



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

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

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

CLOSED FORUM

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

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Policies of Interest

Attendance Policy #4200
Discrimination/Grievance Procedures #5165
Locker Search and Seizure Policy #4820
Smoke Free Environment Policy #5710

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

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

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

Federal Laws
The Family Educational Rights and Privacy Act (FERPA)
No Child Left Behind

DISCIPLINE POLICY (#4401)

Student Behavior Policy:

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

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

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

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating, or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignments without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Harassment, intimidation and bullying
14. Hazing (initiations) in connection with any school activity
15. Immorality
16. Inappropriate behavior or gestures
17. Inappropriate public behavior
18. Indecent exposure
19. Obscene language
20. Physical or verbal abuse
21. Plagiarism
22. Possession of a caustic substance
23. Possession of obscene materials
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma Law, i.e., 3.2 beer) and/or controlled substances
26. Profanity

27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Unacceptable attire (dress code violations)
32. Use or active status ("on") of a wireless telecommunications device
33. Use or possession of tobacco in any form
34. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
35. Using racial, ethnic, or sexual epithets
36. Vandalism
37. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
38. Vulgarity
39. Willful damage to school property
40. Willful disobedience of a directive of any school official

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

DANGEROUS WEAPONS POLICY #4415

It is the policy of the Edmond Public Schools to absolutely prohibit the use, threat and / or possession of dangerous weapons and related instrumentalities (bullets, shells, gunpowder, etc.) on school premises or at school functions. Any student who brings a firearm or weapon on school premises or at school functions shall be referred to the criminal justice or juvenile delinquency system. (Public Law 107-110, Section 4141). This policy on dangerous weapons is applicable to all students without regard to age or grade.

A. "Gun or Device Capable of Discharging or Throwing Projectiles"

The term as defined in this policy shall include but not be limited to (a) rifles, pistols or shotguns of any caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.

1. The use, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of the Edmond Public Schools or during school sponsored or authorized activities, functions or events shall result in the immediate out-of-school suspension of all students involved for a period of time which shall be not less than one calendar year in compliance with Okla. Stat. tit 70, § 24-101.3. However, the Superintendent of Schools or his/her designee may

modify the suspension requirement on a case-by-case basis for clearly extenuating circumstances

and

2. Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to suspension out-of-school for not less than one calendar year.

B. Facsimile of Gun

Any student who has a facsimile of a gun including cap, toy, or water gun or any other item resembling a gun in his/her possession at school, on school property or at any school-sponsored or authorized event will be disciplined as follows:

1. Parent/guardian will be notified.
2. The student may be suspended out of school.
3. If harm or threat should occur, the student will be dealt with as though he/she had a gun.

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

C. Knives, Weapons, or Other Dangerous Devices

The term "knife, weapon or device" shall include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

1. The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property on the campus, parking lots, premises or property of the Edmond Public Schools or during school sponsored or authorized activities, functions or events, will be subject to disciplinary action.
2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.

3. For students identified under C1 and 2.above, the following disciplinary actions are to result for all students involved:
 - a. Warning: A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
 - b. Out-of-School Suspension: Suspension out of school for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.
 - c. Automatic Long-term Out-of-School Suspension: Suspension out of school for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved had threatened any other person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

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

DRUG AND ALCOHOL-FREE SCHOOLS: POLICY #4425

It is the policy of the Edmond Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school

transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletic competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

REPORTING STUDENT SUBSTANCE ABUSE

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator.

When it appears to a teacher or administrator that a student may be under the influence of low-point beer alcoholic beverages, or controlled dangerous substances (drugs), the teacher or administrator will promptly report the matter to the school principal or his/her designee.

The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

In order to assist with the detection of students who may have consumed or be under the influence of alcohol, school officials may employ the use of an appropriate screening device such as a breath alcohol testing instruments or breathalyzer.

The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee.

Any student violating this policy and his/her parents will be encouraged to obtain drug/alcohol education, counseling, and/or chemical dependency treatment as appropriate and at the parents' expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATIONS OF DRUG/ALCOHOL POLICY

A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (For personal gain, monetary privilege or gain). Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.

B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol

1. First Offense: Six-week out-of-school suspension

- a. A two week reduction may be granted if the student and the parents / guardians agree to the following:
 - (1) To meet with the Student Assistance Program representative.
 - (2) To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc., will be the sole responsibility of the student's parent or guardian.
 - b. An additional week reduction may be granted if compliance with the assessment recommendations is verified with documentation.
 - c. If the student complies with both B.1.a. and B.1.b. as stated above, the out-of-school suspension may be reduced to ten (10) days out and five (5) days in Alternative In-School Placement (AISP).
 - d. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent or the Superintendent's designee for approval. If such disciplinary plan is approved by the Superintendent or Superintendent's designee, it may be implemented for the student in question.
2. Second Offense: Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

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

DRESS CODE, STUDENT POLICY #4510

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. It is the intent to restrict extremes and indecency which will detract from the main purpose of the educational program. Dress and grooming which causes or is likely to cause disruption of the instructional program of the school is prohibited.

The following are general guidelines regarding proper dress. Inappropriate attire includes BUT IS NOT LIMITED to the following:

1. Headgear (examples: hats, caps, bandanas, sunglasses, stocking caps) is not to be worn in the building. Any headgear brought to school should be kept in the student's locker or cubby during regular school hours. Exceptions may be made by the principal for spirit days or special activities.
2. Halter tops, off-the shoulder tops, bare midriffs, tube tops, spaghetti straps, [muscle shirts, mesh shirts or fishnet (unless a t-shirt is underneath)], backless or partial backless garments, or outer garments with the appearance of underwear are not permitted to be worn by students.
3. Frayed, shredded, ripped or torn garments are not to be worn by students. Normal wear and tear is accepted unless it is to the extent that causes or is likely to cause disruption of the instructional program.
4. Apparel that is too tight or too loose is not to be worn by students. Clothing which is too revealing or does not completely cover undergarments may not be worn, (examples: mini-skirts, short shorts, low cut clothes or exposed cleavage.)
5. Apparel that reveals offensive writing, suggestive slogans or logos which pertain to beer, liquor, drugs, or tobacco is not to be worn. Items which carry connotations of immorality, vulgarity, obscenity, nudity or promotion of violence and/or gang/cult activity (examples: article of clothing, belts, jewelry, or school materials) are not allowed.
6. Apparel identifying a student as "security" or "police" is not to be worn.
7. Bike or animal chains/collars/spikes are not to be worn.

Additional guidelines include the following:

1. Shoes must be worn. Houses shoes are not permitted.
2. Clothing normally worn when participating in a school sponsored extra- curricular or sports activity may be worn to school when approved by the Administration.
3. Exceptions to these guidelines may be made by the principal for spirit days or special activities.
4. Additional modifications or exceptions to the dress code may be enacted as deemed necessary by the administration. Such modifications will be based upon safety or related factors.

5. Administrative guidelines are to be developed for enforcement of the dress code.

ELIGIBILITY

New School Year and Semester Grades

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

Weekly Eligibility During a Semester

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

- Student eligibility will be checked during the fourth week and each succeeding week thereafter. A student must be passing all subjects in which he/she is enrolled. If not, the student will be placed on probation for the next one-week period. If the student is failing one or more classes at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period. Week periods will begin on Monday and end on Sunday.
- Passing Grade means work of such character that credit would be entered on the records were the semester to close at that time.
- All grades will be checked on a weekly basis.
- A student who is not passing all subjects will be notified by school officials. EACH STUDENT IS RESPONSIBLE FOR INFORMING HIS/HER PARENT CONCERNING HIS/HER ELIGIBILITY STATUS.
- A student who is failing for two consecutive weeks will be ineligible to participate in any activity the second week.
- A student who has lost eligibility under this provision must be passing all subjects to regain eligibility.
- Numerous sports are available in which 7th and 8th grade students may participate. Girls and/or boys may go out for the following sports: football, softball, volleyball, basketball, baseball, cross-country, track, golf, tennis, and wrestling.

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

FOOD FIGHTS

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

HARASSMENT / INTIMIDATION / BULLYING POLICY #4420

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

Definitions

1. "Harassment, intimidation, and bullying" (As used in the School Bullying Prevention Act) means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

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

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

"Harassment" can generally be defined as intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly

understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. Harassment set forth above may include, but is not limited to, the following:

- a. Verbal, physical, or written harassment or abuse;
- b. Repeated remarks of a demeaning nature;
- c. Implied or explicit threats concerning one's grades, achievements, etc.;
- d. Demeaning jokes, stories, or activities directed at the student;
- e. Unwelcome physical contact.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible, should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence. The building principal shall provide for:
 - a. Prompt investigation of allegations of harassment;
 - b. The expeditious correction of the conditions causing such harassment;
 - c. Establishment of adequate measures to provide confidentiality in the complaint process;
 - d. Initiation of appropriate corrective actions;
 - e. Identification and enactment of methods to prevent reoccurrence of the harassment; and
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal, superintendent, or superintendent's designee may recommend that available community mental

health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

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

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

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

MEDICATION, DISPENSING: POLICY #5530

Medication Dispensed/Administered by School Personnel

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

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

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

- A. Place the medication in a separate clasp manila envelope, on which has been attached a blank "Administration of Medication" form. The person accepting the medication will check:
 - 1. The written request from the parent, noting the name of the student, name of the medication, dosage, and time to be given.
 - 2. Check the medication vial, bottle or box, brought by the student, to ascertain that it has a pharmacy label that states the student's name, physician's name, name of medication, dosage and frequency of dosage, and that it corresponds with the parent's/guardian's written request.

3. Complete the top part of the "Administration of Medication" form on the envelope that asks for the student's name, date medication received, name of medication to be given, dosage and the time it is to be given.
- B. Medication will be stored in a drawer or cabinet, preferably locked, in an area that is not generally accessible to students.

Self-Administered Medication

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

The student's parent or guardian shall:

- A. Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of asthma, anaphylaxis or diabetes medication(s). Such written statement shall acknowledge that the District shall not incur any liability as a result of any injury from the self-administration of asthma, anaphylaxis or diabetes medication(s) by a student.
- B. Provide the school with a written statement from the student's treating physician containing the following information:
 1. That the student has asthma, anaphylaxis or diabetes;
 2. That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma, anaphylaxis or diabetes medication(s);
 3. The name and purpose of the asthma, anaphylaxis or diabetes medication(s);
 4. The prescribed dosage; and
 5. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis or diabetes medication is to be administered.
- C. Provide the school with an emergency supply of the student's asthma, anaphylaxis or diabetes medication(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.
- D. Provide asthma, anaphylaxis or diabetes medication to be carried by the student which is appropriately labeled with a prescription label reflecting the following:
 1. Student's name
 2. Prescription number

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

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

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

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

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

MENINGOCOCCAL DISEASE AND MENINGOCOCCAL VACCINES FROM STATE DEPARTMENT OF EDUCATION AND STATE DEPARTMENT OF HEALTH

What is meningococcal disease?

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Who is at risk for meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15-22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

Droplets in the air and direct contact spread the disease with someone who is infected. That includes coughing or sneezing. Kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm-anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age)
- College freshmen that live in dormitories,
- Other people at high-risk 11 through 55 years of age.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made for the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who the vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protect about 90 percent of the people who receive it from meningococcal disease causes by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000-2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site.

Where can I get the vaccine for my son or daughter?

If you child has health insurance you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who: have no health insurance, are Medicaid eligible, are Native American, or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is this vaccine required to attend school in Oklahoma?

The vaccine is not required to attend Kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and

other schools after high school who will live in dormitories or on campus student housing.

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit these Web sites: National Meningitis Association at www.nmaus.org, Immunization Action Coalition at <http://www.vaccineinformation.org/meninindex.asp>, or Institute for Vaccine Safety, John Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>, or National Network for Immunization Information at <http://www.immunizationinfo.org/>.

SEXUAL HARASSMENT POLICY #5700

The District is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, applicant for employment or any other person on the basis of gender. The District further forbids sexual harassment by any employee or student. This policy also applies to non-employee volunteers and contractors whose work is subject to the control of District personnel.

Specific Prohibitions:

A. Administrators and Supervisors:

1. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates or District's patrons when the individual's failure to submit will result in adverse treatment or when the individual's acquiescence will result in preferential treatment.
2. It is sexual harassment for an administrator or supervisor to subject any student to any unwelcome conduct of a sexual nature or to engage in a sexual relationship with a student.
3. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees or students shall be subject to sanctions, as described below.

B. All Employees:

1. It is sexual harassment for a non-administrative and/or non-supervisory employee to subject any District employee or patron to any unwelcome conduct of a sexual nature.
2. It is sexual harassment for a non-administrative and/or non-supervisory employee to subject any student to any unwelcome conduct of a sexual nature or to engage in a sexual relationship with a student.
3. Employees who engage in such conduct shall be subject to sanctions, as described below.

C. Students:

1. It is sexual harassment for a student to subject any District employee, patron, or fellow student to any unwelcome conduct of a sexual nature.
2. Students who engage in such conduct shall be subject to sanctions, as described below.

General Prohibitions:

A. Unwelcome Conduct of a Sexual Nature:

1. Conduct of a sexual nature may include:
 - a. verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances, and/or propositions of a sexual nature;
 - b. touching, pinching, patting, or brushing against;
 - c. unwarranted displays of sexually suggestive or sexually explicit objects or picture, including greeting cards, articles, books, magazines, or cartoons;
 - d. sexual assault;
 - e. comments regarding physical or personality characteristics of a sexual nature; and
 - f. Sexually-oriented “kidding”, “teasing”, double meanings and jokes.
2. Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, either orally or by his or her conduct that it is unwelcome.
3. If the person has initially welcomed such conduct by active participation, the person must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

B. Sexual Harassment:

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

1. Submission to the conduct is made either an explicit or implicit condition of employment or instruction;
2. Submission to or rejection of the conduct is used as a basis for an instruction or employment decision affecting the harassed student or employee;
3. The conduct substantially interferes with a student’s learning or an employee’s work performance;

4. The conduct, either by intent or by effect, creates an intimidating, hostile, or offensive work or learning environment;
5. The conduct is directed toward a student, regardless of the basis by an adult employee or volunteer; or
6. Submission to or rejection of the conduct is used as a basis for providing the District's services or participation in the District's programs.

C. Circumstances of sexual harassment:

Sexual harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. the individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;
2. The harasser can be the supervisor of the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a co-worker, a subordinate, an instructor, or a non-employee.
3. the individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the harasser; and
4. Unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.

Report, Investigation, and Sanctions:

A. Victims of sexual harassment are encouraged to come forward with such claims. Furthermore, they have a right to file a grievance and present witnesses and other evidence. This may be done through the grievance procedure outlined in the District's Civil Rights Policy and Grievance Procedures. If the District's Civil Rights Compliance Officer is the alleged harasser, the complaint should be made directly to the Superintendent.

1. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report shall be made to the next higher level of administration or supervision.

2. Employees, patrons, and students are also urged to report any unwelcome conduct of a sexual nature by supervisors, employees, or students if such conduct interferes with the individual's work performance or creates a hostile or offensive working or learning environment.
 3. Confidentiality shall be maintained and no reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred shall be investigated in the manner set forth in the District's Civil Rights Policy and Grievance Procedures. The District's Civil Rights Compliance Officer has the responsibility of investigating and resolving complaints of sexual harassment. In the event the Compliance Officer is the subject of the complaint, the Superintendent's designee shall investigate the matter.
- C. If a violation is established, the District will take prompt action to address the violation and prevent it from re-occurring. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, demotion, suspension, or termination subject to applicable procedures and due process requirements. Any student found to have engaged in sexual harassment shall be subject to disciplinary action according to District's policies.

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

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental affiliations or beliefs of the student or student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Edmond Public Schools will directly notify parents and eligible students of these policies at least annually by placing a copy of this notice in the student handbook, and after any substantive changes.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave, SW
Washington D.C. 20202-4605

ACCESS TO AND RESPONSIBLE USE OF TECHNOLOGY RESOURCES AND INFORMATION DATABASE

Overview

- Policy 5720 and these regulations will govern all of the District's computer systems and information databases accessed by all technology users.
- The district will take reasonable steps to secure the Network and Computer Systems against unauthorized access and/or abuse, while making the Network available and accessible for all authorized users.
- New employees of the District will be required to complete a New User's Orientation before access to the Network and Internet is provided.

Users (as defined in the Policy) will be required to annually sign appropriate documentation indicating they have read and/or attended instruction regarding Policy 5720 Regulations and Standards of Conduct prior to using the Network. If **ACCESS**

A Shared Responsibility

1. Shared Responsibility means that all users are expected to act responsibly in their use of all District technology resources.
2. Students and staff must understand that one person's misuse of the Network may jeopardize the ability of all students and staff to enjoy such access.
3. While teachers and other staff will make reasonable efforts to supervise student use of the Network and Internet, they must have student cooperation in exercising and promoting responsible use of this access.
4. Teachers will preview the material and Internet sites they require or recommend students access in order to determine the appropriateness.
5. The District uses Internet filtering to control and regulate access to Internet sites or information. This does not provide an absolute means for preventing access to inappropriate material. The District believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents to discuss with their children what material is and is not acceptable for their children to access.
6. Long term substitute teachers and student teachers will be required to complete New Users Orientation before being granted access to the Network.
7. Substitutes and staff may supervise students in a classroom, computer lab, pod, or media center for instructional purposes.

B Networked Information Systems Responsibility

1. Access to the Network is a privilege, it is not a right.
2. The Network is provided to Users for educationally related communication, research, and/or job related activities.
3. Users of the Network will comply at all times with local, state, federal and international laws governing or relating to their use of the System.

C System Security & Privacy

- 1 Sharing a User ID or password with any other person is strictly prohibited.
- 2 Failure to secure a computer for even a short period of time can have significant consequences.
 - a) Always lock your workstation when you are away from it, even for a moment. To lock the workstation, hold the Windows key and press the 'L' key on the keyboard.
- 3 Users are responsible for their User ID accounts and passwords and should take reasonable precautions to prevent others from gaining access to their accounts.

C System Security & Privacy

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2. Failure to secure a computer for even a short period of time can have significant consequences.
 - a. Always lock your workstation when you are away from it, even for a moment. To lock the workstation, hold the Windows key and press the 'L' key on the keyboard.
3. Users are responsible for their User ID accounts and passwords and should take reasonable precautions to prevent others from gaining access to their accounts.
 - a) Middle and high school students and all employees are required to maintain a unique and confidential password.

- 4 Users are solely responsible for any action taken under their User ID.
- 5 If the User identifies a potential security problem or observes inappropriate Network use, it is the User's responsibility to notify school authorities.
- 6 It is prohibited to attach a computer or network device that is not EPS property to the Network without first receiving approval from the Technology Department management.
- 7 Teachers also should be mindful of the regulations and restrictions regarding posting of student pictures and personal information on web pages and other Internet accessible resources.

D. Respecting Resource Limits

- 1 The System should only be used for educational and professional or career development activities.
- 2 Users will not be allowed to download resource intensive files. Examples of these may include but are not limited to: video, music, or streaming files.
- 3 The Network is not for personal entertainment, personal storage, commercial use, political purposes, or the promotion of a personal business.

E. Copyright and Plagiarism

- 1 Federal copyright law will govern the use of material accessed through the Network.
- 2 Employees and students will make a standard practice of requesting permission from the holder of the work before copying the material or incorporating substantial portions of the material in other works, except for personal use in scholarly research.
- 3 Do not plagiarize works obtained from the Network and/or Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

F. Confidentiality of Information

Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

G. Active Restriction Measures

To comply with the Child Internet Protection Act (CIPA) and other federal and state statutes, the school district will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors*.

*The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254[b] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
3. Taken as whole, lacks serious literary, artistic, political, or scientific value as to minors.

H. Education of all students in appropriate online behavior

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

I. Use of Personal Technology

1. Personal hardware devices are permitted, as long as Policy #4720, the Technology Standard of Conduct and all site rules and procedures are followed.
2. Such devices and software will not be supported by the District nor will the District be held financially liable for loss or damage of said equipment or software.
3. Users shall not attach personal wireless access points or any other personal hardware directly to the network nor, in any way, create their own personal wireless network while on campus.
4. Personal data, images and other media or software may be removed at the discretion of the District as required to properly maintain district resources.
5. Teachers must ensure that all students are able to participate in classroom activities and assignments that require a mobile device.

J. Care and Custody of Equipment

- 1 In the event district equipment is lost, stolen, or damaged due to negligence or misuse, all repairs and/or replacement of the equipment will be the responsibility of the User.
- 2 With prior site administrative approval, school personnel are allowed to take portable District equipment, such as laptop computers and un-mounted projectors, off site for meetings or presentations with the understanding that the care and custody of the equipment removed from the premises is their sole responsibility.

K. Inappropriate Activity Restrictions

Use of the District's Network for or in furtherance of the following activities is prohibited:

- 1 Accessing, viewing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; obscene, abusive, or secularly explicit language.
 - a. Users will not use the District's Network to access material that is profane or that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- 2 Advocating illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- 3 Participating in cyber bullying, defined as when one or more people use technology to intentionally harm, harass, intimidate, or reject another person. Making libelous statements about a specific individual, which tends to harm the individual's reputation, are forbidden. Such activities or knowledge of the activity shall be reported to school administration.
- 4 The use of social networking or messaging sites in a manner that distracts from or disrupts the educational process.
- 5 Damaging computers, computer systems, network services, or data; vandalizing, damaging or disabling the property of another person or organization; disabling computers, systems or networks through the intentional misuse or overuse of the Network or the creation or spreading of computer viruses or malware through the use of infected files or other electronic media.
- 6 The use of inappropriate language while accessing the District's Network. Inappropriate language includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- 7 Attempting to gain unauthorized access to the District system or to any other computer system within the District, or go beyond a User's authorized access.

Attempting to browse the system, hide files, or encrypt files, will be construed as an attempt to gain unauthorized access or compromise the system.

- 8 The use of the System for personal gain, defined as advertising a personal or commercial business, offering or selling a product or service.
- 9 Using the System for political purposes or speech. However, District employees and students may use the system to communicate with their elected representatives to express their opinion on political issues.
- 10 Downloading, streaming and/or storage of audio, video, software, or other electronic media for personal purposes.
- 11 Sending mass emails to large groups or all contacts in the District's email system. Users should not post chain letters or engage in "spamming." Spamming is sending an unnecessary email message to a group of people.
- 12 Excessive Internet use by district employees for personal reasons or gain during the employee's regular contract day may be considered a violation of their employment contract and could result in disciplinary action.
- 13 Displaying or promoting unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- 14 Using technology in a manner that is likely to cause a substantial disruption of the proper and orderly operation of school activities or school discipline.

L. Social Networking Sites and Electronic Communication

It is as important to maintain proper decorum in the online, digital world as it is in person. Users must conduct themselves in ways that do not distract from or disrupt the educational process. The District understands the tremendous communication tool that social networking provides. However, a clear cut distinction must be made between a user's personal and professional sites. There must be a dedicated professional site for school related materials.

The following behaviors are prohibited and are subject to the possibility of penalties including dismissal from employment, for failure to exercise good judgment in on-line conduct.

- 1 Improper fraternization with students using any social networking site, via computer, cell phone, texting, or telephone.
- 2 Posting inappropriate material, as defined in Inappropriate Activity Restrictions, Section K of this document, or items with sexual content.
- 3 Posting items exhibiting or advocating use of drugs or alcohol.

- 4 Engaging in any of the above prohibited behaviors regardless of whether they are on a personal or professional social networking site or other electronic communication device.

M. Expectation of Privacy

1. No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by the District's computers or District-provided Internet access. The District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent, or received using the District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Policy, other Board Policy, or the law. If the District becomes aware that a user may have violated the law or Board Policy, an individual search of the user's files, Internet usage or other electronic/digital media will be conducted. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation.
3. All data and personal files on the Network are the property of EPS.

INFORMATION TECHNOLOGY STANDARDS OF CONDUCT

Use of the Edmond Public Schools wide area network, technology equipment and related services such as e-mail and Internet access, are provided for instructional purposes and job-related responsibilities. The Standards of Conduct will highlight:

- Responsibilities and Expectations
- Prohibited activities
- Consequences and Penalties for violations

The Standards of Conduct is developed from the Policy and Regulations. Any attempt to violate the provisions of the Policy or Regulations may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension, criminal prosecution, and/or termination of employment.

RESPONSIBILITIES AND EXPECTATIONS

- Sharing any User ID or password is strictly and absolutely prohibited.
- All staff are expected to lock their workstation when away from it for even a moment.
- Users are solely responsible for all activity and actions taken under their User ID.

- Users should have no privacy expectation in the content of their files, information and communication on the District Network.
- Users are responsible for the contents of their Home directory. Users may store only school or work related materials in their Home directory.
- Users are expected to act responsibly and lawfully in their use of District technology resources.
- Users should understand that access to the Network is a privilege, which can be revoked.
- All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Teachers are expected to prepare lessons and lesson plans before having students use the Internet. Most importantly, it requires pre-researching the Internet sites that will be used as instructional resources.
- Teachers are responsible for instruction regarding proper use before any student is allowed on the network. Student use of the Internet should be related to class learning objectives.
- All staff - Teachers, Support, and Administrative - are responsible for monitoring student activity on the school network. The staff member assigned to that student or group of students is responsible for the monitoring and oversight of the network and Internet activity.
- If a User inadvertently accesses inappropriate material, or has knowledge of others accessing inappropriate material, the User should immediately inform an administrator.

PROHIBITED ACTIVITIES

Each violation will be evaluated independently, taking into consideration the circumstances, past history, and access level of the User.

Violations may include, but are not limited to:

- Sharing User accounts or passwords
- Allowing others to use your computer while it is logged in with your user ID in your absence
- Viewing unauthorized materials, images, or websites
- Attempting to gain unauthorized access or compromise Network services or data, in any way and by any means
- Group defamation or discrimination toward other people
- Using social networking or messaging sites in a manner that distracts from or disrupts district operations or any part of the educational process
- Cyber bullying
- Inappropriate language
- Participating in any unlawful activity
- Attaching personal hardware to the network
- Conducting personal business, solicitation, or advertising of any kind
- Installing or downloading unauthorized software on any computer

- Sending mass e-mails or spam
- Excessive Internet use
- Participating in gambling or lotteries
- Using the System for political purposes
- Any other actions that disrupt school/district operations

CONSEQUENCES

Consequences will be determined based upon the type of violation, past history, and level of the User. Certain violations may lead to additional, more severe penalties and legal action, as applicable. If the District becomes aware that a user may have violated the law or Board Policy, an individual search of the user's files, Internet usage, or other electronic/digital media will be conducted. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation.

Penalties for Violations may include, but are not limited to:

- Loss of Internet access and/or Network access, for a determined amount of time according to the offense.
- In addition to these penalties, student offenses will include notifying the student's parent/guardian of the incident.

TOBACCO ON SCHOOL PREMISES Policy #4830

The Edmond Board of Education understands the concern of the parents, educators, students and other community members regarding the adverse effects of smoking and use of tobacco. Further the Board is aware of Oklahoma law which prohibits the possession of tobacco, cigarettes, and e-cigarettes by minors. Therefore, tobacco in any form, nicotine products, tobacco substitutes, and/or associated paraphernalia shall not be used or possessed on school premises by students. This policy applies to students while on campus (parking lots included), on school buses, at after school activities, or at any school sponsored event.

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

WIRELESS TELECOMMUNICATIONS DEVICES POLICY #5730

Use of Wireless Telecommunication Device by Students

The Edmond Public Schools' policy on wireless telecommunication devices is designed to ensure that the use of wireless telecommunication devices does not interfere with teaching and learning during the school day. For the purpose of this policy, wireless telecommunication devices are deemed to include cellular phones, pagers, two-way radios, and other devices that use radio frequencies for communications. *Note: This includes iPods, iPads, and any other wireless telecommunication device.*

Students may possess wireless telecommunication devices 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; however, the usage of these devices is regulated.

A middle school student having a wireless telecommunication device must keep the device turned "off" and not visible during the regular school day. It must remain "off" and stored in a locker, backpack, purse, pocket, or other place where it is not visible during school hours. If school staff observes such a device, it may be confiscated until redeemed by a parent or guardian. The exception to this policy may be granted by the site administrator for purposes relating to the health needs of a student.

Note: Schools are not responsible for the theft or loss of student's wireless telecommunication devices or any electronic equipment brought to school by students.

NON-DISCRIMINATION POLICY #5165

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

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

This notice is provided as required by the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1975, and the Americans with Disabilities Act of 1990 (amended in 2009). Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Mr. Randy Decker
Coordinator of Title IX, Title VI, Age Discrimination in Employment Act
1001 West Danforth
Edmond, OK 73003
(405) 340-2827

Ms. Nancy Goosen, Director of Special Education
Coordinator of Section 504 and ADA
53 East 12th
Edmond, OK 73034
(405) 340-2215

This notice is available from the compliance coordinator in large print, on audiotape, in Braille and on the district website at www.edmondschools.net.

Refer to Board of Education policy #5165 for grievance procedures for filing; processing and resolving alleged discrimination complaints. Edmond Public School Board policies are available online at the website listed or at the Administration Center at 1001 West Danforth in Edmond.

Students and staff members are encouraged to visit with any site counselor or administrator concerning discrimination complaints. Prior to filing a written complaint reasonable effort will be made by the building administrative staff to resolve the problem or complaint.

EDMOND PUBLIC SCHOOLS FOUNDATION

Mission Statement

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

The EPS Foundation is a recognized 501(c) 3 non-profit organization focused on the development and management of resources in support the Edmond Public School District.

Originally founded as the Edmond Educational Endowment, the organization was created in the early 1980s as one of the first education foundations in the state of Oklahoma. In 1999 the organization formally changed its name to the Edmond Public Schools Foundation.

Since inception the EPS Foundation has provided more than \$1.5 million in direct financial support to the district. These resources have funded technology, classroom curriculum, software, hardware, teaching aids, teacher training, student scholarships, playground equipment, textbooks, supplies, musical instruments, artwork, teacher awards and numerous other educational aids. Moreover, the EPS Foundation has developed thousands in indirect support for the district through volunteer service hours and organizational in-kind donations.

To learn more about the Edmond Public Schools Foundation and how you can get involved please visit www.edmondfoundation.org

EDMOND PUBLIC SCHOOL DISTRICT COMPLAINT FORM

REQUEST FOR A REVIEW

Person or Organization Completing Request

Name _____ Date of Birth _____

Address: _____ State _____ Zip Code: _____

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

Discrimination based on: _____ Race _____ Color _____ National Origin
_____ Age _____ Gender _____ Disability
_____ Veteran Status _____ Boy Scout or Other Youth Groups

Complaint filed by: _____ Student _____ Employee _____ Applicant
_____ Visitor _____ Parent

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

Name _____ Date of Birth _____

Address: _____ State _____ Zip Code: _____

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

Date of Alleged Violation: _____

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

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

Signature of _____

Person Requesting Review _____ Date _____

STUDENTS WITH DISABILITIES

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

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

For Edmond District residents needing information regarding eligibility for special education and related services beginning at age three or older, please contact the School Psychologist at your local neighborhood school site.

For the Early Intervention Program services from birth to 3 years of age, contact Sooner Start (405) 271-9477.

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

VISITOR ACCESS

The visitor control program is based upon a thorough understanding by Edmond Public Schools administration, principals and staff. An understanding assures the integration of procedures that are necessary to control access into and out of schools by visitors.

Authority and requirements on which the program is based are contained herein.

1. All visitors during school hours must sign in and out at the office using the Lobby Guard system.

2. District employees must wear identification badges at all times.
3. Support employees must check in with the office before performing work in the building. Exceptions to this would be maintenance personnel who may check in via radio with the Head Custodian who in turn would notify the office immediately.
4. Vendors must check in with the office before performing any work in the buildings.
5. Visitor badges must be easily identifiable by building staff as a visitor badge.
6. All badges or stickers must have the visitor's name, date and room number of where the visitor is going.
7. Visitor badges are good for one day only.
8. Log sheets will be reviewed daily to ensure all people have checked out.
9. Exceptions are limited to tours and special events when a large number of visitors are attending. In the event there are large groups of visitors in the building, direct routes need to be established to control the access to other parts of the building.
10. Regular visitors may be issued a permanent type visitor badge but must still check in at the office.

All Employees are to be aware of all visitors in buildings and are instructed to escort any visitor found in the building without a visitor badge to the office to check in and obtain a badge. Employees should not accept visitors into their classroom or work areas that have not checked in at the office.

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

Edmond Public Schools

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

STUDENT SECTION:

Please Print

Student _____
(Last) (First) (Middle)

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

Student Signature _____ Date _____

SPONSORING PARENT OR GUARDIAN SECTION (Required):

I have read the student handbook and the Network and Internet Acceptable Use Agreement for Edmond Public Schools. I understand that the school district has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the internet, and I will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the school district from liability in the event that my child acquires inappropriate material through use of the district's computing resources or the Internet. I hereby request that the district issue an account for my child and certify that the information contained on this form is correct.

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

I have reviewed the discipline related policies in this handbook and understand the expectations and consequences for offenses committed in violation of the school rules.

Parent Signature _____ Date _____

Home Address _____

Home Phone _____ Cell phone _____