

EDMOND NORTH HIGH SCHOOL



FACULTY HANDBOOK 2018-2019

*The relentless pursuit of excellence in
scholarship, leadership, and service.*

PHONE NUMBERS

Main Office	340-2875
Freshman Attendance Office.....	340-2847
Attendance Office 10 th thru 12 th grade.....	726-7106
Attendance Office 10 th thru 12 th grade	340-2884
Counselor Office	340-2228

FAX NUMBERS

Main Office.....	330-7349
Freshman Office.....	340-2863
10 th – 12 th Grade Office.....	340-2880
Counseling Office.....	340-2870

**Edmond North Website
north.edmondschools.net**

ADMINISTRATION / ORGANIZATION

ADMINISTRATION

Principal.....Debreon Davis
Assistant Principal Juniors L-Z & SeniorsMack Mitchell
Assistant Principal Sophomores & Juniors A-KDawna Buck
Assistant Principal Freshmen.....Jeremy Reichman
Assistant Principal Curriculum & Instruction.....Brian Eccellente
Athletic Director.....Tom Snider

COUNSELORS

Freshman Counselor.....Marissa Williams
A-Gn Counselor.....Megan Shafer
GO-N Counselor.....Shawna Nord
O-Z Counselor.....Edward Batchelor
Student Assistance Counselor.....Tim Jones
Career Counselor.....Keely Gilpin

MEDIA CENTER STAFF

Media SpecialistDeborah Lozano
Media Specialist.....Stephanie Stearns
Media Assistant.....Alicia Schenk

SECRETARIAL PERSONNEL

Attendance Secretary (Freshman.....Bobbie Grimmett
Attendance Secretary (Juniors & Seniors L-Z).....Amy Taber
Attendance Secretary (Sophomores & Seniors A-K).....Kimberly White
Counseling SecretaryMelinda Goulinfor
Counseling SecretarySandi Lindsey
Financial Secretary.....Amy Downey
Financial Secretary.....Pam Kuehni
Principal’s Secretary.....Michelle Brenning
Registrar.....Kym Ballinger
Data Management Secretary.....Sheryl Gregus
Receptionist/ Athletics Secretary.....Laura Greenwood
Receptionist/ Subfinder Secretary.....Paige Thompson

CAFETERIA PERSONNEL

Cafeteria Manager.....Carol Bone

FACILITIES MANAGEMENT

Head Custodian.....Jesus Armendariz
Facilities Manager.....Larry Haltman

Tutorial Schedule	
1 st hour	7:40 – 8:35
2 nd hour	8:40 – 9:35
Tutorial	9:35 – 9:55
3 rd hour	10:00 – 10:55
1 st Lunch	2 nd Lunch
Lunch 11:00 – 11:30	4 th Hour 11:00 – 11:55
4 th Hour 11:35 – 12:30	Lunch 12:00 – 12:30
5 th hour	12:35 – 1:30
6 th hour	1:35 – 2:30
7 th hour	2:35 – 3:30

NON - Tutorial Schedule	
1 st hour	7:40 – 8:35
2 nd hour	8:40 – 9:40
3 rd hour	9:45 – 10:45
1 st Lunch	2 nd Lunch
Lunch 10:50 – 11:20	4 th Hour 10:50 – 11:45
4 th Hour 11:25 – 12:20	Lunch 11:50 – 12:20
5 th hour	12:25 – 1:25
6 th hour	1:30 – 2:30
7 th hour	2:35 – 3:30

PM Assembly Schedule	
1 st hour	7:40 – 8:25
2 nd hour	8:30 – 9:15
3 rd hour	9:20 – 10:05
1 st Lunch	2 nd Lunch
Lunch 10:10 – 10:40	4 th Hour 10:10 – 10:55
4 th Hour 10:45 – 11:30	Lunch 11:00– 11:30
5 th hour	11:35 – 12:20
6 th hour	12:25 – 1:10
ASSEMBLY 1:20-2:25	
7 th hour	2:35 – 3:30

AM Assembly Schedule	
1 st hour	7:40 – 8:25
2 nd hour	8:30 – 9:15
ASSEMBLY	9:20 - 10:25
3 rd hour	10:35 - 11:20
1 st Lunch	2 nd Lunch
Lunch 11:25 – 11:55	4 th Hour 11:25 – 12:10
4 th Hour 12:00 – 12:45	Lunch 12:15 – 12:45
5 th hour	12:50 – 1:35
6 th hour	1:40 – 2:30
7 th hour	2:35 – 3:30

FACULTY EXPECTATIONS AND PROCEDURES

EMPLOYEE ABSENCE:

If for any reason you need a substitute, please report your absence in AESOP before 5:30AM (even if you don't have a 1st hour). After that time it is most difficult to locate a substitute. In case of a late call-in, please call Page Thompson at school.

SICK LEAVE:

An employee may be required by the Board of Education to furnish satisfactory medical proof of illness or disability. If you know in advance you will need a substitute, please inform your supervising administrator and complete the Leave Request Form found in the attendance office before turning your request into AESOP.

If you need a last minute substitute, please call Page Thompson immediately. If it is early enough, turn your request into AESOP via internet. Please see the negotiated contract for more information.

PROFESSIONAL LEAVE:

Professional leave is not defined in Oklahoma State Law. Edmond Public Schools has authorized professional leave with prior approval for school activities. Educational conferences, conventions, in-service training, and possible other activities may be considered eligible for professional leave. Any professional leave taken must be in the best interest of the district.

Teacher responsibilities:

1. You must apply
2. You must do appropriate paperwork.
3. You must know who is paying for your substitute.
4. You must have principal's approval.

JURY DUTY AND COURT APPEARANCES:

The board of education recognizes the importance of the jury system in a democracy and the obligation of all citizens to serve as jurors. An employee will be granted a temporary leave of absence, with pay, for court appearances required by subpoena except in cases in which the employee is a party to the action. Jury duty is considered an involuntary court appearance.

SABBATICAL LEAVE:

A sabbatical leave of absence is interpreted as leave from active duty granted for improving instruction. An employee who has completed at least five (5) consecutive years of service in Edmond Public Schools may be granted a sabbatical leave of absence for travel or study which will contribute to his/her cultural and professional qualifications. A sabbatical leave may be granted by the board of education upon the recommendation of the superintendent.

The school district will not give a salary or other compensation to an employee while on sabbatical leave. The experience in the district which has already been accumulated prior to the period of sabbatical shall count toward placement on the salary schedule.

The maximum period of sabbatical leave shall not exceed twelve (12) calendar months. No sabbatical leave shall be granted to permit an employee to take gainful employment in an unrelated field of work. An application for sabbatical leave shall be filed in writing in the office of the superintendent of schools not later than April 1, or November 1, proceeding the semester for which the leave is requested. Application must include a detailed outline of the project or program to be undertaken. The employee returning from sabbatical leave shall submit such reports as are requested by the administration. Prior rights to re-employment and effective date of return shall be determined at the time of approval of the application for the sabbatical. The employee shall reaffirm in writing the intent to return at least six (6) months prior to the effective date of return.

MILITARY LEAVE:

Emergency military leave will be granted, without pay, to any teacher who has completed one successful year in the district and who is inducted in, or recalled to, active military service in time of war or other emergency declared by proper authority of the state or of the United States. Upon return from such leave, a teacher will be placed on the salary schedule at the level which would have been achieved if leave had not been taken. Military leave is for one year at a time, and the teacher may renew leave each year thereafter for the duration of the military service.

Teachers who are members, either officers or enlisted men or women, of the Reserve Corps of the Army, the Navy, the Marine Corps, the Coast Guard, the Women's Auxiliary Corps, or any other component of the National Guard, shall, when ordered by the proper authority to active duty of service, be entitled to a leave of absence from such civil employment for the period of such active service without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence.

ANNOUNCEMENTS:

To have a verbal announcement made, send an email to Laura Greenwood by and cc to Michelle Brenning and Page Thompson by 8:15 am. Write ANNOUNCEMENT in the subject line. Emergency announcements will be made over the public address system only with the approval of an administrator. A list of appropriate announcements will be emailed to the staff.

To have an announcement shown on the TV monitors, turn them in to Genie Chaney. We love to see pictures and celebrations of our students on the monitors around the building.

DAILY SCHEDULE:

Teachers' schedules vary according to the FLEX schedule. A teacher's day begins 20 minutes before school and ends 20 minutes after their last class. This extra time is to be used for student assistance, parent meetings, staffings, and classroom preparation. If you cannot be present for your full contract day, please contact an administrator. If you are leaving the building and returning, please email Michelle Brenning.

DRESS/APPEARANCE:

All employees are expected to dress appropriately and to conduct themselves responsibly. The image they portray as an Edmond Public Schools' employee through the day-to-day contact with the public and with colleagues has a direct bearing on how the effectiveness of our school system is judged. It is important that a positive image be portrayed. Cleanliness and personal grooming are important and expected.

FACULTY MEETINGS:

There will be monthly scheduled faculty meetings following the monthly district board meetings. These meetings are listed below, dates are always subject to change. The faculty meeting notes will be emailed to you.

Special meetings may be called at other times if something requires faculty discussion or approval. Approximate length of each meeting is twenty (20) minutes. Meeting times and locations will be announced and will accommodate teachers of varying FLEX schedules. Please do not schedule any meetings/conferences during faculty meetings.

2018-19 FACULTY MEETINGS

Friday, August 31st - Randy Decker speaking to staff

Tuesday, September 4th - PD Day

Monday, September 17th - PD Day

Wednesday, October 17th - Collaboration Day

Tuesday, November 13th

Tuesday, December 11th

Monday, January 7th - Collaboration Day

Monday, February 18th - PD Day

Tuesday, March 12th

Tuesday, April 9th

Tuesday, May 14th

Friday, May 24th - Teacher Record Day

HALL PASSES:

When class is in session, a student should NEVER leave the classroom without a hall pass. Hall passes should be issued sparingly. No teacher can excuse a student from any class other than his/her own. If you do need to call a student from another class, you should send a note (or go in person) to the teacher of the student. DO THIS IN ADVANCE OF THE REQUEST, and keep these requests to a minimum. The first obligation of a student is to the teacher with whom he/she is enrolled, so approval of that teacher must be obtained first. Do NOT send a student to the attendance office or counselors' office without a signed pass.

When a student is requested to come to the principals' office, counselors' office, attendance office, or assistant principals' office he/she will be sent a hall pass. Do NOT release the student unless you receive this pass. A time will be put on the pass to let you know when the office released the student to return to class.

If you continually let students leave your class without a hall pass, you will receive a verbal reprimand. If the problem persists, then a written reprimand will be placed in your file.

KEYS/CODES:

Security in our building is of the utmost importance. Everyone must be aware of the need for securing the building and for the safekeeping and responsible use of your school keys. Your keys should be officially checked out at the beginning of the school year. Teacher check-out at the end of the year cannot be completed without an accurate key check.

Do not loan your keys to a student for any reason!!! Our building is on an alarm system in which you must have a code to turn the alarm off/on. If you have a code, it is for a certain area, not the whole building. If you or your students set off an alarm, you or your activity account may be charged a monetary amount.

LESSON PLANS:

Lesson Planning is essential for effective teaching and student learning. Daily lessons should be planned and in line with expectations set during PLC meetings. Subjects for which courses of study have been developed in Edmond should be planned according to the course of study, and all federal and state guidelines should be followed.

MAIL/MAILBOXES:

Each staff member has a mailbox located in the mailroom in the teacher workroom. Incoming mail, information, announcements, phone messages, etc., will be placed there. School business mail needing postage should be placed in the mail basket in the mailroom. Each afternoon, items for other Edmond Schools will be taken to the Administrative Center for distribution to the proper location. Inter-school mail envelopes are available in the mailroom for this purpose.

MESSAGES:

Patrons who call to speak to a teacher during the school day will be encouraged to send you an email as to not disrupt your classroom.

PLANNING PERIODS:

Your planning is part of your regular work day. Please notify Michelle Brenning if you will be leaving the building during your planning period. There will be times when you may be asked to cover another teacher's class during your plan. You will be paid according to the negotiated agreement. When you are asked to cover a class, please do. We try very hard to rotate this inconvenience.

STAFFING MEETINGS:

A staffing is the calling together of a panel consisting of a student, his/her parents, teachers, counselor, and assistant principal to consider the behavior of a student and make recommendations concerning the situation of the student. Due to our two tier scheduling, you may be asked to attend an early morning/late afternoon meeting.

STUDENT ACTIVITY ABSENCE REPORTING:

Sponsors or coaches taking students out of class for an activity must furnish a printed list of these students to the attendance secretary in charge of activities and to the Assistant Principal in charge of Activities one (1) day prior to the activity. The form for listing these students is available in the attendance office. The white form is for normal activities, the yellow form is for state qualifying activities.

It is extremely important that teachers cooperate by keeping accurate attendance records. If a student is absent in your class because he/she is attending an activity, mark the student absent.

Students attending activities should check with you before the activity absence if possible, to find out about class work to be completed.

DEPARTMENT HEADS

VISUAL ART	Stacey Johnson
CAREERS	Barbara Inselman
ENGLISH	Jackie Rasnic
FINE ARTS	Brian Tidwell
FOREIGN LANGUAGE	Veronica Roland
MATH	Tammy Johnson
P.E./HEALTH	Rick Nordyke
R O T C	Col. Michael Penning
SCIENCE	Sandra Brown
SPECIAL EDUCATION	Sandra Buresh
SOCIAL STUDIES	Gene Chase

*Department meeting will be held monthly

PRIMARY FUNCTION

To provide leadership, coordination and innovation in assigned curricular area. Department Heads are responsible for textbook accountability for their respective department.

MAJOR RESPONSIBILITIES

- 1) Assist in establishing department curricular objectives and develops a plan for the implementation and evaluation of these objectives
- 2) Assist in the recruitment, screening, hiring, training, and assigning of department personnel, and scheduling of classes to be taught.
- 3) Conduct department meetings and attends relevant school, district, and professional meeting as necessary.
- 4) Assist department teachers in the handling of day-to-day problems of instruction and acts as a resource person for department teachers on curriculum questions by making classroom visitations of department personnel when necessary and provides follow-up consultation.
- 5) Assumes responsibility for the ordering, inventories, and distribution of all departmental instruction materials for the library.
- 6) Advises the principal of the department's budgetary needs.
- 7) Assists in staff development
- 8) Meets with other departments heads to promote interdisciplinary programs
- 9) Assist in identifying community resources for the department program
- 10) Develops and implements an ongoing program of curriculum evaluation.
- 11) Assist the principal in interpreting grading policies, promotional policies, and the district's instructional program to parents and the community.
- 12) Devises experimental program designed to improve the curriculum and instructional techniques.
- 13) Keeps informed on educational innovations and trends as they relate to department concerns.
- 14) Assumes responsibility for obtaining level of classes and class numbers.
- 15) Coordinates test dates and/or activities.

PROFESSIONAL DEVELOPMENT

The members of the Edmond staff development Committee were appointed and given the charge of implementing the staff development sections of House Bill 1706. The intent of the legislation was to establish a staff development procedure whereby all teachers and administrators in the state ensure that the children of the state are taught by professional educators, fully trained in their area of expertise.

Any certified staff not attending a professional development day must submit a Professional Development Absentee Form (PDC-V) with proof of approved professional development earned elsewhere.

The professional Development Committee will distribute the Professional Development Update. This newsletter is designed to inform the faculty of professional development news and upcoming events as needed throughout the year. For further information, questions, or concerns, contact your staff development building representative.

Sexual Harassment

Edmond Public Schools recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. Sexual harassment in any form will not be tolerated. To achieve this environment, appropriate methods such as affirmatively addressing the subject, expressing strong disapproval, developing appropriate sanctions and informing employees of their right to raise the issue of sexual harassment are utilized to alert employees to the problem. All employees of Edmond Public Schools are subject to provisions of this policy.

I. Definitions

Harassment on the basis of sex is a violation of section 703 of Title VII of the Civil Rights Act.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- B. Submission to rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

For employment purpose within the Edmond Public Schools, Sexual harassment shall be defined as:

- A. Demands or quest for sexual attentions
- B. Unwanted sexual advances
- C. Interference with another's work performance through any type of sexually oriented conduct
- D. Creating a work environment that is offensive because of sexually oriented actions.

II. Procedures for Reporting, Investigating and Responding

- A. If employees, male or female, believe that they are being sexually harassed, they are encouraged to report any incident(s) to their supervisor, their building administrator, or the Associate Superintendent/Personnel. Information received will remain confidential, and all sexual harassment complaints will be investigated.
- B. From the investigation, if it found that the complaint is valid, immediate and appropriate disciplinary action will be taken. Depending on the severity of the harassment, the discipline may

range from a verbal warning, a written warning placed in the offending employee's personnel file, to immediate termination as provided by law.

- C. All supervisory employees or agents of Edmond Public Schools who are aware of any incidents of sexual harassment in the workplace are responsible for immediately reporting such incidents to the appropriate administrative official.
- D. It is the responsibility of each building administrator to bring to the attention of all building employees the provisions of this policy.
- E. It is the School District's position that any person who reports or submits in good faith a complaint under this policy, or anyone participating/contributing in the investigation process, shall not be subjected to any form of reprisal, retaliation, intimidation, or harassment because he or she has submitted such a complaint or because he or she has in any way participated in any investigation or proceedings related to any such complaint. The school District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such behavior.

III. Formal Discrimination Complaint

This policy defines "sexual harassment" and addresses administrative follow-up when an employee alleges such to have occurred. If the individual bringing a complaint is not satisfied with the outcome of the investigation at this level and desires further review, reference is to be made to Policy #5167, which outlines steps for initiating a discrimination complaint.

Discrimination Complaints: Procedures for filing and processing

I. Definitions

A. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice which discriminates on the basis of race, color, national origin, religion, gender (including sexual harassment), age, disability or veteran status. Sexual harassment is a prohibited type of discrimination under Title IX for which a grievance under this policy can be filed with the Associate Superintendent/Personnel, who also serves as the District's Title IX Coordinator.

B. Grievant: Any person enrolled in Edmond Public Schools or employed by Edmond Public Schools who submits a complaint alleging discrimination based upon the items identified under paragraph #A above. For the purpose of any complaint alleging a violation of Section 504, in addition to the above mentioned persons, members of the public may also be identified as potential grievant. For the purposes of this policy, a parent's complaint or grievance shall be handled in the same manner as would be a student's or employee's complaint.

C. Coordinator(s): One or more person(s) designated by the School District to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 (see policy #5020) and other State and Federal Laws addressing equal educational opportunity. The Associate Superintendent/Personnel is designated as the official District contact and Title IX Coordinator for persons desiring to initiate a formal complaint.

D. Respondent: The person(s) alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

F. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays and Holidays.

II. Pre-filing Procedures

- A. Prior to the filing of a formal complaint, a grievant is encouraged to visit with his/her building principal or immediate supervisor, as applicable, to engage in reasonable efforts to informally resolve the problem or complaint. With regard to allegations of sexual harassment, procedures outlined with Policies #2710 (Sexual Harassment/ Employees) and #4810 (Sexual Harassment/Students) are intended to govern investigations that take place prior to the filing of a formal discrimination complaint under the auspices of the policy. This policy formalizes the complaint and establishes procedures for appeal processes.

III. Filing and Processing Discrimination Complaints

- A. Grievant: Submits written discrimination complaint (see form 5167F) to the Coordinator, as applicable, stating name, nature and date of alleged violation, names of persons responsible, where known, and requested action. If the applicable Coordinator is the person or subject of the grievances then the complaint should be submitted to the Superintendent of the School District for assignment. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available at the Edmond Board of Education, 1001 West Danforth Road, Edmond, OK 73003.
- B. Coordinator: Conducts an investigation, with 10 days of receipt of a written grievance, to the extent reasonably possible, which would include but not limited to interviewing the Grievant, the Respondent, appropriate witnesses and reviewing supporting documents or other information to :
1. Confirm or deny facts
 2. Indicate acceptance or rejection of the grievant's requested action, or
 3. Outline alternatives.
- C. Respondent: Submits a written response to the Coordinator within 10 days of receipt of Grievant's complaint.
- D. Coordinator: Within 10 days after receiving Respondent's answer, the applicable Coordinator refers the written complaint and Respondent's written answer to the Principal or other Designee. The Coordinator also is responsible for scheduling a hearing with the Grievant, the Respondent and the Principal or Other Designee.
- E. Principal or Other Designee, Grievant, Respondent and Coordinator: Hearing is conducted.

- F. Principal or Other Designee: Issues within 10 days following the conclusion of the hearing a written decision to the Grievant, Respondent and Coordinator.
- G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, and appeal is desired, he/she must notify the Coordinator within 10 days of receipt of the decision and request a hearing with the Superintendent.
- H. Coordinator: Schedules within 10 days of request a hearing with the Grievant, Respondent and Superintendent.
- I. Superintendent, Grievant, Respondent and Coordinator: hearing is conducted.
- J. Superintendent: Issues a decision within 10 days following the conclusion of the hearing.
- K. Grievant: If the Grievant or Respondent is not satisfied with the decision, and further appeal is desired, he/she must notify the Coordinator within 10 days and request a hearing with the Board of Education.
- L. Coordinator: Notifies Board of Education within 10 days after receiving request for hearing with the Board of Education.
- M. Board of Education or hearing panel established by the Board, Grievant and Coordinator: Hearing is conducted.
- N. Board of Education: Issues a final written decision to the Grievant and Respondent within 10 days following the conclusion of the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provisions

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that the complaint is filed until the complaint is resolved shall be no more than 180 days.
- B. Access to Policies and Regulations: Upon request, the Edmond Public Schools shall provide copies of all policies or regulations, prohibiting discrimination on the basis of race, color, national origin, religion, gender (including sexual harassment), age, disability or veteran status. The policies are also available on the School District's website.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment

action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

D. At any hearing called for under application of this policy, the Grievant and Respondent have the right to present witnesses and other relevant evidence.

V. Non-retaliation Provision

It is the School District's position that any person filing a grievance or anyone participating in the grievance process under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment because he or she has utilized this grievance procedure or because he or she has in any way participated in any investigation or hearing involving or related to any grievance filed under this policy. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such retaliatory behavior.

VI. Basis of Decision

At each step in the grievance procedure, the decision maker will take or recommend taking appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

Curriculum and Instruction

LESSON PLANS

The most effective tool of classroom management is the development and implementation of creative and stimulating lesson plans. The planning of the unit plan is a necessity before daily lesson plans can be considered.

The unit plan should contain:

1. Overall objectives for the unit.
2. List of possible activities to be used.
3. Pre-tests and post-tests.
4. Types and kinds of grades that will be obtained.

*The best discipline
plan is a good
lesson plan.*

Daily lesson plans should include:

1. The objectives for the day.
2. Activities that relate to the objective.
3. Any kind of equipment needed to carry out the lesson.
4. Materials to be used - page numbers - other sources.

Your lesson plan should be brief - to the point - and easily followed.

OBJECTIVES – Please clearly communicate your Unit / Daily objectives to your students so they know what they should be learning – skill, content or otherwise

GRADING PRACTICES

Philosophy: Our goals are:

1. To provide consistency and equity in what student learn and how it is assessed;
2. To ensure that students' grades reflect solely the students' demonstration of mastery of the content and skills in the district curriculum, which is based on state and national standards;
3. To encourage the use of a variety of proven, effective instructional strategies and assessment practices which are appropriate and fair for all students.

Guidelines for Best Practices in Assessment

1. No classroom credit will be given for non-curricular or non-academic assignments or activities.
2. Extra credit should be offered at the discretion of the instructor. That is, teachers may have a “no extra credit” policy.
3. If a teacher chooses to offer extra credit, it must be:
 - a. For enrichment and/or practice and extension activities, rather than as a substitute for missing, incomplete, or poorly done work;
 - b. Offered to all students or to no students (but not to some students); and
 - c. Limited in weight to no more than 1% of the student's total grade.
4. The student's grade must be comprised of weighted categories: Examples: tests/ daily assignments OR tests/quizzes/homework OR tests/discussion grades/quizzes.
5. Because assessments measure student mastery, more weight should be given to them over daily assignments. (example: 48% tests, 32% daily, 20% semester test.)
6. Assessments may include (but are not limited to) paper/pencil tests such as objective chapter or unit exams or essay tests. Assessment activities might include major performance grades, research papers, long-term projects, take-home essays, long-term science labs, major oral presentations, etc.
7. Other categories may include (but are not limited to) activities such as daily science labs, weekly vocabulary quizzes, homework assignments, pop quizzes, homework quizzes, class discussions, cooperative group work, in-class essays, etc

Late Work

1. Students may make up absentee work according to board policy (see EPS Board Policy #4215)
2. The acceptance of any other “late work” will be at the discretion of the teacher, that is, teachers may have a “no late work accepted” policy.
3. If teachers choose to accept late work under certain circumstances, they should use guidelines that foster student responsibility. For example, a teacher might choose to issue 2 “homework coupons” each semester, thus allowing students to turn in 2 assignments one day late. (the “coupon” is not a substitute for the homework; rather, it just allows the student to take an extra day of preparation.)
4. Students on I.E.P's will abide by the I.E.P. modifications whenever they are in conflict with this set of guidelines.

Comprehensive exams

1. Board policy requires that all students enrolled in a course for high school credit take a cumulative examination assessing the content and skills mastered over the entire semester. This semester test will be worth 20% of the semester grade.
2. With prior permission from the principal, school board policy allows a culminating project to substitute for the comprehensive final exam.
3. A copy of the final exam should be on file with the department chair.

Parent Information Document

In order to build better communication between schools and parents, teachers should provide parents (at Open House) and students (in class) with a written document explaining grading practices. This document should be on file with the building principal prior to the second week of school.

Course syllabus needs to be updated annually, submitted to the academic principal, and given to parents during Open House.

To comply with Office of Civil Rights requirements, the following nondiscrimination statement should be included on each teacher's parent information document:

The Edmond Public School District does not discriminate on the basis of race, color, national origin, gender, age, disability in admission to its programs, services or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Edmond Public School District also does not discriminate in its hiring or employment practices.

EVALUATION OF STUDENTS - GRADING

*As a basis for establishing a grading system, the teacher should give consideration to the following:

- 1) Evaluation procedures should be consistent, logical, and clearly understood by all pupils in a class.
- 2) The grading system should be closely related to carefully defined objectives of the course.
- 3) Weekly, the teacher should enter progress of each pupil in the electronic gradebook. A student's progress should be determined by more than test grades alone.

Teachers are expected to enter at least two meaningful grades per week and keep the electronic gradebook updated weekly by Wednesday at 3 p.m.

MARKING AND ARRIVING AT GRADES

It is very important that we all be consistent and uniform in the area of grading and using the grading scale adopted by Edmond Public Schools.

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59-Below

Foundation (50-59 F) grading scale is permissible and encouraged.

Grades are to be A, B, C, D, and F. Do not use plus or minus marks on semester grades. If circumstances warrant, a student may be given an "I" (Incomplete) as a semester grade, but should NOT be given unless the principal gives approval. In order to maintain the consistency and the meaning of the grading system, please use the following method of computing grades:

*Daily grades will be determined from homework, daily quizzes, daily papers, participation, etc.

**Test grades will be determined from chapter tests, unit tests, projects, and notebooks that have the significance of a test.

EARLY OR LATE SEMESTER EXAM REQUEST

The principal must approve any requests in writing for testing earlier or later than the above dates. Families are encouraged to check the exam calendar and schedule accordingly.

SEMESTER GRADES

Daily Grade & Test = 80% - May be broken into several appropriate categories.

Semester Exam/Project/Performance = 20%

POLICY ON ASSIGNING FAILING GRADES TO STUDENTS

Teachers must inform every student when the grade falls below 70. There must be an opportunity for a student to raise a grade. Each week, so grades must be given and entered no less than once per week.

**Notification should be made at the first indication that a student is achieving less than mastery (less than C).
Teachers must make contact by phone or e-mail.
In no case is a final grade of F to be given without having contacted the parents in advance.**

ATTENDANCE POLICIES (4200's)

A student is entitled to be counted present only on those days when in actual attendance or in scheduled school activities under the direction and supervision of a regular member of the faculty. The student must be in attendance for two-thirds ($2/3$) of the first half of the school day to be recorded present for one-half day; likewise, a student must be in attendance for two-thirds ($2/3$) of the second half of the school day to be recorded present for one-half day.

Promptness and regularity are essential characteristics for success. Students should make a habit of prompt and regular attendance and avoid all unnecessary absences.

Teachers should encourage good student attendance. Students should be present except for the following reasons: personal illness, serious personal or family problems, pre-arranged family activities or religious observance, upon advance notice to the principal. In the event of an excused absence, make-up work should be handed in and accepted by the teacher.

The school attendance officer shall notify parents of excessive, unexcused absences (four or more days or parts of days within a four-week period or ten or more days or parts of days within a semester) and may report such absences to the designated local authority dependent upon where the school is located.

In accordance with the Compact on Educational Opportunity for Military Children, the Superintendent has the specific discretion to grant a waiver of absences from being counted against the student to qualified students.

Students shall not be excused from school to take private lessons of any kind except in those instances in which the school cannot provide appropriate facilities and/or instruction.

ATTENDANCE POLICY FOR GRADES 9-12

Regular attendance is an integral part of the learning process. The purpose of this policy is to provide uniformity of student attendance and the subsequent consequences for absenteeism among high schools in the Edmond District.

1. Students are allowed no more than nine (9) absences per class per semester. An absence is defined as missing more than fifteen (15) minutes of any part of class time. Parents are expected to notify the school when the student is absent. Parent phone calls or written notifications will be accepted for contact to the school.
2. Official documentation in the areas of medical, judicial, religious or family emergency must be submitted in order for the absence not to be counted toward the nine (9) absences per semester. A doctor's release or court documents are examples of documentation.
3. On the tenth (10^{th}) absence a student will receive a "no credit" on his/her transcript for

the semester. If the student is passing at the end of the semester, he/she will receive a No Credit (N/C) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded. If the student chooses to continue not to attend class, then he/she will fall under the discipline policy and may be suspended from school for noncompliance with a school policy.

***(In reference to student's grades, please see Policy #3390 (Grading and Reporting))**

4. In case of extenuating circumstances, the principal or his/her designee may intervene.
5. The school will notify parents/guardians on the fourth (4th), seventh (7th) and tenth (10th) absence.
6. Three (3) tardies equal one (1) absence. A student is considered tardy if he/she is not in the classroom when the bell rings.

Make-up Work

Assignments

1. Work assigned on the day(s) of absence: Students have one (1) day to make up work for each day they are absent.
2. Work assigned prior to an absence: Students are to turn in previously assigned work on the original due date or the day of return from an absence. However, if new instruction takes place during the absence that would affect the assignment, a student has one (1) extra day to make up the work.
3. In the event a student may need more time, arrangements with the appropriate school personnel must be made within the previously- mentioned allotted time.
4. If the missed work is not made up in the allotted time, a zero (0) will be recorded for each missing assignment.
5. In the event of an extended illness (two weeks or more), arrangements may be made for homebound instruction. These arrangements are made through the student's counselor.

Tests

1. If a student is absent on the day of a test, the student is expected to take the test on the day he/she returns to class. However, if new material that will be tested is introduced during the absence, the student has one (1) extra day to make up the test.
2. In the event that a student may need more time, arrangements with the appropriate school personnel must be made within the previously mentioned allotted time.

3. If the missed test is not made up in the allotted time, a zero (0) will be recorded for the test score.

Attendance Incentive: Semester Exam Exemption

Students with no more than three (3) absences, and no more than three (3) tardies in ALL classes are eligible to exempt from one semester exam of their choice. Students must have at least a “B” average in the class of exemption to be eligible. Students who have been suspended or missed one class due to truancy during the semester are not eligible for test exemptions.

Unless there is parent notification to the school, exempted students are expected to be present on review and test days.

Students will be notified the week prior to finals if they qualify for an exemption. Those students qualifying for exemption will be issued an exemption pass that can be used in one of the six/seven classes in which they have a “B” average or above.

This exemption/attendance incentive will apply for ninth grade, tenth grade, eleventh grade and first semester seniors.

The following absences COUNT AGAINST the exemption:

Excused	(E)	Family Emergency	(F)
Medical	(M)	Judicial	

The following absences DO NOT COUNT AGAINST the exemption:

State School Activity	(X)	Religious	(R)
School Activity	(A)	AISP	(S)
In School Activity	(N)	Death immediate family	(D)***
College Visit	(V)**		

Seniors, during the second semester, will be exempt from semester exams based on the following absentee and grade record per each class for second semester:

Semester Absences	Semester Grade Average
3	A
2	B
1	C

Students may opt to take the semester examination. However, the student must accept the risk that the test score may lower his/her semester grade. The decision to take the test must be made the day prior to the examination.

- * Court ordered subpoena may be an exception.
- ** Juniors will be allowed two days and seniors will be allowed four days for college visits. These days will not be counted against exemptions or attendance. The student must apply for college visit days in writing in advance of the visit and must provide documentation of the visit upon return to school.
- *** Family is defined as parent or stepparent, sibling, grandparent, aunt, uncle or cousin.

GRADING AND REPORTING

Policy #3390
Revised: 04-06-15

Grading scales for the Edmond Public Schools are as follows:

1. Grading Scale

- A - Excellent (90 - 100)
- B - Good (80-89)
- C - Average (70-79)
- D - Poor (60-69)
- F - Failure (59 & Below)
- S - Satisfactory
- U - Unsatisfactory N
– No Credit
- I - Incomplete
- W - Withdrawal

2. Class Ranking

Class rank computations will include the following Advanced Placement Weighted GPA scale for students receiving credit for taking Advanced Placement (AP) courses:

A=5.0

- B=4.0
- C=3.0
- D=1.0
- F= 0.0

The weighted GPA determines the official class rank. Percentile class ranking will be calculated based on weighted GPA to include: top 1%, top 2%, top 5% and every successive 5%, i.e., 10%, 15%, 20%, 25%, 30%, 35%, etc.. Students will be included in class rankings through their fourth year in high school. Students who remain in high school after four years will be classified in a Transitional Grade (TR) and will not be included in subsequent class rankings.

- 3. In order to maintain the consistency and the meaning of the grading system, the

following method of computing grades will be used in Grades 6 - 12.

- The teacher will utilize grading patterns that are fairly administered and based upon identified criteria. Students and parents will receive prior notification of the criteria and objectives.
- The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, performances, tests, etc.
- The semester average is to be calculated as:

Grades 9-12

Eighteen weeks average = 80%

Semester Examination = 20%

4. Grade Reporting

- Grade K-5 student grade reports are to be available to parents at quarterly (9-week) intervals.
- Grades for students in grades 6-12 are available for parent and student review on line via the parent portal.
- Parents may request grades of students at any time by contacting the student, teacher or counselor.

5. Process for appealing a grade: Teachers are entrusted with and responsible for assigning students' grades in keeping with this policy and in a fair and equitable manner. In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

- A. A student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes (1) reason(s) for the appeal and (2) relief sought by the complainant, within thirty (30) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated within ten (10) days of receipt of the statement of appeal.

As used within this policy, days are defined as "calendar days." The superintendent may extend the specified number of days for communicating a decision at any level of appeal if he/she determines there are extenuating circumstances that require additional time to properly conduct the investigation. If an extension is granted, the complainant is to be notified within the original ten-day period specified in policy.

- B. If the complainant is dissatisfied with the decision of the teacher, as required at the first level of appeal noted above, written appeal can be made to the school site

principal. It must be requested within five (5) days of receipt of the teacher's decision. If written appeal is not provided to the principal within five (5) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final and non-appealable.

It will be the responsibility of the school principal to fully investigate the complaint and issue a ruling in the matter within ten (10) days of receipt of the statement of appeal.

- C. If the complainant is dissatisfied with the decision of the principal, appeal can be made to the superintendent of schools. If written appeal is not provided the superintendent within five (5) days of the complainant's receipt of the principal's decision, the decision of the principal will be final and non-appealable.

It will be the responsibility of the superintendent or designee to fully investigate the complaint. During the course of investigation, the superintendent or designee may consult certified teachers and/or curriculum/instruction staff in an advisory capacity if deemed appropriate and necessary to reach an informed decision.

Within ten (10) days of receipt of the statement of appeal, the superintendent or designee will provide to the complainant a written ruling. The decision of the superintendent shall be final and nonappealable.

Guidelines for Homework Grades 6-12

Regulation #3570R

Revised: 08-28-01

Assignments should be made in a professional manner so that students have an understanding of what is expected. Students should know what they are to do and why they are to do it.

Teachers should be flexible in assigning homework. It need not be given on set days, but as a natural outgrowth of classroom activity.

Teachers must also keep in mind the environment and the materials in the home in which the student is expected to do the work.

All homework shall be corrected and returned.

Homework should not be given as a disciplinary measure.

THE FINANCIAL ACCOUNTING PROCEDURES

- a. Field Trips – All field trips must be approved and follow field trip guidelines. NO field trips will be approved after April 1 due to school-wide testing. All necessary Purchase Orders must be in place. Arrange EPS Transportation and student absences with the Attendance Office.
 - i. Field Trips must be approved by the principal at least one month in advance. All necessary field trip forms must be filled out prior to the trip.

- b. Fundraisers – If a club wishes to engage in some money making project, the following procedure must be used:
 - i. Discuss the money making project with Amy Downey and the administrator assigned to your club. The Fundraiser must be one of the APPROVED Fundraisers listed in the Activity Accounts Manual. Complete a Fundraiser Approval Form and turn it into Amy Downey. This can be found in the Resource Drive under Business Office Information. Once the form has received the 3 additional signatures required, the approved form will be emailed to you.
 - ii. Food Sales: If the item does not meet Healthy Food Guidelines, it will require a Food Exemption. A form should be completed and turned into Amy Downey along with the Fundraiser Approval Form. Upon approval, each club/sport will have 14 days of food sales assigned. Food sales cannot be during Breakfast or Lunch time if it does not meet the Healthy Food Guidelines.
 - iii. Tshirt Sales: The Tshirt graphic requires Mr. Pittenger’s approval, as well as the Fundraiser Approval Form. Upon approval, an order form, the size of a half sheet of paper, should be created . Your club name should be clearly stated. Inform the Finance Office of the dates of your sale. Please no cut-off date extensions. Forms can be displayed in the tiered pocket hanging outside the Finance Window.
 - iv. Upon Fundraising approval, the date for the any approved sale must be scheduled on the school calendar by contacting Sheryl Gregus. Announcements can be sent to michelle.brenning@edmondschools.net
 - v. Financial procedures for handling monies must be followed. Contact Amy Downey with questions.
 - vi. The club sponsor is responsible for the ordering, disbursement , and collection of the product to be sold.

- c. Other Activities (Speeches, Banquets, etc.)
 - i. Discuss the proposed activity and date with the administrator assigned to your club.
 - ii. Schedule the date on the school calendar with Sheryl Gregus. An Activity Form may be required.
 - iii. The sponsor is responsible for seeing that all necessary arrangements are approved and completed for the activity.

The school staff and/or student body shall not be employed in any manner at school or for the purpose of delivering home advertising for any commercial religious, charitable, or other non-school organization.

A school may cooperate in furthering the work of the local YMCA, Edmond Parks and Recreation Department, the local Scout organizations, and pre-approved school employee-sponsored camps and clinics, provided such cooperation does not restrict or impair the educational program of meetings and/or programs.

The school may use materials bearing only simple mention of the producing firm, if the materials are approved for instructional use.

ALL HANDOUTS AND ANNOUNCEMENTS THAT FALL WITHIN THE LIMITS OF THIS POLICY, AS WELL AS COMMERCIAL ITEMS APPROVED FOR INSTRUCTIONAL USE, MUST BE APPROVED BY THE SUPERINTENDENT'S OFFICE PRIOR TO THEIR RELEASE TO THE STUDENT BODY.

Student Camps and Clinics (Board Policy #5090)

Edmond Public Schools does not promote camps, clinics, or other similar student activities. However, if camps, clinic, or other employee sponsored student activities take place, the following procedures will be followed:

- A) School employees request for camp or clinic must be approved by the board of education.
- B) Rental/Lease fees for facility, utilities, and equipment will be approved by the board of Education and paid by school employee.
- C) Insurance coverage for each participant will be provided by the employee renting the facility.
- D) The camp or clinic provides for a recreational need for our students and promotes the development of athletic skills.
- E) Because of the desire of the Edmond Board of Education to insure that quality programs of reasonable cost be offered to our youth, the following items will be considered by the school administration before rental of the employee is recommended to the Board of Education:
 1. Registration fees
 2. Number of participants
 3. Staffing and salaries
 4. Staff/Student ratio
 5. Awards
 6. Concessions

Field Trips – Principals and teachers should use the following guidelines in planning field trips:

- 1) Most busses will transport the following number of students
 - 60 - Elementary students
 - 50 – Middle school students
 - 45 – High school students
- 2) Trips must be held between 9:00 a.m. and 1:30 p.m.
- 3) Requests must be made at least seven (7) days in advance of the trip.
- 4) Each bus should have a faculty sponsor who knows the location of the activity
- 5) IN the event of a cancellation, the sponsor in charge should notify the transportation department as early as possible.
- 6) In the plans for the field trip include a lunch period, lunch should be provided for the bus driver

- 7) Organizations and clubs must pay for their own transportation, unless it is a competition.

If principals or sponsors must deviate from the above limitations for middle or high school field trips, they must furnish their own certified drivers at the organization's expense.

If you are going to have any students out on an activity during the school day please follow these procedures:

- 1) Complete school activity request form and turn it into the assistant principal's office. These forms are in the teacher's lounge and main office and must be turned in at least twenty-four (24) hours prior to an activity.
- 2) The form must be filled out completely and have an administrator's signature.
- 3) The attendance secretary will list all students excused for activities on your nightly attendance reports under future absences.
- 4) If an activity requires bus transportation, a School Bus Request form must be completed two (2) weeks prior to the activity. These are also in the teacher's lounge and the main office.
- 5) If you have any questions please ask.

COMMISSIONS

Policy #2190
Adopted 09-02-97

School law prohibits an employee from receiving gratuities or commissions to influence the purchase of materials or supplies by the School District.

EVALUATION OF TEACHERS/STAFF

The Edmond Public Schools Board of Education believes that the personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

The Board recognizes that through legislation passed in recent years, the State of Oklahoma has assumed greater control of systems, processes, inputs and outcomes related to the evaluation of teachers and applicable staff members. This policy reflects the Board's commitment to comply with applicable Oklahoma law and OSDC rules and provisions of law that are required to be in local policy.

All certified teachers and applicable staff members (referred to in the following paragraphs as "teachers") shall be evaluated using the Tulsa Teacher and Leader Observation and Evaluation System (TLE). The completed evaluation shall be electronically retained in the personnel file of the individual being evaluated.

The evaluation instrument is a confidential document and shall be protected accordingly.

Except by the order of a court of competent jurisdiction or as required by law through the Oklahoma State Department of Education, evaluation documents and the responses thereto shall be made available only to the evaluated person, the Board of Education, administrative staff conducting the evaluation, or to other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing.

Accompanying regulations will be first subject to Board members' review and become a subset of Board policy. As stated above local processes and procedures are to comply with applicable Oklahoma statutes and associated provisions of law.

The Board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by teachers in the District.*

REFERENCE: 70 O.S. §6-101.10, et seq.

*Evaluation of Teachers will be a topic addressed during annual contract deliberations.

SOCIAL MEDIA – Employee Use

Edmond Public Schools recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

The district recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting required by policy, state and federal laws. Consequences for misuse of social media are addressed in EPS school board policy #5720 (Access to and Responsible Use of Technology Resources and Information Databases) and the Collective Bargaining Agreement.

1. Definitions

- Social media refers to any user generated content sites generally available to the public or consumers that include, but are not limited to sites like Facebook, Flickr, YouTube, Twitter, Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, and other content sharing sites.
- District approved password-protected social media tools are those that fall within the district's electronic technologies network or which the district has approved for educational use.

2. Employee Use of Social Media:

District's employees are expected to serve as positive ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employee as a representative of the district, they are required to observe the following rules when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media:

- An employee's use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.
- District employees should exercise discretion and maintain professionalism when communicating with students or groups of students via computer or wireless

telecommunication devices. Employees should limit communication with students to

matters concerning a student's education, or extracurricular activities for which the staff member has responsibility.

- District employees are discouraged from engaging in private electronic media exchanges with students. Only on rare occasions or in emergency situations should individual communication with students occur.
- EPS employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all communications - by word, image or other means. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying is prohibited. (Refer to Policy 5720)
- Externally communicating any confidential or privileged information related to Edmond Public Schools, its employees or students not intended for public dissemination is prohibited and may be grounds for disciplinary action. EPS employees may not disclose information on any social media network that is confidential or proprietary to the district, its students, or employees or that is protected by data privacy laws such as FERPA. Posting images on any social media network of co-workers without the co-worker's consent is prohibited. Information or images of students may NOT be posted on any social media network without written parental consent. (Refer to Policy 5720)
- Employees may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the superintendent or the superintendent's designee. EPS employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district. District-supported social media may not make reference to any political candidates or issues of a political nature.
- At the beginning of each year, a list of site social media platforms, managed by school administration, will be sent to the Director of Public Information Officer. The list will include the social media platform and the names of persons with passwords and content responsibilities.
- When using forms of electronic communication to share information with students, district employees are directed to inform parents in writing (handbook, syllabus, etc.) to the extent this form of communication will be used, establish guidelines for such use, and allow them the option to opt out.

I. The district logo may not be used on any social media network without permission from the Superintendent, or designee. Nonpublic images of the district premises and property, including floor plans, may not be posted or shared.

J. Edmond Public Schools' employees should be aware that persons classified as

“friends” or persons who can access a personal social networking site may have the ability to download and share the employee’s information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.

3. Employee Personal Use of Social Media

- Edmond Schools is supportive of an employee’s personal rights to freedom of speech, expression and association, including the use of electronic devices and social networks.
- Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee’s work assignment. Use of an employee’s personal social media account to discuss school business with parents and students is prohibited.

4. Consequences for Social Media Policy Violations:

Reports of a violation of this policy may result in an investigation of the user’s posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable and calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user. Disciplinary action may include a letter of counsel, reprimand, plan-of-improvement, or a recommendation for dismissal or non-reemployment.

EMPLOYEE: ALCOHOL/DRUG FREE WORKPLACE AND DRUG TESTING

Alcohol and Drug Free Workplace: Employee well-being and the maintenance of safe school and workplace environments are of paramount concern to the Board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and others. The Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. The Administration shall provide a copy of this policy to all present and future employees, and each employee of this District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy.

While on District property or engaged in District activities, employees of the District shall not manufacture, use, possess, sell, distribute, or be under the influence of drugs, controlled dangerous substances, or alcohol (including low-alcohol beer). Any person who has reasonable cause to suspect that an employee on District property or engaged in District activities may be under the influence of or in possession of controlled dangerous substances or alcohol shall report the suspicion to the employee's supervisor or the Superintendent. When it is evident that an employee has consumed alcoholic beverages or used illegal drugs off District property and/or before a District activity, the employee shall not be allowed on District property and/or shall not be allowed to participate in District activities. Any employee who violates this policy may be subject to disciplinary action which may include suspension, demotion, dismissal, non-reemployment, or termination.

Each employee shall notify the Superintendent, or the Superintendent's designee, of any criminal drug statute conviction for a violation occurring in or on the premises of this District or while engaged in regular employment. Such notification must be made to the Superintendent, or the Superintendent's designee, no later than five (5) days after conviction. Within thirty (30) days following receipt of the above notification, the District shall take appropriate disciplinary action which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program; provided that nothing herein will preclude the District from taking disciplinary action prior to any such notice when cause exists.

Each employee shall attend a drug-free awareness program at which employees shall be informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. The Board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Alcohol and Drug Testing: Drug and alcohol testing of employees may be conducted in accordance with applicable federal and/or state law as set forth in Administrative Regulations. As outlined within Policy #5175 (Drug Testing for Drivers), the District shall comply with the Omnibus Transportation Testing Act of 1991, which helps to prevent accidents and injuries resulting from misuse of alcohol and controlled substances by employees who serve in safety-sensitive positions.

EMPLOYEE ALCOHOL AND/ OR DRUG TESTING REGULATIONS

Alcohol and Drug Testing: The District requires employees to undergo testing for drugs and/or alcohol in accordance with District policy and administrative regulations. The District complies with all applicable state and federal laws and regulations.

Employee Questions: Any employee who has questions relating to the District's drug and
and
/or alcohol testing policy, or about these regulations, or about other educational materials regarding drug and/or alcohol testing should contact District's Human Resource Director.

Employees Affected: All employees are subject to testing for drugs and/or alcohol upon application for employment and upon reasonable suspicion that the employee has violated these regulations.

Bus Drivers: Drug testing for bus drivers is conducted using different procedures than those set forth in these regulations. Bus drivers should consult Policy #5175 for procedures that apply to them.

Compliance: All employees are prohibited from using, possessing, or being under the influence of illegal drugs. All employees are prohibited from using, possessing, or being under the influence of alcohol on school property or during a school-related activity.

1. Testing Situations:

- **Applicants:** Upon a conditional offer of employment, a job applicant may be required to undergo drug and/or alcohol testing. A refusal to undergo testing or a confirmed positive test result will serve as a basis for refusal to hire, provided that such testing does not violate the provisions of the Americans with Disabilities Act of 1990, 42 U.S.C., Section 12101 et seq., and provided that such testing is required for all applicants who have received a conditional offer of employment for a particular employment classification. Applicants may be placed in an assignment as a substitute employee until the results of such testing are received by the District. All positive results will be confirmed by an alternative test method as provided by Oklahoma statute and regulations.
- **Reasonable Suspicion:** The District may require an employee to undergo drug and/or alcohol testing upon a reasonable suspicion that the employee has violated these regulations. Reasonable suspicion exists when a specific contemporaneous event or observation points to recent alcohol and/or drug use. These observations or events must be documented. The documentation should include specific, observable facts and reasonable inferences that suggest the employee is using drugs or

alcohol.

- **Post Accident:** District employees may be tested for drugs and/or alcohol after an accident if the employee or another person has sustained a work-related injury or the District's property has been damaged, including damage to equipment, in an amount reasonably estimated at the time of the accident to exceed Five Hundred Dollars (\$500.00).

2. **Consent:** Employees will not be required to sign any consent or waiver prior to drug and/or alcohol testing. All employees recognize that by continuing their employment with the District they have consented to the District's adoption of a drug and/or alcohol testing program.

3. **Refusal:** Under this regulation, an employee will be deemed to have refused to be screened if he or she:

- Fails to appear for a test within a reasonable time after being directed to do so;
- Fails to remain at the testing site until the test is complete (except in the case of a pre-employment applicant who leaves the testing site prior to the commencement of the test);
- Fails to provide a urine specimen (except in the case of a pre-employment applicant who leaves the testing site prior to the commencement of the test);
- In the case of a directly observed or monitored collection, fails to permit observation or monitoring;
- Fails to provide an adequate amount of urine, despite the lack of a medical explanation for the failure;
- Fails or declines to take an additional test upon request; or
- Fails to cooperate with any part of the testing process.

4. **Procedure for Alcohol Testing and Confirmation:** Alcohol testing is generally performed using breath or saliva samples. Employees may be required to allow a blood sample under certain limited circumstances. Tests shall be conducted to afford the employee reasonable privacy, but may depend upon the circumstances of the situation. If an initial test demonstrates an alcohol concentration level of .02 or higher, then a confirmation test will be required. Confirmation tests for alcohol must be conducted at least 15 minutes after the initial test. No disciplinary action will be taken against an employee unless the confirmation test also results in an alcohol concentration of .02 or higher. If the alcohol test was by breath or saliva samples, the confirmation test must be performed on a blood or urine sample of the employee.

5. **Procedure for Drug Testing:** The District will use the following procedures to test for the presence of controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee:

- With the exception of pre-employment applicants, an employee will not be given advance notice of a test.
- Collection for testing may take place off-site or on campus.

- If an employee shows overt signs of impairment or intoxication, the District will offer transportation to preclude the employee from driving home or to the collection site. The District may utilize a taxi service or transportation provided by another District employee, a family member of the employee, or law enforcement.
- The collection of samples shall be performed under reasonable and sanitary conditions.
- Samples shall be collected and tested with due regard to the privacy of the individual being tested. No employer or representative, agent or designee of the District shall directly observe an applicant in the process of producing a urine sample. However, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable sample.
- A sample shall be collected in sufficient quantity for splitting into two separate specimens to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen.
- The cutoff levels to be applied in initially determining whether an employee has submitted a positive test are set forth in District Form DH-F1. If the employee undergoes a second test, the District may test for lower levels as provided by state regulations.
- The laboratory results of employees subject to this policy will be reviewed by a review officer who has met the minimum criteria to qualify for that position in accordance with guidelines established by the State Board of Health.
- Sample collection shall be documented, and the documentation procedures shall include:
 - labeling of samples so as reasonably to preclude the probability of erroneous identification of test results, and
 - an opportunity for the employee/applicant to provide notification of any information which the employee/applicant considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information.
- Sample collection storage and transportation to the testing facility shall be performed so as reasonably to preclude the probability of sample contamination or adulteration.
- Sample testing procedures shall conform to scientifically accepted analytical methods and procedures, and shall include confirmation of any positive test result before the results of any test may be used as the basis for any action.
- A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

6. **Results:** If the laboratory makes a finding that the specimen is positive, adulterated, dilute, or refused, then the results will be reviewed by a qualified review officer. The review officer will give the employee an adequate opportunity to confidentially explain the positive result. The review officer will then use his or her expertise in determining whether the employee has presented a valid medical explanation for the positive result. If so, the positive result will not be verified, and no adverse action may be taken against the employee. If not, then the review officer will report the verified positive result to the District.

The review officer must make an effort to contact the employee so that he or she may confidentially explain a positive test result. However, the review officer may verify a

result without speaking to an employee in certain instances, including but not limited to, when the employee has expressly declined to discuss the result, or has not responded to the medical review officer or review officer's invitation to discussion.

7. **Confirmation:** If an employee believes his or her positive drug test result to be in error, then he or she may request a confirmation test which will be performed on the original specimen or a split-sample of the specimen. The confirmation test will utilize scientifically accepted methods of equal or greater accuracy than were required for the initial test. Employees should be aware that the cutoff levels necessary to confirm a positive result will be lower than those necessary to verify a positive result in the initial screening. The employee shall bear the expense of the confirmation test. However, in the event that the confirmation test results in a negative finding, the employee will be reimbursed by the District.

The District will not initiate disciplinary action against any employee who has requested a confirmation test until the confirmation results have been returned as positive, adulterated, or dilute, or the employee has refused to provide a sample.

8. **Record Retention:** The District will maintain records as follows:

5 years

alcohol test results with alcohol concentrations of .02 or higher

records of verified positive test results

records of refusals

records of Substance Abuse Professionals records

of follow up tests and schedules

3 years

records obtained from previous employers

1 year

records of alcohol tests with alcohol concentrations of .02 or lower

All drug and/or alcohol testing records will be stored separately from an employee's ordinary personnel file.

9. **Confidentiality:** Records relating to drug and/or alcohol testing will not be released to a third party, unless there is a valid legal reason to do so. Those reasons include, but are not necessarily limited to 1) when an employee authorizes the release in writing, 2) upon certain legal proceedings involving the employer and the employee, or 3) upon court order.

The testing facility will not release information regarding the employee's health, pregnancy status, or physical or mental condition to anyone except the employee. The testing facility will not release information regarding the presence of drugs for which the District does not test.

10. **Consequences for Violation:** Employees in violation of this policy may be subject to discipline, up to and including termination. All discipline will be determined on a case-by-case basis.

11. **Post-Rehabilitation Testing:** Any employee who is permitted to return to work after a positive test for drugs and/or alcohol, or participation in a treatment program for chemical dependency is subject to testing without notice for a period of two years, beginning with the day the employee returns to work.

12. **Employee Assistance Program:** The District will provide employees with a confidential Employee Assistance Program (“EAP”) which includes drug and alcohol dependency evaluation and referral for assistance in resolving or accessing treatment for addiction to, dependence on, or problems with alcohol or drugs. The cost of treatment, counseling, or rehabilitation resulting from the employee assistance program (“EAP”) referral will be the responsibility of the employee.

When documented job impairment has been observed and identified, a supervisor may recommend participation in the EAP. Any action taken by the supervisor, however, will be based on job performance. A supervisor’s decision to recommend participation in the EAP does not preclude the supervisor from administering discipline in accordance with District policy. An employee who wishes to participate in the EAP shall notify the Superintendent or designee.

With regard to leave, absences due to EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters.

13. **Remedies:** Any person aggrieved by a willful violation of this policy may institute a civil action as provided by law.

CHILD ABUSE AND NEGLECT: REPORTING AND INVESTIGATION

In accordance with state law (10 Oklahoma Statutes § 7101, *et seq.*), any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect or who has observed the child being subjected to circumstances of abuse or neglect shall immediately report or cause to be reported such situation to the Department of Human Services at the statewide toll free hotline at 1-800-522-3511. Such report shall be made according to any applicable regulations or forms, and a copy shall be submitted to the Principal of the site. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

HARASSMENT/INTIMIDATION/BULLYING

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.

Defi ni ti ons

5. “ 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:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student;
- 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:
 - Prompt investigation of allegations of harassment;
 - The expeditious correction of the conditions causing such harassment;
 - Establishment of adequate measures to provide confidentiality in the complaint process;
 - Initiation of appropriate corrective actions;
 - 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 or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
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.

Edmond Public Schools

Notification of Rights under FERPA for Elementary and Secondary Schools & Notice of Directory Information under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Edmond Public Schools ("School") receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Edmond Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of
Education 400 Maryland

Avenue, SW Washington,
DC 20202

5. The Edmond Public Schools may disclose appropriately designated "directory information" without consent, unless the parent/guardian has advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the Edmond Public Schools to include this type of information from your child's education records in certain school publications. Examples include:
 - A playbill, showing a student's role in a drama production;
 - The annual yearbook;
 - Honor roll or other recognition lists;
 - Graduation programs;
 - Sports activity sheets, such as for wrestling, showing weight and height of team members.

The Edmond Public Schools has designated the following information as directory information:

- Student's name
 - Student's telephone number
 - The names of the student's parents
 - Participation in officially recognized activities and sports
 - Address
 - Weight and height of members of athletic teams
 - Photographs
 - The student's achievement awards or honors
 - Dates of attendance
 - Grade level
 - The most recent educational agency or institution attended
6. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and college recruiters.
 7. In addition, federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings
 - unless parents have advised the Edmond Public Schools that they do not want their student's information disclosed to military recruiters without their prior written consent.
 8. If parents do not want the Edmond Public Schools to disclose directory information from their child's education records without their prior written consent or to disclose

information to military recruiters, **they must notify the District in writing within two weeks from the student's first day of class.** A form is available at each school site or at the superintendent's office located at *1001 W. Danforth Road, Edmond, OK 73003*. The completed form must be delivered to the child's school.

9. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in

§99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

Uninterrupted Scholars Act (USA) (Public Law 112-278)

The USA (signed into law on January 14, 2013) amends FERPA in two ways.

- USA 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."
- USA also allows educational agencies and institutions to disclose a student's education records pursuant to a judicial order without requiring additional notice to the parent by the educational agency or institution in specified types of judicial proceedings in which a parent is involved.

RECORDS, STUDENT

1. **Introduction**

This regulation and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Edmond School District Policy #4700.

2. **Definitions**

For the purpose of this regulation and Policy #4700, the Edmond School District has used the following definitions of terms:

- Student - Any person who attends or has attended a program of instruction sponsored by the Board of Education of the Edmond School District and for whom it maintains education records.
- Eligible student - A student or former student who has reached age 18 or is attending a postsecondary school.
- Parent - Either natural parent of a student, unless his or her rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other medium) maintained by the Edmond School District, an employee of the District or an agent of the District, which is directly related to a student and maintained by the Edmond School District or by a party acting for the Edmond School District, except:
 - A personal record kept by a school staff member that meets the following tests:
 - It was made as a personal memory aid;
 - It is in the personal possession of the individual who made it; and
 - Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
 - Records of a law enforcement unit of the Edmond School District, but only if education records maintained by the Edmond School District are not disclosed to the unit, and the law enforcement records are:
 - Maintained separately from education records;
 - Maintained solely for law enforcement purposes; and

- Disclosed only to law enforcement officials of the same jurisdiction.
- An employment record that is used only in relation to a student's employment by the Edmond School District. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)
- Records on an eligible student, that are:
 - Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
 - Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and
 - Disclosed only to individuals providing the treatment.
- Alumni records that relate to the student after he or she no longer attends classes provided by the Edmond School District, and the records do not relate to the person as a student.
- Personally identifiable information - Any data or information that make the subject of a record known. This includes the student's name, the student's parents' or other family member's name, the student's or family's address, the student's social security number, a student number, a list of personal characteristics or any other information that would make the student's identity easily traceable.

3. **Annual Notification**

- Within the first three weeks of each school year, the Edmond School District will publish in the local newspaper of general circulation in the area, a notice to parents and eligible students of their rights under the FERPA and this policy. The Edmond School District will send also home with each student a notice to parents and eligible students of their rights under the FERPA and this Policy #4700 and the notice will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.
- The notice will include the following:
 - The right of a student's parents and eligible students to inspect and review the student's education records.
 - The intent of the Edmond School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA and the criteria for determining who constitutes a school official and

what constitutes a legitimate educational interest, for purposes of disclosure.

The right of a student's parent or an eligible student to seek to correct parts of the student's education record that he or she believes to be inaccurate, misleading or in violation of student privacy rights and the procedure for requesting amendment of records.

- The right of any person to file a complaint with the U.S. Department of Education, if the Edmond School District violated the FERPA.
- The District will arrange to provide translations of this notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.
- All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

4. **Locations of Education Records**

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	School Sites	Principal
Cumulative School Records (Former Students)	Administrative Center	Director of Information Systems
Health Records	Special Services Center	Health Services Supervisor
Speech Therapy Records	Special Services Center	Director of Special Education
Psychological Records Special Test Records		
Occasional Records (Student Education Records not identified above, such as those in Superintendent's office, in the school attorney's office or in the personal possession of teachers.)	Administrative Center	Superintendent or Designee

Procedure to Inspect Education Records

- Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more

convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

- Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes.
- Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect.
- The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).
- The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.
- If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Edmond School District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.
- When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.
- The Edmond School District is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this regulation), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

5. Fees for Copies of Records

- The Edmond School District will not deny parents or eligible students any rights to copies of records because of the following published fees. The fee for copies provided under the FERPA may not include the costs for search and retrieval. This fee will be from no cost to twenty-five cents per page. (Actual copying cost less hardship factor.) The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience will be from ten cents to thirty-five cents per page (actual search, retrieval and copying cost,) plus postage, if that is involved.

- When the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the District reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes. The School District may deny copies of records (except for those required by the FERPA) in the following situations:
 - The student has an unpaid financial obligation to the school.
 - There is an unresolved disciplinary action against the student that warrants the denial of copies.

6. **Directory Information**

- The Edmond School District designates the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:
 - The student's name;
 - The names of the student's parents;
 - The student's address;
 - The student's telephone listing;
 - The student's class designation (i.e., first grade, tenth grade, etc.);
 - The student's extracurricular participation;
 - The student's achievement awards or honors;
 - The student's weight and height, if a member of an athletic team;
 - The student's photograph; and
 - The school or school district the student attended before he or she enrolled in the Edmond School District.
- Within the first three weeks of each school year, the Edmond School District will send home with each student the above list or a revised list of the items of directory information it designates as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.
- The Edmond School District will provide military recruiters, upon request, with names, addresses and telephone listings of secondary students unless parents have advised the Edmond Public Schools that they do not want their student's

information disclosed to military recruiters without their prior written consent.

- After the parents of eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the items they refuse to permit the District to designate as directory information about that student.
- At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

7. **Use and Disclosure of Student Education Records**

- To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The Edmond School District will use the following criteria to determine who are school officials. An official is:
 - a person duly elected to the School Board;
 - a person certified by the state and appointed by the School Board to an administrative or supervisory position;
 - a person certified by the state and under contract to the School Board as an instructor;
 - a person employed by the School Board as a temporary substitute for administrative, supervisory or instructional personnel for the period of his or her performance as a substitute;
- 5. a person employed by or under contract to the School Board to perform a special task such as secretary, a clerk, the School Board attorney or auditor for the period of his or her performance as an employee or contractor; or
- 6. a person participating in a school service program or an official school committee.
- School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:
 - Perform an administrative task required (a) in the school employee's position description approved by the School Board, or (b) by participation in the school service program.
 - Perform a supervisory or instructional task directly related to the student's education; or

- Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
- The Edmond School District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except that the Superintendent of Schools or a person designated in writing by the Superintendent may permit disclosure:
 - When a student seeks or intends to enroll in another school district or a postsecondary school. Parents and students have a right to obtain copies of records transferred under this provision;
 - When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
 - The parties who provide or may provide financial aid to a student to:
 - Establish the student's eligibility for the aid;
 - Determine the amount of financial aid;
 - Establish the conditions for the receipt of the financial aid; or
 - Enforce the agreement between the provider and the receiver of financial aid;
 - If a state law adopted before November 19, 1974, allowed certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allowed such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released;
 - When the Edmond School District has entered into a written agreement or contract for an organization to conduct studies on the School District's behalf to develop tests, administer student aid or improve instruction;
 - To accrediting organizations to carry out their accrediting functions;
 - To parents of eligible students if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954;
 - To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the student's parents or the eligible

student before making a disclosure under this provision so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a Federal grand jury subpoena or other subpoena issued for a law enforcement purpose, and the court or issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; and

- If the disclosure is an item of directory information and the student's parent has not refused to allow the District to designate that item as directory information for that student.
- The Edmond School District will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:
 - He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
 - The information is necessary and needed to meet the emergency;
 - The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; and

Time is an important and limiting factor in dealing with the emergency.

- Edmond School District officials may release information from a student's education record if the student's parent or the eligible student gives his or her prior written consent for the disclosure. The written consent must include at least:
 - A specification of the records to be released;
 - The reasons for the disclosure;
 - The person or the organization or the class of persons or organizations to whom the disclosure is to be made;
 - The parent or student's signature; and
 - The date of the consent and, if appropriate, a date when the consent is to be terminated.
- The student's parent or the student may obtain a copy of any records disclosed under this provision.
- The Edmond School District will not release information contained in a student's education records, except directory information, pursuant to court orders or lawfully issued subpoenas and as otherwise provided by state law concerning releases of information to state and local officials and authorities regarding the juvenile justice system, to any third parties, except its own officials, unless those

parties agree that the information will not be redisclosed without the parent or eligible student's prior written consent.

8. **Records or Requests for Access and Disclosures Made From Education Records**

- The Edmond School District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.
- The record will include at least:
 - The name of the person or agency that made the request;
 - The legitimate interest the person or agency had in the information;
 - The date the person or agency made the request; and
 - Whether the request was granted, and if it was, the date access was permitted or the disclosure was made.
- The District will maintain this record as long as it maintains the student's education record.
- The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the Edmond School District who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, for requests for or disclosure of directory information designated for that student, or for access by a party seeking or receiving the records by a Federal grand jury or other law enforcement subpoena, when the issuing court or agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

9. **Procedures to Seek to Correct Education Records**

- Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. These procedures for correction of education records shall be used only to address mistakes or violations of privacy and are not available to challenge grades or other academic determinations.

- For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the School District to correct a record.
- To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for a change at several levels in the procedure.
- *First level decision* – The requester shall present a written request to correct a student's education record to the school principal. The request should specify the correction the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:
 - is inaccurate and why;
 - is misleading and why; or
 - violates student privacy rights and why.
- The request will be dated and signed by the requester.
- Within two weeks after the Principal receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about District's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.
- If, as a result of this review and discussion, the Principal decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.
- If the Principal decides the record is correct, he or she will prepare a letter to the requester which will include:
 - The Principal's decision that the record is correct and the basis for the decision;
 - A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing.
 - Instructions for the requester to contact the Superintendent or an officer the

Superintendent designates, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes; and

- Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.
- *Second level decision* – After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within a week, notify the requester when and where the District will hold the hearing and who it has designated as the hearing officer.
- At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (first level.) Likewise, the Principal (or the principals' designee) will be provided a full opportunity to present material evidence and testimony to demonstrate that the record is correct.
- Within one week after the hearing, the hearing officer will submit to the Superintendent of Schools a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.
- The Superintendent of Schools will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent will take one of the following actions:
 - If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester.
 - If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester, which will include:
 1. The School District's decision that the record is correct and will not be changed;
 2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision; and

3. Advise the requester that he or she may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the School District's decision and/or the reasons he or she believes the record is incorrect.
- Final administrative step in the procedure – When the Edmond School District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

10. **Procedures to Seek to Correct Education Records**

Copies of Policy #4700 and this regulation will be available for parent and eligible student review in the principal's office of each school building and at the Superintendent's office and on the District's website.