



**[WWW.NORMANPUBLICSCHOOLS.ORG](http://WWW.NORMANPUBLICSCHOOLS.ORG)**

# STUDENT / PARENT POLICY GUIDE

## 2023-2024

# **Norman Public Schools Mission, Vision and Values**

## **Our Mission**

To prepare and inspire all students to achieve their full potential.

## **Our Core Values**

- Integrity - Integrity is the cornerstone of everything we do.
- Inclusiveness - We positively affirm the unique identity of every individual.
- Collaboration - We collaborate with internal and external stakeholders to maximize our shared knowledge and resources to bring greater value to our students, staff and stakeholders.
- Optimism - We aspire to maintain a positive attitude and expect the best possible outcome in every situation.

## **Our Vision**

### **To Be:**

- A respected career destination for the best educators
- An inclusive school community that celebrates diversity
- A leader in reform and innovation
- Good stewards through maintaining / planning current and future resources
- Environmentally conscious
- Strategic and focused in all we do

### **To Do:**

- Hire, retain, and competitively compensate the best people
- Open our schools, establishing a Community Education Program
- Increase safety and security
- Support growth, responding to community needs
- Celebrate having the highest academic achievements
- Create good citizens who are prepared to be engaged members of the community

### **To Have:**

- A sustainable budget
- 100 percent graduation rate
- Technology resources accessible to all students
- Excellent STEAM opportunities and achievements
- Community and business partners that advocate for public education

The **Norman Public Schools Student/Parent Policy Guide** contains policies and procedures of the District. Questions about the guide should be directed to the Administrative Services Center, 405-364- 1339. Copies of the **Norman Public Schools Board of Education Policies and Administrative Regulations** are available online, at each school site, and at the Administrative Services Center at 131 S. Flood, Norman, OK.

ADMINISTRATION		BOARD OF EDUCATION
<b>Dr. Nicholas Migliorino</b> Superintendent	<b>Holly McKinney</b> , Executive Director of Teaching and Learning	<b>Dirk O'Hara</b> President Office #1
<b>Brenda Burkett, CPA</b> Chief Financial Officer	<b>Gayla Mears</b> , Executive Director of Student Supports	<b>Tina Floyd</b> Vice President Office #5
<b>Justin Milner</b> , Associate Superintendent and Chief Operating Officer	<b>Stephanie Williams</b> , Executive Director of Student Services	<b>Alex Ruggiers, M. Ed</b> Office #2
<b>Holly Nevels</b> , Associate Superintendent and Chief Human Resource Officer	<b>Tiffany Dixon</b> , Director of Student Services - Elementary	<b>Annette Price</b> Office #3
<b>Chelsey Kraft</b> Director, Communications and Community Relations	<b>Jennifer Beer</b> , Director of Student Services - Secondary	<b>Chad Vice</b> Office #4
<b>Holly Nevels, NPS Title IX Coordinator 405-447-6599</b>		
<b>Stephanie Williams, Deputy Title IX Coordinator 405-366-5844</b>		

**Discrimination/Harassment**

Norman Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal facilities access, to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination Policies: Title IX Coordinators listed above at 131 S Flood, Norman, OK 73069; Phone Number: 405-364-1339; email: [titleix@normanps.org](mailto:titleix@normanps.org)

## Disclaimer

The policies and administrative regulations of the Norman Public Schools' Board of Education, or any changes to the Board of Education policies and regulations after the printing of this guide supersede all information provided in this handbook. This is not intended as a comprehensive description of all student-related policies. For more detailed information, and related policies, students and parents are encouraged to refer to the Norman Public Schools' Board of Education Policies and Administrative Regulations which can be accessed online at [BoardDocs](#). References in this policy to "parents" applies equally to "guardians," unless otherwise indicated. References to the Superintendent, Principals, Assistant Principals apply equally to their respective designees, unless otherwise indicated. In the event of a conflict between district policies and federal or state laws applicable to the identical subject matter - state and federal law controls. Likewise, any conflict between statements in this Guide and the official policies approved by the Board of Education, is resolved by reliance on the official Board policies.

## TABLE OF CONTENTS

<b>PARENTS' BILL OF RIGHTS</b>	<b>5</b>
<b>EQUAL OPPORTUNITIES</b>	<b>8</b>
<b>EVENTS OR SPECIAL PROGRAMS ACCOMMODATIONS</b>	<b>8</b>
<b>PROFESSIONAL QUALIFICATIONS</b>	<b>8</b>
<b>TRANSLATIONS TO OTHER LANGUAGES</b>	<b>8</b>
<b>NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS</b>	<b>9</b>
<b>ATTENDANCE, ENROLLMENT AND TRANSFERS</b>	<b>11</b>
ATTENDANCE	11
VACATION POLICY (K-12)	11
ATTENDANCE AREAS	11
ENROLLMENT	11
MCKINNEY-VENTO	11
STUDENT TRANSFERS	12
<b>GENERAL INFORMATION</b>	<b>12</b>
COMPLAINTS	12
CONTACT DURING SCHOOL HOURS	12
GUIDELINES FOR NOTIFYING STUDENTS IN GRADES 6-12 OF NON-SCHOOL RELATED EVENTS	12
LOST OR DAMAGED INSTRUCTIONAL MATERIALS AND EQUIPMENT	12
MINUTE OF SILENCE	12
PARENT PORTAL	12
PUBLIC ACTIVITIES, SOLICITATION, FUND RAISING, ADVERTISING AND CONTESTS	12
SMALL VEHICLES	13
STUDENT RESPONSIBILITIES AND RIGHTS	13
STUDENT TRANSPORTATION	13
TECHNOLOGICAL RESOURCES	14
<b>HEALTH/SAFETY/CHILD NUTRITION</b>	<b>16</b>
24/7 TOBACCO FREE CAMPUS	16
ADMINISTERING MEDICATION TO STUDENTS	16
ASBESTOS DISCLOSURE	16

CHILD NUTRITION	16
MEAL PRICES	17
DISMISSING AND CLOSING SCHOOL	17
IMMUNIZATION REQUIREMENTS FOR 2023-2024	17
MASS NOTIFICATIONS	18
MEDICAL MARIJUANA, HEMP, AND CANNABIDIOL (CBD)	18
MENINGITIS IMMUNIZATION	18
STUDENT ILLNESS AND CONTAGIOUS DISEASES	20
UNAUTHORIZED PERSONS AT SCHOOL	21
<b>CURRICULUM AND INSTRUCTION</b>	<b>21</b>
ACADEMIC APPEALS	21
ATHLETICS	21
CAMPUS LUNCH POLICY	22
ELIGIBILITY REQUIREMENTS	22
GIFTED EDUCATION PROGRAM	22
GRADING POLICY	22
GRADUATION REQUIREMENTS	22
HOMEWORK PHILOSOPHY	22
PARENT CONFERENCES	22
PROFICIENCY BASED PROMOTION	22
PROHIBITION ON RACE AND SEX DISCRIMINATION IN CURRICULUM AND INSTRUCTION	23
RETENTION OF STUDENTS	23
SCHOOL BATHROOMS AND CHANGING FACILITIES	23
SPECIAL EDUCATION	23
STUDENT ACTIVITIES AND PROGRAMS	24
STUDENT DRUG TESTING	24
STUDENT RECORDS	24
<b>STUDENT DISCIPLINE</b>	<b>26</b>
DRESS CODE	26
BULLYING POLICY	26
SEX DISCRIMINATION AND SEXUAL HARASSMENT	26
STUDENT DISCRIMINATION, HARASSMENT, AND RETALIATION	26
STUDENT BEHAVIOR AND DISCIPLINE POLICY	26
<b>SCHOOL SITES LISTING/DIRECTORY</b>	<b>27</b>

## PARENTS' BILL OF RIGHTS

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the passage the 2014 Parents' Bill of Rights (25 O.S. §2001).

- I. Parents have the right to be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.
- II. Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:
  - a. Safety, general order and discipline
  - b. Academic or extracurricular activities
  - c. Classroom instruction
  - d. Security/surveillance of the buildings or grounds
  - e. Photo ID cards
- III. Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.
- IV. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:
  - a. Parent-Teacher conferences
  - b. Back to school / meet the teacher nights/ Title I Parent Nights/ Curriculum Nights
  - c. District sponsored Web Pages with class information available to parents
  - d. School newsletters
  - e. District Community Advisory Council
  - f. Program specific parent involvement committees (i.e. Indian Education, Gifted Education Advisory Council and Committee) Norman Public Schools Board Policies and Administrative Regulations
  - g. Encourage parent volunteerism (i.e. Watch D.O.G.S; Parent-Teacher Associations)
  - h. Encourage parent participation in program development and review (i.e. Title I planning teams, Title III planning teams, Indian Education)
- V. The district will inform parents about their children's course of study by disseminating this information:
  - a. During annual enrollment
  - b. In student handbooks
  - c. On the district and school webpages
  - d. In site Title I School wide Plans and at Title I meetings (when applicable)Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.
- VI. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class if alternative arrangements are not possible through consultation with the district.

- VII. The district offers sex education in grades 6th, 7th, and 8th. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be provided with an alternative assignment during sex education instruction.
- VIII. If a teacher is going to provide instruction or presentations regarding personal sexuality in a course apart from formal sex education, the teacher will send written notice home to parents at least ten (10) days in advance of the presentation. In a course where personal sexuality is a part of the curriculum or personal sexual reproduction is a topic for discussion (i.e. Baby Steps), a syllabus will be sent home during the first week of the course. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
- IX. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.
- X. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parents' Bill of Rights, the district has compiled the following information for parents:
- a. The district provides sex education to students in grades 6th, 7<sup>th</sup>, and 8th. Parents may opt their student out of the district's sponsored sex education program by following the procedures established in item VIII above.
  - b. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the Superintendent's office, on the district website, and at each school.
  - c. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item VIII above.
  - d. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child or if the child qualifies for an exemption under the McKinney-Vento Homeless Education Assistance Act.
  - e. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the Superintendent's office, on the district website, and at each school.
  - f. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website ([www.ok.gov/sde/](http://www.ok.gov/sde/)).
  - g. The district provides AIDS education for students in grades 6 through 12. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be provided with an alternative assignment during the scheduled instruction.
  - h. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of statewide testing by contacting their child's building principal.

- i. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the Superintendent's office, on the district website, and at each school.
- j. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- k. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available on the district website.
- l. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- m. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- n. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- o. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the Superintendent's office, on the district website, and at each school.
- p. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- q. Parents may opt-out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt-out request through the Superintendent's office.
- r. Parents can expect that the district will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without the district first obtaining a written consent for the proposed assessment or treatment from the parent or legal guardian.
- s. Parents can expect that the district will not procure, solicit to perform, arrange the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of the parent or legal guardian.
- t. Parents can expect that students shall not be vaccinated at school or on school grounds or receive a vaccine as part of a mobile vaccination effort without prior written authorization, including the signature of the student's parent or legal guardian authorizing a vaccine or group of vaccines to be administered during a single visit.

XI. Parents requesting information outlined in this policy should submit written requests for information through the building principal, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within ten (10) days may submit a written appeal to the Superintendent. In the event the Superintendent denies the written appeal, the requesting party may appeal in writing to the Board of Education at least seven business days prior to its next regular meeting.



## EQUAL OPPORTUNITIES

Norman Public Schools, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, gender, national origin, age, disability, sexual orientation, genetic information, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions and provides equal facilities access to the Boy Scouts and other designated youth groups. The district is required by Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1975, as amended; as well as board policy, not to discriminate. (Not all prohibited bases apply to all programs. If you suspect discrimination, please contact the individual corresponding to the area of concern listed on page 1 of this handbook.

The district receives federal financial assistance directly and indirectly and, as a consequence, has adopted and published grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972. 34 C.F.R. 106.8(b). Title IX is the federal law that prohibits discrimination on the basis of sex: "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination by any district receiving federal financial assistance." 20 U.S.C. 1681 (a).

**Complaint or Grievance Procedures** - Students or parents who wish to have a complaint considered under the District's Title IX policy or in connection with other complaints or grievances involving discrimination should submit the complaint or grievance in writing to the site principal, unless otherwise provided in the applicable procedure. The principal will then forward the grievance to the NPS Title IX Administrator who will inform the Superintendent. The following Complaint or Grievance Procedures are located in the Appendix: [list each one and the page upon which it is located; include with each complaint or grievance procedure the applicable form to be used to file the complaint or grievance.

**Questions, complaints, or requests for additional information regarding these laws may be directed to the designated compliance coordinator. The following individuals have been designated to handle inquiries regarding the district's nondiscrimination policies: Holly Nevels, Title IX Coordinator and Stephanie Williams, Deputy Title IX Coordinators.**

## EVENTS OR SPECIAL PROGRAMS ACCOMMODATIONS

Norman Public Schools encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about physical access provided, please contact the site principal in advance of your participation. There is a site directory at the end of this policy guide.

## PROFESSIONAL QUALIFICATIONS

Parents have the right to request and receive information on the professional qualifications of their children's classroom teachers and paraprofessionals. Contact the NPS Personnel Department.

## TRANSLATIONS TO OTHER LANGUAGES

Patrons needing help with translations of English language messages from the schools should call the school or the district's English Learner Office for assistance. The student population of Norman includes speakers of approximately 80 languages other than English. The English Learners (EL) program provides interpreters whenever possible. Most school communications will display a message offering such services. The telephone number of the English Learner Office is 405-366-0589.

# NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age 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 Norman Public 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 to 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 of 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 school enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Norman 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, S.W.  
Washington, DC 20202.

See the list below of the disclosures that elementary and secondary schools may make without consent. 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—

- a. 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))
- b. 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))
- c. To the 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 §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)
- d. 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))
- e. 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))
- f. 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))
- g. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- h. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- i. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- j. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- k. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

# ATTENDANCE, ENROLLMENT AND TRANSFERS

## ATTENDANCE

Link to Board Policy: [5004-03-R Attendance Requirements](#)

### Norman Public Schools Hours are as follows:

School Level	Start Time	End Time
Pre-K morning	7:50 a.m.	10:30 a.m.
Pre-K afternoon	12:10 p.m.	2:50 p.m.
Kindergarten	7:50 a.m.	2.50 p.m.
Elementary Grades 1 - 5	7:50 a.m.	2:50 p.m.
Middle Grades 6-8	8:35 a.m.	3:40 p.m.
Middle -Zero Hour	7:20 a.m.	
High Grades 9-12	9:00 a.m.	4:05 p.m.
High - Zero Hour	7:35 a.m.	

## VACATION POLICY (K-12)

Link to Board Policy [5004-03-R Attendance Requirements](#) (Section IV)

## ATTENDANCE AREAS

The Board of Education will establish school attendance areas for each school 70 O. S. § 5-117. A student will attend school in the attendance area in which he/she lives.

## ENROLLMENT

### **Age Requirements for Enrollment**

Link to Board Policy [5004-03-R Attendance Requirements](#) (Section I)

## MCKINNEY-VENTO

Link to Board Policy [4004 Enrollment and Open Transfers](#) (Section I, #4c)

## STUDENT TRANSFERS

Link to Board Policy [4004 Enrollment and Open Transfers](#) (Section II)

# GENERAL INFORMATION

## COMPLAINTS

Link to Board Policy [2007 -Complaints](#)

## CONTACT DURING SCHOOL HOURS

Link to Board Policy [5005 Parent Involvement and Student Contact](#)

## GUIDELINES FOR NOTIFYING STUDENTS IN GRADES 6-12 OF NON-SCHOOL RELATED EVENTS

Link to Board Policy [2003-07-R](#)

- **Peachjar** - NPS uses Peachjar to share community information with families. Approved flyers are available to parents electronically via [Peachjar on the district's website](#) and mobile app.

## LOST OR DAMAGED INSTRUCTIONAL MATERIALS AND EQUIPMENT

Students, and their parents or legal guardians, who have been issued or have borrowed instructional materials or equipment shall be responsible for the care and return of such materials and equipment to the school upon request or the student's withdrawal from the district. The material and equipment should be returned in the same condition as it was received by the student, less any reasonable wear through regular use.

## MINUTE OF SILENCE

Link to Board Policy [5004-04-R](#)

## PARENT PORTAL

Along with bi-annual parent teacher conferences, Parent Portal is the primary tool for the District to share current student grades and academic status with parents and guardians. As such, faculty members are to input grades into the Parent Portal in a timely manner, as soon as new grades are available.

## PUBLIC ACTIVITIES, SOLICITATION, FUND RAISING, ADVERTISING AND CONTESTS

Link to Board Policy [2003-06-R Soliciting contributions](#)

Link to Board Policy [2006-09-R Fundraising and Grants](#)

Link to Board Policy [2005 School Property](#) (Section V - Public Activities in the Schools)

## SMALL VEHICLES

Link to Board Policy [4007 Campus Safety and Operations](#) (Section II B)

## STUDENT RESPONSIBILITIES AND RIGHTS

Link to Board Policy [5005-01-R Student Responsibility and Rights](#)

## STUDENT TRANSPORTATION

Link to Board Policy [2009 Transportation](#)

### **Bus Rider Procedures**

The school bus is considered an extension of the school and the classroom and the same rules of discipline will apply with the added emphasis on even stricter behavior compliance needed for safety as defined in State School Bus Regulations. It is the joint responsibility of the school principal, and the bus driver, and Transportation Principal, to ensure compliance with federal, state and local school bus regulations.

Students eligible for transportation can only ride their designated bus. Riders will only be picked up and dropped off at their authorized stops. The following bus rider expectations will define acceptable students' behaviors and consequences: Be at the stop when the bus arrives. Riders should be at their designated bus stop 10 minutes prior to the assigned bus stop time. Riders should also:

- Stay out of the street or road while waiting for the bus.
- Wait until the bus comes to a complete stop and the driver opens the door before moving toward the bus.
- Board policies and school regulations which apply to fighting, use of tobacco, alcohol, drugs, dangerous weapons and vandalism also apply to riders on the bus.
- Keep all objects out of the aisles of the bus.
- Remain seated while the bus is in motion.
- Take all their things with them when leaving the bus.
- Remain on the bus if a road emergency occurs.
- Discharge of riders will be at regular bus stops only unless the Director of Transportation issues other authorization.
- Respect the requests of the chaperone or monitor appointed to ride the bus.

These expectations and regulations apply to any trip under school sponsorship.

### **Unacceptable Behaviors**

- Link to Board Policy [4002 Student behavior and Discipline](#) (Section I G)

### **Bus Incidents**

When an incident has occurred on a school bus, the bus driver or monitor will report the incident to the Transportation supervisor. The Transportation supervisor will provide an incident report to the school site. The school administrator shall talk with the student regarding the violation and, if necessary, investigate the

incident. When a student is to be suspended from riding the bus, the site administrator shall call the parent/guardian of the student and inform them of the incident.

**The following are recommended consequences that may be modified at the discretion of the administrator, unless the incident involves behavior noted in *Immediate Bus Suspensions* below:**

- 1<sup>st</sup> referral: Warning
- 2<sup>nd</sup> referral: Warning
- 3<sup>rd</sup> referral: 3-day bus suspension
- 4<sup>th</sup> referral: 5-day bus suspension
- 5<sup>th</sup> referral: 10-day bus suspension
- 6<sup>th</sup> referral: 10-day bus suspension
- 7<sup>th</sup> referral: Remainder of semester and or school year bus suspension

### **Immediate Bus Suspensions**

- Engaging in physical assault on students
- Throwing an object inside or outside of the bus
- Spitting on driver or other students
- Tampering with bus equipment and emergency exits
- Being in possession of fireworks and/or incendiary devices on the bus
- Indecent exposure or other sexual misconduct
- Engaging in another behavior which would require suspension from school
- Failure to provide identification promptly upon request of a driver, monitor, or other school official
- Any violation of Policy 8156, Section II, F. may result in immediate suspension from the bus

## **TECHNOLOGICAL RESOURCES**

### **Acceptable Use for District Owned Electronic Devices**

Norman Public School views the use of electronic resources and devices as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources and devices as an essential part of learning, working and interacting with the community.

Norman Public Schools strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students.

In addition to filtered Internet access, the district also provides each student with the opportunity to use electronic devices, such as laptops, calculators, etc. Any equipment used by the student is for the express purpose of increasing educational opportunities. The student is required to return all loaned equipment, when requested, in the same condition that it was issued to the student, minus normal wear and tear.

A student who uses a District-Owned electronic device will be responsible for its use and care at all times. Failure to comply with appropriate procedures and practices may terminate a student's rights of possession effective immediately; at the discretion of a school administrator, the District may repossess a device when a violation of District policy or practice occurs.

### **Checkout Procedures**

The student and the parent/guardian will be required to sign the Acceptable Use Agreement, either physically or through the online enrollment process, each year when the student enrolls. The agreement will be for one academic year, unless terminated earlier by the District or upon withdrawal from school. Failure to return District property in a timely way and/or use of it for non-school purposes, without the District's consent is considered unlawful taking of the District's property.

### **Loss, Theft, and Vandalism**

If a device is lost on or off school property, the student should immediately report the loss to the school office. In cases of theft, vandalism, or other criminal acts, a police report must be filed by the parent/guardian within forty-eight (48) hours. A copy of the police report must be presented to the school office after the police report is filed.

### **Wide Area Network, and the Internet**

Norman Public Schools recognizes the advantages and opportunities associated with using computers and internet-based instructional resources. The District also acknowledges that misuse of such resources can be harmful to students and their educational endeavors. All individuals using the computer-based resources of Norman Public Schools will be expected to do so responsibly and legally.

Each student who uses the internet must sign an agreement to follow the Norman Public Schools rules for internet use.

Students will be asked to sign a new agreement each school year before they are given access to the Internet. Students, and if appropriate, students' parents/guardians, may be asked from time to time to sign a new policy, for example, to reflect developments in the law or technology. Such a new policy must be signed before internet use is continued.

### **Internet Uses and Behavior**

Link to Board Policy [5002 Instructional Resources](#) (Section III A)

### **Netiquette**

Link to Board Policy [5002 Instructional Resources](#) (Section III B)

### **Unacceptable Uses of the Internet and Computers**

Link to Board Policy [5002 Instructional Resources](#) (Section III C)

### **Cell Phones**

Link to Board Policy [5002-04-R Network and Internet Acceptable Use Agreement](#) (#12)

### **Internet Safety**

Link to Board Policy [5002 Instructional Resources](#) (Section III D)

### **Privacy**

Link to Board Policy [5002 Instructional Resources](#) (Section III E)



## Compliance

Link to Board Policy [5002 Instructional Resources](#) (Section III F)

## No Warranties

Link to Board Policy [5002 Instructional Resources](#) (Section III G)

# HEALTH/SAFETY/CHILD NUTRITION

## 24/7 TOBACCO FREE CAMPUS

Link to Board Policy [2005 School Property](#) (Section II)

## ADMINISTERING MEDICATION TO STUDENTS

Link to Board Policy [4006-05-R - Administering Medication](#)

[The NPS Medication Request and Release form](#) shall be kept at the school for one (1) year after the student was last enrolled. Each school shall keep a written record of medication that includes the name of the student, the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine administered (Reference: 10 O.S.§170.1).

## ASBESTOS DISCLOSURE

Inspection of district facilities for asbestos have been conducted and Asbestos Management Plans have been developed in accordance with state and federal regulations. There is no need for removal of the asbestos at this time.

Every six months the buildings will be surveyed to see if the condition of the asbestos has changed. If there is a change in the condition, proper steps will be taken to ensure the safety of all students, employees and other occupants of the buildings. Asbestos Management Plans are available for review in the administration offices.

## CHILD NUTRITION

[Link to Board Policy 2004-01-R Student Lunch Charges](#)

Parents/guardians having students with a balance in their child nutrition account will be notified by the end of April each year. The notice will include the student's current meal balance.

For any refunds, please contact the **Child Nutrition Office, 111 N. Berry Rd., Norman, OK 73069.**

Any refund of \$2.00 or less not picked up by the parent/guardian or designated in the signed refund request form will be considered a donation to the non-profit school food service account. All positive balances left on the accounts will be carried to the beginning of the next school year. All negative balances will be available for collection at enrollment.

## MEAL PRICES

### Breakfast:

- Elementary 90¢
- Secondary 95¢

### Lunch:

- Elementary \$3.10
- Secondary \$3.25

## DISMISSING AND CLOSING SCHOOL

It is very important for students to be in school every day. Norman Public Schools will not be dismissed for any non-school related events. Attendance at any event should be scheduled on non-school days.

Inclement or bad weather such as snow, ice or road conditions may require school to be canceled. If school should be canceled due to the weather, all other school related activities for that day will be canceled. Some OSSAA activity exceptions apply based on Superintendent's approval.

School closings may be obtained through the local news media. The closing of school will also be posted on the District website, <https://www.normanpublicschools.org/> Parent notification will also be made through our automated messaging system.

### Inclement Weather

At Norman Public Schools, student safety is always a top priority. Teachers, administrators and staff are committed to creating and maintaining a safe learning environment for all students. Please visit [Student Safety / Winter Weather Procedures](#) for information on our severe and inclement weather protocols.

## IMMUNIZATION REQUIREMENTS FOR 2023-2024

For the protection of children throughout the community, state law and District policy requires parent or guardian provide one of the following for student enrollment:

1. Proof, either certification from a licensed physician or authorized representative of the Oklahoma State Department of Health, that the child has received or is in the process of receiving immunizations; or
2. A completed and signed exemption form

### Pre-K through 12<sup>th</sup> Grade Immunization Schedule

By law, all students attending school must have received the following immunizations:

- Pre-Kindergarten  
4 DTaP, 3 Polio, 1 MMR, 3 Hep B, 2 Hep A, 1 Varicella
- Kindergarten through 6<sup>th</sup> Grade

5 DTaP, 4 Polio, 2 MMR, 3 Hep B, 2 Hep A, 1 Varicella

- **7<sup>th</sup> Grade**, add 1 Tdap booster

If the 4<sup>th</sup> dose of DTap and or 3<sup>rd</sup> dose of Polio are administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTap and/or the 4<sup>th</sup> dose of Polio are not required.

All Measles, Mumps, and Rubella (MMR), Varicella, and Hepatitis A vaccine doses must have been administered on or after the child's first birthday or no earlier than 4 days before the first birthday.

Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses. Doses administered more than 4 days before the minimum intervals or ages are not considered valid.

Parental history of a child having had varicella (chickenpox) disease is acceptable in lieu of the varicella vaccine.

Hepatitis A vaccine has a minimum interval of 6 months between doses.

Further information regarding immunizations may be obtained by calling your school or the NPS Director of Health Services at 405-366-5939.

## MASS NOTIFICATIONS

The district uses a mass communication system to notify parents and guardians about school closures, emergencies or other important information. Please make sure your contact information and communication preferences are kept up-to-date in the Parent Portal. Additionally, parents are encouraged to download the district's mobile app by searching "Norman Public Schools" in the app store on their smartphone.

## MEDICAL MARIJUANA, HEMP, AND CANNABIDIOL (CBD)

Link to Board Policy [2013](#)

## MENINGITIS IMMUNIZATION

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or bacterium. If caused by a virus, it is usually less severe and resolves without special treatment.

Meningitis caused by a bacteria can be severe and may result in:

- Brain damage
- Hearing loss
- Limb amputation
- Learning disabilities

There are several types of bacteria that cause meningitis, including:

- Neisseria meningitidis,
- Streptococcus pneumonia,
- Group B streptococcal disease,
- Haemophilus influenzae type B

The risk for meningococcal disease increases for adolescents and young adults ages 15 to 22 years, due to behaviors that spread the disease. Other persons at increased risk include those with immune system problems, those without a spleen, or travelers going to places in the world where the disease is more common.

The disease is spread by droplets in the air and by direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes/vapes, lipstick, and lip balm – anything an infected person touches with his or her mouth.

Meningococcal disease is especially dangerous because every year in the United States about 1,000 people are infected and about 150 of those people die in spite of treatment with antibiotics. Of those who live, about 200 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally disabled or suffer seizures or strokes.

Signs and Symptoms of Meningitis:

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

If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Vaccines can prevent many but not all types of meningococcal disease. The vaccines available in the United States protect against the five (5) most common strains of the meningococcal bacteria.

Vaccination is recommended for all adolescents 11-18 years of age.

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

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

A two (2) dose vaccine protects about 90% of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These four types (A, C, Y and W135), cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent Type B, which causes about 40% of the cases in teenagers. A separate two (2) dose vaccine to protect against Type B is now available.

The CDC recommends all teens be vaccinated with Type B meningococcal vaccine, preferably at 16 through 23 years old.

If your child has health insurance, you may obtain the meningococcal vaccine from your regular health-care provider. Local county health departments also have the vaccine for vaccine eligible children (VFC), please refer to [www.cdc.gov](http://www.cdc.gov) for VCF eligibility requirements.

The meningococcal vaccines are not required to attend public schools in Oklahoma. For more information, contact your healthcare provider, or the Cleveland County Health Department, or visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

## STUDENT ILLNESS AND CONTAGIOUS DISEASES

An individual should not attend or remain at school with certain symptom(s) or combination of symptoms, illness, or if feeling unwell. Contact your school's health professional for information on when to return to school.

Pathways to Return to Work or School following illness, symptom(s), or if feeling unwell. Contact your school's health professional for detailed information on when to return to school.

- An individual can return to school 24 hours from symptom(s) onset, and when symptom\* free for the last 24 hours prior to returning to school, or with a doctor/physician's note indicating that date to return to normal activities.

### Symptoms

- **Fever 100.4 Degrees or Above** - Individuals should be fever-free and off of all fever-reducing medication for the last 24 hours prior to returning to school.
- **Sore Throat or Tonsillitis** – A sore throat could be a symptom of a more serious illness.
- **Spots/Rash** – Do not attend school with a rash until your health care provider says it is safe to do so. An individual with ringworm, scabies, impetigo, or other skin infection may return to school after 24 hours of appropriate treatment. The affected area should be covered if possible.
- **Cough/Cold Symptoms** – Individuals with a cough or cold symptoms need to stay home and possibly see their health care provider. Common cold symptom(s) including: stuffy or runny nose, congestion, body aches, or chills and combined with a headache may indicate an infection. If you experience several cold symptoms at one time, contact your health care provider or school's health professional for information on when to return to school.
- **Vomiting or Diarrhea** – Stay home with vomiting or diarrhea. Nausea is an uneasiness of the stomach and may come before vomiting or diarrhea.
- **Eye Inflammation or Discharge** – If the eye(s) is red with cloudy or yellow/green drainage, matted eyelids after sleep, eye pain, or redness contact your health care provider for recommendation and/or treatment. If diagnosed with pink eye, they may return to school 24 hours after treatment has begun.
- **Difficulty Breathing** - New onset of difficulty breathing or shortness of breath can be an indication of a respiratory infection or other condition.

- **Head Lice** – Must be treated with a special over-the-counter preparation for killing live head lice and progress made on removing all nits before returning. School health professionals will check to ensure there are no live lice for an immediate return.
- **Acute Pain** – Individuals with pain that requires narcotic medication for relief should not attend school.
- **New Loss of Taste or Smell** - A new loss of taste or smell can be an early symptom to a viral upper respiratory infection.

**\*Symptom Free/Asymptomatic includes:** resolution of symptom(s) and fever-free for the last 24 hours prior to returning, without the use of fever-reducing medication.

NPS Illness Protocol applies to all NPS staff and students. All of the information is subject to change based upon guidance from the CDC, OSDH, and medical experts.

## UNAUTHORIZED PERSONS AT SCHOOL

In accordance with state statutes, the Superintendent has the authority to remove individuals from school property who are considered a threat or who negatively impact the peaceful conduct of school business. Individuals who do not comply may be charged with a misdemeanor. Additionally, the district may pursue legal action against any individual engaged in workplace harassment and/or violence or threat of violence directed at district employees, students or patrons.

# CURRICULUM AND INSTRUCTION

## ACADEMIC APPEALS

Link to Board Policy [4003-01-R](#)

## ATHLETICS

Our schools have a rich tradition of excellence in the sports program, and there is a well-rounded offering for both young men and women desiring to participate on athletic teams. Students should be aware that participation in interscholastic competition requires extra time both outside the regular school day and on Saturdays. Students with a desire to participate in competitive athletics should contact the coach of the sport involved for more information. **Students enrolled in athletics will be graded either “Satisfactory” or “Unsatisfactory,” and grades will not carry points when calculating the overall grade point average.**

In order to participate in competitive activities, a student must have passed all classes the previous semester and be currently (within the semester) passing all classes.

Specific implementation of this policy follows the regulations established by the Oklahoma Secondary Schools Activities Association.

### Competitive Athletics

Students who plan to participate in collegiate athletics must register with the NCAA Clearinghouse online at [ncaaclearinghouse.net](http://ncaaclearinghouse.net). The NCAA Eligibility Quick Reference is available at:

[Educational Resources - NCAA.org](#)

## CAMPUS LUNCH POLICY

Link to Board Policy [4007 Campus Safety and Operations](#)

## ELIGIBILITY REQUIREMENTS

Link to Board Policy [4005 Student Activities](#) (Section III)

## GIFTED EDUCATION PROGRAM

Link to Board Policy [5006 Gifted Education Program](#)

## GRADING POLICY

Link to Board Policy [5001-01-R Grading](#)

## GRADUATION REQUIREMENTS

Norman Public Schools Requires **23 TOTAL UNITS OF CREDIT FOR HIGH SCHOOL GRADUATION**. Credits are earned from either *College Preparatory/Work Ready Curriculum* or *Core Curriculum*

The checklists for both College Preparatory/Work Ready Curriculum and Core Curriculum requirements can be accessed online at the following link: <http://tinyurl.com/h543gyp>

Refer to Norman Public Schools **High School Course Catalog** for additional information. This is located on the NPS website in the Academics Directory.

## HOMEWORK PHILOSOPHY

Link to Board Policy [5001-06-R](#)

## PARENT CONFERENCES

In order to keep parents adequately informed, quarterly reports of student progress will be available to parents via Parent Portal. Parents can request a paper copy by contacting their students' school. Two (2) parent conferences will be held annually.

## PROFICIENCY BASED PROMOTION

Link to Board Policy [5001-02-R](#)

## PROHIBITION ON RACE AND SEX DISCRIMINATION IN CURRICULUM AND INSTRUCTION

Link to Board Policy [5009](#)

## RETENTION OF STUDENTS

Link to Board Policy [5001-03-R](#)

## SCHOOL BATHROOMS AND CHANGING FACILITIES

Link to Board Policy [2015](#)

## SPECIAL EDUCATION

The Special Services Department of Norman Public Schools offers a wide range of special education and related services for students with disabilities. Special Education and related services begin at age three for students that are developmentally delayed.

Norman Public Schools offers special education and related services to meet the unique needs of students with the disabilities identified by the Individuals with Disabilities Education Act (IDEA) Specific Learning Disability, Emotional Disturbance, Intellectual Disability, Multiple Disabilities, Hearing Impaired, Visually Impaired, Deaf-Blind, Speech or Language Impaired, Orthopedic Impaired, Autism, Traumatic Brain Injury, Developmental Delay and Other Health Impaired. These educational and related services are provided by appropriately trained, certified and qualified personnel. Every Norman Public School site has a program that serves mild to moderate disabilities.

The District offers a full range of placement options from regular classes full time to special classes full time.

Many innovative approaches are implemented by both special and regular education teachers. The amount and duration of all these services is determined by the Individualized Education Program (IEP) team and are based on the individual needs of each student.

The Special Services Department also provides referral, evaluation services and programming for students under Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act. Questions or concerns based on disability concerning students may be directed to:

Norman Public Schools  
Gayla Mears  
Executive Director of Student Supports  
Section 504/Title II Coordinator  
131 S. Flood  
Norman, OK 73069  
405-364-1339

Questions or concerns based on disability and concerning facilities may be directed to:

Norman Public Schools  
Gayla Mears  
Executive Director of Student Supports  
131 S. Flood  
Norman, OK 73069  
405-364-1339

Professional development opportunities are provided on the full range of Special Education, Related Services, Section 504 and other related issues.

For additional information, please contact the Special Services Department of Norman Public Schools at 405- 366-5843 or Fax 405-573-3513.



## STUDENT ACTIVITIES AND PROGRAMS

Link to Board Policy [4005](#)

## STUDENT DRUG TESTING

Any student in grades 9-12 participating in inter- scholastic competition that is sponsored by Norman Public Schools, including any students who represent NPS in extra-curricular activities requiring registration with OSSAA, will be subject to random drug testing once per month during the academic year.

Link to Board Policy [4011-01-R Student Drug Testing Program Procedures](#)

Link to Board Policy [4011 Drug Testing Program for Activity Students](#)

## STUDENT RECORDS

A confidential, permanent record for each student in the District shall be maintained in accordance with state and federal laws and regulations and information from that record shall be released only in accordance with state and federal laws and regulations.

### Required Records

The District compiles and maintains the following classes of educational records:

- Personal data which identify each student enrolled in the Norman Public Schools. This data includes name, address, telephone number, sex, date and place of birth; name, address and telephone number of parent;
- Attendance data;
- Description of student progress including grade level completed, school attended, academic work completed, grades, group standardized test scores, and date of graduation;
- Certification of immunizations, physical exams and other required health data.

The school will forward a student's educational records, on request, to officials of other school systems in which the student seeks to enroll without the written consent of parent or student.

The District will also forward the following kinds of information, on request, to officials of other school systems in which the student seeks to enroll without the written consent of the parent or student:

- Individual evaluations
- Anecdotal records;
- Test results and eligibility information; and
- Discipline records.

The District does not need the written consent of the student or parent to obtain pertinent records before accepting a new student, nor does the District need the written consent of the student's parent for transferring records within the District.

### Directory Information

Link to Board Policy [5001-04-R](#) (Section IV)

### Retention and Security of Records

To eliminate unnecessary or outdated information, the permitted records are reviewed by the school principal or designee when the student is promoted from elementary school to middle school, middle school to high school, and when the student is graduated.

In the event that a parent or an eligible student objects to the contents of a student's educational records, the student or parent shall state the objections in writing with signature and date of statement to the records manager and to the building principal if the records are kept in the school where the student is enrolled. If the objection is not satisfied by discussion with the records manager and/or the principal, the parent or student shall have the right to appeal to the review panel and the parent or student shall be advised of the right to appeal. Requests for the appeal shall be in writing to the records manager within 14 days after the parent or eligible student is advised of the right to appeal. The parent or eligible student may challenge the retention of any data in the educational records on the basis that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.

The Superintendent shall create a review panel composed of qualified professional personnel. The review panel shall decide, upon appeal by the student or parent, whether the permitted educational records data shall be maintained, destroyed or changed.

Within four weeks after being notified of each appeal the review panel shall conduct a fair hearing to decide the issues presented by the appellant. The parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing. At the hearing the records manager shall have the burden of proof of the issues presented by the appellant.

The appellant and the records manager shall have the right to be represented by an advocate of his/her choosing, to cross-examine witnesses, to present evidence and to be provided a written decision summarizing the evidence and the reasons for decisions.

### **Access to Student Records**

The District shall provide parents of students or eligible students access to the educational records of the student. The parent(s) or student shall make their requests for access in writing on the form provided by the District to the records manager having custody of the educational records.

The right of access includes:

1. The right to be provided with a list of the types of educational records which are maintained by the District and directly related to students;
2. The right to review and inspect the content of those records at reasonable times;
3. The right to obtain copies of those records at the expense of the parent or eligible student. Such expense shall be reasonable and shall not include a charge for the search and retrieval of said student record;
4. The right to a response from the District to reasonable requests for explanation and interpretation of those records;
5. The right to an opportunity for a hearing to challenge the content of those records;
6. If any material or documentation in the educational records of a student includes information on more than one student, the right to inspect and review that part of the material or document which relates to such student or to be informed of the specific information contained in that part of the material.

When a student reaches 18 years of age the consent required of the rights afforded to the parent(s) of the student shall thereafter only be required of and afforded to the student. The status of an eligible student as a dependent of his/her parent(s) does not otherwise affect the rights afforded to and the consent required of the eligible student. A court ordered waiver of the age requirement may be accepted for determination of "eligible student" status.

Any parent or eligible student who provides written authorization for the release of any or all of the student's records to a person, agency or institution thereby releases the District from the responsibility of

maintaining the confidentiality of the whole or that part of the student's records to which access or copy was provided.

### **Record Keeping and Confidentiality of Special Education Student Information**

All confidential files and records are maintained at the Special Services Office. Parents and other persons may request to review confidential records by contacting the Special Services Department, 131 S. Flood, Norman, OK.

The District will disclose confidential records only as permitted by law.

## **STUDENT DISCIPLINE**

### **DRESS CODE**

Link to Board Policy [4007 Campus Safety and Operations](#)

### **BULLYING POLICY**

Link to Board Policy [4010 - Bullying Behavior Prevention and Response](#)

### **SEX DISCRIMINATION AND SEXUAL HARASSMENT**

Link to Board Policy [4000 Title IX](#)

### **STUDENT DISCRIMINATION, HARASSMENT, AND RETALIATION**

Link to Board Policy [4001](#)

### **STUDENT BEHAVIOR AND DISCIPLINE POLICY**

Link to Board Policy [4002](#)

Link to Board Policy [4002-01-E Hearing Waiver or Request](#)

# SCHOOL SITES LISTING/DIRECTORY

## Elementary

Adams Elementary	Patty Thomason	817 Denison	405-366-5972
Cleveland Elementary	Hadley Shepherd	500 N. Sherry Ave.	405-366-5875
Eisenhower Elementary	Danielle Eikel	1415 Fairlawn Dr.	405-366-5879
Jackson Elementary	Gina Bolding	520 S. Wylie Rd.	405-366-5884
Jefferson Elementary	Dr. Catherine Miller	250 N. Cockrel Ave.	405-366-5889
Kennedy Elementary	Amber Bui	621 Sunrise St.	405-366-5894
Lakeview Elementary	Paula Palermo	3310 108 <sup>th</sup> Ave N.E.	405-366-5899
Lincoln Elementary	Oliva Dean	915 Classen Blvd.	405-366-5904
Madison Elementary	Hannah Stinson	500 E. James Dr.	405-366-5910
McKinley Elementary	Carol Emerson	728 S. Flood Ave	405-366-5914
Monroe Elementary	Andrea Crowe	1601 S. McGee Dr.	405-366-5947
Reagan Elementary	Tara Stevens	1601 24 <sup>th</sup> Ave S.E.	405-366-5994
Roosevelt Elementary	Yasmin Hoover	4250 W. Tecumseh Rd.	405-447-6581
Truman Elementary	Sara Adams	600 Parkside Rd	405-366-5980
Truman Primary	Kristie Eselin	601 Meadow Ridge Rd.	405-366-5950
Washington Elementary	Heather Deering	600 48 <sup>th</sup> Ave. S.E.	405-366-5984
Wilson Elementary	Chris Crelia	800 N. Peters Ave.	405-366-5932

## Middle Schools

Alcott Middle	Traci Kay	1919 W. Boyd St	405-366-5845
Irving Middle	Rachelle Roberts	125 Vicksburg Ave.	405-366-5941
Longfellow Middle	Barbara Kinast	215 N. Ponca Ave.	405-366-5948
Whittier Middle	Ethan Davis	2000 W. Brooks	405-366-5956

## High Schools

Norman High	Hallie Wright	911 W. Main St.	405-366-5812
Norman North High	Dr. Kim Garrett	1809 Stubbeman Ave.	405-366-5954

## Alternative Program Sites

Dimensions High School	Paul Tryggestad	809 N. Findlay Ave	405-579-1880
Dimensions Elementary	Linda Mace	809 N. Findlay Ave	405-573-3809
Norman Net/Online Instruction	Paul Tryggestad	809 N. Findlay Ave	405-579-1880
Norman Expanded	Kevin Hogan	809 N. Findlay Ave	405-801-3810