

**Moore Public Schools  
Notice to Students**

**Receipt of The 2004-2005 Handbook**

**(Tear out page)**

***Carefully read this page, complete the information requested, sign, and then tear it out to give to your homeroom teacher.***

\_\_\_\_\_  
Student's Name                      (Last, First)                      Grade                      Homeroom Teacher

I hereby acknowledge that I have received the **Junior High School Student/Parent Handbook** and have been instructed to take it home to my parents so it can be read and discussed.

I understand that the rules and regulations for our school are explained in this handbook and know that I will be held responsible for respecting and following these rules and regulations.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# Moore Public Schools Notice to Students & Parents

## Student Electronic Network Usage Policy

(Tear out page)

***Carefully read this page, complete the information requested, sign, and then tear it out to give to your homeroom teacher.***

\_\_\_\_\_  
**Student's Name (Last, First) Grade Homeroom Teacher**

As the parent or legal guardian of the above student, I hereby grant permission for my son or daughter to access the Internet through Moore Public Schools. I hereby acknowledge that I have read the **Rules for Use of the Internet on page 51** in their entirety, have discussed the rules with my son or daughter, and recognize that violation of the rules can result in loss of access, disciplinary action, and possible legal action. I understand that some materials on the Internet may be objectionable, but I accept responsibility of guidance for the use of the Internet by setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information via the Internet.

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Principal Signature Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

# Moore Public Schools Notice to Parents

## Wireless Communication Device Policy

Board Policy 7195 (rv.8.04)  
Pending Board Approval

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Student's Name, (Last, First)                      Grade                      Advisor's Name

Please read this page carefully, decide whether or not you wish to request that your child be allowed to carry a wireless communication device at school, and provide the information requested.

I request permission for my child to carry a cell phone, pager, or PDA (personal digital assistant) on school premises and realize such permission may be granted **ONLY** under the following conditions. I have discussed these conditions with my child and he or she understands the school's expectations.  
**(See page 71 for policy)**

- No student shall possess or use an electronic paging device or cellular phone while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except with permission granted by the parent or guardian, and superintendent or a designated administrator.\* Prohibited usage may include but not be limited to instant messaging, using as photographic equipment, sending/receiving unauthorized infrared transmission, or other activities which may interrupt the normal course of instruction. Use of the wireless devices is prohibited in halls, classrooms, or any school premises during the school day.
- A student who has received permission to carry such a device must keep the device set to silent notification. Any such system of notification shall not be a distraction to other students. Distractions will be deemed a violation of this policy.
- Possession of a wireless telecommunication device is permitted for functions sponsored or authorized by the school held after the school day or off district premises with permission of superintendent or designee and parent.
- Students who are found in possession of wireless telecommunication devices during the regular school day on school premises shall be in violation of district policy unless prior consent has been granted. Disciplinary actions will be determined by the nature, severity, and frequency of such violations. Disciplinary actions will include but not be limited to: collection of the device by an administrator, detention, and removal of privileges.

**\* Please direct your request to the head principal at your school.**

**Justification for Request:**

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\_\_\_\_\_  
Parent Signature                      Date

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Principal Signature                      Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

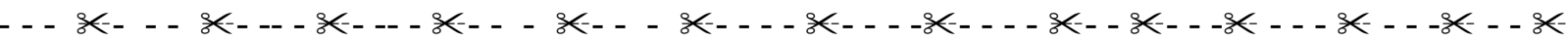
# Moore Public Schools

## Notice to Students & Parents

### Protection of Pupil Rights Amendment

#### (PPRA)

PPRA affords parents, students who are 18, or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical examinations. Please read **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) on page 58 of this handbook**. Complete the information requested, sign and return the tear out page to your homeroom teacher.



I hereby acknowledge that I have received and read The Protection of Pupil Rights Amendment (PPRA).

\_\_\_\_\_  
Student's Name                      Grade                      Parent's Signature                      Date



Dear Parents/Guardians and Students:

Welcome to Moore Public Schools. We are looking forward to working with you and your child this year. As you know, the major responsibility of the school is to provide a wholesome and stimulating learning environment for the well-rounded academic and social growth of the student. We believe that learning is a lifelong activity, to achieve the greatest success possible parents, students, and our staff must work together as a team.

We welcome parent involvement. Students at all levels tend to be more committed to their progress when they know school staff and parents are working together. When the relationship between home and school is positively focused on success, students get better grades, score higher on assessments of learning, and demonstrate behavior that is beneficial to their overall preparation.

You can begin your involvement by reading this handbook which has been prepared to provide parents and students with information concerning the operation of the school. It will answer many of the questions you may have about school policies and procedures. If you have additional questions, please feel free to call the administrator at your school.

The staff joins me in welcoming you to visit your school or your child's classroom. We ask only that you contact the school office prior to your visit. An appointment with the teacher or principal would insure they have time to visit with you. Additionally, the two scheduled dates for parent/teacher conferences are October 20<sup>th</sup> and March 11<sup>th</sup>. Please watch for further information from your school as these dates approach or call for a conference time. My door is always open should you have questions concerning the overall school program.

Again, welcome to the Moore Public Schools.

Sincerely,

Debbie Arato  
Superintendent

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# **2004-2005 JUNIOR HIGH STUDENT / PARENT HANDBOOK**

## **MOORE PUBLIC SCHOOLS EDUCATIONAL PHILOSOPHY**

Board Policy # 1000 (rv.3.18.89)

The Moore Board of Education believes that response to change in education--both content and methods--is necessary for meeting the needs of our youth as they face life before them.

We believe that the acquisition of the basic skills in the early years is essential for effective development.

We believe that education is best achieved when students become involved in experiences meaningful to their lives in today's world. We believe that the educational process should develop a feeling of self worth and accomplishment.

We believe that equal educational opportunity is the right of all children without regard to race, creed, color, or national origin and that all laws to this end should be followed promptly and effectively.

We further believe education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in civilized society. Each child should be helped to understand the duties and privileges of responsible citizenship as it relates to him/her as an individual and to the world community. We recognize the vast changes brought by increasing technology, population, and urbanization. We request the advice and support of the citizens of the community and especially the professional staff as we endeavor to develop the attitudes and abilities demanded in this age of change.

## **MOORE PUBLIC SCHOOLS MISSION STATEMENT**

The Moore Public School District creates a safe environment for all students in an atmosphere of open communication and mutual respect. We engage students in stimulating academic challenges and in positive social interaction so they will become contributing members of society.

## **PRINCIPAL'S LETTER**

Welcome to Moore Junior High! Our goal is to see that this is your best school year ever! We'll be working hard to see that you have every opportunity possible to develop into a happy and well-adjusted student.

You are encouraged to take advantage of the academics and extracurricular activities which will be offered. Get acquainted with your classmates and get involved in the school climate. Look for ideas which will help you and your school to improve. Make suggestions to your teachers, counselors, principals, and student leaders. Take part in your school and strive to make it a place of which you and the rest of the community can be proud.

We wish you a happy and exciting 2004-2005 school year!

## **HIGH SCHOOLS-THAT-WORK GOALS**

### **Key Educational Practices**

1. Set higher expectations and get all students to meet them.
2. Provide challenging vocational and technical studies, utilizing rigorous mathematics, science, language arts, and problem-solving skills in the context of modern workplace practices and in preparation for continued learning.
3. Provide rigorous academics that teach essential concepts through functional and applied strategies which enable students to see the relationship between course content and future roles they may envision for themselves.
4. Have all students complete a challenging program of study with a rigorous academic core and career pathway.
5. Provide a structured system of school-based and work-based learning, collaboratively planned by educators, employers, and workers, the results of which advance students within career pathways.
6. Have an organizational structure and schedule that enables academic and vocational teachers to plan and provide integrated curriculum aimed at rigorous academics and technical contact.
7. Have all students actively engaged in the learning process.
8. Have all students in a career guidance and individualized advising system aimed at ensuring the completion of a challenging program of study that includes rigorous academic content and a career pathway.
9. Provide a structured system of extra help which enables all students to successfully complete a challenging program of study.
10. Use student and system performance data to continuously improve curriculum, instruction, school climate, organization, and management to advance student learning.

Using key educational practices unlocks essential elements in the development of long-term systemic change in our educational system. These practices provide a solid foundation for education, at all levels and settings, to meet the needs of all students. Using these above goals establishes a common dialogue among all School-To-Work partners and opens doors for student opportunities within career pathways.

### **SCHOOL SPIRIT**

School Spirit may be divided into four categories:

- a. Courtesy toward teachers, fellow students, the officials of school athletic and academic activities, and visitors to the school;
- b. Pride in everything the school endeavors to accomplish and has accomplished;
- c. Sportsmanship - the ability to win and lose gracefully and follow all rules and regulations;
- d. The willingness to be involved in some aspect of the school.

## DAILY BELL SCHEDULE

Tardy Bell Rings	8:00
First Hour	8:00 - 8:55 a.m.
Second Hour	9:00 - 9:55 a.m.
Third Hour	10:00 - 10:55 a.m.
Fourth Hour	

### (Schools that have three lunch periods)

A. Lunch	10:55 a.m. - 11:25 a.m.
B. Lunch	11:25 a.m. - 11:55 a.m.
C. Lunch	11:55 p.m. - 12:25 p.m.

*Fifth Hour	12:30 p.m. - 1:25 p.m.
Sixth Hour	1:30 p.m. - 2:25 p.m.

## JUNIOR HIGH SCHOOLS

### Brink Junior High School

11420 South Western  
OKC, Oklahoma 73170  
692-5620

### West Junior High

9400 South Penn  
OKC, Oklahoma 73159  
692-5600

### Central Junior High

400 North Broadway  
Moore, Oklahoma 73160  
793-3265

### VISTA 7<sup>th</sup> -12<sup>th</sup>

224 S.E. 4th Street  
Moore, Oklahoma 73160  
793-3288

### Highland East Junior High

1200 Southeast 4th  
Moore, Oklahoma 73160  
793-3200

### Highland West Junior High

901 North Santa Fe  
Moore, Oklahoma 73160  
793-3210

## **ATTENDANCE POLICY**

Board Policy # 7045 (rv.8.04)

Pending Board Approval

In order to receive credit for a course, a student cannot be absent more than ten (10) days each semester. Students who exceed ten (10) absences in a semester will receive a "no credit" (NC) on his/her transcript for the semester. Continued absences will fall under the district's discipline policy. Exceptions for extenuating circumstances or school-related activities may be requested through the building principal. Reasonable effort will be made to notify the parent before a "no credit" is given due to excessive absenteeism. Two unexcused tardies constitute an absence for grading purposes.

### **ATTENDANCE RELATED INFORMATION**

Two tardies will equal one absence. A tardy is defined as a student not being in the classroom when the last bell has stopped ringing. Also, if a student is more than 15 minutes late to class, he/she should be marked in the grade book as absent from the class, and it will count toward the ten (10) days allowed per semester. Upon checking in, if a student is late to class more than 5 minutes, the student is still required to report to their class.

1. Any event that is approved as a school activity.
2. Any medical treatment that is substantiated by a physician's written statement. THE PHYSICIAN'S STATEMENT MUST BE SUBMITTED TO THE SCHOOL WITHIN FIVE (5) DAYS OF THE STUDENT'S RETURN AND IS SUBJECT TO VERIFICATION BY A SCHOOL OFFICIAL.
3. Any day a student serves as a page for the State or National Legislature (not to exceed five days).
4. A court subpoena
5. Religious holidays or activities
6. Bereavement

Family vacations are not exempted and such absences will count toward the maximum absences allowed per semester.

**THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.**

### **ATTENDANCE / ACTIVITIES POLICY**

Board Policy # 7045 (Adopted: 10-8-84)

As of school year 1984-85 students in the Moore School District will not be permitted to miss more than ten (10) days for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests.

The administration is to develop the regulations and procedures for enacting this policy.

## **ADDITIONAL ACTIVITY ABSENCE INFORMATION**

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school sponsored contests. State and national contests are those for which a student must earn the right to compete. (The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local Board of Education).

## **CHECKING IN AND OUT**

Students arriving after 8:15 a.m. must report to the attendance office to check in. For the student's protection and safety, only his or her own parent or guardian may check a student out of school. In emergency cases, students may be checked out to persons listed as emergency contacts on enrollment records or at the discretion of the principal, to a person designated by the parent/legal guardian. Identification may be requested by school personnel from the person checking out the student.

When checking out, the parent or guardian must sign the student check out sheet in the office. If a student leaves school under any other circumstances, he or she will be considered truant and will be subject to discipline.

Students returning the same day they check out must go to the attendance office to sign back in.

Students cannot leave school at any time during a school day without a permit from the principal's office. Failure to follow this procedure will be considered as truancy. Students who become ill at school should report immediately to the attendance office. Under no circumstance is a student to remain in a restroom during class without notifying school personnel, as doing so will be considered truancy.

## **IMMUNIZATIONS**

Oklahoma State Law requires that all students have the doses indicated as required for their grade level in the table provided below.

**Table for Hepatitis A**

SCHOOL YEAR	GRADES REQUIRING TWO DOSES OF HEPATITIS A
2004-2005	K-12

**Table for Varicella (Chicken Pox)**

<b>SCHOOL YEAR</b>	<b>GRADES REQUIRING ONE DOSE OF VARICELLA</b>
2004-2005	K-6
2005-2006	K-7
2006-2007	K-8
2007-2008	K-9
2008-2009	K-10
2009-2010	K-11
2010-2011	K-12

It is the intent of the law that all students, regardless of circumstances, meet the requirements for their grade level. All children transferring from other school districts, all students in grade levels due to retention, and all students in transitional levels between grades are required to have the doses indicated as required for their grade level in the table below.

**VACCINES REQUIRED BY SCHOOL YEAR AND GRADE LEVEL**

<b>YEARS</b>	<b>1 DOSE BOTH MEASLES &amp; RUBELLA</b>	<b>2<sup>ND</sup> DOSE MEASLES*</b>	<b>1 DOSE MUMPS*</b>	<b>3 DOSES DTP &amp; 3 DOSES POLIO</b>	<b>5 DOSES DTP &amp; 4 DOSES POLIO</b>	<b>3 DOSES HEPATITIS B</b>
2004-2005	K-12	K-12	K-12	9-12	K-8	K-12
2005-2006	K-12	K-12	K-12	10-12	K-9	K-12
2006-2007	K-12	K-12	K-12	11-12	K-10	K-12
2007-2008	K-12	K-12	K-12	12	K-11	K-12
2008-2009	K-12	K-12	K-12		K-12	K-12
2009-2010	K-12	K-12	K-12		K-12	K-12

\* ALL MEASLES, MUMPS & RUBELLA MUST HAVE BEEN ADMINISTERED ON OR AFTER THE CHILD'S FIRST BIRTHDAY.

\*\* IF THE 4<sup>TH</sup> DOSE OF DTP 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 DTP AND/OR THE 4<sup>TH</sup> DOSE OF POLIO ARE NOT REQUIRED.

**MAKE-UP WORK**

Board Policy # 7045 (rv.8.03)

Make-up work for absences that meet the attendance criteria will be considered for full credit. The number of days allowed to make up missed assignments shall equal at least the number of days absent.

## **MAKE-UP WORK RELATED INFORMATION**

Upon returning to school it is the student's responsibility to ask for and to make up work missed during an absence.

1. One day must be allowed for each day of absence to make up work. Teachers may grant an extension with extenuating circumstances.
2. After a student is absent three or more days, the parent/guardian should call the attendance office and request assignments for the student. Contact should be made to the office by 10:00 a.m. during morning hours to give the teachers time to get the assignments together by 3:00 p.m. that day. Requests made to the office after 10:00 a.m. will result in assignments being ready by 3:00 p.m. the following day.
3. If the absence is two weeks or more, homebound instruction should be considered. The service is free of charge and provides eligible students with tutorial instruction at home. A doctor's statement is required. Homebound request forms are available in the counseling center, attendance office or registrar.
4. If a student is absent during nine weeks or semester tests, tests must be made up. A zero "O" will be averaged into the grade for recording purposes until the test is made up. If the absence is due to vacation, permission to make up work should be obtained in advance from the building principal.
5. Tests, other than the nine-week and semester, may be scheduled through the year. All students in attendance should take exams as scheduled. Test dates and assignment deadlines announced when a student is in class will still be in effect even though the student may be absent between the announcement and the deadline. It is the student's responsibility to contact the teacher to request an extension of a deadline prior to returning to class.
6. Students suspended from school for 5 days or less will follow the procedures for make-up work established in items 1, 2, 4, and 5.

**THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.**

## **PERMIT TO LEAVE SCHOOL**

Students cannot leave school at any time during a school day without a permit from the principal's office. Failure to follow this procedure will be considered as truancy. Students who become ill at school must report immediately to their grade office to contact a parent/guardian for permission to check out of school. Under no circumstance is a student to remain in a restroom during class. This will be considered truancy.

Students may be checked out by parents/guardians during their lunch period but must return **on time for class after lunch**. Students becoming ill at lunch must have a parent/guardian call the appropriate grade office to let school officials know that the student will not be returning to class for that afternoon.

Students on campus during school hours are to be in class. Parents/Guardians may not check out students from one class for the purpose of studying or preparing for another class. Students who have been checked out are expected to leave campus. If a student is in school part of a school day that an assignment or project is due, it is the student's responsibility to turn in the work to the appropriate teacher that day. **The principal will make the final decision concerning unusual circumstances.**

## **PROCEDURES FOR WITHDRAWAL FROM SCHOOL**

Parents moving or transferring should notify the school office twenty-four (24) hours prior to the withdrawal of a student if possible. Transfer information such as grades, records, and immunization records will be required for entry into the new or receiving school. Textbooks, library books, etc. must be cleared through the office on the withdrawal date.

1. The attendance secretary or registrar must receive authorization for withdrawal from a parent or legal guardian by telephone, in writing, or in person. The principal may exercise his/her discretion regarding requirements for the method of notification. Early notification of a withdrawal from school is appreciated.
2. The appropriate form for withdrawal must be picked up by the student in the attendance secretary's/registrar's office as early as possible the last day of attendance.
3. The form must be signed by:
  - a. each teacher - textbooks should be turned in
  - b. the school librarian - library books should be turned in and any fines paid
  - c. the grade attendance secretary
  - d. payment must be made to the financial secretary for all debts, lost textbooks/materials, and locks
  - e. a principal
  - f. the registrar
4. When the form is completed with all required signatures, it must be returned to the attendance secretary/registrar for final clearance.
5. Any books/equipment not returned (especially athletics, band, etc.) and any outstanding fees must be cleared before a transcript will be released to the requesting school.

The attendance secretary/registrar will give the student a copy of the withdrawal form and the immunization record. If a parent or guardian comes in person to the office, a form can be signed giving permission for an official transcript to be sent to the student's new school.

## **TARDY**

Students who are not in their room when the last bell has stopped ringing will be tardy. All tardies are counted unless the student has a pass from a staff member. Records of tardies will be kept by each teacher. **Two (2) tardies constitute an absence and will be counted as such in conjunction with the attendance policy.**

## TRUANCY

Truancy is an absence without the permission of the parents or guardian. A student is truant if he/she leaves school without checking out or if he/she fails to report to school or to an individual class. Disciplinary action will be taken.

## VACATIONS - TRAVEL DURING SCHOOL YEAR

A school calendar is provided in this handbook so vacations and out of town travel (not an emergency) will not be scheduled during important school time. **Such absences will not be exempt from the attendance policy.** Parents/guardian should notify the school in advance so arrangements can be made regarding make-up work.

## GENERAL INFORMATION

### ACADEMIC GRADING

The semester grade is the average of the two quarter grades and a semester test which may not exceed 20% of the total grade. Students' grades are derived according to the following grading scale policy. (See Honors, Pre-Advanced Placement, and Advanced Placement section for adjusted grading on page 17).

### GRADING SCALE

Board Policy # 7045 (rv.8.04)

Pending Board Approval

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59	F

### SEMESTER EXAMINATION, PROJECTS, AND PORTFOLIOS

A comprehensive assessment such as an examination, project, or portfolio shall be included in the semester grade. The assessment shall count between 10-20% of the student's grade. In order to establish consistency of grading practices within a specific course, each department shall develop a grading plan by the beginning of the 2004-2005 school year.

It is the intent of this policy that consistent grading practices be established among courses of the same title and, when possible, throughout all courses within a department. The plan shall include a description of the comprehensive semester assessment, including the percentage assigned. The plan will also include a sample statement to parents describing the department's plan for assessing and grading student achievement. Teachers may provide special accommodations for students with extenuating circumstances.

## **GRADES TO BE RECORDED**

At least one grade per week in each subject should be recorded. All assigned work will be evaluated and considered in the total assessment of the student's work for his/her grade. Papers chosen from work representative of the student's general ability will be kept to justify grades recorded.

## **AFTER SCHOOL**

After the 2:25 p.m. dismissal bell rings, students must clear the building **IMMEDIATELY**. Only those students under direct teacher supervision or working in the Media Center will be allowed to remain in the building. There will be an area designated for students to wait for buses. When the weather prohibits students from waiting outside, students will be permitted to wait in a designated area in the building.

## **(ALTERNATIVE EDUCATION) – VISTA**

The Moore Alternative Education Program, (VISTA), will provide comprehensive educational services to adolescents and young adults from the Moore Public Schools System who are unable to achieve success in the traditional school system. Contact the counselor for more information.

## **ASSEMBLY INFORMATION**

Throughout the school year assemblies will be presented which are vital to the total education program.

Seating in the gym for assemblies will be with the student's specific class, and teachers will supervise at all times. In order to have good assemblies, it is necessary for all students to act responsibly. The students will always be seated in specific class groups unless otherwise announced. Students may be restricted from assemblies if behavior problems occur.

## **BOOKS, BELONGINGS, AND MONEY**

All money brought to school is the responsibility of the parent and child. The school will not assume responsibility for individual books, purses, or personal belongings left unattended in classrooms, in lockers (including P.E. and athletics) or on school grounds. At the discretion of the building principal, book bags, gym bags, backpacks, etc. may be prohibited at school and/or required to remain inside the student's assigned locker throughout the school day. See also **page 53, *Items Prohibited at School***.

## **BULLETINS / POSTERS / ANNOUNCEMENTS**

Display of bulletins and posters NOT related to school MUST be approved by the administration. All school related materials must be sponsor and administratively approved.

## **CHANGE OF ADDRESS AND / OR TELEPHONE**

Any change of residential address, home, work, cell or pager phone numbers, or e-mail addresses must be reported immediately to the school attendance office by the parent .

## **CLOSED CAMPUS**

Students must stay on the school grounds from the time they arrive until dismissal or until they are checked out through the office by someone listed on their emergency contact record, or until they are picked up by the bus. (See Section "Checking In and Out" on **page 13**)

## **CONCURRENT ENROLLMENT**

Concurrent enrollment is available to high school students beginning in the 11<sup>th</sup> grade. Please see your counselor for information.

## **COURSE EXPENSES**

There will be expenses for certain courses taught at the Moore junior high schools. In physical education, students will provide gym shorts, t-shirts, gym shoes, and a lock for their locker. In art, family and consumer sciences and technology education, the student will pay for the materials used for any project made to take home.

A supply list for each grade may be issued at the beginning of the school year to assist parents in securing general stationery supplies for their student's use.

## **EMERGENCY INFORMATION**

All students must have current emergency information on file. This is vital information which will be used in case of illness or injury at school. It is very important that school officials be notified in writing of any student who has a health problem such as diabetes, epilepsy, etc. This information will be kept in confidential office files.

**Notification of any serious medical condition must be updated annually by the student's parent/guardian.**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Notification of Rights under FERPA for Moore Public Schools**

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

The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

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

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

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

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The school district routinely discloses students’ names, addresses and telephone number to military recruiters unless a parent or eligible student who has reached the age of 18 requests not to disclose such information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

The Moore School District designates the following personally identifiable information contained in a student's education record as directory information:

1. The student's name
2. The names of the student's parents/guardians
3. The student's date of birth
4. The student's class designation (i.e., first grade, tenth grade, etc.)
5. The student's extra-curricular participation
6. The student's achievement awards or honors
7. The student's weight and height, if a member of an athletic team
8. The student's photograph
9. The school or school district the student attended before he or she enrolled in the school district

**The district will disclose the above items without prior consent, unless the school principal is notified in writing by the parent or eligible student that any or all of the above information should not be released. If you have questions contact Dr. Dick Heatly, 793-3188, x 310.**

## **AUDIO/VIDEO-TAPE RECORDING OF MEETINGS**

Board Policy # 2245 (Adopted 9.10.01)  
(Citation: 34 CFR Part 300 Appendix A, No. 21)

It is the policy of Moore Public Schools not to audio/video-tape record meetings between parents and school personnel when confidential information is discussed.

Parents who wish to make audio/video tapes of meetings between themselves and school personnel in which confidential information is discussed must provide written notice to the school principal of their intent to record the meeting at least one school day prior to the meeting. This is to ensure that the school is able to maintain records as required by federal statutes. Exceptions to this may be considered by the school principal when recording is necessary for the parent to understand the meeting or otherwise implement any federal right to which they are entitled.

## **FLORAL DELIVERIES**

Floral/balloons, etc. deliveries for students will not be accepted.

# GENERAL GRADUATION POLICY

Board Policy # 7090 (rv.6.9.03)

## I. Graduation Requirements

In order to receive a high school diploma from Moore Public Schools, the student must successfully complete the following required courses plus eight and one half units (seventeen semesters) of electives. Each student who completes the instruction for Algebra I, Biology, English II, and U.S. History beginning with the school year listed below and each year thereafter, shall complete an end-of-instruction test in order to graduate from high school. The test results must appear on the student’s transcript and are reported as Advanced Knowledge, Satisfactory, Limited Knowledge, or Unsatisfactory. Students are offered the opportunity to retake the tests once prior to graduation. The higher score shall be recorded on the student’s permanent transcript. The scores from the End-of-Instruction tests are placed on the transcript in accordance with Oklahoma State Law and are intended to serve as a permanent record for potential employers and institutions of higher education. English II and U.S. History - 2000-01; Biology and Algebra I – 2002-03.

### Standard Diploma

4 Units of English	<u>English I</u> - grammar and composition, and literature <u>English II*</u> - composition and World Literature <u>English III</u> - composition and American Literature <u>English IV</u> - composition and English Literature
3 Units of Mathematics	<u>1 Unit</u> of Algebra I* or Algebra I taught in contextual methodology <u>2 Units</u> from course options: Algebra II, Geometry, or Geometry taught in contextual methodology, Math Analysis, Pre-calculus, Calculus, Statistics & Probability I and II, Mathematics of Finance, and options to be provided by the State Department of Education approved course work with content and rigor equal to or above Algebra I <b style="text-align: center;">OR</b> <u>1 Unit</u> of Intermediate Algebra } meets state algebra requirements <u>1 Unit</u> of Fundamentals of Geometry or Geometry <u>1 Unit</u> of math from course options with content and rigor equal to or above Algebra I and approved by the State Department of Education and under study by the district
3 Units of Science	<u>1 Unit</u> of Biology I* or Biology I taught in contextual methodology <b style="text-align: right;">AND</b> <u>2 Units</u> from a lab science from State Department of Education approved course work which may include but is not limited to the following courses: Chemistry I, Physics, Physical Science, Earth Science, Zoology, Physiology, Astronomy, Applied Physics, Principles of Technology, or other science courses with content over and/or equal to the above Biology I, as recommended by the district and approved by the State Department of Education**
3.5 Units of Social Studies	<u>1 Unit</u> of World History <u>1 Unit</u> of United States History* <u>1 Unit</u> of American Studies (Government) <u>.5 Unit</u> of Oklahoma History
P.E., Athletics, Vocal Music, Music, or Instr. Music	<u>1 Unit</u>
Electives	<u>8.5 Units</u> (2 units of foreign language is strongly recommended)
<b>TOTAL</b>	<b><u>23 Units</u></b>
The Arts	<u>2 Sets</u> of Competencies (competencies are taught as integrated content in core classes)

These courses are preparatory for the end-of-instruction tests required by the Oklahoma School Testing Program.

\*\*All science and math offerings have received State Department of Education approval.

- **Advanced Placement coursework is available for many upper level courses; these may be substituted on a course by course basis to satisfy the academic units required.**
- The Board of Education may establish requirements that exceed state graduation requirements.
- Sets of competencies are established in Oklahoma’s core curriculum, the Priority Academic Student Skills.
- Senior students who have moved from out of state or from another school in Oklahoma and have become legal residents may complete the number of graduation units required from their previous school.
- To meet graduation requirements, local school district options may include, but not be limited to, courses taken by concurrent enrollment, advanced placement, or correspondence, district approved Internet Based Instruction courses, or courses bearing different titles. The district strongly encourages students to complete two units of foreign languages as part of the core curriculum for high school graduation. The district’s requirements may exceed state graduation requirements.
- A Carnegie Unit of credit is given for the successful completion of a course that meets 40 minutes a day, five days a week, for at least 36 weeks, or equivalent of 120 clock hours within the school year. Sets of competencies are the skills and competencies specified in the Priority Academic Student Skills or other skills and competencies adopted by the State Board of Education. Rigor means a level of difficulty that is appropriate for the grade level and that meets state and national standards. Contextual methodology means academic content and skills taught by utilizing real-world problems and projects to help students understand the application of knowledge.

### **Certificate of Distinction**

Students who meet the specified requirements will be recognized as graduates of distinction.

Advanced placement classes in the subject areas may be substituted on a course-by-course basis to satisfy the academic units required for a certificate of distinction.

- 4 units of English
- 4 units of Mathematics
- 4 units of Social Studies
- 4 units of Science
- 2 units of Foreign Language
- 2 additional units in the area of Technology, the Humanities, or the Arts

- ◆ Must have a minimum of 3.25 grade point average on a 4.0 scale
- ◆ Achieve a satisfactory (or advanced) score, or its equivalent, on all State end-of-instruction exams.

## Requirements For Graduating Seniors

- A. Forty-six semesters and 2 sets of competencies in the fine arts is required.
- B. A student must have a graduation plan that will enable him/her to participate in graduation exercises to be enrolled as a senior.
- C. Students must have scores from end-of-instruction tests in Algebra I, English II, Biology, and U.S. History on their transcript in order to graduate (see also #1 Graduation Requirements).
- D. Students must have successfully completed 18 semesters of course work to be enrolled as a junior.
- E. Students must have successfully completed 8 semesters of course work to be enrolled as a sophomore.

### II. Educational Options

- A. Educational options such as correspondence courses, independent study, district approved courses for Internet Based Instruction, and night school are considered appropriate methods for developing mastery.
- B. Students demonstrating competency in district designated curriculum areas shall receive credit for the appropriate course(s). Competency in the curriculum areas designated for proficiency testing shall be demonstrated when a student completes an assessment with at least 90% accuracy.

### III. Graduation Criteria

- A. At least 2 units of the last 3 units of course work shall be completed in attendance in the accredited high school from which the individual expects to receive his/her diploma. Senior students enrolling from out of state may complete the number of graduation units required from their previous school.
- B. All students, with the exception of fifth year seniors, must enroll in 6 classes per semester, or be concurrently enrolled in college courses under the criteria set by the Oklahoma State Regents.
- C. Students who return for a fifth year because of deficiencies need to enroll only in courses required for graduation.
- D. Credit is given for successful completion of each semester of class work.
- E. Students who need more than 2 semesters of course work for graduation shall not be permitted to participate in graduation exercises.

### IV. Valedictorian and Salutatorian

The valedictorian will be the top ranked student based on the grade point average of seven semesters of the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades, and the first semester of the 12<sup>th</sup> grade. The salutatorian will be the 2<sup>nd</sup> ranked student. All students with a 4.00 grade point average and above based on these seven semesters will be designated as honor graduates.

## GUM

Gum chewing is discouraged within school due to the problems incurred by its misuse. Classroom policy regarding the use of gum will be at the discretion of the building principal. Failure to follow class rules will result in disciplinary action.

## **HALL PASSES / PLANNERS**

Hall passes or a signed student planner issued by personnel must be limited during the school year. Any student in the hall after the tardy bell has rung or during class time must have a signed pass or planner from a teacher, guidance counselor, secretary, or principal.

Passing time is allowed between classes. If a student feels he/she will not be in class by the time the tardy bell rings, it is appropriate to go to the classroom first and ask permission from the teacher in case he/she is late in returning. If the teacher approves, the teacher should give the student a signed pass or planner.

## **HONOR SOCIETY**

Participation and membership in this organization is contingent upon maintaining standards of behavior consistent with school rules, policies, and procedures. Misconduct may result in dismissal from the organization or other sanctions imposed at the principal's discretion.

### **Article VIII Membership**

#### **Section 1:**

Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

#### **Section 2:**

The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society.

#### **Section 3:**

Candidates become members when inducted at a special ceremony.

#### **Section 4:**

A National Junior Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

#### **Section 5:**

Members who resign or are dismissed are never again eligible for membership or its benefits.

### **ARTICLE IX Selection of Members**

#### **Section 1:**

To be eligible for membership the candidate must be a member of those classes (seventh, eighth, and ninth grades) designated as eligible in chapter bylaws. Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their

work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.

Section 2:

Candidates must have a cumulative scholastic average of at least 85 percent, B, or 3.5 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Section 3:

The selection of each member to the chapter shall be by a majority vote of the faculty council.

Section 4:

A description of the selection procedure shall be published in an official school publication which is widely available in a timely fashion to all students and parents in the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Junior Honor Society.

Section 5:

The National Council and NASSP shall not review the judgment of the faculty council regarding selection of the individual members to local chapters.

ARTICLE X  
Dismissal

Section 1:

The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Junior Honor Society. A written description of the dismissal procedure shall be available to interested parties.

Section 2:

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

Section 3:

The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4:

In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.

Section 5:

A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

Section 6:

The National Council and NASSP shall hear no appeals in dismissal cases.

Specific bylaws for each Junior High are available in the Media Center.

## HONORS / PRE-ADVANCED PLACEMENT / ADVANCED PLACEMENT

Honors, pre-advanced placement, or advanced placement level classes are offered in English, mathematics, science and social studies. Students who qualify for honors, pre-advanced placement or advanced placement classes should be aware that most classes are sequential.

Failure to take advantage of honors, pre-ap or ap classes in one grade can adversely affect the student's readiness for honors, pre-ap or ap classes at the next level. Students who desire more information about honors, pre-ap, or ap classes should contact their counselor. The expected sequence for honors, pre-ap or ap classes is listed below. This sequence does not preclude students from enrolling in the honors pre-ap or advanced placement sections of any course at a different grade level provided the prerequisites have been met.

### Language Arts

7/8/9 - Pre -AP English  
7 - English  
8 - English  
9 - Pre-AP English I  
9 - English I  
10 - English II  
11 - English III  
11 - AP English Lang/Comp  
12 - AP English Lit/Comp  
12 - AP English IV  
12 -Honors English IV

### Mathematics

7 - Pre-Algebra  
7 - Algebra I  
8/9 - Algebra I  
9 - Geometry  
10/11/12 - Algebra II  
11/12 - Math Analysis  
11/12 - Pre-Calculus  
12 - AP Calculus

### Science

7 - Life Science  
8 - Earth Science  
9 - Physical Science  
9 - Pre-AP Biology  
10/11/12 - Chemistry  
10/11/12 - Biology I  
10/11/12 - Science Sem.  
11/12 - AP Chemistry  
11/12 - Physics I  
11/12 - AP Physics  
11/12 - AP Biology  
11/12 - Environmental Science

### Social Studies

7 - Geography  
8 - U.S. & OK History & Gov.  
9 - World History  
10 - U.S./OK History Since 1860  
11 - American Studies  
11 - U.S. History  
11/12 - AP European History  
11/12 - U.S. Government  
12 - World History I & II

### **Grading Scale for Percentage Grading**

Grade Points - Honors, Pre-Advanced Placement and Advanced Placement Classes

A	90 - 100%	5.0
B	80 - 89%	4.0
C	70 - 79%	3.0
D	60 - 69%	1.0
F	59 - 0%	0

## **HONORS CREDIT**

Board Policy 7045 (rv.8.11.03)

Students who enroll in and successfully complete an honors/Pre-AP/AP course will receive one extra grade point on a four-point scale.

## **HAZING / INITIATION**

**There will be NO hazings / initiations permitted.** Even a threat will result in disciplinary action. NO student should have to attend school where fear of hazing / initiation or fear of other students is evident. All hazing / initiation cases will be dealt with by the principals and punishment for the action will follow.

## **IN SCHOOL SUSPENSION (ISS)**

The purpose of ISS is to provide students at Moore Junior High Schools with a program of in-school alternative education which will serve to modify deviant student behavior. ISS may be used in lieu of a short term out-of-school suspension. Students receive credit for their attendance and work while in ISS.

Students who are involved in extracurricular activities may attend practices, but may not participate in competitions or activities.

## **LOCKERS**

Each student will be assigned an individual locker when space allows. When necessary, students will be assigned locker mates. Lockers and locks are provided for storage of school materials and are the properties of the school. Pupils shall not have any reasonable expectation of privacy regarding the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such searches.

Each locker is equipped with a combination lock to which only the student and his/her locker mate, if assigned by the school, have access. For the student's own protection, we ask that he/she use only the locker assigned and **NOT** share locker space with anyone else or give anyone else the combination. This lessens the likelihood that books and other items may come up missing from the locker during the school year. Lockers are to **be** locked at all times.

Students are discouraged from bringing extra money to school and requested not to leave purses, wallets, or anything of value in lockers. Especially be careful of leaving items being sold to raise money for a school organization. Students are responsible for everything in his/her locker. **The school assumes no responsibility for articles missing from lockers.**

The above policy also pertains to lockers assigned through a P.E. class or athletics. All bags/backpacks need to remain in lockers between the beginning of the day and the end of the day unless special permission is obtained from the principal.

## MOTORIZED VEHICLES

No motorized student vehicles will be allowed on the school grounds. Students will not be allowed to drive motorized vehicles to and from school.

## MULTICULTURAL STATEMENT

Moore Public Schools is committed to the educational development of all students. Whereas we recognize the diversity of our society, as exemplified in the various cultures that comprise our student population, we will not tolerate any form of expression which may be deemed as inflammatory or provocative toward any cultural group.

We will continue to foster the development of pride in each of our respective schools in the hope that individual behavior will extend beyond racial slurs, name calling and other forms of behaviors which deter the business of learning. We will place great value upon our diversity through intercultural exchange.

## OKLAHOMA COLLEGE ENTRANCE PROGRAM

College Entrance Requirements (Each unit is equivalent to 2 semesters)

Below are the courses students must take to attend an Oklahoma state college or university.

COURSE	UNITS
English	<u>4 Units</u> (grammar, composition, & literature)
Math	<u>3 Units</u> (algebra, geometry, trigonometry, & calculus)
Laboratory Science	<u>2 Units</u> (biology, chemistry, physics or any lab science certified by school district; general science courses do not qualify)*
History	<u>2 Units</u> (including 1 Unit of American History)
Citizenship Skills	<u>1 Unit</u> (economics, geography, government, and non-Western culture)**
Other	<u>3 Units</u> (from any of the units listed above, computer science units, or foreign language units)
TOTAL	15 Units

\* Some applied math and applied science classes may count - check with your school counselor.

\*\* World History will count toward this requirement.

## **PROFICIENCY-BASED TESTING**

Board Policy # 7205 (Adopted 6.14.93)

In order to advance to the next grade/level of study, students will have the opportunity to demonstrate proficiency in the learner outcomes. In grades one through eight, students may demonstrate proficiency in a grade. In grades nine through twelve, students may demonstrate proficiency in core area subjects: mathematics, science, social studies, English, foreign languages and computer education. Proficiency based testing will be scheduled at least twice a year, at times that allow for appropriate decisions to be made regarding the placement of students who choose to take the tests. Application for testing must be made at least 30 days prior to the testing date. The procedure is as follows:

### STEP ONE

A student, parent or guardian may request testing. Upon receiving the request for testing, the principal of the school shall inform the student's parent or guardian of the educational options available to the student. The student's social, emotional, physical and mental maturity shall be considered in making a recommendation regarding the student's readiness for testing and possible advancement.

### STEP TWO

At the next scheduled testing time, students in grades one through eight will be required to take an objective test covering learner outcomes for that grade.

Students in grades nine through twelve will be required to take an objective test in the specific course(s) they have requested.

Students who score at least 90% on the objective tests will qualify to proceed to step three.

### STEP THREE

Students will be required to demonstrate proficiency on tasks that involve a performance or demonstration that is appropriate to the grade/course being tested. Students who score at least 90% on the performance/demonstration test will be advanced to the next grade/level of study.

Students must complete all of the proficiency based testing steps prior to the beginning of the grade/course.

Notation to be placed on the students' permanent records/transcripts shall be Credit by Exam.

## **PROGRESS REPORTS**

Board Policy 7040 (*rv.8.04*)

*Pending Board Approval*

It is the purpose of the Board of Education to promote on-going communication with parents especially in the area of monitoring student progress. The Board supports online, integrated, secure systems that provide up-to-date feedback to parents on student progress.

At minimum, progress reports are to be sent four weeks before the end of the nine (9) week period. Progress reports will also be sent whenever there is evidence of the student's possible failure, whenever there is a significant decline in the student's grades, or at the request of or as scheduled by the building administrator. The teacher shall confer with parents whenever the student is failing and an appointment with the parent can be scheduled.

All secondary grades shall be averaged continuously across the semester and justified on the basis of the performance of each student. The student shall be provided the opportunity to see his/her grades at a reasonable time during each semester in order to monitor progress.

All elementary grades shall be averaged at the close of each nine (9) week period and justified on the basis of the performance of each student. The student shall be provided the opportunity to see his/her grades at a reasonable time during each quarter in order to monitor progress.

#### Secondary - Four-week Progress Reports

Students will sign when they receive the four-week progress report to be taken home to parents. Secondary schools will include notice of distribution of progress in student handbooks, newsletters, and/or marquees.

#### Elementary – Four-Week Progress Reports

The signature of the parent/guardian is required on the progress report. If the progress report is not returned within three days, the teacher will contact the parent/guardian by phone. A duplicate will be mailed to the parent/guardian if the phone contact is unsuccessful.

## **PROMOTION – RETENTION K–8**

Board Policy # 7050 (rv.8.04)

*Pending Board Approval*

A student who has made unsatisfactory academic achievement in light of the student's potential shall be carefully considered before being moved to the next grade or level of instruction. The age, physical development, emotional maturity, social adjustment, and attitude of the student shall be reviewed in each case.

The parents of the student shall receive a minimum of two (2) notifications that the student's progress in class has not been adequate to meet with success at the next grade level. One of the two notifications should be in the form of a conference to determine the best interest of the student. When possible, the parents of the student shall be presented the opinion and recommendations of the teacher/school in the conference. The final notice should come within a reasonable time frame to allow the parents and teacher to attend to the retained child's needs and preparation.

For any student who enrolls after the beginning of the second semester, all notifications shall be issued within a reasonable time period prior to the recommendation for retention.

If, in the opinion of the teacher/school, additional time is thought necessary for the best development of the student, it shall be recommended in writing that the student be retained. Only in unusual circumstances should a student be retained more than once.

If a seventh or eighth grade student fails both semesters of any two core subjects, he/she will be retained. A student must pass eight (8) of twelve (12) semester courses to be promoted.

The principal and teacher have authority to retain a student by state law (70 O.S. 24-114). If dissatisfied with a recommendation for retention, the parent or guardian may appeal the decision as listed below. The same appeal process will be used if a parent is dissatisfied with a teacher's recommendation to promote or pass a student.

- First Level of Appeal: Building Principal or his/her designee
- Second Level of Appeal: Assistant Superintendent or his/her designee
- Third Level of Appeal: Board of Education

A written statement requesting an appeal is to be submitted to the Superintendent of schools by June 1 of the same school year. The Superintendent or Designee will convene an appeals hearing in a timely manner.

### **First Level of Appeal**

1. The appeal will be presided over and conducted solely by the principal or his/her designee.
2. The appeal will serve to determine the facts of the case.
3. It will be the responsibility of an administrator to provide evidence and/or facts that support retention of the student.
4. Each party will be given the opportunity to present its case, present the finding of facts, and make a concluding statement.
5. Background information of the student may be reviewed prior to rendering a decision on the case.
6. The principal or his/her designee may uphold, deny or modify the decision of the teacher.
7. Parents will be notified orally or in writing. The building principal or designee will immediately notify the second level appeal officer.

### **Second Level of Appeal**

1. The appeal will be presided over and conducted solely by the assistant superintendent or his/her designee.
2. The appeal will serve to determine the facts of the case.
3. It will be the responsibility of an administrator to provide evidence and/or facts that support retention of the student.
4. Each party will be given the opportunity to present its case, present the finding of facts, and make a concluding statement.
5. Background information of the student may be reviewed prior to rendering a decision on the case.
6. The assistant superintendent or his/her designee may uphold, deny or modify the decision of the principal.

### **Third Level of Appeal**

1. The appeal will be presided over and conducted solely by the school board.
2. The appeal will serve to determine the facts of the case.
3. It will be the responsibility of an administrator to provide evidence and/or facts that support retention of the student.
4. Each party will be given the opportunity to present its case, present the finding of facts, and make a concluding statement.
5. Background information of the student may be reviewed prior to rendering a decision on the case.
6. The Board of Education may uphold, deny or modify the retention of the student.

The decision of the School Board shall be final.

## **REPORT CARDS**

Report cards are received by each student following the end of the semester. There are two (2) semesters during the school year. The report cards are for the parents' records and do not have to be returned to the school.

Besides the letter grade, each card contains an attendance and tardy record.

If a student feels a grade or attendance record for the semester is inaccurate, he/she should bring it to the attention of the teacher or counselor immediately.

## **SEXUAL HARASSMENT OF STUDENTS**

Board Policy 7225 (rv. 9.8.03)

This policy defines the rules and regulations to be followed by all students with regard to the issue of sexual harassment. All students are strictly prohibited from engaging in any form of sexual harassment against any student.

Sexual harassment violates school policy. For the purpose of this policy, sexual harassment by students is defined as any consensual or nonconsensual sexual advance, request for sexual favors, and other verbal, written, or physical conduct of a sexual nature. Sexual harassment may occur between students of opposite or same gender.

Sexual harassment includes, but is not limited to, the following:

1. Written – consensual or nonconsensual sexually suggestive or obscene drawings, letters, notes, invitations, graffiti that identify an individual, email, or internet postings.
2. Verbal – sexually derogatory comments, solicitation, epithets, slurs, degrading jokes, teasing, kidding, and stereotyping.
3. Physical – unwelcome touching of an individual such as pinching, hugging, patting, repeated brushing against a student's body, pulling at clothing, and blocking one's passage.
4. Visual – sexually oriented gestures, drawings, displaying sexually suggestive or derogatory objects, pictures, magazines, or cartoons.

Any student who has been subjected to sexual harassment or knows of any student who has been subjected to sexual harassment is encouraged to report all such incidents to his or her principal, assistant principal, counselor, or teacher. It is the responsibility of any employee of the Moore Public Schools who has knowledge of possible sexual harassment of a student to report the incident(s) to the school principal. A report should not be made to a person who is allegedly initiating the harassment.

While every attempt will be made to maintain confidentiality, absolute confidentiality cannot be guaranteed because of due process requirements in sexual harassment investigations.

No reprisals or retaliations will be allowed to occur as a result of good faith reporting of sexual harassment.

Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the school district's Behavior Policy which may include verbal warning, suspension from school, in school suspension (ISS), or reassignment.

If a student intentionally fabricates a complaint of sexual harassment against another individual covered under this policy, the student shall be subject to disciplinary action.

### **Bullying Policy**

Board Policy # 7265 (Adopted 8.12.02)

*Legal Reference: House Bill 992*

It is the policy of the Moore Board of Education to prohibit harassment, intimidation and/or bullying of students at school, in school vehicles, at designated bus stops, at school activities, or at school sanctioned events. The district shall provide programs for staff and students to address prevention and education about such behavior. Student programs will be approved by the Oklahoma State Board of Education.

### **STATE REQUIRED TESTING**

The 1992 Legislature passed Senate Bill 958 requiring students to take criterion-referenced tests. All students will take the end of instruction tests in English, United States History, Biology and Algebra. Ninth grade students take end-of-instruction tests in Algebra I and Biology. (See *Also Graduation Policy*)

### **SUMMER SCHOOL**

A unit / semester of work earned by a student in any approved summer school in Oklahoma may be accepted at the option of the Local Board of Education as resident credit.

### **TESTING OF STUDENTS FROM NON-ACCREDITED SCHOOLS**

State law requires all students entering a Moore Junior High from a non-accredited school to be tested. The areas of testing include math, science, social studies, English, and reading. Testing will determine appropriate placement for students from non-accredited schools entering a Moore Junior High.

### **RETURN OR PAYMENT FOR TEXTBOOKS**

Board Policy # 7175 (Adopted 11.10.86)

The student and/or parent or guardian of each student, is responsible for the return of textbooks issued to the student. Payment for books which are not returned to the school district is required. In keeping with state law, Title 70, O.S. Section 16-121, transcripts, grades or records may be withheld until books are returned or payment for books not returned is received. Consideration may be given to parents unable to pay for non-returned books.

## **VISITATION**

The school is to accept only those visitors who have legitimate business at the school. All visitors must report to the office immediately upon entering the school grounds. Visitors are expected to leave promptly when their business is completed.

Parents are always welcome and encouraged to visit and acquire a better understanding of our school program. Oklahoma State Law requires that all parents and/or visitors check with the office before going to any classroom during the school day. Patrons wishing to make classroom visitations are encouraged to contact the office prior to the visit. No students from other schools, brothers, sisters, or relatives are permitted to visit. This procedure is used to properly protect each and every student during the school day.

**STUDENTS FROM MOORE JUNIOR HIGHS ARE NOT TO BE ON ANY CAMPUS OF ANY OTHER SCHOOL IN THE MOORE SCHOOL SYSTEM UNLESS THEY HAVE PERMISSION FROM THE PRINCIPAL OF THAT SCHOOL OR UNLESS THEY ARE ATTENDING A SCHOOL-SPONSORED EVENT OPEN TO THE PUBLIC.** Any student who does not get permission to visit another school campus in Moore Public Schools and who is reported to school administrators for failure to comply with this requirement or any other disruptive behavior will face disciplinary action. Students who do not report to the office when sent or summoned and students who fail to give school personnel their correct names will face disciplinary action.

Students will NOT be permitted to have student guests accompany them.

## **RULES AND REGULATIONS**

### **ALTERNATIVE STUDENT PARTICIPATION PLAN**

Board Policy # 7250 (Adopted 9.13.99)

*Reference: House Bill 1759*

The Moore Public Schools allow students in alternative education programs, who otherwise meet all of the participation requirements to participate in vocation programs and extracurricular activities including, but not limited to, athletics, band, and clubs.

### **BUS CONDUCT**

Safety of students is a major concern of the school district as students are transported to and from school. It is critical that students follow all instructions from the bus driver; failure to obey the driver will be considered a disciplinary matter.

In addition, students are prohibited from behavior such as:

#### **Class I Offense**

1. Spitting
2. Excessive noise
3. Horseplay/Mischief
4. Eating/drinking/littering on the bus

5. Leaving seat/standing without permission from the driver
6. Use of any liquid containers in any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. False identification
9. Riding unassigned bus or using unassigned bus stop
10. Riding or attempting to ride any bus during a bus suspension
11. Disobedience to the driver
12. Other offenses as reported by the driver or principal

The above behavior may result in warning, parent conference, and/or suspension of bus privileges. Repeated offenses will result in long-term removal from the bus. Discipline will be assigned at the discretion of the school administration.

Serious offenses such as the following will result in severe disciplinary action including but not limited to suspension and/or long-term loss of bus privileges.

### **Class II Offense**

1. Hanging out of windows
2. Throwing/shooting of any object
3. Physical aggression against any person
4. Possession/use of tobacco or any controlled substance
5. Vandalism to bus (restitution will be made)
6. Holding onto or attempting to hold onto any portion of the exterior of the bus
7. Lighting of matches, lighters, or any flammable object or substance
8. Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
9. Possession or threat of weapons/explosives/flammables
11. Other offenses as reported by the driver or principal
12. Possession/use of laser pens or pointers
13. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II first offense.

Disciplinary actions will be determined at the discretion of the student's school administration.

## **CHEATING / PLAGIARISM**

Cheating / Plagiarism will be considered the act or intent of gaining or giving knowledge or information for an assignment or test answer by fraudulent means. The penalty will be a zero for the assignment or test.

## **CHEERLEADING PROGRAM**

Students must have a cumulative, proportional average GPA of 2.50 for the first semester and the third nine weeks before being allowed to try out. (Proportional average means the first semester will be counted twice, the 3rd nine weeks once, the grades will be added together and divided by three.)

## COMPLAINT POLICY

Board Policy # 3010 (rv.10.10.83)

1. Whenever a complaint is made directly to the board member, the complainant will be advised to take his/her concern to the appropriate school staff members. This can be a teacher, supervisor, principal, or the superintendent.
2. The complainant will be advised of the proper channeling of complaints, which is as follows:
  - a. Supervisor or teacher
  - b. Building administrator
  - c. Superintendent
  - d. Board of Education

The procedure to be followed is:

### **Step One:**

A complaint will first be discussed by the complainant and the person or persons against whom the complaint is registered with the objective of resolving the matter informally.

### **Step Two:**

If the complaint is not satisfactorily resolved in Step One, the complainant will meet with the building principal. If the complaint is still not resolved, the complainant will submit the complaint in writing to the building principal stating the reasons for the complaint and the relief desired. Within three working days of the receipt of the written complaint, the principal will provide a written response to the complaint, stating reasons for the decision and stating procedures for appeal. A copy will be sent to the immediate supervisor.

### **Step Three:**

In the event the matter is not yet resolved, the complainant will file a written appeal to the appropriate superintendent within five (5) working days of the final meeting in step two. The written appeal to the superintendent will include the reasons for the complaint and the relief desired. The superintendent will then meet with the complainant and the building principal as soon as possible after receipt of the written appeal. Within five (5) working days of this meeting, the superintendent will communicate a decision, with supporting reasons, in writing, to the building principal and complainant.

### **Step Four:**

Within ten (10) working days of receiving the decision of the superintendent, the complainant may appeal to the Board of Education. This appeal, directed to the clerk of the board, must be in writing and must be accompanied by a copy of the appeal and the decision rendered at step three.

The board will consider the matter at the next regularly scheduled board meeting, provided the appeal is received by the clerk in time to place it on the agenda. This meeting will consist of the board, the superintendent, the principal, and complainant. Within five (5) working days after the board meeting, the superintendent will communicate the board's decision in writing, with supporting reasons, to all parties involved.

The board should not act on complaints that have not been explored at the appropriate administrative level.

The health or safety of a student may be reason to shorten the procedure.

## DANCES

No **school-sponsored** dances are allowed in Junior High.

## DISCIPLINE POLICY

Board Policy 7115 (rv. 8.12.02)

*Legal Reference: Title 70, Oklahoma Statutes  
House Bill 992*

Control and discipline in our schools depend upon the responsibility taken by the student, the parents, the teacher, the principal, and combined school personnel. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. Teachers have the same authority as the parent in restraining, correcting, and controlling the child while under the supervision of the school. Such discipline is administered by the principal, or the administrative designee.

All students shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The student's attitude;
- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- And any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. Students are expected to treat other persons and their property with respect. Students are further expected to behave themselves in such fashion as not to infringe upon the rights of others to learn. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the following types of behavior will not be accepted and will generally require corrective action. **These examples are not intended to be exhaustive and the exclusion or omission of any particular type of unacceptable behavior is not an endorsement or acceptance of such behavior by the school:**

1. Unexcused lateness to class
2. Cutting class
3. Leaving school without permission
4. Possession or use of tobacco
5. Truancy
6. Possession, selling, using, or being under the influence of alcoholic beverages or other mood altering chemicals and/or possessing drug paraphernalia

7. Stealing
8. Forgery, fraud, embezzlement, and extortion
9. Gambling
10. Assault, physical and/or verbal and/or battery
11. Fighting
12. Possession of a dangerous instrument with the intent of injuring another person or dangerous weapon as defined in the Oklahoma Statutes as the following: "pistol, revolver, dagger, bowie knife, disk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button spring, or other device in the handle of the knife, blackjack, loaded can, billy, hand-chain, metal knuckles, or any other offensive weapons"
13. Possession or distribution of obscene material
14. Destroying/defacing school property
15. Cheating and/or assisting in misrepresentation of student work
16. Abusive or demeaning language and/or behavior
17. Display of gang membership, including but not limited to clothing, paraphernalia, and gestures
18. Vulgar, rude, and obscene language and/or gestures including ethnic or racial slurs or insults
19. Behavior which is calculated to be disruptive of the educational process
20. Sexual harassment and/or sexual misconduct toward a student or school employee, volunteer, or any other person if the conduct occurs on school property, in a school vehicle, or at a school activity
21. Possession of any ammunition, including bullets, shells, explosive caps, explosives, etc.
22. Verbal or physical harassment, intimidation, or bullying of a student or school employee, volunteer, or any other person if the conduct occurs on school property, in a school vehicle, or at a school activity (Sections 24-100.4 and 24-100.5 of Title 70 Oklahoma State Law)
23. Placing another student in reasonable fear of harm to the student's person or property.

One of the goals of our district is to educate and develop student self discipline in a positive manner. This means giving the student a chance to make choices, giving him/her a time to discuss his/her actions with others, and guiding the student in solving his/her problems. We believe that parental communication and support are essential parts of good discipline. High expectations and effective instruction by teachers promote self-control and responsible behavior in students.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators are mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents or referral to the school counselor to determine the most effective disciplinary measure. Students involved in on-going patterns of harassment, intimidation, or bullying will participate in activities to recognize, prevent, and intervene in bullying behavior. In all cases of disruptive behavior the penalties in each disciplinary action should always be commensurate with the problem.

In considering alternatives for disciplinary actions, the faculty/administration of the school will consider the following:

1. Conference with student
2. In-school suspension
3. Detention
4. Referral to counselor
5. Behavior contract
6. Conference with parents
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property.
9. Requiring a student to clean or straighten items or facilities
10. Restriction of privileges
11. Involvement of civil authorities
12. Referring student to an appropriate social agency
13. Suspension
14. Other disciplinary action as required and/or indicated by circumstances.

The school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions.

Riding school buses, whether on an activity trip, field trip, or to and from school, is an extension of the school day with students being subject to the same school rules and disciplinary actions, including forfeiting the privilege of riding the school bus.

Parents and/or guardians and the students residing in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available to parents and/or guardians upon request at any time during the school year.

## **DISTRIBUTION OF INFORMATION AND MATERIALS TO AND BY STUDENTS**

Board Policy # 7220 (rv.5.10.99)

It is the policy of the Board of Education that students, school personnel, and school facilities may not be used in any manner for advertising, selling, fund raising, or promoting the interests of any non-school agency, organization, or individual without the prior written approval of the superintendent or the superintendent's designee(s).

The purpose of this policy is to provide for the exercise of this right by Moore School District students and patrons and at the same time to inform Moore School District students of the conditions which the Moore School District Board of Education deem essential to prevent interference with the mission of the District.

Requests for schools to use or distribute materials must be submitted in writing to the superintendent's office. The superintendent or designee(s) will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school. The educational program of the school is understood to include instruction, extracurricular activities, athletics, assemblies, and other similar activities carried out in accordance with the written mission and class/program offerings of the school.

Announcements of events sponsored by non-school and nonprofit community organizations that have worthwhile activities for children must meet the criteria listed above. Community for this purpose is defined as an activity or event sponsored by an institution of higher education that serves as a part of the educational community or events and activities carried out within the boundaries of the district which contribute in a meaningful way to the educational programs of the school (as defined above).

Commercial materials will not be distributed through the school unless they are of benefit to the overall educational program of the school and are approved by the superintendent or designee(s). These materials include but are not limited to, equipment, supplies, printed matter, logos, slogans, trademarks, symbols, individuals and programs which are recognizable as representing a commercial firm, product or service.

Any plans by an organization for distribution of materials or publications which would involve students in any manner must have the prior approval of the superintendent or designee(s). Non-school related information notices, literature, or communications in any form may not be distributed through the schools without prior written approval of the superintendent's or his/her designee(s). Written approval will only be given when the definitions and provisions of this policy are met.

A copy of each issue of any publication or other printed material must be given to the superintendent or designee(s) who may take three (3) school working days, exclusive of the day of the request and the day of the activity, for the purpose of reviewing such publication before its general distribution. If, in the opinion of the superintendent or designee(s), the publication contains libelous or obscene language or art, advocates illegal action or disobedience, or contains material which encourages disruptive behavior, the superintendent or designee(s) shall notify the individual or sponsors of the publication that it cannot be published. If approved, the place and time for distribution shall be established by the superintendent or designee(s). The publication must contain the names of the individual contributor, editors, and/or publishers.

Materials approved for distribution must be sorted by class by school and presented to the school for distribution in accordance with the principal's instructions.

The Board reserves the use of school time, personnel, and resources to conduct the district's curricular and activity programs. Fee paid advertising is subject to approval but is permitted in school newspapers, yearbooks, athletic programs, and/or athletic facility billboards.

## **DRESS CODE**

Board Policy # 7105 (rv.8.11.03)

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general good taste. It is the intent to permit students to dress according to current fashion and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school vehicles, and at school-sponsored or authorized activities. Students who dress inappropriately will be asked to change and may be counted absent from any classes they miss.

The principal's discretion will judge questionable attire. Violations may result in disciplinary action.

The following is a general guide regarding proper dress. Inappropriate attire will include but not limited to:

1. No shredded, tattered, or holey clothing worn independently or with other clothing.
2. No biker shorts, short mini-skirts, or boxer shorts.
3. Students are not permitted to wear halter tops, off the shoulder tops, bare midriffs, tube tops, (muscle shirts, mesh shirts, or fishnet unless with a T-shirt underneath), backless garments, outer garments that have the appearance of underwear.
4. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drugs or tobacco, gang/cult activity on any person or article of clothing, belt buckles, jewelry, or school materials etc. will not be allowed.
5. Students must wear shoes. No cleats or any shoe that limits physical activity or safety will be permitted.
6. All headgear (examples, but not limited to: caps, hats, headbands, bandannas, and sunglasses, etc.) may not be brought to or worn around the school building or classroom. Stocking caps will be permitted in grades K-6 during inclement weather.
7. Apparel which is too tight or too loose, and/or revealing or does not cover undergarments may not be worn. Jeans, slacks, pants or garments worn below the waistline are prohibited.
8. Any known gang/cult related attire or personal grooming including headgear, colors or "sagging," is prohibited. Students may not wear colors, clothing or identified articles denoting gang/cult membership.
9. Jewelry or personal items or manner of dress which could cause harm to others. Examples of this are but are not limited to chains which are excessively lengthy and/or heavyweight and/or connected to keys, wallets, etc.

It is strongly suggested that students refrain from wearing athletic team clothing (other than the home school's team) due to the popularity of such clothing for theft, and also for its identification with gang affiliation.

## **DRUG AND ALCOHOL ABUSE POLICY**

Board Policy # 2170 (rv.12.8.97)

*In Compliance with House Bill 1283*

### I. Purpose

To state the policy of the Moore Public Schools Board of Education concerning alcohol and drugs, specifically, but not limited to Sections 163.2 and 506 of Title 37 and Section 2-101 of Title 63 on the Oklahoma Statutes.

## II. General

It is the responsibility of the student to know the laws and policies on alcohol and drug use and abuse. It is the responsibility of the student to obey all civil and school laws and policies concerning alcohol and drug use and abuse and to report any violations of them. It is the responsibility of the Board, through the teachers and administrators of the schools, to make known to the student, the laws and punishments for violations of the laws concerning alcohol and drug use and abuse

## III. Policy

1. The Board prohibits the possession, use, transmission, sale or being under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, counterfeit drugs, nonintoxicating beverage, controlled dangerous substance, uncontrolled dangerous substance of any other materials specified in, but not limited to the above-mentioned laws of the State of Oklahoma by any student on school grounds during, immediately after school hours, on school grounds at any other time when the school is being used by any school group, or off the school grounds at any school-sanctioned activity, function or event.
2. Use of a drug or prescribed medicine authorized by a registered physician shall not be considered a violation.
3. In the general classroom situation, teachers should not attempt to diagnose symptoms of drug or alcohol abuse. If it appears to any public school employee that a student may be violating any portion of the policy stated in Item I above, that person, immediately, shall report the matter to the school principal or his/her designee. The principal or his/her designee shall immediately notify the Superintendent of Schools and his/her designee and a parent or legal guardian of the student. Law enforcement officers may also be notified.
4. The principal shall remove or have the student removed from the classroom, or point of infraction, to a neutral area pending investigation. If the investigation reinforces the suspicion, the student is to be summarily suspended until an evidentiary hearing can be scheduled. If guilt is determined, then via the due process procedures of the school, the student shall be given a lengthy suspension or expulsion.
5. School discipline will be imposed independently of any formal court action.
6. When a teacher or other staff member comes into possession of alcohol or suspected drugs, the material will be placed in an envelope or other suitable container, labeled with the date, time, and how obtained, and then given to the principal who will contact the Superintendent and the appropriate law enforcement agency.
  - a. The student's name will not be indicated on the label when alcohol or a suspected drug is acquired by a teacher or counsel or during a counseling or information-seeking conference with the student.
  - b. The student's name will be indicated on the label at any other acquisition.

7. The law affords protection to the student who seeks information or counseling on how to overcome alcohol or drug abuse problems from teachers or counselors during information-gathering sessions through the right of privileged communications.
8. In affording confidentiality to the student and providing protection to him/her during the counseling sessions, no statement, whether oral or written by the student and no observation or conclusion derived by the teacher or counselor shall be admissible against the student in any proceeding. Nor shall the disclosure of any reports, statements, observations, conclusions or other information assembled or procured by the teacher or counselor be required by any rule, regulation, or order of any kind.
9. Teachers shall be instructed as necessary to be considered qualified to act in the capacity of alcohol or drug counselors or will have the option to defer any questions regarding alcohol or drug use and abuse to one who is qualified.  
  
No employee of the school district or member of the School Board shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.
10. In an effort to prevent violations of the policy and laws, the school system will maintain liaison with rehabilitation, treatment, judicial, law enforcement, and legislative agencies, gathering information for distribution to and education of students, employees, and any punitive action, unless the positive evidence of violation of the law. With this in mind, students or other interested or affected persons.
11. Teachers and all other employees of the school system are expected to convey by their actions, deeds, and teachings that they do not in any way encourage or condone alcohol or drug use by students.
12. The school system's primary business is education. The educational climate will permit discussion of controversial topics without a threat of encouraged to consult with teachers for help on alcohol and drug use and abuse problems.
13. Publications which advocate the illegal use of alcohol or drugs are prohibited from being distributed on school property.
14. Persons found to be engaged in or advocating illegal activity while on school property will be reported by the principal to law enforcement authorities.

**REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING  
NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES,  
CONTROLLED DANGEROUS SUBSTANCES, OR COUNTERFEIT DRUGS**

Board Policy # 2165 (rv.9.1.01)

In keeping with the School Laws of Oklahoma it shall be the policy of the Moore Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession

- 1) non-intoxicating beverages;
- 2) alcoholic beverages;
- 3) controlled dangerous substance; or
- 4) counterfeit drugs;

as the above are now defined by state law, shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the Superintendent or designee and parent or guardian of said student of the matter.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

Every teacher employed by the Moore Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his/her possession nonintoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.

Every school authority shall immediately deliver any controlled dangerous substance, removed or otherwise seized from any minor or other person, to a law enforcement authority for disposition.

**DUE PROCESS**

Board Policy # 7135 (rv.7.13.98)  
*Legal Reference: House Bill 2335*

**PROCEDURE OF APPEAL FOR SUSPENSIONS OF TEN DAYS OR LESS**

**First Level of Appeal**.....Building Principal  
In order to appeal the building principal’s decision, a written request specifying the reason or reasons for the appeal to the Appeal Committee for Short Term Suspensions must be made to the Superintendent or his/her designee within three (3) days from the date of the suspension.

**Second Level of Appeal**.....Appeal Committee for Short Term Suspensions: The supervising administrator for secondary education, the supervising administrator for elementary education, and one building principal.

Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.

The decision of the Appeal Committee for Short Term Suspension will be final.

## **PROCEDURE OF DUE PROCESS FOR OUT-OF-SCHOOL SUSPENSIONS IN EXCESS OF TEN DAYS**

### **First Level of Appeal** - Evidentiary Hearing

An evidentiary hearing will be scheduled for any individual involved in a suspension in excess of ten (10) days.

1. For all disciplinary offenses which could result in an out-of- school suspension in excess of ten (10) days, an evidentiary hearing will be arranged within three school days from the time a charge is made against a student unless there is mutual agreement between the administrator, student, and parent/guardian for an extension of time. The student to be suspended may remain in school until the date and time of the evidentiary hearing unless the administrator deems it necessary that the student remain out of school. In making this determination, the administrator shall consider the best interest of the student body's welfare as related to the nature of the offense committed. Following the date arranged, the evidentiary hearing, any suspension in excess of ten (10) days may be invoked against a student so charged.
2. The parent or guardian will be notified orally or in writing of the offense(s) which the student is charged and the date and time of the evidentiary hearing.

The building principal or his/her designee will be responsible for the convening of the evidentiary hearing.

1. The hearing will be presided over and conducted solely by the principal or his/her designee.
2. The hearing will serve to determine the facts in the case. The guilt or innocence of the student and the reasonableness of the term of an out-of-school suspension will be reviewed. (HB2335)
3. Each party will be given the opportunity to present its case, present the findings of fact, and make a concluding statement.
4. Background information of the student may be reviewed prior to rendering a decision in the case.
5. After the evidentiary hearing, if a suspension in excess of ten (10) days is deemed necessary, the suspension will become effective immediately. Parents will be notified orally or in writing. The building principal or his/her designee will immediately notify the second appeal officer. Based upon due process, if a student, parent, or guardian appeals the decision of the evidentiary hearing, the student may be readmitted to school at the discretion of the administrator in charge, providing re-entry would not jeopardize the normal operation of the school.

## **Second Level of Appeal**

Following an evidentiary hearing, any student who has been suspended in excess of ten (10) days will have the right to appeal by making a written request specifying the reason or reasons for the appeal to the administrator in charge of the second level of appeals within three (3) school days from the date of evidentiary hearing decision. The assistant superintendent or his/her designee will be responsible for the convening of the appeal.

1. The appeal will be presided over and conducted solely by the assistant superintendent or his/her designee.
2. The hearing will serve to determine the facts of the case. The guilt or innocence of the student and the reasonableness of the term of an out-of-school suspension will be reviewed. (House Bill 2335)
3. Each party will be given the opportunity to present its case, present the findings of fact, and make a concluding statement.
4. Background information of the student may be reviewed, prior to rendering a decision on the case.
5. The assistant superintendent or his/her designee may uphold, deny, or modify the decision of the principal.

## **Third Level of Appeal**

If the student desires to make further appeal, he/she will have the right to request a hearing before the Moore Board of Education by submitting a written request to the Superintendent of Schools within five (5) days from the previous appeal hearing date. The written request shall specify the basis for the appeal.

The decision of the Board of Education will be final.

1. The appeal will be presided over and conducted solely by the president of the board or his/her designee.
2. The appeal will serve to determine the facts of the case. The guilt or innocence of the student and the reasonableness of the term of an out-of-school suspension will be reviewed. (HB2335)
3. Each party will be given the opportunity to present its case, present the findings of fact, and make a concluding statement.
4. Background information of the student may be reviewed, prior to rendering a decision on the case.
5. The Board of Education may uphold, deny, or modify the suspension of the student with a majority vote.

## **ELIGIBILITY FOR PARTICIPATION IN ACTIVITIES**

Board Policy 7055 (rv.3.10.03)

Specific implementation of this policy will follow the rules and regulations established by the Oklahoma Secondary School Activity Association (OSSAA).

### **HIGH SCHOOL STUDENTS:**

#### Semester to Semester Grades

1. A student must have received a passing grade in any five (5) subjects (that will count towards graduation) in which he/she was enrolled in during the last semester he/she attended for fifteen (15) or more days.
2. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester that he/she attends.

#### Week-to-Week Grades

1. A student must be receiving a passing grade in all subjects in which he/she is enrolled in during a semester. If a student is not passing all subjects that he/she is enrolled in on the day of a grade check, he/she will be placed on probation for the next one (1) week period. If a student is still failing one (1) or more classes during the probationary week on the day of the grade check, he/she will be ineligible to participate the next one (1) week period.
2. "Passing Grade" means work of such quality that credit would be entered on the records were the semester to close at the time of the grade check.

### **JUNIOR HIGH STUDENTS:**

#### Semester-to-Semester Grades

1. A student must have received a passing grade in any five (5) subjects in which he/she is enrolled in during the last semester he/she attended for fifteen (15) or more days.
2. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester that he/she attends.

#### Week-to-Week Grades

1. A student must be receiving a passing grade in all subjects in which he/she is enrolled in during a semester. If a student is not passing all subjects that he/she is enrolled in on the day of a grade check, he/she will be placed on probation for the next one (1) week period. If a student is still failing one (1) or more classes during the probationary week on the day of the grade check, he/she will be ineligible to participate the next one (1) week period.
2. "Passing Grade" means work of such quality that credit would be entered on the records were the semester to close at the time of the grade check.

## **HIGH SCHOOL AND JUNIOR HIGH:**

1. A student must be in school all day on the day of the activity to be eligible for participation. If the activity falls on a non-school day, a student must have been in school all day on the last school day prior to the activity. The only exception to this attendance rule is if the student was absent because of an extreme emergency – to be determined by the Athletic Director and the building principal.
2. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible for at least one contest and not reinstated until approved by the building principal. A student whose flagrant or unsportsmanlike conduct consists of fighting, cursing, or using foul language toward a game official will be automatically suspended from participating in a minimum of the next two (2) regular scheduled games or contests on the same level of competition that his/her team plays. All disqualifications must be brought to the attention of the Athletic Director and building principal within twenty-four (24) hours after the incident.
3. Any student found guilty of violating policies and procedures within the Oklahoma Secondary School Activities Association (OSSAA) Handbook could face several courses of disciplinary action to include, but not limited to, loss of eligibility for participation, suspension, and/or dismissal from the team.

## **ELIGIBILITY TRANSFERS WITHIN DISTRICT I-2**

(Grades 7 through 12)

Board Policy # 7075 (*rv.8.04*)

*Pending Board Approval*

### **A. DEFINITION OF TERMS:**

1. **Eligibility:** A student's eligibility for any semester begins with and is determined by his/her legal location during the first hour class of that particular semester.
2. **Participation:** A student shall be considered as having participated when he/she actively participates with a school in an inter-school game, contest, or meet as a member of the varsity, junior varsity, B team, etc. A student in uniform with his/her team shall be considered as having participated. An inter-school scrimmage is considered to be a meet or contest.
3. **School Area:** That area designated by set lines, determined by the Moore Board of Education, as comprising a territory within Cleveland County Independent School District I-2, from which a particular school will draw its students.

### **B. RESIDENT AND MIGRATION:**

1. To be eligible for participation in athletics and/or activities, a student must enroll in the school area where his/her parent or guardian legally resides. Dual residency is not legal.

**\*Beginning in the 2004-05, the high school "choice option" offered to students residing in the "Neutral Zone" and students residing in the boundaries of the Kelly Elementary, "Gray Area" will be discontinued for students entering the eighth grade and below. The neutral zone and gray area are described below. Current ninth grade students (as of 2004-05) through twelfth grade students will have "grand fathered" status and may choose to attend Moore High School or Westmoore High School under pre-existing requirements**

- A. Neutral Zone Boundaries: Area west of Santa Fe, south of 12<sup>th</sup> Street, east of South Western, and north of S.W. 134<sup>th</sup> Street (as determined by the Board of Education).
  - B. Kelley Elementary School Boundaries: Boundaries are: areas south of N.W. 27<sup>th</sup> Street, north of N.W. 12<sup>th</sup> Street, west of I-35 Service Road, and east of Santa Fe (as determined by the Board of Education).
2. If a student enrolls and participates in athletics and/or activities, in a junior or senior high school in a school area in which his/her parents do not reside (without an approved transfer), he/she forfeits his/her eligibility and right to participate in all schools. To become eligible and granted permission to participate, he/she must attend two (2) full semesters in the school to which he/she is legally assigned.
  3. A student whose parents move from one school area to another school area during the school year may transfer his/her rights and privileges to the new school at the time his/her parents move or he/she may remain at the school he/she is attending and be eligible until the close of that semester. At the beginning of the next semester, he/she is eligible only at the school area where his/her parents currently reside. Students, who move from one area to another area within the district (without crossing east or west boundaries) after their eighth grade or eleventh grade year, may choose to remain at their original school if they attended that school during the previous two (2) years. (They must have attended at least 80% of each school year without any other transfers granted). Proper paperwork must be submitted to document changes of residency by parent/guardian. Senior students whose parents move during either semester may remain at the school he/she is attending and be eligible throughout the entire school year as long as they meet all other requirements.
  4. A student who is granted a transfer within the district (without any exceptional conditions involved) must attend one full year at the new school before he/she will be granted eligibility to participate in inter-scholastic athletics and/or activities.

**NOTE: The above stated rules will be applicable for all school activities governed by the Oklahoma Secondary School Activities Association.**

## **FORGERY/FRAUDULENT DOCUMENTS**

The forgery of parent and/or school personnel signatures is prohibited. The creation and/or distribution of fraudulent/phony school documents and/or any alteration of school documents, such as grade cards, progress reports, attendance, etc. is prohibited. Any student who violates this type of academic dishonesty, regarding forgery, or the creation of and/or distribution of "fake" school documents, such as medical/doctor notes, absences, phone calls, etc., may receive disciplinary action.

## **HONOR CODE**

Every Moore Public School student is expected to uphold the HIGHEST STANDARD of honor with regard to academics, activities, and other school-related pursuits. Cheating, plagiarism, forgery, and other academic dishonesty are considered severe discipline problems and will be punished.

## **GANGS/CULTS**

Board Policy # 7215 (Adopted 7.11.94)

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited. **Moore Public Schools has zero tolerance for gangs/cults and their activities.**

Gangs/cults which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and is forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including long-term suspension.

## **STUDENT ELECTRONIC NETWORK USAGE**

Board Policy # 7255 (rv.10.14.02)

The Moore School District is pleased to offer students access to the Internet via the World Wide Web (WWW). Access to the Internet is a privilege that may be revoked at any time for violation of this or any other district policy. The Internet will enable students to explore thousands of libraries and databases.

Unfortunately, some material found on the Internet is defamatory, inaccurate, offensive, and contains items that are illegal. Filtering software has been installed to further reduce the possibility of gaining access to potentially offensive sites. However, ultimately, it is the student's responsibility to ensure that he or she does not use the Internet while on school premises to access any of these inappropriate, illegal, or offensive sites.

If a parent or guardian of a student in the Moore School District wishes for his or her child to have access to the Internet, he or she must read the following District Internet Rules, the student must agree to comply with such rules, and both student and parent or guardian must acknowledge the disciplinary measures that may be taken against the student if the rules are violated.

***THE MOORE SCHOOL DISTRICT SUPPORTS AND RESPECTS EACH FAMILY'S RIGHT TO DECIDE WHETHER OR NOT TO ALLOW THEIR CHILDREN TO APPLY FOR ACCESS.***

## **RULES FOR USE OF THE INTERNET:**

1. A student may not reveal his/her personal address or phone numbers or the personal addresses or the personal number of other individuals.
2. Registry information with educational sites will only be provided under a teacher's supervision.
3. Students may not access any site that contains material that is illegal, offensive, or defamatory.
4. Students may not access the Internet without the supervision of certified personnel.
5. Students must comply with the same Code of Conduct, rules, regulations, and policies that apply to students just as if the student was in a classroom or school hallway.
6. Students are not authorized to store any files on the District's hardware, on diskettes or on other storage formats unless specifically authorized by certified personnel. All data stored on the District's hardware, on diskettes or other storage formats remains the property of the district.
7. All data stored on District computers or on District file servers remains the property of the District and is subject to review by administrators or other authorized personnel at any time, without prior notice or authorization.
8. Copying software is forbidden.
9. Installation of software on District computers is forbidden.
10. Computer equipment may not be used for any illegal or illicit purpose.
11. Computers are not to be used for commercial purposes at any time.
12. Students are not allowed to use their own equipment (including a laptop computer) to access the District's network or the Internet at any time.
13. E-mail services are extended for the sole use of the District students, staff, and administrators to accomplish tasks related to and consistent with the District's mission. District e-mail services are District property. Any e-mail address or account assigned by the District to individuals, subunits, or functions of the District is the property of the District.
14. E-mail users are required to comply with state and federal laws. Students may not send messages or communications relating to or in support of illegal activities, including threats. If the student receives a message that relates to illegal activity, the student must immediately notify District personnel and follow their instructions. Students must adhere to District policies and normal standards of professional and personal courtesy and conduct in sending and receiving e-mail messages. If a decision is made to grant e-mail privileges, access to District e-mail services is a privilege that may be wholly or partially restricted by the District without prior notice and without the consent of the e-mail user.
15. The District may permit the inspection, monitoring, or disclosure of e-mail to third parties when required or consistent with applicable law, including law enforcement agencies, the Oklahoma Open Records Act (if applicable), any subpoena or court order.
16. If students are granted privileges, e-mail will be used by students in an ethical and considerate manner. Students may not use e-mail to harass, insult or attack others, or to trespass in another's folder, work, or files.
17. Students must clearly and accurately identify themselves in electronic communications. Concealing or masking the identity of e-mail such as altering the source of the message by making it appear that it was from someone else is strictly forbidden.
18. Students are prohibited from engaging in the following e-mail practices: entry, examination, use, transfer, and tampering with the accounts and files of others, unless

appropriately authorized pursuant to this policy; altering e-mail system software or hardware configurations, or interfering with the work of others or with District or other computing facilities.

19. If a student has been requested by another user via e-mail or in writing to refrain from sending e-mail messages, the student is prohibited from sending that user any further e-mail messages until such time as he/she has been notified by District personnel that such correspondence is permissible. Failure to honor such a request will be considered a violation of this policy.
20. If students are granted e-mail privileges, students may not use District e-mail to send or forward chain letters, to send "spam" (that is, to exploit listserv or other similar systems for the widespread distribution of unsolicited mail), or to "letter-bomb" (that is, to resend the same e-mail repeatedly to one or more recipients).
21. Students may not send, post, or display offensive, abusive, slanderous, vulgar, sexually explicit, or defamatory messages, text, graphics, or images. This includes harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, or disability.
22. Students may not use another person's password.
23. Students must comply with all copyright laws.
24. Students may not damage computers, computer systems or computer networks.
25. Students must respect and adhere to other Internet Service Provider's acceptable use policies when accessing such sites.
26. Students are forbidden from intentionally running or installing computer viruses, creating computer viruses, running, installing or creating password tracking programs, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any District network or computer system.
27. Students may not use the Internet or e-mail message to engage in political lobbying.
28. Users must not use computer communications in ways that tie-up, interfere with, or impede computer use of others. This includes intentionally wasting the resources of the district.

**VIOLATIONS OF ANY OF THE ABOVE RULES AND REGULATIONS MAY RESULT IN A LOSS OF ACCESS BY THE STUDENT, AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.**

## **ITEMS PROHIBITED AT SCHOOL**

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission and/or use of these items will result in discipline.

Involvement with items of a serious nature will result in suspension.

### **1. Fireworks and Fire Materials**

- A. Firecrackers
- B. Stink, Smoke, or Snap Bombs
- C. Matches, Lighters
- D. Knives, Brass Knuckles, or Weapons
- E. Firearms, (including target, look alike replica, stun guns, B.B. guns, etc.) ammunition
- F. Incendiary or explosives

- G. Any objects used in a violent manner
- H. Gas devices such as mace, tear gas, pepper spray, etc.

**Confiscated items such as game boys, pagers, etc. will not be the responsibility of the school.** Other examples of prohibited items, such as, but not limited to:

2. **Electronic Equipment**

- A. Radio/ear phones, CD or players, and discs
- B. Games
- C. Curling irons or electric rollers
- D. Electronic recorders
- E. Laser pointers

3. **Martial Arts Equipment**

- A. Chinese Sticks
- B. Nunchucks
- C. Handcuffs
- D. Knives

4. **Toys**

- A. Skateboards, razor scooters
- B. Roller skates/roller blades
- C. Toy guns or weapons
- D. Water guns
- E. Pea shooters
- F. Board or table games
- G. Transformers
- H. Dice, playing cards, gambling paraphernalia
- I. Invisible ink

5. **\*Food Items**

- A. Candy
- B. Cinnamon sticks and oil

\*No student may sell any item (candy or etc.) unless it is from an approved school fund-raising project for their junior high (home school). No other school fund-raising projects are allowed. Disciplinary actions may result from sales which are not approved. If brought to school such items will be impounded.

6. **Miscellaneous such as, but not limited to:**

- A. Liquid paper
- B. Slime
- C. Whoopee cushions
- D. Prank items
- E. Trading or collector cards (i.e., baseball, pokemon, etc.)
- F. Inappropriate magazines
- G. Noisemakers of any type
- H. Water balloons

## **LUNCHES/FOOD AND BEVERAGE**

Students may eat in the cafeteria by paying cash on a daily basis or by maintaining a cafeteria account. Deposits may be made into student accounts between the hours of 7:30 A.M. and 12:30 P.M. each day. This money can be used for breakfast/lunch and ala carte items. Information regarding the price of lunches and an application for the **“Free and Reduced Lunch Program”** may be obtained from the cafeteria manager or the school office. Students are not allowed to charge breakfast/lunch or ala carte items at the secondary level. Students are allowed to bring lunches from home. The breakfast and lunch program shall be provided at the lowest possible cost, and served to students without regard to race, color, or national origin. Security and responsibility of lunch money rest with the parent and child.

No food or beverage of any kind is to be brought into any of the academic buildings on campus, gymnasium, the portables, classrooms, or hallways. All food and beverages are to be consumed in the cafeteria, student store area, or designated areas immediately outside of these locations. This includes food and beverages purchased on campus during lunch periods and off campus before school in the morning. Any food and/or beverage other than a sack lunch found in a student’s possession inside the buildings or in students’ lockers will be confiscated and disciplinary action may be taken.

## **POLICY ON DISPENSING MEDICATION**

Board Policy 7150 (rv.8.11.03)

The term "medicine" as used in this policy means "non-prescription medicine" and "filled prescription medicine". "Filled prescription medicine" is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school nurse, or in the absence of such nurse, the school principal, or school employees who have been designated in writing by the school principal as authorized to administer medicine. A nurse employed by the County Health Department working pursuant to an agreement made between the County Health Department and this School District may also administer medicine in the absence of the school nurse.

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school hours shall bring the medication to the principal of the school the student attends, and complete and sign the "Parental Authorization" form attached to this policy. When a student enrolls in a particular school, the parent or guardian of the student may sign a "Parental Authorization to Administer Medicine" form authorizing the appropriate personnel to administer non-prescription medication to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student.

Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing

the same. Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label of the original container, or as otherwise authorized in writing by the child's physician. All medicine shall be properly stored, and not readily accessible to persons other than the persons who will administer the medication.

Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine which was administered, the dosage of the medicine which was administered, and the time the medicine was administered. The "Log of the Administration of Medicine" attached to this policy shall be used by each school to keep the record of all medicine administered during each school year.

In accordance with 70 O.S. 1984, Section 1-116.3, Moore Public School employees will allow the self-administration of inhaled asthma medication by a student for the treatment of asthma under the following conditions:

1. The parent or guardian of the student shall authorize in writing the student's self-administration of the medication. This document will be filed along with the "Parental Authority to Administer Medicine" form;
2. The parent or guardian of the student shall provide to the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication;
3. The parent or guardian of the student shall provide the school an emergency supply of the student's medication to be administered pursuant to the provisions of section 1-116.2 of Title 70 of the Oklahoma Statutes and this policy;
4. The school district shall inform the parent or guardian of the student, in writing that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration by the student; and
5. The parent or guardian of the student shall sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
6. The permission of self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year for the fulfillment of the requirements of this policy.
7. As used in this section:
  - a. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician; and
  - b. "Medication" means a metered dose inhaler or a dry powder inhaler used to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
8. A student who is permitted to self-administer asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler at all times.

The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1984, Section 1-116.2 and O.S. 1984, Section 1-116.3. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his/her parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

PARENTAL AUTHORITY TO ADMINISTER MEDICINE

TO: \_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(School)

I am the parent with legal custody or the legal guardian of \_\_\_\_\_, a student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize the school nurse, the school principal, or \_\_\_\_\_ (an employee of the School District designated by the school nurse, the principal, and me) to:

\_\_\_\_\_ Administer \_\_\_\_\_, a non-prescription medication which I am hereby supplying you in its original container with the instructions on the label or the written instructions by the physician.

\_\_\_\_\_ Administer \_\_\_\_\_, a filled prescription medication which I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.

\_\_\_\_\_ Administer \_\_\_\_\_, a filled prescription medication which I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto.

\_\_\_\_\_ Allow \_\_\_\_\_ to self-administer prescribed asthma medication under the provisions of 70 O.S. 1984, Section 1-116.3 and Moore Public Schools Policy #7150. I am supplying you with a written statement from the physician and an emergency supply of the prescribed asthma medication.

I understand that under state law the Board of Education, the School District, or employees of the District shall not be liable to the student or the student's parents or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Parent with legal custody or guardianship

\_\_\_\_\_  
Address

WITNESS: \_\_\_\_\_

## **PARTIES**

There will be no parties in the classrooms during school hours. Teachers wishing to sponsor after-school parties must have prior approval of the building principal.

## **POLICY ON GUNS AND PROJECTILE DEVICES**

Board Policy # 7210 (rv.11.14.94)

*Legal Reference: March 31, 1994, the Elementary and Secondary Education Act of 1965 (ESEA) was amended to include the Gun-Free Schools Act*

The use, display or possession of any kind of gun or weapon as defined by Section 921 of Title 18 of the United States Code or any device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of the Moore Public Schools or during school-sponsored activities, functions or events shall result in the immediate suspension of all students involved for a period of time which shall not be less than one (1) year.

The term "gun or device capable of discharging or throwing projectiles" shall include but not be limited to: rifles, pistols, starter guns or shotguns of any caliber and/ or B-B guns and/or air pistols and/or potato throwers, dart guns or blow guns and/or any other destructive devices and/or any device the purpose of which is to throw, discharge or fire bullets, shells, or objects.

For the purpose of this policy, any student who aids, knowingly accompanies, assists, or participates with other students who use, display or possesses a gun, weapon, destructive device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to suspension for not less than one (1) year.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

Board Policy 7275 (Adopted 6.9.03)

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

- **Consent -**

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

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

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

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

- A. College or other post secondary education recruitment, or military recruitment.
  - B. Book clubs, magazines, and programs providing access to low-cost literary products.
  - C. Curriculum and instructional materials used by elementary schools and secondary schools.
  - D. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
  - E. The sale by students of products or services to raise funds for school-related or education-related activities.
  - F. Student recognition programs.
- *Inspect, upon request and before administration or use –*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

The Moore Public School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy, the administration of protected surveys, and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Moore Public School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Moore Public School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution (except as discussed above).
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

## **STUDENT RESIDENCY POLICY**

Board Policy 7235 (rv.7.14.03)  
*Legal Reference: House Bill 1557*

The Moore School District is established for the purpose of serving the educational interests of resident students.

### **I. Definitions**

1. Residency. As used in this policy, the terms, “residence,” “residency” and “legal residence” shall mean the student’s present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified in paragraphs III.1 and III.3 below.
2. Person having legal custody. As used in this policy, the phrase “person having legal custody” means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

### **II. Policy Statement**

1. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian, or (3) person having legal custody and who has assumed the permanent care and custody of the child holds legal residence.
2. State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district and does not fit into the categories described in paragraph II.1 above if such adult has assumed permanent care and custody of the child and provides a major degree of support.
3. The Board of Education of the Moore Public School District has determined that it is in the best interests of the School District to allow a child to establish residency in the School District by residing with an adult who is a legal resident of the School District and has assumed permanent care and custody of the child but does not fit into any of the categories listed in paragraph II.1 above.
4. Definition: Permanent care and custody. As used in this policy, the phrase “permanent care and custody” means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches the age of majority.
5. Definition: Major degree of support. As used in this policy, the phrase “major degree of support” means a substantial contribution to the cost of the child’s care, but it need not be in excess of one-half of all monies expended in the care and support of the child.

6. In order for a child to establish residency in the School District by residing with an adult who is a legal resident of the School District and has assumed permanent care and custody of the child but does not fit into any of the three categories listed in paragraph II.1 above, the following criteria must be met:
  - A. The adult with whom the child is residing must file a request for determination of residency with the Residency Officer of the School District. The request must include an affidavit in which the adult attests under oath that he or she has assumed permanent care and custody of the child and states the reasons for assuming permanent care and custody of the child. A form affidavit is attached to this policy.
  - B. The Residency Officer shall make an initial residency determination pursuant to the procedures outlined in Section III below. The person seeking to establish the child's residency in the School District shall have the right to request the Board of Education to review the Residency Officer's determination pursuant to paragraph III.4.C below.
  - C. The Residency Officer and Board of Education shall consider the facts and unique concerns of each case and shall approve residency only if it is demonstrated that the adult has assumed permanent care and custody of the child and contributes the major degree of support to the child.
7. Pursuant to Oklahoma law, knowingly filing a false affidavit of residency is a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than \$500 or both.

### **III. Procedure for Resolving Residency Disputes**

1. The School District recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system, the School District will verify that the student is a resident of the School District or is otherwise entitled to attend school in the School District for any reason authorized by law. As a part of this verification process the School District will obtain an address from each student or the student's parent, guardian, or person having the permanent care and custody of the child. In providing an address to the School District that is within the School District's boundaries the student and student's parent, guardian, or person having the care and custody of the child represent that this address is the student's residence. The School District may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information deemed relevant by the School District.
2. If at any time an administrator of the School District has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having the care and custody of the child that there is a question regarding the legal residency of the student. The student's parent, guardian, or person having care and custody of the child shall be given an opportunity to submit information regarding the student's residency to the School District's Residency Officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

3. Information or documentation to prove student residency in the School District shall include but not be limited to proof of provisions of utilities (gas, water or electric only), payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, mortgages, contracts and any other source of proof which is not in conflict with statutory provisions relating to the residence of students.
4. Any question or dispute as to the residence of a student shall be determined by the Residency Officer and the School District's Board of Education pursuant to the following procedures:
  - A. The student's parent, guardian, or person having the care and custody of the child must notify the Residency Officer in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the School District. Upon receipt of a request for review, the Residency Officer shall allow the parent, guardian, or person having the care and custody to provide additional pertinent information in accordance with the School District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.
  - B. The Residency Officer must render a decision and notify the student's parent, guardian, or person having the care and custody of the child of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.
  - C. In the event the student's parent, guardian, or person having the care and custody of the child disagrees with the Residency Officer's decision, such person shall notify the Residency Officer in writing within three (3) school days of his or her receipt of the Residency Officer's decision. The Residency Officer will submit his or her findings and all documents reviewed to the Board of Education. The Board of Education of the District will review the decision and the documents submitted on behalf of the School District and the student and will render a decision at the next board meeting. The decision of the Board of Education shall be the final administrative decision.
  - D. In an effort to place students in school as quickly as possible, timelines shall be followed, unless due to emergency circumstances, both parties agree to an extension of timelines.

#### **IV. Miscellaneous Policy Provisions**

1. Hearings involving more than one student where students are related or residing in the same household may, at the discretion of the Residency Officer and the Board of Education, be consolidated.
2. In the event the residency dispute involves an 18-year old student all notices will be delivered to the student because at 18 the student ceases to be minor.

3. If already enrolled and attending school in the School District, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having the care and custody of the child has filed an appeal in the manner and within the time permitted by this policy.
4. The Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.
5. The Residency Officer of the School District is the Superintendent or his/her designee.
6. The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the School District. For any period during which a student is enrolled in the School District, but is not a resident of the School District, the School District may charge tuition if it is established that the student's parent, guardian, or person having the care and custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the School District. The tuition shall be based on a per capita cost of educating a student in the School District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.
7. The School District shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.
8. The Moore School District will require residency verification during pre-enrollment each year. Verification can be accomplished by attaching a copy of a utility bill (gas, water, or electric only) to the pre-enrollment form.
9. A copy of this policy shall be given to the student's parent, guardian, or person having the care and custody of the child as soon as possible following the inception of any residency dispute.

**AFFIDAVIT OF PERSON WHO HAS  
ASSUMED PERMANENT CARE AND CUSTODY OF STUDENT**

STATE OF OKLAHOMA

} ss.

COUNTY OF OKLAHOMA

I, \_\_\_\_\_, being of lawful age and being duly sworn upon oath, state as follows:

1. I presently reside at \_\_\_\_\_, which is within the geographical boundaries of \_\_\_\_\_, also known as Moore School District.
2. I have assumed permanent care and custody of \_\_\_\_\_, a minor, and I desire to enroll \_\_\_\_\_ at the Moore School District. I understand that "permanent care and custody" means that I have assumed responsibility for the care and custody of \_\_\_\_\_ on a continuous basis, and I do not intend to relinquish such care and custody until \_\_\_\_\_ reaches the age of majority.
3. The reason(s) that I have assumed the permanent care and custody of \_\_\_\_\_ are as follows:  
  
State in detail: \_\_\_\_\_
4. I contribute the major degree of support to \_\_\_\_\_
5. I understand that the statements made in this affidavit are made under oath and that knowingly filing a false affidavit of residency is a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine or not more that \$500 or both.

Signature \_\_\_\_\_

Subscribed and sworn to before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(SEAL)

# **SEARCH OF STUDENTS AND STUDENT LOCKERS/DESKS**

Board Policy # 7140 (rv.8.13.01)  
*Legal Reference: House Bill 1092*

The purpose of this regulation shall be to set procedures for searching students and student lockers. Searches of students and student lockers/desks shall be conducted for the purpose of investigating behavior that might cause injury to students or damage to the educational process or in violation of Board policy. General locker checks for the purpose of locating lost books and/or locker cleanups shall be excluded from this policy. Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such searches. School premises are subject to search by canine drug detection services.

## **I. OBJECT OF SEARCH**

The person, personal property and locker or desk of a student attending a district school may be searched on district property or while in transit to or attending any function sponsored or authorized by the district when there is reasonable suspicion to believe that the person, personal property or locker or desk of such student contains one or more of the following (hereafter referred to as "prohibited items"):

1. Dangerous weapons including ammunition, firearms as defined at 18 U.S.C. Section 921, any dangerous instrument that has been used with an intent to injure another person, explosives or fireworks.
2. Drugs, marijuana, stimulants, depressants, turkey drugs, intoxicating beverages, nonintoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, and other substances which are controlled, dangerous substances as defined in the Dangerous Substances Act (Title 63, Oklahoma Statutes, Section 2-101 et seq.).
3. Stolen or missing property if said property is reasonably suspected to have been taken from a pupil, employee of the school during school activities, while on school property, or in transit under the authority of the school.

## **II. PERSONS AUTHORIZED TO CONDUCT STUDENT SEARCHES**

The superintendent, principal, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, those items identified in I (1) through (3) listed above. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex, if practicable. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip

search of the student be allowed. No student's clothing, except outer wear, shall be removed prior to or during the conduct of any warrant less search.

The superintendent, principal, or security personnel searching or authorizing the search shall have authority to detain the pupil(s) to be searched and to preserve any prohibited items identified in I (1) through (3) listed above that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any prohibited items identified in I (1) through (3) listed above.

### **III. THE CIRCUMSTANCES UNDER WHICH STUDENTS SHOULD BE SEARCHED**

A search of a student should be conducted only where there is reasonable suspicion to believe that a specific student possesses one of the prohibited items and that such possession might cause injury to students or damage to the educational process or is in violation of state or federal law, or district policy.

Reasonable suspicion must exist to justify such a search. Reasonable suspicion means that the search is reasonable under the facts and circumstances of the particular matter. The administrator or security personnel should be able to point to and articulate facts which form the basis of the administrator's suspicion that the student is in possession of one or more prohibited items.

If such a factual basis does not exist with respect to a particular student, a search should not be conducted. Group or random searches, such as a search of an entire class or school, shall not be conducted. However, there may be circumstances in which there could be reasonable justification to search more than one student. An example would be several students standing in a group which one or more are observed to have a prohibited item and it is not possible to tell which student kept the prohibited item.

The determination of reasonable suspicion should be made by careful consideration of the following factors:

1. What is the relative danger to the students and the educational process posed by the possession of the prohibited item?
2. What is the student's age, history, record of behavior and academic achievement at the school?
3. What are the prevalence and seriousness of the problem in the school posed by the possession of such prohibited items by student?
4. What is the exigency to make the search without further delay?
5. Is the search made with good faith, honest intentions and not on the basis of curiosity or intuition?
6. If the basis for a search is information received by confidential source, is the source of information reliable, based upon whom the source is, the credibility of the source and whether the source has been reliable on previous occasions?

Reasonable suspicion can have factual basis in a student's apparent nervousness, uneasiness, fear, anxiety, furtive and suspicious movements and apprehensive expression; by the student placing an item in his/her pocket when an administrator approaches, and by the distinct appearance or smell of a prohibited item, i.e., the smell of marijuana.

#### **IV. METHOD OF STUDENT SEARCHES**

Searches are to be conducted only by persons authorized in Section II.

If law enforcement personnel have been called to a district building in regard to a student search, the search should be totally turned over to the law enforcement personnel and district personnel should not participate further in the search. This does not preclude the administrator from taking appropriate disciplinary action if the search discloses any prohibited items.

When possible, an effort should be made to conduct a search without physically touching the student. When necessary, the administrator may request the student to remove outer garments such as hats, gloves, coats, shoes and socks. The student may be requested to empty pockets and turn them wrong-side-out. Removal of clothing other than the outer garments described shall be done by law enforcement officials who are not district personnel.

In instances of searches for stolen property, no requests shall be made of law enforcement personnel to conduct searches by removal of clothing other than the outer garments described.

A student, pending a search for prohibited items may be detained by the Superintendent, a principal, a teacher or a district security officer.

The search of a student should be made by a person of the same sex as the student and be witnessed by another certified employee of the district, said person to be of the same sex, if practicable.

As a courtesy to parents/guardians, whenever a student has been searched, a bona fide effort will be made to contact one of the student's parents/guardians to notify him or her that a search was conducted. You will need to explain the reasonable suspicion which warranted the search, and relate the outcome of the search.

### **SUSPENSION OF STUDENTS K-12**

Board Policy 7130 (rv.8.12.02)

*Legal Reference: House Bill 992, 1092 and 2335  
Title 70, Oklahoma Statutes, Section 24-101.3*

Students may be suspended from school for engaging in any of the following activities while on school grounds, on school buses, or at school activities:

1. Creating or attempting to create a classroom disturbance.
2. Disobeying a school teacher or administrator willfully and openly.
3. Using profanity or vulgar language or expressions.
4. Defying the school administrator's or teacher's authority
5. Assault and/or battery of another student or person.

6. Possession or use of any dangerous instrument with the intent of injuring another person or dangerous weapon as defined in the Oklahoma Statutes as following: "pistol, revolver, dagger, bowie knife, disk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand-chain, metal knuckles, or any other offensive weapons."
7. Possession, use, transmission, sale or being under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, counterfeit drugs, nonintoxicating beverage, controlled or uncontrolled dangerous substance.
8. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal educational process.
9. Engaging in acts of immorality.
10. Vandalism to, defacement of or causing damage to school property.
11. Continued absenteeism from school.
12. Violating the rules and/or regulations of the school.
13. Possession and/or use of tobacco products.
14. Stealing school property, property belonging to employees or students, or any other property.
15. Possession of stolen property.
16. Conduct which jeopardizes the safety of others.
17. Membership by students in secret clubs, fraternities, sororities, or other secret organizations.
18. Verbal or physical harassment, intimidation, or bullying of a student, school employee, volunteer, or any other person if the conduct occurs on school property, in a school vehicle, or at a school activity (Sections 24-100.4 and 24-100.5 Oklahoma State Law).
19. Sexual harassment and/or sexual misconduct toward a student, school employee, volunteer, or any other person if the conduct occurs on school property, in a school vehicle, or at a school activity.
20. Possession of any ammunition, including bullets, shells, explosive caps, explosives, etc.
21. Threatening bodily harm to a student or staff member or threatening harm to school/personal property.

In addition, to the above, pursuant to Title 70, Oklahoma Statutes, Section 24-101.3, students who are guilty of any of the following acts may be suspended out-of-school by administration of the school district:

- a. violation of a school regulation,
- b. immorality,
- c. adjudication as a delinquent for an offense that is not a violent offense. For the purpose of this policy, "violent offense" shall include those offenses listed as the exception to the term "nonviolent offense" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a deadly weapon but shall not include the offense of assault,
- d. possession of an intoxicating beverage, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, and
- e. possession of a dangerous weapon or a controlled dangerous substance, as defined in Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension for a period of not less than one (1) year as provided in Title 70,

Oklahoma Statutes, Section 24-101.3. The term of this suspension may be modified by the district superintendent on a case-by-case basis. For the purpose of this policy, the term, "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.

The principal shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred in the past and other forms of discipline have not deterred such behavior. Before a pupil is suspended out of school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom or in-school detention. Serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester, plus the succeeding semester.

In all cases of suspension from school, the first attempt to notify parents/guardians will be by telephone. If parents cannot be reached by phone, letter or other means of notification will be provided. In any case it may be required that one or both parents/guardians bring the student to the principal's office for a conference before the student is reinstated.

During the time a pupil is suspended or in ISS, he/she is excluded from all school activities, including extracurricular activities.

In accordance with Title 70, Oklahoma Statutes, Section 24-101.3 [E], a student who has been suspended out of school from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a school of this district until the terms of the suspension have been met or the time of suspension has expired.

#### PROVISION OF EDUCATIONAL SERVICES Suspension - Five Days or Less

Students suspended five days or less will be allowed to make up assignments missed due to an out-of-school suspension. Students will follow the procedures assigned for make-up work as presented in the student handbook.

In unusual circumstances, the principal shall determine whether or not the student shall be allowed to make up assignments. The decision of the principal in the matter will be final and not subject to any appeals.

(Suspension in Excess of Five Days)

When a student is suspended out-of-school for a term greater than five days, pursuant to Title 70, Oklahoma Statutes, Section 24-101.3, the parent or guardian of the student "shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear the responsibility for monitoring the student's educational progress until the student is readmitted into school."

The school district will provide textbooks and a listing of assignments which approximate the curriculum covered during the term of the suspension. The principal will provide the parents with due dates for assignments. Late work will result in no credit unless prior arrangements have been made for extensions with the principal. In addition, the principal may require that the

parents or guardian bring the student to the school for administration of examinations in the curricular areas covered. Pursuant to the provision of Title 70, Oklahoma Statutes, Section 24-101.3, the student and parent/guardian will only be provided an educational plan for English, math, science, social studies, and art units required by the State Board of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve. All arrangements for picking up assignments, turning in completed assignments, and taking examinations will be made by appointments conducted during regular school business hours. Student assignments or examinations or both will be graded to determine the student's grade during the term of suspension.

SCHOOLS ARE NOT RESPONSIBLE FOR THE PROVISION OF EDUCATIONAL SERVICES TO THOSE STUDENTS WHO ARE IN VIOLATION OF ITEM "e" (firearms and controlled dangerous substance) LISTED ABOVE. (Reference Title 70, Oklahoma Statutes, Section 24-101.3.)

The pupil suspended shall have the right of appeal. Appeal procedures are outlined in Board Policy 7135.

Issues related to long and short term suspension of identified disabled students are subject to federal and state requirements specific to them. These regulations should be carefully consulted prior to the suspension of an identified disabled student.

## **POLICY PROHIBITING TOBACCO ON SCHOOL GROUNDS**

Board Policy 7170 (rv.6.9.86)

*Legal Reference: Article 3, Section 941-C Oklahoma Law*

In accordance with Oklahoma Law and the wishes of parents, educators and students, tobacco in any form or tobacco products of any kind, will not be possessed or used by students while on school premises. Tobacco should not be possessed or used by students attending any school-sponsored events outside school premises, or while in transport to or from such an event in school authorized vehicles.

## **DISCIPLINE STEPS FOR POSSESSING TOBACCO**

- First Offense:** The parent is notified and the student is given five days detention.
- Second Offense:** The parent is notified and the student will be assigned to ISS for five days.
- Third Offense:** The parent is notified and the student will be suspended for three days.
- Fourth Offense:** The parent is notified and a due process hearing is scheduled at which point the student may be suspended for a period in excess of three days.

**\*Students may also be subjected to a citation.**

**THE PRINCIPAL HAS THE RIGHT TO ALTER ANY OF THE STEPS ABOVE IF UNUSUAL CIRCUMSTANCES SURROUND THE OFFENSE.**

## **TRESPASSING**

*Legal Reference: Section 516. Orders to Leave School Property*

The superintendent or principal of any secondary, middle, or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school buildings or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (70-24-131).

## **VANDALISM AND THEFT OF SCHOOL PROPERTY**

*Legal Reference: School Law #658, Article XII*

It is essential that a wholesome respect for public property be fostered. Students who damage or destroy school property shall be required to make complete restitution. Other disciplinary action may be taken to ensure school facilities are appropriately maintained.

Any student involved in vandalizing or stealing school property will face disciplinary action. The student will also be responsible for the return of all stolen items or complete financial reimbursement for items damaged or stolen.

## **WIRELESS TELECOMMUNICATION DEVICES**

Board Policy # 7195 (rv.8.04)

Pending Board Approval

No student shall possess or use an electronic paging device or cellular phone while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except with permission granted by the parent or guardian, **and** superintendent or a designated administrator. Prohibited usage may include but not be limited to instant messaging, using as photographic equipment, sending/receiving unauthorized infrared transmission, or other activities which may interrupt the normal course of instruction. Use of the wireless devices is prohibited in halls, classrooms, or any school premises during the school day.

A student who has received permission to carry such a device must keep the device set to silent notification. Any such system of notification shall not be a distraction to other students. Distractions will be deemed a violation of this policy.

Possession of a wireless telecommunication device is permitted for functions sponsored or authorized by the school held after the school day or off district premises with permission of superintendent or designee **and** parent.

Students who are found in possession of wireless telecommunication devices during the regular school day on school premises shall be in violation of district policy unless prior consent has been granted. Disciplinary actions will be determined by the nature, severity, and frequency of such violations. Disciplinary actions will include but not be limited to: collection of the device by an administrator, detention, **and** removal of privileges.

# **SAFETY**

## **CRISIS MANAGEMENT PLAN BOARD**

Policy 2190 (rv.5.8.00)

The District shall provide a crisis plan to help curb the incidence of violence and to manage damage and loss associated with civil disturbances, and natural or man-made disasters.

The District plan shall include provisions for prevention, planning and recovery. The plan will include coordination between the District safe school committees, community leaders, regional civil emergency management agencies, law enforcement, emergency management and response agencies, the fire department, and the media. The plan will include the provisions listed:

- a. roles and responsibilities of the District and site level crisis management staff
- b. distribution and security of information that might be needed in a disaster
- c. sample go-home, shelter-in-place, and evacuation procedures
- d. violence prevention plans
- e. school signature requirements preventing drugs, alcohol, and weapons, and warnings of penalties for violations
- f. training and practice procedures and records
- g. preparedness for natural disasters, man-made disaster, civil disturbances, accidents, and acts of violence/terrorism

The District Plan will be reviewed and updated annually. Each school site will develop and periodically review a site crisis management plan with staff. These plans shall include items a.-g. listed in the District Plan and other requirements as specified by the Superintendent or his/her designee. The safe school committee shall review each site plan annually and make recommendations to the principal, the site crisis management team and the district. The site crisis management team shall review and make adjustments to the plan annually in accordance with components required by the district.

## **SCHOOL SAFETY MANAGEMENT AND PROCEDURES**

### **Safe School Committee**

School Laws of Oklahoma, Chapter 1, Article XXIII, Section 487a

Due to the growing concern of safety and the ever constant threat of violence in our children's schools, it is the intent of the Legislature that local schools and families must work together to combat this rising problem. Therefore, no later than October 1, 1996, and every year thereafter, each public school site shall establish a Safe School Committee to be composed of at least six (6) members. The Safe School Committee shall be composed of an equal number of teachers, parents of the children affected and students. The Safe School Committee shall study and make recommendations to the principal regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school.

## **FIRE DRILLS**

As students clear the building, the first student to arrive at a door should hold the door open until the remaining students have cleared the building and then join his/her class for roll call.

Classes should congregate in a group at least 20 yards from the building as quickly as possible without running. **STUDENTS SHOULD NOT STOP TO GET ANYTHING.** Inappropriate behavior either leaving or entering will be dealt with by the teacher. An evacuation guide will be posted in all classrooms.

## **TORNADO DRILL OR BOMB ALERT**

On the days of severe weather conditions, or an air raid alarm, we will follow information received from the U.S. Weather Bureau and/or local Civil Defense official. In an event of imminent danger, the following procedures will be carried out.

1. Drill procedures will be given by way of written or verbal instructions from the office.
2. Teachers will have the students remain in their respective rooms, unless assigned elsewhere due to safety precautions.
3. Students are to take a sitting position under a table or desk top and place their heads in their lap, covering head with their hands. If no table or desk is available, students should take a kneeling position next to an interior wall and not expose back of head, neck and back area to possible falling debris.
4. No student will be permitted to use the telephone during an alert.
5. No student is to leave school without written permission from the parent. This should be cleared through the office.
6. Teachers should strive to maintain an atmosphere of orderliness and calmness. Students should not be permitted to listen to a radio during an alert.
7. Check roll after an all clear is given.
8. The custodian will stand by to cut off the gas and electricity.

## **WEATHER**

There may be times when school will be dismissed because of weather conditions. This decision should be made approximately by 6:00 a.m. School closings will be televised over Channels 4, 5, 7, 8, 9, 10 and will be broadcast on the following radio stations: WKY, KOMA, KTOK, and KEBC.

# **STUDENT SERVICES**

## **GUIDANCE**

The purpose of the guidance services is to help each student in his social, education, vocational, and personal development. The counselor is in the guidance office daily from 7:30 a.m. to 2:45 p.m. Conferences with the students receive first consideration of the counselor's time and are scheduled whenever necessary. Students are requested to sign up for an appointment.

The counselor may assist the student:

1. In recommending materials that the student may use to improve his study habits.
2. In planning his schedule and school program.
3. In making realistic curriculum selections and suitable plans for the future.
4. In offering aid and in problems of adjustment and to listen to the student discuss his/her problems.

## **INCIDENTALS / GRADE CHECKS**

Parents are welcome at any time to contact individual teachers by telephone or e-mail regarding their child's grade. E-mail addresses for district teachers follow this format: employee's first and last name@moore.k12.ok.us

If parents wish to check all six grades at one time, they may contact the grade counselor. Comprehensive grade checks may only be requested every two-three weeks.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the "Lost and Found Department" in the school before or after school. Wallets, purses, jewelry, glasses or money are to be brought to the office. Lost articles which are not claimed will be discarded or given to charitable organizations at the end of the school year. Any lost item is the student's responsibility. The school cannot be held responsible.

## **MEDIA CENTER**

The Media Center offers a total multimedia program designed to support the curriculum and to provide for individualized student learning. Students have access to all types of materials and equipment and are encouraged to use them in individual, small group and class activities. The staff is available at all times to answer questions and give assistance.

The Media Center is open from 7:30 a.m. to 2:45 p.m. as well as other flexible hours depending upon the needs of the school site. Students must have hall passes issued by a teacher when using the Center during class time. The center is usually open for students to use during their lunch hours.

Most materials in the Media Center may be checked out. Usually, books may be kept two weeks. Overdue materials are subject to fines.

## **NURSE**

Any referrals to the nurse should be made through the counselors' or principals' offices.

## **PARENT CONFERENCES**

Moore Junior High Schools encourage communication with parents or guardians regarding academic concerns or problems related to behavior and discipline. Conferences with teachers, guidance counselors, and administrators can be scheduled from 7:30 a.m. until 2:40 p.m. We request that the parent or guardian call for an appointment prior to the conference.

## **WORK PERMITS**

Students interested in employment outside of regular school hours must hold a work permit to avoid violation of the State Department of Labor Regulations. Forms are available in the main office or registrar's office.