

QUESTIONS OR CONCERNS?

If you have a question about the policies or concerns about your student, please contact the grade level counselor or administrator. We are always happy to answer your questions. The best way to contact us about non-emergency issues is via email. The email addresses of teachers, counselors, and administrators can be found on the school website. The main number for the school reaches a secretary that can forward phone calls. The school number is 405-340-2900.

GRADING SCALE

A – Excellent	(90 – 100)
B – Good	(80 - 89)
C – Average	(70 - 79)
D – Poor	(60 - 69)
F – Failure	(59 and below)

Grades are calculated using a weighted scale. Assessments will weigh more than daily work. A typical weighted scale will be 60% assessments and projects and 40% daily work. High school credit classes will count the final exam as 20%.

As a Sequoyah student, you will be expected to achieve and maintain your best effort in each class. You have the responsibility of keeping yourself and your parents informed of your progress.

The teacher will use multiple assignments, tests, and projects to determine student learning. Grades will be calculated based on a cumulative semester average.

Families can also access grades via **an app in Infinite Viewer** daily. If computer access is not available, teachers can print a grade check within 48 hours of a call to the office.

THE SEQUOYAH CAMPUS

The Sequoyah campus is a closed campus. (Once students arrive on the grounds, they must remain on campus until they are properly checked out through the office or are on the way home after the school day ends.) School hours for students are from 7:50 a.m. until 2:40 p.m. Students should not arrive on campus until 7:15 a.m. Supervision begins at that time. Students need to be in their first hour classes

prior to the 7:50 a.m. bell. Students who leave the campus without authorization may be assigned Alternative In-school Placement or out of school suspension.

For the safety of students, it is required that all students be picked up within 30 minutes of the end of the school day, school activity (such as study hall, clubs, or practice), sports activity (as a spectator), or ANY extra-curricular activity. Students not picked up within 30 minutes may have a verbal warning on the first late pick-up, a written notice or phone call on the second incidence, and a police issued trespass warning on the third late pick-up. Fourth and subsequent late pick-ups may result in trespass charges. If there is an emergency situation where your student cannot be picked up within 30 minutes, please communicate this to the school office. Please realize we have the safety of your student in mind and there is no supervision after the 30 minute time period after an event.

PROGRESS/REPORT CARD

At the end of each grading period, parents and students can view and print the most recent progress report/report card using the app you download from Infinite Campus.

The ability to monitor a student's attendance, grades, and any assignment information can be securely viewed from an Internet Browser at home, office, or public library through Infinite Campus. This secured access requires an internet connection as well as a confidential user name and password. If you have not signed up to view your student's information via Infinite Campus, you may do so by downloading the app and following the registration directions. More information concerning Infinite Campus can be found on the Edmond Public Schools Website.

If you do not have access to a computer or internet, you must complete a written request form available in the office, to receive a printed copy of your student's progress report/report cards. All printed progress reports/report cards will be available for pickup by the parent or student in the counseling office at the end of a grading period.

INFINITE CAMPUS VIEWER APP

Infinite Campus provides access to your student's schedule and updated grades. After downloading the app and setting up your account, you may access your student's account and examine their grades in all their classes. There is one account for each family.

MAKE-UP WORK

Communicate with your teachers regularly! Students must make arrangements for make-up work due to absences. The procedure is as follows: upon returning to school, students receive one day (calendar school day and evening) for each day out, plus one additional day/evening.

Students who miss school to participate in school activities **do not have** an extra day to complete assignments; work will be due upon return from the activity. Missed tests must be coordinated with teacher.

AFTER SCHOOL STUDY HALL

Students may be required to stay after school to complete assignments or receive additional instruction. Study hall is by assignment only. A bus is provided at 4:20 for students who are assigned study hall by their team of teachers. There are a limited number of students assigned to team study halls as well as administrative study hall/detention. Students cannot attend study hall without being assigned by a teacher or administrator. Students who are not in an assigned study hall may not ride the 4:20 bus.

COUNSELORS

A counselor is available to all students and may provide assistance to you in making appropriate decisions. To talk to a counselor request an appointment at the office.

SEQUOYAH WEBSITE and SCHOOL WAY

Sequoyah has its own website and has various links to additional information. The website is:

edmondschools.net/sequoyah Save this link to your personal favorites for easy access. School Way is a free app which will send notifications to your phone. The SPO also has a facebook page that you can "like" to receive information. It is Sequoyah Middle School Parent Organization (SPO).

PRINCIPAL'S HONOR ROLL

Seventh and eighth grade students will have the opportunity to earn Oklahoma Middle School Honor Society membership. Membership is limited to the top 10 % or those earning a perfect straight A average. Membership is based on the grades earned in the previous two semesters before the ceremony, which occurs in February.

ATTENDANCE RESPONSIBILITY

In order to be successful in school, good attendance is imperative. Students should be on time for their first class, which begins at 7:50 a.m. If you must be absent, your parents should call the school's attendance secretary by 11:00 a.m. each day of your absence. The number is 340-2900.

To receive an excused tardy, it is your responsibility to have a written excuse or to be accompanied by a parent or guardian. Chronic tardiness (excused or unexcused) is a serious problem that will be addressed with consequences such as detention or AISP.

School board policy number 4205R addresses middle school absenteeism. The policy notes that students are allowed nine absences per class period per semester, including excused and unexcused absences. (School activity, documented medical absences, and religious observances do not count in the nine absences.) **The tenth absence (excused or unexcused) may require the student to make-up time at school to be determined at the principal's discretion.** The ten-day limit may be extended by the principal due to a child's extended illness or hospitalization. When a student has accumulated 18 absences in a class period, he/she may be required to meet with the Attendance Review Committee to discuss the student's placement for the

next year. The Truancy “Compulsory Education Law” procedures will be followed (Oklahoma Statutes, Title 70, Sec. 10-106).

Students should plan on making up all class work and assignments missed during an absence. A student is given one day/evening for each day absent plus one additional day/evening in order to make up missed assignments. We request that students be absent three days before a parent requests assignments from teachers through the office. Parents should pick up assignments from the attendance office 24 hours after they have been requested. On the first and second days of an absence, please check the Sequoyah Website or email teachers to get assignments for the day.

TRANSFER STUDENTS

If a student transfer has been approved, it is for the current school year only unless marked permanent. However, the school principal may revoke transfers if the student’s grades, attendance (absences and/or tardies), transportation arrangements, or behavior reach an unacceptable level.

CHECKING OUT

If you must leave school before the end of the day (illness, orthodontist, etc..) only your parents, guardians, or those designated on your office registration card may sign you out through the attendance office. **Students should not be checked out for lunch by anyone other than their own parent(s), legal guardian(s) or Sequoyah staff.** It is requested that students only be checked out for special occasions to limit the possibility of being tardy for their afternoon class.

CHANGE OF ADDRESS/PHONE

If you have a change in your name, address, or phone number, please make this change in Infinite Campus as soon as possible. There are times when we must contact parents, so please notify us when a parent’s work number changes and especially cell phone changes.

VISITORS

All visitors must check in at the office. School Board policy prohibits non-Sequoyah students from attending school with you.

Siblings and other adults are not allowed in the halls during the school day unless they are accompanied by a Sequoyah parent. No visitors are allowed in the cafeteria during lunches.

TARDIES

Students are considered tardy if they are not inside their classrooms and ready to begin work when class begins. Teachers may take disciplinary measures on the first tardy or any succeeding tardy. Tardiness can result in after-school detention with the teacher or with the office. If detention is assigned, there will be communication between the home and school. Excessive tardies, excused or unexcused to first hour may result in disciplinary action.

SCHOOL ACTIVITIES

Students may not be allowed to participate in after school or evening activities if they are absent with an **unexcused** absence the day of the activity or if they are serving a **suspension**. The school cannot assume responsibility for students when they leave the supervised activity and/or area.

TELEPHONE

1. Students will be permitted to use a school telephone if they are ill, need medication, or if the school changes plans unexpectedly (for example, sports practice or a game is canceled). Using the office phone for making plans, which can be arranged before arriving or after leaving the school, is inappropriate. Students must have a phone pass from their next hour teacher to use the office phone during the school day.
2. If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered. In the case of an **emergency**, the message would be delivered as soon as possible.

3. Messages called into the school after 1:45 p.m. are sometimes not possible to deliver before school ends. Please make sure your parents are aware that messages received after 1:45 p.m. may not be delivered.

ELECTRONIC DEVICES

Our goal is to have students and educators collaborating in rich engaging learning experiences using technology. Students may bring their own technology and utilize personal electronic communication devices at school and at school. Students may use approved devices when the teacher deems them appropriate for educational purposes. All devices must remain silent or be put away unless being used within a lesson during class time. Students are prohibited from taking photographs or making recordings of themselves or others that would be classified as harassment, intimidation, or bullying as described by the “School Bullying Prevention Act” as stated in the Section 487 of the School Law book.

School policy regarding cell phones will be explained to students within the first few weeks of school. Electronic devices of any kind should never distract from the educational environment.

PUBLICITY & SALES

Posters publicizing activities must be approved by the principal before being displayed. Organizations that are not school-related cannot advertise in the school. Students are not allowed to sell items at school as part of out-of-school fundraisers.

BEFORE & AFTER SCHOOL

Students are not allowed on campus before 7:15 a.m. Students arriving at school before 7:40 should wait in the gym, library, or cafeteria. A student

must have a pass to enter the school to visit a teacher before 7:40.

After school, the building should be clear of all students by 2:45 unless they are participating in after school athletics, with a teacher, in detention, or placed in after school study hall. Students staying after school need to be in their assigned location by 2:50. **Those students not riding the bus need to be picked up or leave campus no later than 2:55.** Students who can't be picked up by 2:55 are urged to ride the bus.

PROPER DRESS

Board Policy #4510

revised 04-02-01

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

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

1. Headgear (examples: hats, caps, bandanas, sunglasses, stocking caps) is not to be worn in the building. Any headgear brought to school should be kept in the student's locker. Exceptions may be made by the principal for spirit days or special activities.
2. Halter tops, off-the shoulder tops, bare midriffs, tube tops, spaghetti straps, [muscle shirts(usually identified as sleeveless shirts or tank top for boys), mesh shirts or fishnet (unless a t-shirt is underneath)], backless or partial backless garments, or outer garments with the appearance of underwear are not permitted to be worn by students.
3. Frayed, shredded, ripped or torn garments are not to be worn by students. Normal wear and tear is accepted unless it is to the extent that causes or is likely to cause disruption of the instructional program.
4. Apparel that is too tight or too loose is not to be worn by students. Clothing which is too revealing or does not completely cover undergarments may not be worn, (examples: miniskirts, short shorts, low cut clothes, or exposed cleavage.)

5. Apparel that reveals offensive writing, suggestive slogans or logos, which pertain to beer, liquor, drugs, or tobacco, is not to be worn. Items that carry connotations or immorality, vulgarity, obscenity, nudity or promotion of violence and/or gang/cult activity (examples: article of clothing, belts, jewelry, or school materials) are not allowed.

6. Apparel identifying a student as "security" or "police" is not to be worn.

7. Bike or animal chains/collars/spikes are not to be worn.

Additional guidelines include the following:

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

SEXUAL HARASSMENT

School Board Policy #4810 Adopted 04/01/02

Sexual harassment in any form will not be tolerated. If students, male or female, believe that they are being sexually harassed, they are encouraged to report any incident to their teacher, counselor, or building administrator. Information received will remain confidential, and all sexual harassment complaints will be investigated.

BULLYING

School Board Policy #4420 Adopted 12/03/12

(this is a summary and NOT the complete policy)

Harassment, intimidation, or bullying, whether verbal or physical, or written is not tolerated of Sequoyah students. This includes repeated demeaning remarks, implied or explicit threats, demeaning jokes, unkind jokes, stories, or activities directed at a student, or unwelcome physical contact. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

This includes, but is not limited to harassment and bullying by students at school and by electronic communication, whether or not such communication originated at school or within school equipment if the communication is specifically directed at students or school personnel and concerns, harassment, intimidation, or bullying at school.

Any such violations should be immediately reported to a teacher or administrator. Prompt and thorough investigation followed by expeditious and appropriate corrective actions will be taken.

ELIGIBILITY

New School Year and Semester Grades

A student must be passing five classes from the previous year or semester. If not, the student will not be eligible to participate during the first SIX WEEKS of the next semester.

A student regains eligibility by achieving passing grades in ALL SUBJECTS at the end of a six-week period.

Students enrolled for the first time must comply with the same requirements of scholarship.

Weekly Eligibility During a Semester

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

Student eligibility will be checked during the fourth week and each succeeding week thereafter. A student must be passing all subjects in which he/she is enrolled. If not, the student will be placed on probation for the next one-week period. If the student is failing one or more classes at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period. Week periods will begin on Monday and end on Sunday.

Coaches are notified weekly of students who are on probation or ineligible. A student who is not passing all subjects will be notified by the coach. **EACH STUDENT IS RESPONSIBLE FOR INFORMING THEIR PARENT CONCERNING THEIR ELIGIBILITY STATUS.**

A student who is failing for two consecutive weeks will be ineligible to participate in any activity the second week.

A student who has lost eligibility under this provision must be passing all subjects to regain eligibility.

TEXTBOOKS

Textbooks will be checked out to the students in the beginning of the school year. Damaged textbooks are not typically issued to students. **If you feel a textbook is damaged when it is received, it must be reported within the first two weeks of school for a replacement book or a note of damage to be made inside the front cover.** Students will be responsible for the books assigned specifically to them until they complete the school term or withdraw from the school. Students should write their names inside the cover of each textbook. No additional marks should be made in or on the book. **A lost or damaged book will be your responsibility, and replacement costs must be taken care of before you receive your final grades or participate in end of year activities.**

LOST AND FOUND

All lost and found items should be turned in to the office. Items not claimed within a reasonable time will be given to a charitable organization.

Please!!! Remember to label all your personal items. There is a lost and found bin in the hallway in front of the office. Smaller items such as cell phones or jewelry will be held in the front office.

VALUABLES

We are always amazed by the number of expensive items which students bring to school, such as kindles, ipods, designer purses, tennis shoes, leather jackets, etc. It is not unusual for the items to become separated from their owners. It is almost impossible for us to return property to the owners without proper identification. **PLEASE LABEL ALL ITEMS CLEARLY WITH THE STUDENT'S NAME.** Names written in paint pen or permanent marker inside jacket sleeves or on shoe tongues are easy for adults to see and difficult to remove. **DO NOT BRING EXPENSIVE JEWELRY ITEMS TO SCHOOL.** They are too easily lost or misplaced. **DO NOT BRING LARGE AMOUNTS OF MONEY TO SCHOOL.** Middle school students should not carry more than lunch money. Often students will bring special holiday or birthday money to school. Lost money is almost impossible to recover and return to the owner. Again, **DO NOT BRING VALUABLE ITEMS TO SCHOOL!** The school is not responsible for lost, stolen, or damaged property.

MEDIA CENTER

The Media Director will be happy to assist students in the use of books, audio-visual materials, and computer software. Guidelines will be:

1. Hours: 7:15 a.m. to 3:20 p.m.
2. Books circulate for two weeks; play aways for one week. Some materials will be put on reserve and checked out overnight only.
3. A notice of overdue material will be sent to a student's English class.
4. You are responsible for materials when you check them out. Any damaged, stolen, or lost items will be your financial responsibility.
5. Sequoyah does maintain a collection of books on young adolescents, which we make available to parents through your child's check out card.

6. Students (and parents) must sign the Internet policy before students can access the Internet via the computers in the Media Center, classrooms, and computer lab. Failure to comply with the internet policy may result in a year-long suspension of internet privileges.

LOCKERS

Lockers are provided for your use and convenience at Sequoyah. Tips and suggestions:

1. Once you have been assigned a locker, it will be yours until the end of the year. Any student found switching lockers will be returned to his/her original and risk losing locker privileges.
2. Do not bring unnecessary or nuisance items to school. Label your supplies, etc.
3. Do not bring valuable items to school. This includes amounts of money more than the price of a lunch.
4. State law (Section 24-102 of Title 70) provides that “Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils.
School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search...”
5. Students will be expected to plan for a minimum number of locker visits during the day. The teachers will assist students in working out a manageable plan.
6. Do not place anything (stickers, etc.) on your locker which you cannot easily and cleanly remove. No decorations (temporary or permanent) are allowed on the outsides of lockers.

BACKPACKS

Students are welcome to use backpacks for the purpose of transporting books and materials to and from school on a daily basis. However, during the school day, backpacks, book bags, large purses (book size), and string bags must be stored in lockers from 7:50 to 2:40.

CAFETERIA LUNCH & BREAKFAST

Students may purchase a lunch or bring one from home. Students wishing to purchase school lunches may open a lunch account. The student may deposit money in the account and access the money by use of student ID number. Parents can now manage their student’s lunch account from the internet. Log onto mypaymentsplus.com to register. The cafeteria cannot accept deposits after 9:30 a.m. daily. Without money in the account, a student must pay cash for lunch and breakfast. A plate lunch of four items (entrée, two vegetables/fruits/breads, and drink) may be purchased for a reasonable price. Additional ala carte items (water, chips, muffins, ice cream, drinks, etc.) may be purchased with cash for additional cost. There are several serving lines from which students may select a variety of plate lunch items. The following procedures will assist in making lunch a pleasant experience:

1. Eating area should be left clean and all lunch items removed from the tables.
2. Lunch is to be eaten in the cafeteria. No food/drink is to be taken from the cafeteria to be eaten later or stored in a locker.
3. Follow the directions of the duty teachers.
4. Do not cut into the lunch line. Take your turn and do not save places.
5. Throwing food or other items in the cafeteria can be dangerous and disruptive. Students who choose to engage in such activity are subject to swift and serious consequences.
6. Students are required to stay on the school grounds during lunch. Lunch duty teachers are in the cafeteria and outside during lunch each day to assist and supervise students.
7. **Students should not be checked out for lunch by anyone other than their own parent(s), legal guardian(s) or Sequoyah staff.** Parents are reminded that we have a limited amount of time for students to eat lunch (30 minutes). Although

we appreciate the desire of parents to take students out for special occasions (birthdays, etc.), when students arrive late in classes after lunch, it does disrupt classes and affects the class routine.

8. ***Parents may bring lunch to school for their children only.*** Bringing items like pizzas for several students often causes problems in the cafeteria. Please arrange in advance for your child to come by the office to pick up lunches. Calling into a classroom is disruptive to learning.
9. Due to space and safety issues we cannot permit adults and non-Sequoyah students to eat in the cafeteria during lunch periods.

TRANSPORTATION

Riding a bus is a privilege which may be lost if behavior is inappropriate. All students are given a copy of the bus rules in a Bus Rider's Handbook to be signed by both the students and a parent or guardian. On the bus, students are under the direct control and supervision of the driver. If there are problems, the driver will file a written report with the school administration and appropriate action will be taken. The following are bus behavior guidelines:

Before Bus Arrives:

1. Arrive at the bus stop 5 minutes before the bus is due. Dress appropriately for the weather. You may have to wait in the rain or cold.
2. Wait for the bus in a safe place, stand ten feet back from the roadway, and wait until the bus comes to a complete stop before approaching it.
3. Form a single line and enter the bus in an orderly manner (with no pushing or shoving).
4. When entering or exiting the bus, always use the handrail.
5. Once you have entered the bus, find your assigned seat quickly.

6. Carry belongings in a backpack or book bag, and if something falls under or around the bus, tell the driver. **Never try to pick it up yourself!**

While on the Bus:

1. All rules for the classroom apply to the bus. No loud talking or yelling is permitted.
2. Always cooperate with the bus driver and other school officials.
3. Remain seated facing forward at all times, do not change seats, and keep feet out of the aisle. Bus seats are designed to protect you in an accident and can only do so if you are sitting properly.
4. Do not be destructive. Throwing objects on or off the bus is strictly prohibited. Students and their parents may be held responsible for damage to the bus or property outside the bus. Vandalism, including writing on seats, will not be tolerated.
5. Harmful items, such as drugs, tobacco, alcohol, knives, weapons, etc., are strictly prohibited. All district policies regarding dangerous weapons and drugs apply to all students, whether at school or on a bus.
6. Be courteous to your bus driver and fellow passengers. Use no profane language or gestures.
7. Help keep the bus clean.
8. Keep all parts of the body inside the bus at all times.
9. **No food and/or beverages of any kind may be consumed on the bus.** Lunches may be taken to school if kept inside a lunch box or in a backpack/book bag. No food or drink of any kind will be allowed on the return trip after school.
10. Only those items that can be safely held in your lap or stored under the seat will be permitted on the bus. In addition, glass or glass containers are not to be transported on a school bus.
11. Remain absolutely quiet when the bus is approaching and stopped at railroad crossings.

When Leaving the Bus:

1. Exit the bus in an orderly manner (no pushing or shoving).
2. If you must cross the street, walk away from the bus and forward about 12 feet until you can see the driver's face. Cross only after the driver motions for you to cross, and check traffic as you cross the street.
3. If something falls under or near the bus, tell the driver. **NEVER PICK IT UP YOURSELF!**
4. Never cross behind the bus.

5. Move about 6 feet away from the side of the bus and stay away from the wheels. Do not attempt to grab any part of the bus or run after it.
6. Never attempt to crawl under the bus for any reason.
7. Go directly home after leaving the bus; do not return for any reason.

After School Bus Procedures

1. Students proceed immediately to the gym and wait for their bus number to be called.
2. All students should remain seated and **No** student should leave the bus area unless given permission by the duty teacher.
3. Standards of behavior should be the same as in the classroom.
4. Never board a bus until it comes to a complete stop, and you are directed to board by the duty teacher.
5. Dress on the bus is the same as in the classroom.
6. During inclement weather, bus lines will remain inside. Study hall rules of “No Talking” must apply. Students will proceed to board as bus numbers are called by a duty teacher.
7. Students riding the after school study hall bus have to be assigned to study hall by an administrator.

* **For emergencies, the Transportation Department phone number is 340-2962.**

SKATEBOARDS and BICYCLES

Skateboards will not be permitted on the campus at any time and should not be used as a means of transportation. **If these items are brought to school, they will be kept in the office until a parent can come to get them.** Wheelie shoe inserts are also not allowed on school grounds.

The Edmond Board of Education has not approved the use of motorcycles on middle school campuses.

Bicycles should be parked in the bike area when school begins. They should remain parked and locked until dismissal at 2:40 p.m. Bike riding is not permitted on school property. **Bikes should be walked on and off the grounds.** Sequoyah cannot

be responsible for the security of bicycles parked and locked on campus.

FIRST AID/ACCIDENTS

If ill or injured, please report to your teacher, and then to the office for assistance. Do not go to the restroom alone if you are feeling ill. Let a teacher know of any problem or discomfort, and follow your teacher’s recommendation. Your parents will be notified if necessary. If they are unavailable, the person listed as emergency contacts will be contacted. If you are involved in an accident at school, please report it to a teacher or administrator.

MEDICATION

State Law binds the school on procedures regarding medication. The procedure is very strict because medication can be very dangerous if it is misused or abused; therefore, the following procedures will be followed:

1. Only medication, which has been prescribed for a student by a physician, can be administered by school personnel. **This includes non-prescription or over-the-counter medication.**
2. Medication brought to school to be administered by school personnel will be in a prescription vial with the pharmacy label that states the physician’s name, the name of the medication, and the directions. Only if a physician has made a diagnosis and has directed that specific medication be given, will it be done. Non-prescription medicines must be in the original container and accompanied by the physician’s written request and instructions. In the event a physician provides sample medication for the student, a signed statement from the physician must accompany the medication, stating the name of the medication and directions for administration.
3. A written request signed by the parent or guardian must accompany the medication, stating the student’s name, the name of the medication, the amount to be given, and the time it is to be given.
4. Medication, which is to be administered for more than ten (10) days or only when necessary, also

requires a written and signed physician's statement. Appropriate forms are available in the office upon request. **No student should have medication or a chemical substance at school unless it follows the prescribed procedure and has been properly checked in for safekeeping in the office. Violation of this procedure can result in serious disciplinary consequences with possible suspension out of school.**

TOBACCO ON SCHOOL PREMISES

The Edmond Board of Education understands the concern of the parents, educators, students and other community members regarding the adverse effects of tobacco. Further, the Board is aware of Oklahoma law, which prohibits the possession of tobacco by minors. Therefore, tobacco in any form, or tobacco products of any kind, or smoking related paraphernalia such as vape liquid, lighters, matches, cigarette papers, etc., shall not be used or possessed on school premises by students. This includes electronic smoking devices such as vapes. Neither shall tobacco be possessed or used by students while attending any school-sponsored event outside school premises or while transporting to or from such an event. Consequences for this offense may include out-of-school suspension, and notification to law enforcement.

DELIVERIES FOR GIFTS AND LUNCH

We enjoy Valentines Day and Birthday's at Sequoyah as much as anyone. However, you can imagine how difficult and disruptive it would be to receive gifts for 1200 students. With this in mind, flowers, balloons, or gift deliveries ***are discouraged and will not be delivered to the student during the school day.*** Thank you for understanding.

It is also extremely disruptive to call students to the office to receive a lunch delivery. If a student calls home to report a forgotten lunch, please alert them to go by the front/lobby office to pick up their lunch on their way to lunch. This will reduce the number of calls into the classroom disrupting learning. We do NOT allow parents to provide lunch for anyone other

than their own child. Multiple pizza's or food items will not be accepted for student delivery.

NUISANCE ITEMS

Due to their disruption of the normal orderly school day and the potential risk to student safety, nuisance items such as laser lights, skateboards, choker chains, and wallet chains may not be brought to school.

Electronic devices such as MP3 players, IPODs, video games, ear buds, over the ear head phones and other items that cause any disruption of school are not to be visible during the school day or they will be confiscated and held in the office until an adult claims them.

SMOKE FREE ENVIRONMENT

School Board Policy #5710

Adopted 02/04/13

Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, and electronic cigarettes are prohibited on School District property. This prohibition includes school buildings, grounds, and school-owned vehicles. It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to students, staff, visitors and anyone providing service to the schools.

STUDENT BEHAVIOR POLICY

Discipline Policies #4401

Revised: 09/02/03

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

A. General Expectations

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

B. Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may

include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Harassment, intimidation and bullying
14. Hazing (initiations) in connection with any school activity
15. Immorality
16. Inappropriate behavior or gestures
17. Inappropriate public behavior
18. Indecent exposure
19. Obscene language
20. Physical or verbal abuse
21. Plagiarism
22. Possession of a caustic substance
23. Possession of obscene materials
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Unacceptable attire (dress code violations)

32. Use or active status (“on”) of a wireless telecommunications device in the classroom
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Vulgarity
38. Willful damage to school property
39. Willful disobedience of any school official

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

STUDENT RETENTION

State law allows a teacher to recommend that a student be retained at the present grade level. If a parent or guardian is dissatisfied with the recommendation, he or she may appeal the decision by complying with the District’s appeal process. The decision of the Board of Education shall be final.

PROFICIENCY-BASED TESTING

Proficiency-Based Promotion is a system, which awards credit for students’ knowledge in the core curriculum areas: foreign language, social studies, mathematics, science, and English. All students in grades K-12 currently enrolled in Edmond Public Schools wishing to demonstrate proficiency are eligible to take proficiency-based examinations. Students taking the tests for the core curriculum in grades 6-8 who receive at least a 90% on an assessment will be able to progress to the next level of the subject area. Tests are administered semi-annually, in August and January. Please contact a counselor to apply to take an exam. Refer to the

Proficiency Based Examinations brochure available from the Administrative Center for more information.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the district 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 record(s) they wish to inspect. The principal 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 in violation of student rights.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in 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 education interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task such as an

attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/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.

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

*Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605*

NON-DISCRIMINATION CLAUSE

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.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Randy Decker, Director of Personnel
Coordinator of Title IX, Title VI, Age Discrimination in Employment Act
1001 West Danforth
Edmond, OK 73013 (405) 340-2825

Ms. Nancy Goosen, Director of Special Education
Coordinator of Section 504 and ADA
215 N. Boulevard
Edmond, OK 73034
(405) 715-6115 Voice/TDD: (405) 330-8347

This notice is available from the compliance coordinator in large print, audiotape, in Braille and on the district website at www.edmond.k12.ok.us.

Refer to Board of Education policy #2250 for grievance procedures for filing; processing and resolving alleged discrimination complaints or policy #5020 for the Americans with Disabilities Act grievance procedure. Edmond Public School Board policies are available online

at the website listed above or at the Administrative Center at 1001 West Danforth in Edmond.

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

**ASSISTANCE FOR DISABLED
PATRONS OF SEQUOYAH M.S.**

Individuals with disabilities needing any assistance to participate in school sponsored functions (i.e., open house, parent/teacher conferences, plays, etc.) should contact the school office at least 48 hours prior to the event. Please indicate the specific accommodation(s) or service(s) needed to participate effectively in the school activity(ies). Our district is committed to provide accommodations and/or services to parents and community members with disabilities in order to participate in school sponsored programs, as effectively as non-disabled individuals.

