY SCIENCE	4 UNITS
Biology I**	1 unit
May include: Chemistry, Physics, Biology II, Earth Science, Environmental Science, Anatomy/Physiology, and Advanced Placement Science courses, Concurrent College Laboratory Science or other courses approved for college admission requirements.	3 units
HISTORY AND CITIZENSHIP SKILLS	4 UNITS
Oklahoma History (9 <sup>th</sup> )	.5
Geography (9 <sup>th</sup> )	.5
World History (10 <sup>th</sup> )	1
US History** (11 <sup>th</sup> )	1
US Government (12 <sup>th</sup> )	1
FOREIGN OR NON-ENGLISH LANGUAGE	2 UNITS
Same foreign or non-English language	2 units
COMPUTER TECHNOLOGY	1 UNIT
Courses may include: computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses. Computer Technology courses must be approved for college admission requirements, whether taught at HS or technology center school.	1 unit
FINE ARTS OR SPEECH	1 UNIT
Fine Arts, such as vocal or instrumental music, art, drama, dance or speech.	1 unit
ELECTIVES	1 UNIT
Activity Elective (PE, JROTC, Dance, Band, Athletics) [4 units maximum may count for graduation]	1 unit
Additional Electives	2 units
PERSONAL FINANCIAL LITERACY	
All seniors must obtain a "Passport to Financial Literacy" in order to meet graduation requirements; this is met through the successful completion of the 14 areas of instruction in the Oklahoma Academic Standards for Personal Financial Literacy. This is typically completed during the student's government course. For questions, see your school counselor.	
TOTAL UNITS	23

determine their current level of proficiency in the basic areas of reading.

In OKCPS, this screener is used in August, December, and May to determine current levels of proficiency and future levels of risk.

In addition to providing this screener three times per year, OKCPS teachers utilize progress monitoring throughout the year to determine the extent to which instruction and intervention are meeting the student's needs.

## 2. Clear, Consistent Parent Communication

The Reading Sufficiency Act places great attention on parent communication. In order to improve our communication with parents, OKCPS has implemented two key changes:

- Every student is provided with an Academic Progress Plan (APP). This plan is specifically designed for each individual student. It indicates the student's most recent academic data, the instructional supports provided by the school, and the supports requested to be provided at home.
- Every student's academic documentation is organized in an Academic Progress Folder. Most often this is simply referred to as "the green folder." This folder should be present at each parent meeting. It includes the APP, graphs and detailed reports from district screeners and benchmark assessments. Also included are the student's writing samples and tutoring attendance records.

The APP and green folder are currently provided in grades K-5. These tools provide parents with consistency in student data grade-to-grade and school-to-school.

## 3. Increased Time and Improved Literacy Instruction

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

In addition to the 90 minutes of core instruction, students who are behind in reading receive an additional 30 minutes of targeted intervention. This extra support is designed to fill gaps in the student's understanding of the reading process.

An additional 30 minutes is reserved for students who have the most difficulty learning to read. These students are missing significant foundational reading skills and this time is dedicated to building that foundation. This additional time brings these students up to 150 minutes of reading instruction every day.

## 4. Student Qualification for Promotion into Fourth Grade:

In order to ensure that we do not continue to send students who struggle into intermediate grades, 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, will bring a significant drop in the number of students who still struggle in reading by the end of third grade.

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

### 1. Proficiency Demonstrated through a Reading Screener

Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument approved by SDE is qualified for promotion. A student who scores at or above the 40th percentile nationally on the third grade screener has satisfied the requirements of the Reading Sufficiency Act for promotion to fourth grade.

### 2. Score of Limited Knowledge (or higher) on the Reading Comprehension and Vocabulary portion of the OCCT

A student who scores at the "limited knowledge" level or higher on the Reading Comprehension and Vocabulary portion of the OCCT qualifies for promotion to the fourth grade.

### 3. Good-Cause Exemption

Some third graders who score Unsatisfactory on the Reading OCCT will be exempted from the retention requirement and promoted to fourth grade. This is called a good-cause exemption. Good-Cause exemptions are only given to the following students:

- Students who are identified as English Language Learners (ELL), have a Language Instructional Educational Plan in place prior to the OCCT, and have less than two years of instruction in an ELL program
- Students with disabilities whose Individualized Education Plan (IEP) states that the student is to be assessed with alternate achievement standards through OAAP
- Students who demonstrate an acceptable level of performance (minimum of 45th percentile) on an alternative standardized reading assessment approved by the State Department of Education

- Students who demonstrate through a student portfolio, mastery (beyond the retention level) of the third grade state standards for reading and evidence of reading on grade level or higher

- Students with disabilities who take the OCCT and who have an Individualized Education Plan (IEP); who have received intensive remediation in reading for more than two years; and were previously retained or in a transitional grade during pre-kindergarten, kindergarten, first, second, or third grade

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

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

## 4. Conference- Based Promotion

A student not otherwise qualified for promotion may be evaluated for "probationary promotion" by the Academic Team.

The student's Academic Team is composed of:

- (1) the student's parent(s) and/or guardian(s)
- (2) the student's primary reading teacher
- (3) a teacher in reading who teaches in the subsequent grade level
- (4) the school principal
- (5) a certified reading specialist

The student will be promoted to the fourth grade if the Academic Team members unanimously recommend "probationary promotion."

If a student is approved for "probationary promotion," the team will continue to review the reading performance of the student and determine grade-level placement each academic year until the student demonstrates grade-level reading proficiency for their current grade.

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

## RETENTION APPEAL

Any parent or guardian, who is dissatisfied with the decision to retain a child, may appeal the decision by contacting the Director within three working days of the school's decision. A decision will be rendered within ten working days. Parents who are dissatisfied with the Director's decision should

contact the Clerk of the Board of Education at 587-0444 for information about a district-level appeal.

## 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 587-0049 with questions or concerns.

## ELIGIBILITY FOR EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

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

1. Be enrolled in or have been enrolled in a course related to the activity when such activity will cause the student to miss class work during the regular school day.
2. Maintain a "C" average in the previous semester and passing grades in all classes in the current semester. Students who attend summer school may apply one course grade or credit to the preceding semester grade point average and course credits to increase eligibility in the Fall semester.

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. Extracurricular activities are a privilege and may be revoked for on-campus and off-campus misconduct.

To participate in athletics, a student will have on file proof of a physical examination, parental consent and insurance information or an insurance waiver.

A student who has established athletic eligibility at one school and transfers to another school will not be considered eligible to participate in athletics for a period of one year.



## JROTC

High Schools in OKCPS have an active JROTC program. Students enroll in a course during regular school hours, but also participate in many out-of-classroom activities. Students learn the basics in military history, government, technology awareness, and current events. The main focus is developing leadership skills; as well as study and test-taking skills, job interview preparation, and first aid. Selected students also attend a summer leadership camp.

## EMERSON HIGH SCHOOL

Some high school students need special, individualized programs to complete their education. Emerson Secondary School was developed for these students. The entry, withdrawal, class size and scheduling of students in the Emerson Secondary School is designed to be flexible in order to meet the individual needs of students. There are two separate programs at Emerson.

**Metro Program** is a part of the Emerson complex. Emerson Metro offers a flexible schedule allowing for morning/afternoon/or an all-day attendance depending on the needs of the student. This program is for students who prefer an alternative setting modified to better meet their educational needs. Students are referred to this program for a variety of reasons. This program consists of students who are recovered dropouts desiring to complete their high school requirements; students who are referred for credit recovery issues; students with a history of attendance issues; students who feel the need for a smaller setting allowing for more individual instruction; and students who may have minor disciplinary infractions. Students can receive work study units, which are applied toward graduation units.

**The Outreach Program** is another component of the Emerson Complex. The Outreach Program is designed to meet the needs of parenting/pregnant females who wish to complete their graduation requirements in a supportive, understanding, and caring atmosphere. Emerson Outreach offers flexible scheduling to allow for morning/afternoon/or an all-day attendance depending on the needs of the student. A certified daycare is on-site accessible to students in this program.

Emerson High School graduates meet Oklahoma State Department of Education Graduation Requirements for both Core and College Preparatory curriculum. These requirements are used for all programs under the Emerson Umbrella: Outreach, Metro, and Metro Career Academy. Questions about any of these programs should be directed to Emerson School at (405) 232-5273.

## EVENING HIGH SCHOOL

Students in grades 9-12 may earn credits/units toward their graduation in the accredited evening program. Before enrolling in evening classes, students must confer with a high school counselor. Students wanting to attend must have written approval from their home school counselor before enrolling. Call 231-2053 for more information.

## PROGRAMS

### EARLY BIRDS

Early Birds is a research-based, practical program that helps parents prepare their children for school success. This 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/guardians 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, please contact at 587-0422.

### 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.

### GEAR UP FOR THE PROMISE

GEAR UP is a federal grant program designed to help students be academically prepared to graduate high school and enroll in college and to provide support and information to help students and parents learn about choosing the right college, preparing to enter college, and paying for college. The GEAR UP for the PROMISE program is a partnership between Oklahoma City Public Schools and the University of Oklahoma's K20 Center for Educational and Community Renewal to provide college-readiness programming in select schools for students who will graduate high school in 2017 and 2018. Services provided by GEAR UP include college campus visits for students; college information nights for parents and families; college campus summer experiences; new technology for GEAR UP classrooms; and professional development for teachers, counselors, and principals. GEAR UP programming is provided at the following schools for students in the 10th and 11th grades during 2015-2016. The GEAR UP for the PROMISE schools are:

- Capitol Hill High School (2013-2018)
- Douglass Mid-High School (2011-2018)
- John Marshall Mid-High School (2011-2018)
- Northeast Academy for Health Sciences and Engineering (2011-2018)
- Northwest Classen High School (2013-2018)
- Oklahoma Centennial Mid-High School (2011-2018)
- Southeast High School (2013-2018)
- Star Spencer High School (2013-2018)
- U.S. Grant High School (2013-2018)

For more information about GEAR UP for the PROMISE, please call (405) 587-0332.

## ACCEPTABLE USE POLICY (AUP)

### STUDENT COMPUTER AND NETWORK ACCESS WIRELESS DEVICES

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

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

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

Students may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Use of such wireless communication devices by students during the instructional day for educational purposes only is at the teacher's discretion. The instructional day shall be defined as including all times when classes are being conducted and during passing times. Wireless telecommunication devices include, but are not limited to, cellular and digital telephones, two-way radios, personal digital assistants, and smartphones. Wireless telecommunication devices do not include amplification systems utilized in classrooms or in school buildings.

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

### 1. Introduction

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

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

consider this in deciding whether to permit their children access to the District's computer network resources.

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

## 2. Access to District Network Resources

- All employees must sign an Acceptable Use Policy agreement when hired and on a yearly basis before access is granted to the District's computer network resources. If an employee objects to signing an AUP they will not be allowed on the district network which could affect their employment status.
- Staff, students, and members of the community may be given access to the District's computer network resources. This access, including account and password, must not be shared, assigned, or transferred to another individual.
- Access to the District's computer network resources may be suspended or terminated if terms and conditions of this AUP are violated. Prior to a termination of access to the District's computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with an appointed hearing officer within seven (7) days of notification if the user feels that such action is unjust. After the review, access may be terminated if the hearing officer denies the appeal as well as disciplinary consequences deemed appropriate by the school administrator.

## 3. System Security

- Computer users may not run applications or files that create a security risk to the District's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.
- Any user deemed to be a security risk, or discovered to have a proven history of problems with other computer networks, may be denied access to the District's computer network resources.
- Users should immediately notify Information Technology if they believe that someone has obtained unauthorized access to their private account.

## 4. Respecting Resource Limits

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

intent of annoying users or to interrupt the system.

- The system administrators reserve the right to set a limit on disk storage for network users as well as blackmail and other connections from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain viruses.
- Advertising will be permitted on the District's computer network resources with the prior approval of the appropriate administrator.

## 5. Illegal Activities

- The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities that blatantly corrupt the educational value of computers or instances that violate the law.
- Attempting to gain unauthorized access to the District's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files.
- Vandalism will result in cancellation of privileges to the District's computer network resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.
- It is prohibited to use the District's computer network resources with the intent of denying others access to the system.

## 6. Intellectual Property (Copyright)

- No copyrighted material is to be placed on the District's computer network resources without written permission from the copyright owner.
- Any material placed on the District's network or web pages by an employee, with the use of district or personnel technology will become property of the District unless permission to keep Intellectual Property rights is granted in writing by the employee's supervisor or the Information Technology Department.
- All users of the District's network resources must agree not to submit, publish, or display any type of material that violates this AUP.

## 7. Software

- Only software approved (certified) by the Information Technology's Technology Purchase Request (TPR) review committee and proof of valid software license(s) can be used on District computer systems including freeware, shareware and beta/test software.
- Software that is damaging to the District's network resources or any other systems is prohibited.

## 8. Digital Citizenship

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

## 9. Liability

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

## 10. Electronic Mail and Real-Time Conferencing

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



# 2 Parent

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.

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.

## 11. Consequences

- Financial and criminal penalties may be incurred by Oklahoma City Public Schools for pirated or non-licensed software. These penalties may be passed on to the offender. Software piracy and license fraud is a serious crime and results in extraordinarily high fines (usually twice the value of the pirated software title). If user is unclear of such software, contact the Information Technology Department.
- Violation of Oklahoma City Public Schools' policies, regulations and procedures concerning the use of the WAN and the Internet will result in the same disciplinary actions that would result from similar violations of other Oklahoma City Public School policies and/or regulations. Any or all of the following consequences may be employed:
  - Any campus-based disciplinary consequence, including suspension, deemed appropriate by the

## PARENT INVOLVEMENT – PURPOSE/GOAL

Parents 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, web sites and emails and other available technology to communicate with parents to foster involvement.

## INCLUSION STATEMENT

OKCPS students are fortunate to have many adults involved in their education. References in this handbook to parents include guardians and other family members who often act in lieu of or in partnership with parents. Programs and practices are in place to meet the diverse needs, languages, and cultures of students and parents.

Several opportunities are available for parents to learn more about schools, educational programs and ways to help their children achieve in school. Contact your school principal or the Title I Office at 587-0160 for more information.

## WHAT CAN PARENTS DO?

### KEEP YOUR CONTACT INFORMATION CURRENT

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

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

Talk to your school's office staff or contact the school district at (405) 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 (405) 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 are welcome in our schools to observe, volunteer and meet with teachers. To promote a safe and orderly climate for schools, we ask that all visitors sign in at the office to obtain a visitor's pass and make arrangements with the building administrator before entering classrooms.

- To volunteer in your child's school, please contact the Volunteer Services Office at (405) 587-0234. 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 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 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 RIGHTS AND RESPONSIBILITIES

Schools should be the first point of contact for issues and

complaints. Please communicate issues with your site principal prior to filing a complaint with their director. Thank you in advance for your support!

### STEPS TO RESOLUTIONS FOR PARENTS

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

#### 1. CONTACT THE STAFF MEMBER

The most direct route to resolving a concern is to speak directly with the person involved, whether it is a teacher, a coach, a bus driver, etc. More than 95 percent of concerns are resolved through communication with those involved.

#### 2. CONTACT THE PRINCIPAL

The principal is in charge of each campus and is responsible for the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available in the principal's office.

#### 3. CONTACT THE APPROPRIATE CENTRAL ADMINISTRATOR

This may be a regional executive director, deputy Superintendent or the Superintendent. This step should be taken only when steps one and two have not resolved the concern.

#### 4. CONTACT THE SUPERINTENDENT

If your concern has not been resolved in Steps 1 through 3, then a call to the Superintendent's Office is appropriate.

#### 5. CONTACT THE BOARD OF EDUCATION

This is done by requesting a hearing in the Board Clerk's office. Board members of the Oklahoma City Public Schools are to help resolve conflicts. If a Board member has been involved before the hearing, he/she may not want to participate in meeting.

### PARENTS' RIGHT TO KNOW - TEACHER QUALITY REQUIREMENTS

At the beginning of each school year, parents may request information in writing regarding the professional qualifications of their student's teacher/s. Specifically, the

parent has the right-to-know:

- Teacher qualifications for licensure and certification.
- Teacher's type of certificate, emergency or provisional.
- Teacher's baccalaureate and graduate degree majors.
- Whether the student will be provided assistance from paraprofessionals and, if so, the qualifications of the paraprofessional.
- If a student receives instruction from an unqualified teacher for four or more consecutive weeks.

Parents may also request information on the level of achievement of their children in each of the State of Oklahoma academic assessments. If you have questions, please contact the Title I office at (405) 587-0160.

## 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 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 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 or eligible students to review the records. Schools may charge a fee for copies.

Parents 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 Parent 38 Student Parent Handbook 2014-2015 information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

Schools may disclose, without consent, "DIRECTORY" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents 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. 20202-8520

### PPRA - PROTECTION OF PUPIL RIGHTS AMENDMENT NOTIFICATION

The Protection of Pupil Rights Amendment (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 and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  - Political affiliations;
  - Mental and psychological problems potentially embarrassing to the student and his/her family; Sex behavior and attitudes;
  - Illegal, antisocial, self-incriminating and demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

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

### DISCRIMINATION - NOTICE & CONTACTS

(Title VI, Title IX, Title II, Sec 504, Age Act, Boy Scouts of America Equal Access Act)

The Oklahoma City Public School District (OKCPS) does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, genetic information, alienage, veteran, parental, family and marital status in its programs and activities, or in its employment



decisions, and provides equal access to the Boy Scouts of America and other designated youth groups. OKCPS is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity, and equality among students. OKCPS complies with the following laws:

- Title VI of the Civil Rights Act of 1964, which 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 and Cultural Services  
(405) 587-0056
- Title II of the Americans with Disabilities Act of 1990, which 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:  
Erin Trussell  
Administrator of Special Services  
(405) 587-0447
- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- The Age Discrimination Act of 1975, which 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:

The following individual has been designated as the Title IX, Age Act and Boy Scouts of America Equal Access Act Coordinator:

Tamara Love  
Administrator of Student Services  
(405) 587-0439

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 to a school administrator or the Executive Director of Student Support Services by:

- Calling the Safe Schools Hotline at (405) 587-STOP;
- Sending an email, telephone/fax, mail; or
- Filing a complaint in-person.

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.

STUDENTS AND PARENTS CONTACT:

Executive Director of Student Support Services  
900 N Klein, Room 300  
Oklahoma City, OK 73106  
Office: (405) 587-0409  
Fax: (405) 587-0213  
Email: tlbell@okcps.org

EMPLOYEES CONTACT:

Discrimination complaints may be submitted to an employee supervisor or the Chief Human Resources Officer by email, telephone/fax, mail or in-person.

Chief Human Resources Officer  
Oklahoma City Public Schools  
900 N. Klein, Room 214  
Oklahoma City, OK 73106  
Office: (405) 587-0015  
Fax: (405) 587-2050

For further information from the Office of Civil Rights (OCR) on notices of non-discrimination, visit <https://wdcrocolp01.ed.gov/cfapps/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

#### **ASBESTOS HAZARD EMERGENCY RESPONSE NOTIFICATION**

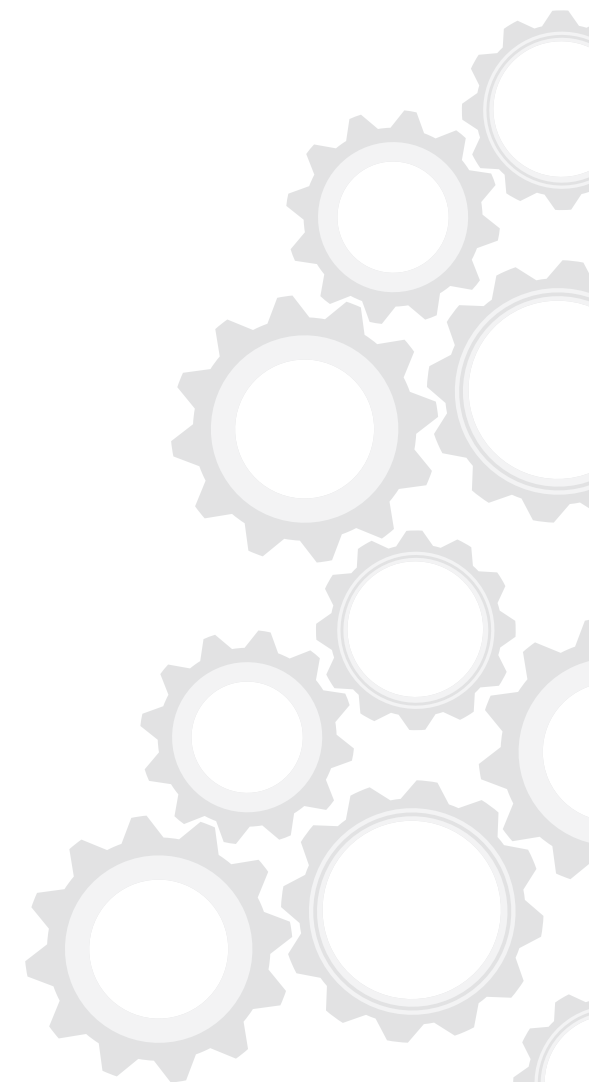
The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all school buildings for asbestos. OKCPS has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is

located in the main office of each school and the OKCPS Service Center. We will annually notify all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities; planned or in progress, will be disseminated by posting a notice or using hand out bulletins, flyers and/or using newspaper public notice statement.

#### **MENINGITIS ANNUAL NOTIFICATION**

This annual notification contains important information about meningococcal disease and meningococcal vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health. Meningitis is an infection of the tissue lining and fluid that surrounds the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause brain damage, hearing loss, amputation of arms or legs, learning disabilities, or death. The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth. Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

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



# 3 Resources

## RESOURCES

### STUDENT ENROLLMENT

The documents listed below are needed for a student to be fully enrolled. Unless a transfer has been approved, parents and guardians enroll their children at their assigned neighborhood school during normal school hours or designated enrollment times. Visit [www.OKCPS.org](http://www.OKCPS.org) and click on School Locator to find your resident school or call Student Services at (405) 587-0438.

- A certified copy of the child's birth certificate.
- Immunization Record (Immunizations must be up to date or parents must show proof students are on a schedule to complete immunization in order to complete enrollment. Incomplete immunizations may result in exclusion from school until proof is furnished.)
- Two proofs of residency in the parent/guardian's name (any two of the following):
  - Parent/Guardian photo ID (state-issued ID, driver's license, matricula, or passport).
  - Motor vehicle registration.
  - Proof of a current utility bill listing the home address (gas, water, electric bills, home telephone, cable, or Internet)
  - Proof of payment of local personal income or property taxes
  - Title to residential property in the district, or a valid unexpired lease agreement listing each occupant, or current receipts for payment of rent on a district residence where the student lives
- Legal documents, when applicable, regarding divorce/custody, guardianship, adoption, name change, etc.
- When transferring from another district or school, a withdrawal form from the previous school verifies your child is no longer enrolled. Upon enrollment, the school will request a withdrawal form, student transcript or grade report, and discipline reports from the previous school.

### AGE REQUIREMENTS

As of 9/1/15, Any Child Who is At Least:

May be Enrolled In:

4 years old	Pre-Kindergarten
5 years old	Kindergarten
6 years old	1st Grade

- Students who turn 21 on or before September 1, 2015 and live in the district are still entitled to free education in OKCPS.
- Handicapped children under age five may enroll in early childhood programs for services
- Any person with an inability to attend school for definite 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.

### ADULT EDUCATION & GED CLASSES

Research indicates increasing parent participation in schools has a direct correlation on student academic outcomes. The Oklahoma City Adult Learning Center offers a variety of programs to assist adults in obtaining the general and specific education options they need to support their increased success. Daytime and evening adult education classes are held at different locations across the district. Classes are open entry making it easier for adult students to access educational options at their convenience. Contact the Oklahoma City Adult Learning Center at 3500 N. Lindsey or by calling (405) 587-1141, (405) 587-1444, or (405) 587-1445.

### RESIDENCY BY AFFIDAVIT

OKCPS recognizes some students may need special considerations to meet residency requirements, particularly as it pertains to custody or emergency housing situations. Adults in charge of a student's care may file an affidavit affirming the adult:

- Holds legal residence in the school district
- Has assumed permanent custody of the child
- Contributes the major degree of support to the child
- States the reason(s) for assuming custody
- The affidavit is only valid for the current school year
- If the custody arrangement continues, an affidavit is submitted annually to the school
- If the custody arrangement ceases to exist, the affidavit becomes null and void

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 falsely established, the affidavit becomes null and void and the student must be withdrawn

and enrolled in their resident school. Any person who willfully makes a statement in an affidavit which the person knows to be false shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one year or a fine of not more than \$500.00 or both such fine and imprisonment. Home inspections may be made by OKCPS Administrators or designee.

### IMMIGRANT STUDENTS

Foreign students or refugees who are newcomers to our country initiate their enrollment process with Language and Cultural Services for transcript translation. Transcripts from accredited programs will be evaluated by personnel for possible course and grade credit. Language & Cultural Services' phone number is (405) 587-0172.

### HOME-SCHOOLED & PRIVATE SCHOOL STUDENTS

These students entering the district will be placed in the appropriate grade level as reasonably determined by the school. The school may administer tests or use 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.

### FOREIGN EXCHANGE

STUDENTS may participate in a certified exchange program. Sponsoring agencies and host families should review School Board Policies located at the Board tab at [www.OKCPS.org](http://www.OKCPS.org) Language & Cultural Services phone number is (405) 587-0172.

### HOMELESS STUDENTS & STUDENTS WHOSE FAMILIES LIVE WITH RELATIVES OR FRIENDS

In accordance with the federal McKinney-Vento Education Assistance Improvements Act school districts are required to provide services to children and youth experiencing homelessness that are comparable to other students in the district. Homeless youth and children must have access to any educational services for which they qualify, including special education, gifted education, free and reduced lunch programs, before and after school activities, and Title I Part A services. No child or youth shall be discriminated against or segregated.

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

- are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; living in emergency or

transitional shelters; abandoned in hospitals; or are awaiting foster care placement.

- have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described above.

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 in which they are enrolling requests and is waiting for school records from the previous school.

The term "enroll" is defined as attending classes and participating fully in school activities. If a student does not have immunizations or medical records or has not received necessary immunizations, the student must be enrolled in the school while records are being obtained or while student begins process of receiving immunizations.

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

Each school year, every student, regardless of living situation, is to complete an OKCPS Enrollment Questionnaire that discloses where the student is living, identifies students living in transition, and if they qualify for services under the McKinney-Vento Act. Applicants qualifying for services are to be referred to the OKCPS Homeless Liaison at (405) 587-0106. Students may qualify for assistance with child nutrition, transportation, school supplies, hygiene products, socks and undergarments, school uniforms, and coats.



Contact the school site or Student Services with any enrollment issues.

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

**STUDENT WITHDRAWAL PROCESS**

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

**TRANSFERRING RECORDS BETWEEN SCHOOLS**

The district complies with the Family Education Rights and Privacy Act of 1974 (FERPA 34 CFR 99.22). Once a student withdraws from school, the student records can be transferred between schools upon request from the new school of enrollment. The last OKCPS site a student attends must permanently store and never destroy 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. After receipt of a records request, schools have 3 business days to submit records to another school.

**SCHOOL ASSIGNMENTS AND TRANSFERS**

Students enroll in their resident school, which is determined by the student's residence, unless a legal transfer is approved. Students may not be accepted or denied based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement aptitude, or athletic ability.

Student transfer requests are made by the parent to the school principal and will be reviewed and considered on a first-come, first-served basis with students who live in the district given first priority over students who live outside the district. Students remain enrolled in their current

school until a legal transfer is officially approved. Applying for a transfer will not stop truancy procedures from being pursued. Parent is responsible for student transportation to and from the school when student attends a school other than the school assigned by virtue of the residence address. Students may obtain only one transfer per year. Refer to Departments tab at [www.OKCPS.org](http://www.OKCPS.org) and select Student Services for Student Transfers information and the OKCPS District Transfer form.

**NON-RESIDENT STUDENTS**

For students who live outside of the district attendance boundaries to attend an OKCPS school, they must request an open or emergency transfer through the Student Services Department. Transfers will generally be approved provided space availability exists and the student is not currently suspended or removed from another school for acts of violence or reckless disregard for the safety of others. Refer to School Board Policies located at the Board tab at [www.OKCPS.org](http://www.OKCPS.org) for more information. Student Services phone number is (405) 587-0438.

Transfers for special education self-contained program transfers must be verified through the Special Education Services Department. For assistance, please call (405) 587-0425.

**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. Application and charter schools may have additional guidelines or deadlines for cancelling student transfers; parents and students in those schools need to be aware of these additional policies. Cancelled transfers result in students returning to their resident school.

Parents may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and Student Services. An emergency transfer previously made may be cancelled, with the concurrence of the board of the receiving district and the parent.

**HEALTH**

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

Health Services, which consists of approximately 29 RNs and 6 LPNs, provides specialized health care for students who have disabling conditions under the direction of the student's physician. Our RNs are certified school nurses. Our LPNs are support staff working with our medically fragile students. Parents must notify the school if their child has a temporary or permanent health problem and if that problem might restrict the student from participating in school activities, such as physical education. In this case, written notification from a family physician describing the condition and advising the school of the type and length of restriction is required. Permanent restrictions must be renewed at the beginning of each school year.

Children returning to school following a long-term illness or surgery must return with a release from a physician including any restrictions or accommodations necessary. (Should long-term be defined as in number of days? People also ask whether a physician note is required for illness absences in general. some schools require, others do not?)

**GUIDELINES FOR KEEPING A SICK CHILD HOME FROM SCHOOL**

- Take your child's temperature. Though children may not have a fever and still be sick, a temperature of 100 degrees or over is a sure sign to keep your child home. Giving a fever reducer (Tylenol) and sending your child to school will almost guarantee a call from school when the medicine wears off, as well as exposing other students to whatever your child has.
- If your child vomited or had 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 and a history of exposure may be chicken pox. Keep your child home until you know for sure. If it is chickenpox, your child will need to stay home until all areas are scabbed, usually 6-7 days.
- Keep your child home if your child has heavy nasal congestion and/or a frequent cough. At school with these symptoms, children probably feel miserable, will not learn much and will be sharing a virus with others.
- If your child is diagnosed with a contagious disease, such as strep, your child should be prescribed antibiotics and take them for 24 hours before returning to school.

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

Transfers Within or Into OKCPS begin with		
OKCPS District Transfer Form: Go to Departments tab at <a href="http://www.OKCPS.org">www.OKCPS.org</a> and select Student Services for student transfer information and to print form.		
Transfers	Definitions	Process
<b>In-District Transfer</b>	Transfer for students who have an assigned OKCPS school but are requesting to transfer to a different school in the district.	<ul style="list-style-type: none"> <li>• Form signed by principal of school student would like to attend. School maintains transfer form.</li> <li>• Schools may revoke transfer for the following school year if issues arise.</li> </ul>
<b>Open Transfer</b>	Transfer for students who do not have an assigned OKCPS school seeking to attend a school in the district submit requests to Student Services between January 2 and May 31 for the following school year. Open Transfers remain valid with continuous enrollment.	<ul style="list-style-type: none"> <li>• OKCPS District Transfer form signed by principal of school student would like to attend</li> <li>• Parent delivers form in person to Student Services and completes required State transfer form.</li> </ul>
<b>Emergency Transfer</b>	Transfer for students who do not have an assigned OKCPS school seeking to attend a district school and submitting requests between June 1 and the end of the school year.	<ul style="list-style-type: none"> <li>• Schools are required to notify parents by May 1 if a transfer is being revoked for the following school year.</li> </ul>

injured. School is important, but sick children need to be at home. For further information, please call Health Services at (405) 587-0245.

## MEDICATION

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

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

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

## HEAD LICE

Understand the problem before it becomes one

- Lice are tiny insects that survive on human blood. They are about the size of a sesame seed. Lice do not jump or fly, they crawl. They 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 tear drop 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 children must be seen by a school nurse, health care professional, or school designee and found to be free of both lice and nits before re-entry into 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. They move quickly and do not like bright light. Use a bright light or bright natural light to check your child's scalp. Check each strand of hair for eggs (nits).
- If lice are found:
  - Use a lice killing shampoo. Carefully follow the package directions. Be sure to 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.

- The affected child should be retreated 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.
- It is a good idea to check your child daily for any signs of a lice infestation.

Remember, successful treatment must include removal of ALL nits. It just takes one nit, left on the hair to hatch, to start another infestation. OKCPS has a "NO NIT POLICY". If your child has been sent home from school with head lice and you have treated to destroy the lice, call Health Services at (405) 587-0245 to find the closest school nurse on duty to check and clear the child to return to school.

## CHICKENPOX

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

It is important to NEVER give aspirin or aspirin containing medication to children with a viral infection because of the increased risk in developing Reye Syndrome. The current recommendation is to receive one series of two varicella immunizations, 3 months apart to prevent them from developing chickenpox..

MENINGITIS ANNUAL NOTIFICATION is listed on page 34 of this handbook.

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

## IMMUNIZATION REQUIREMENTS (PK-12)

Students cannot be admitted or enrolled in any public school without the appropriate immunizations. The OKCPS Health and Medicaid Services Department monitors and implements the immunization program according to State Law #1210-191 and school district policy.

### Guide to Immunization Requirements in Oklahoma - 2015-16 School Year

Please read the bullets below for essential information.



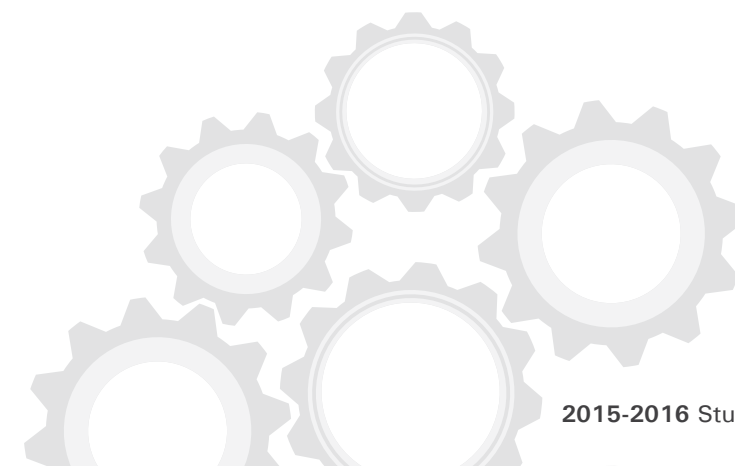
	CHILDCARE Up-to-date for age	PRE-SCHOOL PRE-KG	KG-6th	7th - 11th	12th
<b>VACCINES</b>	Total doses		Total doses		
DTaP (diphtheria, tetanus, pertussis)	4 DTaP		5 DTP/DTaP*	1 Tdap booster	No additional doses are required
PCV (pneumococcal conjugate vaccine)	1-4 PCV♦	PCV is required for children in child care only.			
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV		4 IPV/OPV◄	No additional doses are required once a child has completed the required number of doses. If a child or student has not completed all of the required doses by the time they enter pre-school, kindergarten, or any grade above kindergarten, the doses must be completed on schedule.	
MMR (measles, mumps, rubella)	1 MMR		2 MMR		
Hib ( <i>Haemophilus influenzae</i> type b)	1-4 Hib◆	Hib is required for children in child care only.			
HepB (hepatitis B)	3 HepB		3 HepB■		
HepA (hepatitis A)	2 HepA				
Varicella (chickenpox)	1 Varicella				

- \* If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.
  - ♦ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.
  - ◄ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.
  - ◆ Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.
  - Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
  - The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2<sup>nd</sup> dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.
  - Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column. Refer to this web page for information on when doses are due for children attending childcare: [http://www.ok.gov/health/Disease\\_Prevention\\_Preparedness/immunizations/Vaccines\\_for\\_Childcare/index.html](http://www.ok.gov/health/Disease_Prevention_Preparedness/immunizations/Vaccines_for_Childcare/index.html).
  - Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
  - Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
  - The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
  - For doses given on or after Jan. 1, 2003, the 5<sup>th</sup> dose of DTaP must be given on or after the 4<sup>th</sup> birthday (or within 4 days before the 4<sup>th</sup> birthday). This rule does not apply to doses given before 2003.
  - If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine.
  - It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Longer than recommended intervals between doses do not affect final immunity.
  - Children may be allowed to attend school and childcare if they have received at least one dose of all the required vaccines due for their age and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are "in the process" of receiving immunizations.
- For more information call the Immunization Service at (405) 271-4073 or visit our website at: <http://imm.health.ok.gov> Revised 2-3-2015 IMM 400

Please contact your school nurse or Health Services at (405) 587-0245 for any questions regarding your student's health.

## CHILD NUTRITION SERVICES (CNS)

CHILD NUTRITION SERVICES (CNS) participates in the National School Breakfast Program and the National School Lunch





Program. We offer free or reduced-price breakfasts and lunches based on a student's financial need. Information and applications will be distributed district wide at the beginning of each school year and are available through the school office or cafeteria. Information regarding applications can be obtained from:

Child Nutrition Services Applications Office  
2500 NE 30th Street  
Oklahoma City, OK 73111  
Phone (405) 587-1025

### OKCPS USDA CHILD NUTRITION INFORMATION MEAL PAYMENT

School meals may be paid for using cash, check, or money order. Meals can be paid daily, weekly, monthly, or yearly.

Cash payments - Please put money into an envelope. Include on the front of the envelope the following information:

- Full name of student
- Homeroom teacher's name
- Student's grade and identification number

Money Order - Please make them payable to OKCPS Child Nutrition Services. Include the following information:

- Child's name and identification number

Check Payment - Please make sure that the following information is printed on the check:

- Adult name, address, telephone number
- Check writer's driver's license number
- Student's name and identification number
- Payable to OKCPS Child Nutrition Services

### MENUS AND MEAL CHARGES

OKCPS Child Nutrition Services policy is that no child goes hungry. OKCPS breakfast and lunch menus are linked on the Child Nutrition website, or may be obtained through the office of your school. Parents and guardians are responsible to maintain their student's account throughout the year. Students who meet the charge limit will be served an alternative meal. Elementary students are allowed to charge three reimbursable meals. Middle and high schools students are not permitted to charge. Charges are not allowed for a la carte items.

ADULT PRICES
Breakfast - \$2.00 Lunch - \$3.50
ELEMENTARY

Breakfast - Free Reduced Price Lunch - \$0.40 Lunch - \$2.25
MIDDLE/HIGH SCHOOL
Breakfast - Free Reduced Price Lunch - \$0.40 Lunch - \$2.75

### TRANSPORTATION

OKCPS district provides transportation to students who live more than 1-½ miles from their assigned school; attend high school academies other than their assigned school or vocational/technical education classes; or enroll in clustered special education programs where transportation is required. The majority of students who live within the school attendance zone and live greater than 1½ miles from the school are eligible for bus transportation. District transportation is not provided for students who elect to attend a school other than their neighborhood school. Transportation for students living within 1½ miles of their school of record is the responsibility of the students' parents. All student transportation will be consistent with state statutes and the Board of Education regulations.

School bus transportation is a privilege provided by the school district, it is not a right of students or required by law. The driver is in charge of students while they are aboard the bus. In order to maintain the privilege of riding the bus, students will follow these rules:

- Respect the driver and follow directions at all times.
- Remain seated while the bus is moving and keep all body parts inside of the bus.
- Use inside voices and keep objects to yourself so as not to distract the driver
- Keep the bus clean and the aisles clear of books, band instruments, or other objects.
- Do not eat or drink on the bus.
- Move to the rear of bus when loading.
- Avoid tampering with bus equipment.

Students will also follow all district and school rules including:

- No e-cigarettes, smoking or use of smokeless tobacco (snuff or chewing).
- No alcohol or other illegal substances on the bus.
- Do not board the bus if under the influence of alcohol or controlled substances.
- Guns, weapons, or weapon replicas are prohibited State Law.

Violations of bus rules may result in the loss of riding privileges or other disciplinary measures. The bus drivers report violations of bus rules to the school principal. The

driver has the authority to forbid students, who have been removed by the principal, from riding the bus until permission to ride again is given by the principal. 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 (405) 587-1152 or (405) 587-1151.

### BUS CAMERAS

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

### BUS STOP INFORMATION

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

- The level of transportation service for Special Education students is determined by each student's Individualized Education Program (IEP).
- Special transportation service for students served by 504 Plans is determined by the students' plans.
- Parents 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. Parents of students receiving transportation services as part of their Special Education or 504 Plan services should call the dispatcher at (405) 587-1151 or (405) 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.

## SUPPORT SERVICES

### GUIDANCE PROGRAM

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

their counselor or principal of the child's school.

### LANGUAGE AND CULTURAL SERVICES

Limited English speaking students and their parents 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 use the Sheltered Instruction Observation Protocol (SIOP) method to modify instruction for comprehension.

Additional information is available by contacting Language and Cultural Services at (405) 587-0172.

### NATIVE AMERICAN STUDENT SERVICES

The Native American Student Services office meets the unique and cultural needs of Native American students enrolled in the District by integrating services and community resources. Supplementary guidance, academic tutoring, night school, dropout prevention, credit checks, 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. School supplies, cultural programs and education, summer day camp, school uniforms, team sports incentives, senior cap and gown, and other services are offered through the Johnson-O'Malley grant for Native American students who qualify and complete an application.

For more information or if you have questions, please call the Native American Student Services office at (405) 587-0357.

### 504 PLANS

Students with special circumstances and education needs who are not being served on an Individualized Education Plan (IEP) may qualify for a 504 Plan. For more information, contact (405) 587-0091.

Some students being served under a 504 Plan may also qualify for homebound services.

### 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 Sooner Start, 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 (405) 587-0433.

## 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. Contact the district coordinator for 504 plans at (405) 587-0091 for assistance.

## OCCUPATIONAL THERAPY

Occupational Therapy services are available in all Oklahoma City Public Schools as a related service under the Special Education category. A related service is defined as a supportive service that may be required to assist a child with a disability to benefit from special education. For additional information please contact (405) 587-0415.

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

Physical Therapy services are available in OKCPS as a related service under the Special Education category. A related service is defined as a supportive service that may be required for a student 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 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 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.
- For additional information, please contact (405) 587-0415

## PSYCHOLOGICAL SERVICES

Currently 24 School Psychologists service OKCPS. Services provided include:

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

For additional information, please contact (405) 587-0421.

## SCHOOL SOCIAL WORKERS

Linking Home, School, and Community

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

District social workers are dedicated to improving school

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

For more information, call (405) 587-0091.

## SPEECH PATHOLOGY

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

- Completion of comprehensive speech-language evaluations for students referred by school personnel, parents, 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 and students regarding speech-language development and disorders.
- Promotion of cooperative relationships with instructional staff, related service staff, administrators and parents to improve the quality of student service.

For additional information, please contact (405) 587-0423.

## STUDENT SERVICES

Student Services at 900 N Klein, Room 202, handles a variety of tasks for students and alumni; including, but not limited to:

- Transcripts of students who have graduated from an OKCPS school
- Affidavits for student information
- Release for a GED program for OKCPS residents who are 16-17 years old. (Please bring student's birth certificate, proof of residency, parent photo ID, and previous school withdrawal form)
- Open and emergency transfers
- Long-term suspension appeals
- Discrimination complaints

Visit the Student Services page on the [www.OKCPS.org](http://www.OKCPS.org) or call (405) 587-0438 for further information.

## STUDENT RECORDS

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

## FINANCIAL OBLIGATIONS

State law and Oklahoma accreditation standards provide that a local school board may withhold a student's transcript or other records relating to the school for failure to return a textbook(s) or make payment for the textbook (70 O.S. §16-121). However, nothing shall prevent a child from receiving a grade for completion of a course of study, from graduating, or from obtaining information supplied to the school or otherwise owned by the child. The district is required to provide other schools with student records within three (3) business days regardless of whether fees or fines have been paid. 70 O.S. §24-101.4.

Parents are also obligated to pay for uniforms and equipment or damage to school property. The parent, or the student who is 18 years of age or older, must be given transcripts or other records upon request as stated in the Family Educational Rights and Privacy Act (FERPA).

