2026-27

SEQUOYAH STUDENT PROCEDURES

SCHOOL ADMINISTRATION

BROCK VANCLEVE	HEAD
KELSEY WILLIAMS	ASST. (6TH)
CHRIS PADELTY	ASST. (7TH)
STACEY RUSTON	ASST. (8TH)

1125 E. Danforth Dr.
Edmond, OK 73034

Main Line: (405) 340-2900
Sequoyah.edmondschools.net

2026-2027

PEOPLE TO KNOW

Leadership



Brock VanCleave
Lead



Kelsey Williams
6th Assistant



Chris Paddlety
7th Assistant



Grant Huffines
8th Assistant

Counselors



Alisha Dobbs
6th

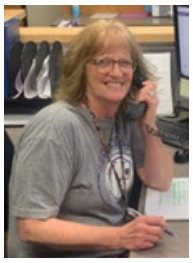


Cara Combs
7th

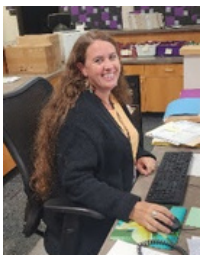


Kristi Galenzoski
8th

Office Staff



Brenda Myers
Principal Sec.



Liza Williams
Registrar



Cynthia Edge
Financial Sec.



Karen Bouska
Attendance Sec.

GET CONNECTED

Sequoyah offers many different ways to stay connected and receive the most up-to-date information. Check out the different ways below.

@EdmondSequoyah
Sequoyah Middle School PTO

Add our site Calendar to your own Google Calendar!
https://Sequoyah.edmondschools.net/o/Sequoyah/events

Communication with teachers is essential! All teachers emails follow the same format:
firstname.lastname@edmondschools.net

Register for Parent Portal following the instructions that are automatically emailed to you, then download the mobile app and stay up-to-date on your student's grades and attendance.

GENERAL INFORMATION

Visitors and Visiting Classrooms

Parents are welcome to visit the school on designated days delineated by the site administrator. All visitors must report to the office, sign in with their Driver's License into our School Safe ID kiosk and receive a visitor badge. Parents must schedule their visit at least 24 hours in advance.

Volunteer Opportunities

Each school will establish a variety of volunteer opportunities for parents to participate in during the school day. Parents wishing to volunteer must sign up through the office or the school's Parent Organization Each volunteer must follow the established procedures and protocol at their site.

Student Visitors

Non-enrolled students are not allowed to visit.

Contact Information

It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. It is necessary to keep enrollment information, contact numbers and check-out lists updated in the event of an illness or injury. Contact numbers and check-out lists can be updated through the parent portal.

Lost & 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. Remember to label all your personal items. There is a lost and found bin in the commons. 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 phones, AirPods, 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.

GENERAL INFORMATION

Student Lunch

Door Dash and other delivery services will not be allowed. Parents can add money to their student's SchoolCafe account by going to www.schoolcafe.com/Edmond.

MS Student Breakfast - $2.50 *MS Student Lunch - $4.15*

Indoor Recess

Indoor recess will be in place when the temp or heat index is 100 degrees or above or if the temp or wind chill is 32 degrees or below. Remember to send the appropriate outerwear for each season.

Field Trips

During the school year students may have the opportunity to participate in a class or group field trip. Information and permission slips will be sent to parents and/or guardians by the classroom teacher. It is important to note that all students must ride the bus or school vehicle to the field trip with the class or group. Safety expectations and procedures on field trips are the same as if students, staff and parents were at school.

Parent Drop-Off/Pick-Up

Student supervision starts at 7:10 am (extra-curricular exemptions may occur). Students should load/unload at the designated areas. Adults should remain in their cars at all times. For the safety of students, it is required that all students be picked up by 2:30pm (extra-curricular exemptions may occur).

Badges

Each student will be issued a Student ID and lanyard for the following school year.

- **School Day**: Student ID badges must be worn at all times while at school.
- **Middle school extra-curricular activities**: All Middle school students must wear their Student ID while attending middle school activities.
- **High school extra-curricular activities:** All Middle school students must wear their Student ID and must be accompanied by an adult while attending **ANY** high school activities.

GENERAL INFORMATION

Telephone

A school telephone is available for students to use. Students are asked to make after school plans before coming to school. Students may have a cell phone for emergency purposes, but may not have it out during school day (this includes smart watches).

Dangerous Weapons

Guns (including pellet or B.B., facsimiles of guns including cap, toy, or water, knives and other dangerous weapons) are prohibited in Edmond Public Schools. (See Dangerous Weapons Policy)

Privacy

State Law (Section 489) provides that school personnel shall have access to school cubbies, desks, backpacks, 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.

Items for Sale

Students are not allowed to sell anything at school for personal gain or fundraising, except for district-approved fundraisers.

Property Damage

Textbooks, technology and other school property is available for student use. However, if lost or damaged, the cost of repair or replacement will be assessed to the student/student's parent or guardian.

Nuisance Items

Students shall not bring toys, trading cards, laser pointers, gadgets, electronic games or any other items to school that would cause a disruption of the instructional process. Teachers will confiscate items and parents may reclaim them in the main office. No toy/water or play guns or play knives are EVER allowed at school.

Student Photos

The Edmond School district designates the following personally identifiable as "directory information," and it will disclose this information without prior written consent: student name, address, and telephone numbers (in the directory), student extracurricular participation, student's achievement awards or honors, student's photography (in the yearbook or local newspaper). Custodial parents or legal guardians have the right to advise the school district, in writing, if they refuse to permit the district to include directory information about their student. See policy #FL for more information.

GRADING

District Middle School Grading Policy

EDMOND EXCELLENCE STRATEGIC PLAN

MIDDLE SCHOOL GRADING PHILOSOPHY

EPS middle school grading focuses on standards-based mastery and a culture of continuous growth. By valuing feedback and revision, we provide an accurate picture of student learning required for success beyond the classroom.

BASE 50 EXPECTATIONS	LATE WORK PRACTICES	RETAKE PRACTICES & PROCEDURES
6th GRADE • Base 50 with meaningful work	**6th GRADE** • 6-week deadline with no deductions • Student must turn in a late slip *(Format determined by the site)*	**6th GRADE** • Retakes are allowed with a qualifier
7th GRADE • Base 50 with meaningful work *(first semester only)* • Base 0 *(second semester)*	**7th GRADE** • Deadline is the end of the unit	**7th GRADE** • Formative & Summative with qualifier *(1 attempt)*
8th GRADE • Base 0	**8th GRADE** • Deadline is the end of the unit	**8th GRADE** • Summative with qualifier *(1 attempt)* • Final unit assessment within one week
	ALL MISSING ASSIGNMENTS WILL RESULT IN A 0% AFTER THE UNIT DEADLINE	SUBJECT AREA PLT/PLC WILL DETERMINE RETAKE/CORRECTION PRACTICES

"Meaningful work means students show genuine effort to learn, and when mastery is not reached, effort is honored and reteaching supports growth."

"A qualifier is a specific requirement, action, or condition a student must complete to earn the opportunity to retake a failed or low-scoring assessment."

Example: study guide, test corrections, tutoring session, or a completion of an assignment.

SUMMATIVE/FORMATIVE CATEGORY WEIGHTS

6th, 7th, & 8th grade will have a minimum of five summative assessments per grading period.
6th, 7th, & 8th grade will have a minimum of two grades per week.

6th GRADE	7th GRADE	8th GRADE
60% Formative 40% Summative	40% Formative 50% Summative 10% Cumulative Semester Final	40% Formative 45% Summative 15% Cumulative Semester Final

Grading Scale

Grades are calculated using a weighted scale. Assessments will weigh more than daily work. Each teacher will go over the weighted scale for their individual class. 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 the Parent Portal through Infinite Campus.

A - (90 - 100)
B - (80 - 89)
C - (70 - 79)
D - (60 - 69)
F - (0 - 59)

GRADING

Report Cards

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.

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 the teacher.

Students can check canvas for digital assignments while absent.

Study Hall

Students may be asked to stay after school to complete assignments or receive additional instruction. Study hall is by assignment only. A bus is not provided after 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.

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 the spring. Students are identified by GPA 3.75-4.0

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 for retention, he or she may appeal the decision by complying with the District's appeal process. **School board policy does not allow parent appeals for student promotions.** The decision of the Board of Education shall be final.

GRADING (CONTINUED)

Eligilbility

New School Year

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.

FERPA

The Family Education Rights and Privacy Act (FERPA) affords certain rights to Parents and Eligible Students in regards to Education Records that are maintained by schools and universities. FERPA is extensive and is far too robust to include in this handbook. For more information about FERPA please visit https://studentprivacy.ed.gov/

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.

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 7:35 a.m. If you must be absent, your parents should call the attendance line and leave a message by 11:00 a.m. each day of your absence. For attendance notices or questions, please email Sequoyah.attendance@edmondschools.net.

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 FDC-RI 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). To read the full attendance policy for middle school students click the document on the right.

Absences

An absence occurs when a student misses 15 minutes or more of one class. For virtual and remote learning days, students will be counted present if there is documented student/teacher/course interaction that may include, but is not limited to, online communication, emails, or posting/submission of lessons. For full virtual courses, students will be counted "present" or "in attendance" when the course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity.

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

It is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

ATTENDANCE (CONTINUED)

Allowable Absences

Anytime a student is absent, a parent/guardian should contact the school to share the reason for the absence. “Excused” absences will only be granted for the following reasons:

1. Personal or family illnesses
2. Death of family member or friend
3. Medical appointments
4. Documented participation in five 4-H activities each school year.
5. Documented speech therapy, occupational therapy, or any other service related to the child’s Individualized Education Program (IEP).
6. Legal/judicial matters
7. Observance of religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the allowable absence. The school district shall allow a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
8. For the purpose of participating in a military funeral honors ceremony upon approval of the school principal
9. Extenuating circumstances or family emergencies deemed necessary by the principal.

Proper documentation may be requested before an excused absence is recorded. All attendance changes must be completed within the six (6) week reporting window that the absence occurred.

Distance learning or virtual attendance

A student will not be considered absent from school if they are not physically present at school but are completing work in a remote learning program or a virtual online program provided by Edmond Public Schools and are meeting the following attendance requirements:

a. The student has completed no fewer than ninety percent (90%) of the instructional activities provided in a virtual or remote learning format to include online logins to the curriculum or programs, offline activities, completed assignments, testing, face-to-face communications, or meetings with school personnel via teleconference, videoconference, email, text, or phone.
b. The student is on pace for on-time completion of the course as required by the school district.
c. The student has a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting, and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

ATTENDANCE (CONTINUED)

Chronic Absences

Chronic absenteeism refers to a student who is absent 10 percent or more of the school days in the school year, exclusive of a significant medical condition. If the student is absent for a medical reason, medical documentation should be provided to the school for possible exemption from chronic absenteeism. A significant medical condition indicates a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.

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.

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.

ATTENDANCE (CONTINUED)

Prevention Efforts

Stopping attendance problems at the earliest point is essential. It is also important the school extends an effort to work with families making sure a student's attendance problems are stopped at the earliest point possible. School administration may follow these steps for a full-day absence, half-day absence, or a single period absence.

Recommended Actions:

3rd day absence beyond a 4-week period - The school will send the families an auto email and auto phone call. A counselor may also conference with students. with a contact to parents to advise of the counselor-student conference. (Time of year dictates the tone & direction of the conversation).

6th day absence - Counselor or administrator conference with student followed by a letter of summary to parent (auto-generated email and auto phone) and possibly after-school detention for academic recovery. Second semester take care to review the absences for appropriateness of response.

9th day absence beyond a semester - Call from administrator to parent with possible conference, plus additional detention or remediation for academic recovery. Following administrator call, Nudge Letter, drafted by the school and signed by the Edmond Public Schools' Truancy Officer, is sent via U.S. Mail. (See 3rd day if the 9 absences are all in one semester).

10 or more day absence - Administrator, counselor, (possibly teacher), truancy officer, and SRO conference with parent and student to give City of Edmond truancy warning letter.

- At this meeting, the parent and student may be given the letter from the Edmond City Attorney. The SRO will interview the parent about possible defenses or extenuating circumstances that might defend the situation. The SRO will document this conference and information in a police case report.

Once the student has missed 10% of the school year, the SRO will be advised for consideration of citation to address chronic absenteeism.

Students who have accumulated twenty or more absences during the school year will be referred to the School Attendance Committee for a review of eligibility to be promoted to the next grade.

ATTENDANCE (CONTINUED)

Tardies

Instruction is expected to begin when the class bell rings. Students who arrive after this time are considered tardy. Tardies are only excused for the same reasons an absence would be excused. If a tardy is to be excused, documentation must be submitted within three school days of when the tardy was recorded. Three (3) unexcused tardies equal one (1) absence and will be calculated in truancy totals. Additional consequences may be assigned by the school as appropriate to deter student tardiness. The consequences may include, but are not limited to:

1. Parent/guardian contact
2. Conference with student and/or parent/guardian
3. Detention

ATTENDANCE (CONTINUED)

Attendance Codes

CODE	DESCRIPTION
AR	Removed from the classroom and placed in a non-academic environment
C	With a counselor, teacher or principal
COV	Absent due to COVID-related reason not assigned distance learning. Medical docs needed.
CVP	For VE-Blended/VE students. Isolating/Quarantining, but working from home.
D	Death in the immediate family - documentation must be provided. (Immediate family is defined as parent, step-parent, guardian, sibling, grandparent, aunt, uncle or cousin.)
DVA	Applies to distance learning of in-seat students.
DVAP	COVID or Remote Day for in-seat students.
F	Family Emergency - Documented by letter from parent stating situation and asking Principal to excuse as family emergency
ILL	Student has been called in sick by the parent (will be included in attendance letter counts)
J	Judicial - Documentation provided by letter from court
M	Medical - Date-specific documentation by letter from physician (original or faxed from physician office)
N	Academic related inside the building
OSS	Out of School Suspension
R	Religious - Documented by letter from church officiant and approved by principal
RT	Release Time - Student is going off campus to receive approved morality education; max 3 hrs/week
S	AISP - Alternative In-School Placement
SA	School activity outside the building
T	Unexcused tardy - Late with or without parent contact
U	Unexcused absence - For all reasons, if not one of the other codes, with or without parent contact
V	College Visit - Documented by EPS college visit form completed by student/parent/ university visited
X	State Activity - For state “finals” – sports, academics, band, choir, etc
Y	Excused tardy - Late, considered excused for one of the starred reasons only, must provide documentation, otherwise tardy (T)
W	Inclement Weather

ATHLETICS & ACTIVITIES

- **Prior to participation or practice. ALL athletes must be compliant on the Rank One online platform. Coaches must confer with the program to confirm that ALL participants are current with the appropriate OSSAA physical and all permission and participation documents in a 13-month window of May 1st - May 31st.** It is the parents'/guardians' responsibility to complete all forms before a student is allowed to attend, participate, practice, or compete.

- Middle school athletes have two years of continuous eligibility from the student's first entry into the 7th grade. A student must meet the age, scholastic and date of entry requirements before participation. Students may not participate in athletics when repeating 7th or 8th grade.

- To be eligible for any one semester, a student must satisfactorily fulfill his/her scholastic requirement by passing during the previous week as specified by the eligibility rules of the OSSAA. Passing is 60% or higher in all classes continually for the eligibility period.

- Athletic teams should be transported in school vehicles for games and/or practices outside of EPS.

- An injury report must be filed with the site AD in the event there is an incident. Situations that require emergency medical treatment should be reported to the site administrator ASAP.

- Athletes who require medical assistance or have a medical waiver for practice or participation must have a medical release prior to returning for participation and added to Rank One.

- Due to practice facility size, safety of athletes and supervision, sports teams may be limited in size. This information will be shared at the sport specific parent meeting.

- Games and practices may be canceled or postponed due to OSSAA weather guidelines.

- Students are only allowed to participate in one sport per season (Fall sports, Winter Sports, Spring Sports).

PROCEDURES

Cafeteria: Breakfast & Lunch

Students may purchase a lunch or bring one from home. Students wishing to purchase school lunches may open a lunch account. Middle school meal prices for 2025-2026 are $2.40 for breakfast and $4.00 for lunch. The student may deposit money in the account and access the money by use of their student ID number. Parents can now manage their student's lunch account from the internet. Log onto SchoolCafe 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. Additional ala carte items (water, chips, muffins, ice cream, drinks, etc.) may be purchased using their student ID for an additional cost. Your student must have money in their lunch account to purchase items from the snack bar.

The following procedures will assist in making lunch a pleasant experience:

- Eating area should be left clean and all lunch items removed from the tables.
- Only breakfast items are allowed in the cafeteria during breakfast time.
- 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 backpacks.
- Follow the directions of the duty teachers.
- Do not cut into the lunch line.
- Take your turn and do not save places.
- 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.
- 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.
- 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. 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. Due to space and safety issues, we cannot permit adults and non-Sequoyah students to eat in the cafeteria during lunch periods.

PROCEDURES

Before & After School

Students are not allowed on campus before 7:10 a.m. Students arriving at school before 7:35 should go straight to their Advisory classrooms. After school, the building should be clear of all students by 2:30 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 2:30. Those students not riding the bus need to be picked up or leave campus no later than 2:45.

Lockers & Backpacks

Students will not be assigned a locker to be use at school. However, students will be allowed to carry their belongings in a backpack or binder to each class. Athletes who have additional equipment will be notified by their coach as the location for their bags and equipment.

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 7:35 a.m. until 2:25 p.m. Students should not arrive on campus until 7:10 a.m. as supervision begins at that time. Students need to be in their first hour classes prior to the 7:35 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.

Counselors

A counselor is available to all students and may provide assistance to you in making appropriate decisions. There is a Request Form, which should be accessible on each teacher's Canvas page. Please fill out the Google form to schedule an appointment with your counselor. The counselor will send for you at an appropriate time.

PROCEDURES (CONTINUED)

Telephone

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 create a Smart Pass (digital hall pass) to use the office phone during the school day. 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. 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.

Media Center

The Media Director will be happy to assist students in the use of books, audio-visual materials, and computer software. Library hours are from 7:15 a.m. to 2:00 p.m. Guidelines will be: Books circulate for two weeks; playaways for one week. Some materials will be put on reserve and checked out overnight only. A notice of overdue material will be sent to a student's English class. You are responsible for materials when you check them out. Any damaged, stolen, or lost items will be your financial responsibility. Sequoyah does maintain a collection of books on young adolescents, which we make available to parents through your child's Destiny account. 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.

Chromebooks

Most students should still have their Chromebooks from the previous school year. Those students will once again bring their Chromebooks to school everyday. For those who do not have a school issued Chromebook, one will be checked out to you within the first couple of days of school.
There is insurance available for your Chromebook called the Student Technology Protection Plan. This can help cover the cost of any damages that may occur accidentally.
Chromebooks are district issued devices and are property of the district. Student activity on the device is monitored and the devices should only be used for school purposes.

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.

TRANSPORTATION

Looking for your Bus Stop?

Find Your Bus Stop by using your school and address!

Riding a bus is a privilege that 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.

All district policies regarding dangerous weapons and drugs apply to all students, whether at school or on a bus. Standards of behavior should be the same as in the classroom. For emergencies, the Transportation Department phone number is 340-2962. . The following are bus behavior guidelines:

Before bus arrives:

- 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.
- 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.
- Form a single line and enter the bus in an orderly manner (no pushing or shoving).
- When entering or exiting the bus, always use the handrail.
- Once you have entered the bus, find your assigned seat quickly.
- 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.

TRANSPORTATION (CONTINUED)

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 doo 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 dangers 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:

- Exit the bus in an orderly manner.
- 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.
- If something falls under or near the bus, tell the driver. Never pick it up yourself!
- Never cross behind the bus.
- 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.
- Never attempt to crawl under the bus for any reason.
- Go directly home after leaving the bus; do not return for any reason.

POLICIES

Transfer Students

EPS Policy #FEA

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.

Electronic Devices

Our goal is to have students and educators collaborating in rich engaging learning experiences using technology. Students may not bring their own technology and utilize personal electronic communication devices at school. Each student is issued a Chromebook owned by EPS. The Chromebooks will be utilized for in-class instruction and should only be used for school related purposes.

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.

Bullying

EPS Policy #FNCD

Harassment, intimidation, or bullying, whether verbal, 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

EPS Policy #FB

Harassment, intimidation, or bullying, whether verbal, 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.

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.

POLICIES (CONTINUED)

Proper Dress

School Board Policy #FNCA

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.

Student Behavior Policy

School Board Policy #FO

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.

Transportation

Riding a bus is a privilege that 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.

All district policies regarding dangerous weapons and drugs apply to all students, whether at school or on a bus. Standards of behavior should be the same as in the classroom. See the Bus Rider's Handbook for a complete list of Bus Policies and Procedures. For emergencies, the Transportation Department phone number is 340-2962.

Skateboards & 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 2:25 p.m. Bike riding or skateboarding is not permitted on school property. Bikes should be walked on and off the grounds. Skateboards should be carried on and off the grounds. Sequoyah cannot be responsible for the security of bicycles parked and locked on campus.

POLICIES (CONTINUED)

Social Media

School Board Policy DHACA
Sequoyah recognizes the student right to use electronic media to communicate digitally with fellow students. However, non-district electronic devices cannot be used during the school day. If a student chooses to participate in online social networking or any other form of online publishing or discussion outside of school, it is his or her own decision. Any negative social media usage that impacts the school environment could result in consequences.

Student Personal Electronic Devices

School Board Policy FNG
Student Personal Electronic Devices

- All personal electronic devices must be powered off and stored away from the time students enter school grounds (starting at 7:10 AM) until the dismissal bell at **2:25 PM.**
- Before 7:30 AM: If devices are visible and being used, students will receive a reminder to turn it off and put it away.

Personal electronic devices include, but are not limited to, **smart watches, smart headphones (airpods), laptops, tablets and smart glasses.** This does not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Electronic Device Consequences:
1st Offense: An **administrator** will retrieve the device from the classroom and secure it in the office. The student may pick it up at the **end of the day**.
2nd Offense: An administrator will retrieve the device from the classroom and secure it in the office. **A parent or guardian must pick it up at the end of the day.**
3rd Offense: The student will be required to check their device into the office upon arrival at school for a two-week period.
4th Offense: Student will be required to check their device into the office as soon as they arrive at school for **four weeks.**
5th Offense: Student will be required to check their device into the office as soon as they arrive at school for the **remainder of the semester.**
Burner phone: If a student is caught with a burner phone and it is confiscated, and then is seen with another phone during the same school day, that could result in **additional consequences, including AISP and OSS.**

HEALTH & WELLNESS

First Aid

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, those 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

EPS Policy FFACA

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: 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 including cough drops and antacid chews. 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.

EPS Policy FFACA

For medication to be administered at Sequoyah proper paperwork must be completed. 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

EPS Policy AHA

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. Tobacco shall not 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.

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 405-340-2940.

MORE RESOURCES

- EPS Website
- Infinite Campus Information
- Technology Support