


MORRISON
ELEMENTARY STUDENT
HANDBOOK

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SECTION I – GENERAL INFORMATION

PHILOSOPHY

The education of its students is the primary objective of this district. Education is both a right and a privilege and all students attending this school are entitled to grow intellectually, morally and physically. We believe that all students can make a beneficial contribution to the democratic society in which we live. Although the abilities and learning requirements of each student may be different, all students can succeed if provided equitable opportunities to develop competencies in the basic skills and high-order thinking skills. The education of individual students is the goal of the school, and teachers are the most important factor in that process.

MISSION STATEMENT

Morrison Public Schools, through its students, curriculum, staff, facilities, and community is committed to educational excellence. We are committed to providing the opportunity for all students to become successful, contributing world citizens who can effectively read, think, and communicate productively. We accept each child as a unique entity, capable of learning in different ways at different rates. We provide a supportive and caring environment, which ensures opportunities at all ability levels. We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students.

BOARD OF EDUCATION POLICY

A copy of all board policies is available in the administration office, elementary, middle school, and high school offices, as well as the school website @ www.morrisonps.com. New policies or policy revisions may be adopted throughout the year and not all sources may be updated. The hard copy of the board policy book in the superintendent's office supersedes any other copies of board policy.

BOARD OF EDUCATION

The Morrison Board of Education meets the second Monday of each month at 2nd Street and C Avenue, unless notice is given otherwise.

Ryan LuterPresident

Steve CarrVice President

Shane Parli..... Clerk

Phil Berkenbile Member

Monty Snowden Member

ADMINISTRATION

Jay Vernon Superintendent

Christy Williams Elementary Principal

Brent Haken Secondary Principal

ENROLLMENT REQUIREMENTS

Persons of age four (4) years on or before September 1 through twenty-one (21) years who reside with parents or a legal guardian within the district may attend the Morrison Schools without payment of tuition. Proof of residency may be required by the school administration. Enrollment in Morrison Schools is subject to the following conditions:

- A. Immunizations: State law requires that all students in the public schools of Oklahoma, K-12, present certification of immunization from a licensed physician or authorized representative of the State Department of Public Health. Required immunizations include diphtheria, whooping cough, tetanus, rebeola, rubella and polio. The following are required BEFORE SCHOOL ADMISSION:
- 5 DPT*
 - 4 POLIO
 - 2 MMR
 - 2 or 3 Hepatitis A
 - 3 Hepatitis B
 - Chickenpox

*The Oklahoma State Board of Health approved a revision effective in the fall semester of the 1996 school year that requires children entering kindergarten or first grade without attending kindergarten, to have received 5 doses of DPT or a combination of DTP and DTAP vaccines totaling 5 doses (unless the fourth DTP/DTAP was received after the fourth birthday) and 4 doses of polio vaccine (unless the third dose was received after the fourth birthday). All seventh grade students must have received their Hepatitis B vaccinations before attending school. Students entering in grades 7-11 will be required to have had three doses of Hepatitis B, and students in grades 7-10 must have had two doses of Hepatitis A vaccine.

- B. Age Verification: Children who are four (4) years of age on or before September 1 must enroll in a Pre-K class. Children who are five (5) years of age on or before September 1 must enroll in a kindergarten class. Students entering Pre-K, kindergarten or first grade for the first time in a public school must present their official, state-certified birth certificate or hospital record. Children enrolling in the Morrison Public Schools for the first time must present a certified birth certificate or hospital record, up-to-date immunization record, and a copy of the social security number before school admission is permitted.
- C. Verification of Residence: Students within the Morrison School district may be required at any time to show verification of residence. Examples would be a lease agreement, current utility bill, and/or real estate contract showing your name and address. The Superintendent of his/her designee shall decide any questions as to place of residency for school purposes.
- D. Students entering grades 7-11 are required to have had three doses of Hepatitis B and students in grades 7-10 must have had two doses of Hepatitis A vaccine.

STUDENTS WILL NOT BE PERMITTED TO ATTEND MORRISON PUBLIC SCHOOL WITHOUT MEETING THE ENROLLMENT REQUIREMENTS; COMPLETE IMMUNIZATIONS, AGE VERIFICATION, AND ABILITY TO PRESENT SOCIAL SECURITY NUMBER.

MOMENT OF SILENCE

It shall be the policy of this Morrison Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students. Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks. If a district or school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

STATEMENT OF EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

It is the policy of this school district to provide equal opportunities without regard to race, color, national origin, sex, age, disability, religion or veteran status in its educational programs and activities. This includes, but is not limited to admission, educational services, financial aid, recruitment, employment and promotion.

INSURANCE

The school district's insurance policy provides coverage for school owned property. The school district cannot legally insure the personal property of staff or students.

24/7 SMOKE FREE/TOBACCO FREE ENVIRONMENT POLICY

Smoking, distribution, and the use or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on school property, in school vehicles, or at or going to and from any school-sponsored or authorized function.

It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the schools with the exception of training provided by Meridian Technology Center as required by government contract. When required by a government contract, the designated smoking area must be away from general traffic areas and completely out of sight of children under eighteen (18) years of age and can be used only by adults attending those training sessions.

Additionally, students are prohibited from use or distribution of, tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Definitions:

1. "School Property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both.
3. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with/without nicotine.
4. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.

Advertising of tobacco products on school property, school publications, and video-TV productions is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc. that display and/or promote tobacco products.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend on the cooperation and consideration of smokers/tobacco users and non-smokers/tobacco users. All individuals on school property share in this responsibility for adhering to and enforcing this policy. Those found in violation will be informed that they are in violation of board policy, and in the case of tobacco and/or tobacco products, state law. Any individual who observes a violation on school property may report it in accordance with the procedures below:

Students – Any violation of this policy by students will be referred to the site administrator. Site administrators shall inform both students and parents that failure to comply with the policy may result in confiscation of paraphernalia and/or suspension from classes and school activities.

Employees – Any violation of this policy by staff will be referred to the appropriate supervisor. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of employee.

Visitors and General Public – Visitors who are observed smoking or using tobacco products on school district property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the site administrator or other school district supervisory personnel responsible for the area or program during which the violation occurred. The site administrator or supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by the school administration, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

SECTION II – CAMPUS INFORMATION

SCHOOL HOURS

Class begins at 8:00 a.m. Students will be counted tardy after 8:05 a.m.

Class is dismissed at 3:35 p.m.

If your child arrives at school in the morning for breakfast, the cafeteria doors open at 7:30 a.m. Students will not be admitted before that time so please ensure their arrival isn't before this time. Morning supervision of students in other buildings on campus begins at 7:40 a.m. It shall be the parent's responsibility to see that their child not report to school prior to 7:40 a.m. All students should be picked up no later than 3:40 p.m. No supervision is provided after this time. To minimize classroom interruptions, parents are encouraged to make after-school arrangements prior to the school day.

SCHOOL CLOSING

If school is to be closed because of weather or other unexpected reasons, it will be announced on radio and television. Please disregard all other announcements. Please listen to the radio and/or television and do not call school officials. Many times a decision cannot be made until early in the morning of the school day in question. TV: Oklahoma City Channels 4, 5, and 9

FIRE, TORNADO, AND LOCKDOWN DRILLS

Periodically drills will be held for all three. Detailed instructions will be published for all buildings.

SCHOOL VISITORS

All visitors are asked to report to the office when they arrive at the building. Visitor tags are required. Parents are always welcome. Visitation by non-enrolled children is not permitted. Morrison schools maintain a "Smoke-Free" policy on all school grounds and in all school campus buildings. It is the policy of the Morrison Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom. Staff members are not normally expected to have personal visitors during the school day. Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent. The superintendent or principal of any school shall have the authority to order any person¹ out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes.

This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or

¹ Does not include students, officers, or employees of the district.

by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment. Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy.

School Visitors Grievance/Appeals Process

Any person who has been removed from this institution or from a school activity or event whether held on or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal: Within five (5) working days of being directed to leave premises, the individual (“complainant”) may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant’s request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator’s decision to direct the individual to leave school premises.

The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

Hearing: The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration’s paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant.²

The decision of the board of education shall be final and unappealable. *-This policy is required by law.*

² Agenda language will need to reflect the individual’s name.

STUDENT ATTENDANCE

It is unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years, unless such child has been screened as not to be ready for kindergarten, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session. (70-10-105)

If a child is to be absent for any reason, it is the duty of the parent(s), guardian, or other person having charge of that child, to notify the principal or teacher; that notification should be by telephone at the beginning of each school day in which the absence is to occur. If a parent or guardian, or other responsible person has not notified the school, the school personnel will attempt to notify a parent by telephone that the child is absent.

To be excused from attendance, a child must meet guidelines established by state law. Statements from doctors and dentists verifying doctor or dentist appointments will be submitted to the office upon the student's return to school. These will not be taken off the 10-day absence rule and will count as an excused absence.

If the child is absent from school without a valid excuse for four or more days or parts of days within a four-week period or is absent without a valid excuse for ten days or parts of days within a semester the principal shall immediately report such absences to the district attorney to comply with Title 10 of the Oklahoma Statutes.

After a student is absent for any reason, all work must be made up. The student will be given the number of days to make the work up equal to the number of days absent, and work is due immediately for all days of absences at the end of this time. Any exception to this time-line can be made only by the building principal, and only for extenuating reasons, which can be substantiated.

STUDENT HOMEWORK

Concepts are best learned through application. In most cases students are given adequate time during the school day to complete their work. There are times that work needs to be completed at home. In most cases this work is due the next day unless specific directions to the contrary are given. Lowered grades and other consequences may result from late papers.

TARDIES

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Any student arriving at school after 8:00 a.m. must report to the office before going to the classroom. Three tardies will equal one absence. When a child demonstrates excessive tardies, he/she may be required to do "detention time" to regain missed learning time and/or be reported to the county truancy officer.

GRADING

Report cards will be given out at the end of every nine weeks. They will be given out at planned parent conferences and/or on the Wednesday following the last day of the nine weeks. The semester grade is recorded on the permanent record. Grades appearing on report cards and permanent records are:

- A – Excellent 90-100
- B – Above Average 80-89
- C – Average 70-79
- D – Below Average 60-69
- F – Failure 59 and below

The following are used in pre-kindergarten, kindergarten, first grade, second grade, physical education, handwriting, and music:

- 5 – Advanced
- 4 – Proficient
- 3 – Developing
- 2 – Limited Knowledge
- 1 – Unsatisfactory

Deficiency letters will be sent to Elementary parents of students with deficient grades approximately at the 5th week of each nine weeks. Deficiency letters will be sent to Middle School parents if student's grade falls to a D or F average any week during the nine weeks.

HONOR ROLL

Superintendent Honor Roll - an A grade in every class.

Principal Honor Roll – Minimum of 3 A grades in core curriculum; no other grade lower than a B in all other curriculum.

Elective Classes must be an S or E grade

PROFICIENCY BASED PROMOTION

A student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Those core areas are: Social Studies, Language Arts, Mathematics, and Science. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. If you wish to take advantage of this opportunity, contact the school principal or counselor. This board will provide opportunities of proficiency-based promotion and will disseminate materials explaining the opportunities available to students and parents each year.

PROMOTION AND RETENTION

The Morrison Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same time. Therefore, for some children, more than twelve years will be necessary.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program (IEP) as created by the IEP team.

Grade level placement in the elementary and in the junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging process. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Grade marks will not be used as a means of punishment or reward.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course; the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. The parents shall be informed, and a conference scheduled if the parents desire, when it becomes apparent that a child may need to remain at a grade level.

Reduction of grade marks will not be used as a form of discipline under any circumstances.

Upon request of a student, parent, or guardian, a student will be given the opportunity to demonstrate proficiency in the Priority Academic Student Skills (PASS). Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance.

Students demonstrating proficiency in a set of competencies at the 60% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents in making such promotion/acceleration decisions.

Elementary, middle level or high school students may demonstrate proficiency in the PASS Outcomes for 9-12 High School curriculum areas. Appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.

STUDENT RETENTION REGULATION

In accordance with the policy of the board of education, the following criteria for the selection of students to be **retained in their current grade, or denied course credit**, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- 1 Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- 2 Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- 3 Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- 4 Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- 5 Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and
- 6 Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

READING DEFICIENCY PARENT NOTIFICATION

Date:

Dear Parent:

Please be informed that your child, _____, has been identified as having a substantial deficiency in reading. While the results of the criterion-referenced test are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available. Currently, your child is receiving the following reading instruction services:

The following services are proposed supplemental instruction services and supports that will be provided to your child in an effort to remediate the identified area of reading deficiency:

The school district recommends the following strategies for you to utilize in helping your child succeed in reading proficiency:

Oklahoma law provides that no student may be assigned to a grade level solely on age or other factors that constitute social promotion. Please be advised that your child will not be promoted to fourth grade if the reading deficiency is not remediated by the end of the third grade. Your child may be promoted if “good cause” exists. Oklahoma law identifies “good cause” exemptions for promotion as the following:

1. Limited English proficient students who have had less than two years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plans, consistent with state law, indicates that participation in the statewide criterion-referenced tests are not appropriate;
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;

5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and
6. Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

If your child is retained, our school district does allow for a midyear promotion in the fourth grade. Such promotion will be considered if your child can demonstrate that he/she is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade. Tools that may be utilized to reevaluate any retained student may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school district. A midyear promotion shall be made only upon the agreement of the parent or guardian of the student and the school principal.

If you have any questions, please feel free to contact me as soon as possible.

Sincerely,

Principal

MIDYEAR PROMOTION – FOURTH GRADE

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a midyear promotion to fourth grade. The midyear promotion of a retained student will be considered if the student can demonstrate that the student is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade. Tools that may be utilized to reevaluate any retained student may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school district. A midyear promotion shall be made only upon the agreement of the parent or guardian or the student and the school principal.

SUMMER ACADEMY READING PROGRAMS

The Morrison Board of Education has established a summer academy reading programs for students. The summer academy reading program shall:

- 1 provide at least four (4) weeks of tutoring a half (1/2) day each day for four days;
- 2 incorporate the content of a reading program that meets the criteria set forth in the Reading Sufficiency Act;
- 3 are taught by teachers who have successfully completed a professional development institute or program in reading as prescribed by the statutory provisions of the Reading Sufficiency Act; and
- 4 include only eligible students not reading at grade level based on results from an assessment approved by the State Board of Education.

PARENT TEACHER CONFERENCES

The Morrison Public School System encourages communication between home and school. Every effort will be made to confer with parents if they will call the school to set up an appointment with the teacher, counselor or principal. Scheduled parent-teacher conferences are held once each in the first and third nine-weeks. Report cards will be given to parents at the end of the 1st and 3rd nine-week grading periods. At the end of the 2nd and 4th nine-week grading periods report cards will be sent home with the students.

ELIGIBILITY

The Oklahoma Secondary Activities Association Eligibility policy applies to all students in grades seven through twelve who participate in extracurricular activities.

Attendance: All students must attend 90% of each grading period to maintain eligibility.

Semester grades: A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester attended. A senior may maintain eligibility by passing the classes required for graduation. The number of classes can be no fewer than four. Athletics and physical education cannot be included in the four. Students not meeting this criterion will not be eligible for the first six weeks of the following semester.

Eligibility during a semester: Grades will be checked at the end of the third week of each semester and each week thereafter. A student must be passing in all subjects. If a student is not passing all subjects at the end of a week he or she will be placed on probation for the next one-week period. If a student is failing one or more classes at the end of the probationary week, he or she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. A student may regain eligibility by passing all subjects at the next grade check period. A student regains eligibility with the first class of the new one-week period. Students on the ineligible list will not be allowed to attend class trips, etc. A student must have a physical on file before he/she is allowed to participate in any practices in any sport. The physical sheet may be obtained from the coach or the principal's office.

USE OF TELEPHONE

The office telephone was installed primarily for carrying on official business. It is available for use of the student only in emergencies deemed justifiable by the principal. All calls made by students should be brief, and good manners should be practiced. Persons calling students while the students are in class will be asked to leave a message.

TELEPHONE AND ADDRESS CHANGES

Please notify the school immediately if there is a change in your address, telephone number, babysitter, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

ELEMENTARY FIELD TRIPS *(Not Secondary Activities)*

Policies concerning Field Trips:

1. Must be outgrowth of curriculum.
2. Sack lunches may be taken when it appears that the group cannot meet the school lunch schedule.
3. Students will have the opportunity to participate in field trips when they meet academic and behavioral expectations.
4. School age siblings cannot attend.
5. Younger siblings cannot attend.
6. Fees for field trips must be paid at the time of the activity for students to participate.

ELEMENTARY SCHOOL PARTIES

There will be four school parties: Halloween, Christmas, Valentines, and Easter. Refreshments for birthday parties should be served during the last 15 minutes of the school day with prior approval from the teacher. Invitations to parties cannot be given out at school unless all students in the class are given an invitation.

FUNDRAISERS

The Board of Education must approve all fundraisers. Academic grades will not be based on the number of items sold. Parents and students have the right to not participate in any school fundraisers.

SCHOOL PICTURES

Elementary and middle school pictures have been scheduled to be taken in the fall. You will be notified of the day that your child's picture will be taken.

CAFETERIA ACCOUNT INFORMATION

All students in grades PreK-12 have a cafeteria account, all arrangements for this account must be made through the cafeteria, this account acts like a bank account. Some students may qualify for free or reduced meals, paperwork for this service can be found in the cafeteria or online. Free and reduced applications are needed each new school year.

Students may have a negative balance of up to ten dollars, once they exceed this amount, the student will be given a peanut butter sandwich and milk. Low and negative balances are sent home with students on Tuesdays and Thursdays of each week. No charges are allowed in May. Cafeteria charges shall be paid by the student or parent/guardian no later than the last day of the second semester. Account information can also be obtained by contacting Marilyn Williams at 580.724.3341 or by email marilynwilliams@morrisonps.com.

My School Bucks: My School Bucks is a free cafeteria program where parents/guardians can register to be notified via email of low balances and to pay for their child's meals. Parents can set the amount the account must reach before the email is sent. Parents/Guardians may also use My School Bucks to pay into their child/children's accounts. There is an extra cost to pay online but the email notification is a free service. You can register at myschoolbucks.com; a contact number is on their website for any problems you may encounter.

Ala Carte: The Ala Carte line is separate from the main lunch line and will cost more than the regular meals. A student account can pay for the Ala Carte items a student selects. Students must submit daily through their respective teacher that they plan to eat this meal for lunch count purposes in the same manner as eating the regular meal. Not reporting this information may result in the student not being permitted to eat Ala Carte due to a lack of food prepared from the numbers received.

Rules for Ala Carte

1. Parents may DENY this selection for their child by notifying Marilyn Williams.
2. Ala Carte may not be purchased if the student has a negative balance.
3. Students may not borrow monies from their siblings or a friend to pay for Ala Carte items.
4. Students in grades five through twelve may purchase from Ala Carte daily.
5. Third and fourth grade students are allowed to purchase Ala Carte on Fridays only.
6. First and second grade students are allowed to purchase treats on Fridays for fifty cents. Example: Ice cream, cookie, etc.

SECTION III - STUDENT HEALTH INFORMATION

ACCIDENT OR ILLNESS

If a student develops an illness after reaching school, an attempt will be made to notify a parent. It is important that the school be given the telephone number of a person to call in an emergency if a parent cannot be reached.

Regular attendance at school is important. However, for his/her own interest and to prevent the spread of contagious diseases, your child should be kept at home if he/she shows any signs of illness.

The school will administer only minimum first-aid in case of injury. In case of apparent internal injury or broken bones, parents and/or paramedics will be notified immediately. Parents are asked to sign a treat and transport form at the beginning of each year.

CONTAGIOUS ILLNESSES

A student suspected of having a contagious illness **must have a doctor's permission slip** to be re-admitted to school (impetigo, ringworms, scabies, head lice, mumps, measles, pink eye, etc.)

MEDICATION

A student may not take nonprescription medication without authorization by parent/legal guardian. Parents/legal guardians must fill out a Morrison Schools Consent to Administer Medication Form (requiring parent/legal guardian and physician signature) in order for students to take any form of prescription medication at school. Elementary and Middle School students must keep ALL medications in the school office unless otherwise authorized in writing by a physician. It is recommended that parents bring medications to the school office whenever possible. Medication will not be sent home with students.

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Morrison Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee may administer the medication only as follows:

1. **Prescription medication must be in a container that indicates the following:**
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.
2. **The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:**
 - A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.
3. **Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide 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. Additionally:**
 - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

E. Definitions:

- i. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
- ii. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

4. **Non-prescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label direction or written instructions from the student's physician.**

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered.
- B. Keep an accurate record of the administration of the medication.
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
- D. Return unused prescription to the parent or guardian only.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication. This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

In compliance with state law, the Morrison Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide 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.

Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
 - A. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
 - B. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

CONCUSSIONS AND HEAD INJURIES

The Morrison Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports. On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to ensure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider. "Return to learn" guidelines shall be provided to teachers and relevant school personnel pertaining to athletes returning to the classroom after sustaining a concussion or head injury. "Graduated return to athletic participation" guidelines shall be provided to coaches and staff members pertaining to youth athletes returning to activity after sustaining a head injury or concussion.

The school district shall impose the following minimum penalties for failing to remove an athlete from an activity:

1st offense: The coach or staff member will be required to attend additional training.

2nd offense: The coach or staff member will be suspended from the sport or activity until an appearance in front of the board of education. The appearance before the board of education may involve a determination as to whether the coach or staff member will continue employment in the extra duty assignment.

Additional free online concussion training programs are available at The Center for Disease Control at <http://www.cdc.gov/HeadsUp/index.html> and at the National Federation of State High School Associations at <http://nfhslearn.com/?courseID=38000>.

Return to learn guidelines are located at:

http://www.cdc.gov/headsup/pdfs/schools/tbi_classroom_tips_for_teachers-a.pdf

Graduated return to participation guidelines are located at:

http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_schools.pdf

Reference: 70 O.S. §24-155

Policy Note: SB 1164 (2016) requires that a school policy include links to one or more online concussion training programs provided by the Center for Disease Control, the National Federation of State High School Associations or comparable programs or resources. We have linked two above in the final paragraph of this policy.

Concussion and Head Injury Acknowledgement and Information Sheet

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the Concussion Fact Sheet provided to you by the Morrison School District related to potential concussions and head injuries occurring during participation in athletics.

I, _____ as a student-athlete who participates in Morrison School District's athletic programs and I, _____ as the parent/legal guardian, have read the information material provided to us by the Morrison School District related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian

Date

This form shall be completed annually prior to the athlete's first practice and/or competition and be kept on file for one year beyond the date of signature in the principal's office or the office designated by the principal.

Concussion/Head Injury Information Sheet

Student-Athletes

What is a concussion?

A concussion is a brain injury
Is caused by a bump or blow to the head
Can change the way your brain normally works
Can occur during practice or games in any sport
Can happen even if you have not been knocked out
Can be serious even if you have just been “dinged”

What are the symptoms of a concussion?

Headache or “pressure” in head
Nausea or vomiting
Balance problems or dizziness
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy or groggy
Concentration or memory problems
Confusion
Does not “feel right”

What should I do if I think I have a concussion?

Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

How can I prevent a concussion?

Follow your coach’s rules for safety and the rules of the sport.
Practice good sportsmanship.
Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards----IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

For more information, visit:

www.cdc.gov/TraumaticBraininjury/
www.oata.net
www.ossaa.com
www.nfhslearn.com

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!

Concussion/Head Injury Fact Sheet

Parents/Guardians

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding”, “getting your bell rung” or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If your child reports any symptoms of a concussion or if you notice any symptoms yourself, seek medical attention right away.

What are the symptoms reported by athletes?

Headache or “pressure” in head
Nausea or vomiting
Balance problems or dizziness
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy or groggy
Concentration or memory problems
Confusion
Does not “feel right”

What are the signs observed by parents/guardians?

Appears dazed or stunned
Is confused about assignment or position
Forgets an instruction
Is unsure of game, score or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Shows behavior or personality changes
Cannot recall events prior to hit or fall
Cannot recall events after hit or fall

How can I help my child prevent a concussion?

Ensure they follow their coach’s rules for safety and the rules of the sport.
Make sure they use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards---IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position, and activity; it must be worn correctly and used every time you play.) Learn the signs and symptoms of a concussion.

For more information visit:

www.cdc.gov/TraumaticBraininjury/
www.oata.net
www.ossaa.com
www.nfhslearn.com

HEAD LICE REGULATION

The following procedures shall be followed for the detection and prevention of the spread of head lice.

1. A screening shall be conducted of students for the detection of head lice as needed.
2. If head lice are found, the parent will be called and asked to pick up student.
3. The student must be treated with a head lice shampoo before re-entry to school.
4. Although students may return to school, infested students must be treated again in seven to ten days.
5. If the student is found to be inadequately treated, the student shall not be readmitted to school until treatment is initiated and the student is found to be free of crawling forms of lice. Students shall be readmitted to school with a certificate from a health professional that said child is no longer afflicted with head lice. The criteria for readmission after the initial treatment shall be absence of crawling forms and evidence of a recent shampoo.

HEAD LICE EDUCATION AND TREATMENT REGULATION

Once head lice have been detected, parents and guardians need to learn that treatment with a head lice medication is not sufficient to control the infestation. These rules need to be followed:

1. Both the infested individual and their personal articles (caps, combs, brushes, towels, bedding, etc.) should be thoroughly cleaned with hot water and soap when possible.
2. Machine-wash all washable clothing and bed linens that have been in contact with the infested individual during the last 48 hours.
3. Personal articles that cannot be washed may be dry-cleaned or placed in a plastic bag and sealed for a period of ten (10) days.
4. Soak combs and brushes for an hour in a 2% Lysol solution, or put them in a pan of water on the stove and heat to 125 degrees for five to ten minutes. Caution: heating may damage the comb or brush.
5. Cleaning of the house and other rooms inhabited by infested persons should be limited to thorough vacuuming. The effectiveness of pediculicidal sprays has not been proven. Fumigation of the home is not recommended.
6. Apply a pediculicide (medicated shampoo according to package directions) to the hair of the infested individual.
7. Comb the hair thoroughly with a fine-toothed comb to remove all dead lice and nits. To make combing easier, it may be helpful to apply a crème rinse or one-half vinegar/one-half water solution after shampooing.
8. Have the person to put on clean clothing after treatment.
9. Repeat the treatment in seven to ten days to kill newly hatched lice.
10. All family members or other close contacts must be examined for the presence of lice and active nits and treated, if indicated, at the same time as the affected individual.

SECTION IV - DECORUM

DISCIPLINE

It is expected that all students will act in the appropriate manner while in school. Student conduct is not so much a set of rules and regulations as a consideration of the rights of other persons. If a student's conduct interferes with the rights of others, it is not appropriate. Rules and regulations are made for the purpose of helping everyone in school to do their work to the best of their ability. Here are some of the ways in which we do this. We:

- respect each other.
- call each other by our correct name.
- pay attention in class.
- listen to and respect every teacher.
- respond in an honest and truthful way at all times.
- walk and speak quietly in the halls.
- do our best at all times.
- are responsible for school textbooks and materials.
- leave skates, skateboards, shoeskates, scooters, candy, gum, toys, makeup, hair coloring products, games, trading cards, comic books, etc., at home.*
- leave tape recorders/players, radios, blasters, video games, etc. at home.*

***The school is not responsible for items brought from home.**

All students are expected to maintain a high degree of discipline. Self-discipline is one of the most important lessons we should learn from education. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and consideration for others.

General Conduct

Students will not be permitted to:

- create or attempt to create a classroom disturbance
- persistently violate school rules
- use profanity or vulgar language or expression
- use or possess any alcoholic beverage, tobacco, dangerous or controlled substance.
- use or possess any dangerous weapon
- be disrespectful
- vandalize
- threaten to harm others
- sexually harass others
- haze
- bully, intimidate, or harass

CORPORAL PUNISHMENT

The use of corporal punishment is a disciplinary sanction authorized by state law.

SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- a. Acts of immorality
- b. Violations of policy or regulations
- c. Possession of an intoxicating beverage, low-point beer
- d. Possession of 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
- e. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
- f. Possession of a firearm shall result in out-of-school suspension of not less than one year
- g. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- h. Adjudication as a delinquent for a violent or non-violent offense

Before a student 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. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

Note: 70 O.S. §24-104.1 and FERPA provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

DRESS EXPECTATIONS FOR ELEMENTARY STUDENTS

All students have some physical activity every day, whether it is recess or physical education. Proper shoes for PE are required for participation and safety. School clothing should be appropriate for the school setting. Shoes must be worn at all times. No house shoes allowed. Students are not permitted to wear any clothing with suggestive or derogatory pictures or phrases, or advertising of alcohol, tobacco, or drugs. Short shorts, biker shorts and extremely short skirts are considered unacceptable for school. Shorts and skirts must be mid-thigh or longer in length. Tank tops and shirts that are short enough to show the tummy are unacceptable. Shoulders must be covered by an appropriate blouse or top. No garments with spaghetti straps are permissible unless worn over an appropriate blouse or top. Clothing deemed to be gang-related by the principal will not be permitted. Exposed undergarments and/or excessively tight-fitting clothes may not be worn to school.

Jewelry that is worn by piercing the body may be worn on the student's ear. This is a common form of attire that does not attract undue attention or impose significant risk to student health. However, jewelry that is worn by means of piercing other body parts than the ear is not to be worn at school. Examples include piercing of the tongue, the nose, and eyelids. Such jewelry may pose a potential danger to students because of its location on the front of the face and may present a distraction to students or teachers during class time. Students who wear jewelry not permitted by this policy will be asked to remove such items and leave them in the care of the principal's office until after school. Students who refuse to remove such items will be subject to discipline.

In keeping with the high standards of good grooming and behavior, each individual student will be responsible for maintaining personal cleanliness. Hair will be kept out of the eyes so vision is not impaired. Hats, scarves, and sunglasses are not to be worn inside any building or gym. Hair color should be a natural color such as brown, black, blonde, etc. No hair will be colored blue, purple, green, etc.

The teacher will document with building principal dress code violations (example: sagging pants, if the student has to be told to pull them up, the teacher shall inform building principal to establish documentation). *THE PRINCIPAL'S DECISION REGARDING APPROPRIATENESS OF DRESS IS FINAL.*

SCHOOL DECORUM

No person may steal, deface or destroy another person's property or public property. Pupils will be charged for school property that is abused by them. Parents may be required to pay for lost, destroyed or unusable textbooks or materials.

VANDALISM

The board believes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean and attractive. The care, custody and safekeeping of all school district property are the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property. All persons who are aware of incidents of vandalism, breaking and entering, and/or theft of school property should report the facts at once to the superintendent. A written report shall be made when the superintendent deems it necessary. **No money is to be left in the buildings overnight.** The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property.

STUDENT LOCKERS: Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The school principal has the authority to inspect or conduct periodical locker inspections. Students have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. Students are encouraged to bring locks for their lockers but an extra key for that lock must be turned in to the office beforehand. Locks will help ensure that books and classroom materials are available if a student loses the key to the lock.

CLASS INTERRUPTIONS: The board of education believes strongly that the educational material presented in the classroom is the most important ingredient of a student's school day. It also believes that many education support services which may interrupt a class period could be accomplished better, and would allow more time for education, if handled at another time or place. Therefore, the board supports the concept that all class interruptions should be kept to a minimum. The superintendent and the principals should monitor such interruptions to determine that they are necessary, brief, and infrequent.

CLASSROOM CONDUCT: Any student who becomes such a distraction in class that he/she interferes with the learning process of the other students may be sent to a predetermined disciplinary location or to the office with a discipline notice completed for the child's misconduct. Any action taken shall be at the discretion of the teacher.

FLAG ETIQUETTE: Students are authorized to recite the pledge of allegiance at the beginning of each school day. However, students not wishing to participate shall not be required to do so. The district shall post a sign to this effect at each school site.

STEALING: An act of stealing or aiding another to steal is cause for immediate disciplinary action. The parents shall be notified in writing of the punishment. Students should carry money, watches and other valuables with them rather than leaving these items unattended. Unless these items are needed at school, they should be left at home.

STUDENT RELATIONSHIPS: The school halls and school grounds are public places; therefore, it is expected that students will use discretion in their relationships. Hugging, kissing, holding hands, pushing, tickling, etc. will not be condoned at school or on school sponsored trips and activities. Public displays of affection are discouraged. Students who persist in such practices will be referred to the principal, and if necessary, the parents will be called in for a conference.

MATERIALS TAKEN TO CLASS: All students at all times must attend each class with their textbooks, notebooks, pen, pencil, and other items as directed by the teacher. Once in class students are to remain quiet and orderly and do as directed by the teacher. Students disrupting class are taking education from other students and this will not be tolerated.

LIBRARY: Books may be checked out for two weeks, with renewal privileges. There will be five cents fine for each day a book is overdue. All books damaged beyond reasonable wear and all lost books shall be assessed against the borrower.

ASSEMBLIES: All students will be required to attend assemblies unless excused by the principal.

WIRELESS COMMUNICATION DEVICES

Student use of personal telecommunication devices, cell phones, and smartphones for making phone calls or texting is not permissible. Teachers and administrators may direct a student to make a phone call in emergency situations, students may use the phone in the office to contact parents with permission. Inappropriate communications such as, but not limited to, bullying, harassment, and/or sexual messages and photos using personal electronic devices is a major concern and will result in severe disciplinary action. The school is not responsible for lost, damaged, or stolen electronic devices. Students with lockers are encouraged to use a lock (see student locker policy) in order to keep personal items safe.

Consequences of Violation of Policy: The student's cell phone or other wireless telecommunication device will be turned over to the building principal's office for any violation of this policy. The device will remain in the building principal's office until personally retrieved by the student's parent or guardian. It will be the student's responsibility to inform their parent or guardian to retrieve the device.

Mobile Learning Devices: Students will be allowed to bring and use their own laptop, tablet, or notebook for school purposes. If a student does not wish to use the school tablets, they may bring their own device if approved by a parent or guardian who has filled out the permission form. Smartphones and iPods may be used in the classroom setting with teacher supervision and direction only. These devices will be connected to the school wireless internet network to provide filtering while at school. Personal internet accounts are not needed and make it more difficult for school officials to monitor inappropriate use.

INTERNET

The Morrison Board of Education believes that the use of the Internet will further education by promoting the exchange of information and ideas and by providing statewide, national, and global opportunities for students and staff. Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing.

Students and other users will refrain from accessing and/or downloading any text, picture, or obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger or will cause the commission of unlawful acts of the violation of lawful school regulations.

- Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed.
- Users must be aware that any message or information posted on the Internet may be accessed by others for who it is not intended.
- Users of the service will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates the copyrights.
- All users must agree to attend an Internet orientation, which will address the issues of appropriate use of the Internet, copyright laws, and Internet etiquette.
- Violation of the Internet Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

SCHOOL TRANSPORTATION

The Morrison school district recognizes that in Oklahoma, student transportation is a service that may be provided for its students by the school district. Transportation will be available for those students who live more than a reasonable walking distance from the school. The State Board of Education defines a reasonable walking distance as one and one-half (1 ½) miles from the school. State law is that school district may provide school transportation to students. This means that students must follow bus rules and regulations. Riding the school bus is a privilege, not a requirement. The school district wishes to assure its citizens that any transportation services provided by the district are to accomplish three goals:

1. To ensure that children of our district school are transported in the safest manner possible;
2. To ensure that the transportation services provided are cost effective to our district's taxpayers;
3. To ensure that all transportation services are rendered in an equitable manner.

Student Discipline

1. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life or safety of any student transported.
2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules.
3. Any violation of these rules could result in the following:
 - a. Conference with student and/or parent;
 - b. Punishment befitting the offense;
 - c. One week, nine week, or semester suspension of bus riding privileges.
4. Any student carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose school bus riding privileges for the remainder of the school year and shall be reported to the appropriate enforcement agency.
5. All school bus riding rules and discipline policies shall apply both to school bus routes and to all activity trips.

Parental Grievance Procedures

1. All parental grievances relating to student discipline and transportation services must be initiated with the principal.
2. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the superintendent shall be final pending a formal hearing conducted by the board of education. All hearings must be requested in writing by the child's parent or legal guardian.
3. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, principal, or superintendent or his/her designee.
4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation.

STUDENT CONDUCT ON BUSES

TO: Parents of Transported Students

FROM: Morrison Board of Education

The school bus driver has a great responsibility. Each day the bus carries a “precious cargo” and the driver’s only concern should be to see that all passengers are transported to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from the job. This is dangerous and cannot be allowed. It is necessary therefore, that Student Conduct Rules and Regulations be in force and that they be followed without question. Parents must see that their child understands the importance of good behavior while riding a bus.

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when the student continues to jeopardize the safety of others. The board of education realizes that a hardship may result in having to take your child to and from school but it is sometimes necessary.

Therefore, the school system must have parents sign an agreement that their child will abide by the rules and regulations. If the rules are broken, punishment will be administered on an increased scale. Students will be given three opportunities to correct their behavioral problems. First offense) A conference with the student, a report to the parents, and a one week suspension of bus riding privileges. Second offense) Conference with parents and a nine week suspension of bus riding privileges. Third offense) Conference with parents and suspension of bus riding privileges for one semester. In addition, punishment befitting the offense may also be used (for example, writing on seats will result in having to clean bus seats, throwing trash on bus floor will result in cleaning the bus). On the fourth offense, the student will no longer be allowed to ride the bus. Suspension will be for the remainder of the semester or the school year. They have read the rules and you have gone over it with them. Punishment will be immediate, and by the principal of the respective school.

If a student shows an uncontrolled malicious disregard for the safety and well-being of the passengers and driver, it is possible that immediate suspension will occur without going through the above procedure. Suspension may be possible depending on the severity of the offense and/or danger to student’s self or others. Suspension will carry from one semester to the next or one school year to the next.

The bus driver accepts the responsibility of getting your child to and from school safely. Therefore, what the driver observes and reports to the principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another, but is there to report any misconduct or behavior that might interfere with the proper operation of the school bus. If the need should arise, the bus driver has the authority to bring a bus back to school for disciplinary action by the principal or his/her designee.

Any student who is involved in damage to a school bus will be required to pay for the damage.

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Prior to loading, students should:

1. Be on time at the designated school bus stops—keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as they would valuable furniture in their own homes. Damage to seats, etc., must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects into or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

Tips for Safe School Bus Riding

For a safe and enjoyable ride to and from school, follow these rules:

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your school bus driver or bus patrol.
5. Remain in your seat while your bus is in motion.
6. Keep your head and arms inside the bus at all times.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your school bus driver and fellow passengers.
10. Be alert to traffic when leaving the bus.

PLAYGROUND

All children will be sent outside for play periods unless they have been sick and have permission to stay inside. Parents are requested to dress the children for cold weather. (Children will not be sent out when it is raining or extremely cold.)

1. Students are expected to remain in the designated playground area at all times.
2. No items will be allowed in the student's mouth while on playground.
3. Students should not throw any object that might injure others or participate in any activities that are dangerous.
4. Fighting will simply not be tolerated.

CAFETERIA

The cafeteria is provided for the students' convenience and pleasure. Here you can meet your friends and enjoy with them excellently prepared foods of great variety. To keep your cafeteria clean and orderly for you to thoroughly enjoy your meals there, certain rules must be observed:

- The lines should be formed as you enter the cafeteria and you should keep your place in line.
- Running or crowding in line is never in order and will not be tolerated.
- Do not hold a place in line for your friends, this is not fair to those students already in line.
- Observe the rules of etiquette and order in the lines and at the tables as though you were in the dining room of your home.
- Please dispose of all empty milk cartons and used napkins into the refuse cans.
- Cutting in the lunch line will result in you being sent to the end of the line.
- Always clean up the area around where you have eaten when you leave.
- Gum is not allowed in the cafeteria. Individuals caught chewing gum may be required to clean the cafeteria.

Because of our concern for the health and safety of your child, students will absolutely not be permitted to share drink or food items with other students. Please do not send glass containers in your child's lunch. Students are to exhibit appropriate table manners and will be expected to observe a quiet lunch time when asked. Inappropriate lunchroom behavior may be grounds for the child to be removed from the lunchroom situation, and, upon principal discretion, assigned a separate eating area.

WEAPON-FREE SCHOOLS

In order to provide a safe environment for students and staff of this school district, the board prohibits the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.

The Law: It shall be unlawful for any person, except a peace officer or other person authorized by the board, to have a firearm or weapon in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers.

A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law shall not be in violation of the provisions of this policy, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property.

Any person violating the provisions of this law shall upon conviction be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000), and imprisonment for not more than two years. Students violating this policy may be subject to expulsion and/or reported to the county sheriff.

Interpretation of the Law: Dangerous weapons, including but limited to firearms, are a threat to the safety of students and staff of this school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school. Possession by any student or employee of a dangerous weapon or a replica or facsimile of a dangerous weapon while on school property, at a school sponsored activity or on a school bus or vehicle is prohibited.

A dangerous weapon includes, but is not limited to, any type of firearm, air gun or spring gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles of any kind, nunchucks, any type of knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains and any replica or facsimile thereof of any item which is used to threaten harm or is used to harm any person.

An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools is required.

Rights of due process for all students and rights of disabled students must be observed in accordance with applicable law.

Weapon-free School Regulation: Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrators may seek to file criminal charges against the student.

Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy may, pursuant to applicable board policy, may be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to or other disciplinary action as deemed appropriate by the superintendent or the board of education.

In addition, these school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal will be in accordance with any Board policy and any negotiated agreement, which is applicable to the employee.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate such weapon or replica or facsimile of a dangerous weapon found if this can be accomplished without placing any students or staff in jeopardy. The teacher or employee shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

If the teacher or other school employee has reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon or replica or facsimile of a dangerous weapon in violation of school policy, he/she shall immediately report the matter to his/her immediate supervisor or the superintendent of schools or his designee.

If the principal of his designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure. Immediately investigate the matter and contact the police, if appropriate.

1. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile thereof.
2. Notify the superintendent of school or his/her designee.
3. In case of a student, notify his/her parents/guardian.
4. Cooperate fully with the police.
5. Transfer confiscated weapon to the police department.

Except as may be required by law for disabled students, any student in possession of a dangerous weapon or replica or facsimile thereof shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another school district in lieu of suspension.

A student who has been suspended from another school district because of the possession of a dangerous weapon or replica or facsimile thereof shall not be accepted as a transfer student into this school district.

Rights of due process for all students and rights of disabled students will be observed in accordance with applicable law and the board of education policies.

DRUG-FREE SCHOOLS

It is the policy of the Morrison Board of Education that all students and employees of this school district be made aware of the Board's intention to maintain a drug-free environment. As required by the Environmental Tobacco Smoke Act Section 143 Part C "Non-Smoking Policy for Children's Services" the Morrison Public Schools will continue to provide a tobacco-free school as required in Section 1043 (a) and Oklahoma House Bill 2529 enacted into law May 19,2000.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without outside intervention. Using a drug just "one time" predisposes a person to try it again because that person has apparently violated a taboo with impunity. For additional health hazards, associated with drug or alcohol use, please refer to the school district's drug education curriculum and to the district's drug prevention policy.

Any student or employee of this school district who believes that he/she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please refer to the school district's education curriculum or contact the superintendent's office.

DRUGS, ALCOHOL AND CONTRABAND SEARCHES

The Morrison Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonable safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol, or contraband on school property.

Such searches will be arranged by the superintendent at his/her discretion and will target only school property including lockers and vehicle parking areas. Students, staff members, and other persons on school property will not be the subject of animal searches and will be searched in accordance with school policy only if reasonable suspicion arises during a search of school property.

Drugs, Alcohol and Contraband Searches Regulation: In accordance with the policy of the board of education, the following regulation shall govern the searching of school property by search dogs. Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent. All lockers, vehicles, and school desks are subject to search. If a search dog indicates the possible presence of any material that the dog is trained to detect, that area or place or object will be further searched by designated school personnel.

No student, employee, or other person will be the target of a search by a search dog unless reasonable suspicion exists with regard to that particular person. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel. This search will be of the cold weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without due process. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered in the possession of a minor student. Strip searches or removal of any clothing other than cold weather outerwear are prohibited.

BULLYING

It is the policy of this school district that bullying by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, “bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student’s seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property

9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

Reference: 21 O.S. § 850.0; 70 O.S. § 24-100.2

Adoption Date: August 12, 2002 Revision Date: November 28, 2012, November 14, 2016

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING REGULATION

Statement of Legislative Mandate and Purpose: This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires school districts to actively pursue programs for education regarding bullying behaviors. The Morrison Public Schools’ student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy: The board of education recognizes that intimidation, harassment, and bullying of students cause serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the district’s efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and /or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students, who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying: 70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully" as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:
 - A. Harm another student;
 - B. Damage another student's property;
 - C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
 - D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
2. The "Reasonable Person" Standard: In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.
3. General Display of Bullying Acts: Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonable be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Morrison Public Schools.

Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students

Students and Staff Education and Training: All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Morrison Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

Morrison Public Schools' Safe School Committee: The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with or adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting: Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting: An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student. Staff members who witness such events are to complete reports and to submit them to the employee designated by the assistant superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the assistant superintendent or his/her designee.

Parental Responsibilities: Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of 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 action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.
2. "Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.
3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

SEXUAL HARASSMENT

Employees and students of the school district have a right to be free from sexual harassment and a hostile environment. Sexual harassment violates Title VII of the 1964 Civil Rights Act, and amended by the Civil Rights Act of 1991. Any employee or student who is subjected to such harassment, including a hostile environment, or who has knowledge of such harassment, should report it to an administrator who is responsible for complaint investigation. The administrator will take steps for further action.

Employees must be free to carry out job duties and students must be free to learn in an environment, which treats them with respect and is not allowed to be fraught with sexual hostility. This sexual harassment can exist in overt sexual advances or in allusion through words; gestures body positions, body proximity, writings, electronic mail or any other means of communication.

A hostile work environment is defined as an environment, which limits or precludes a reasonable employee or student from working to his/her maximum potential. The existence of a hostile work environment shall be decided only after a full review of all relevant circumstances; provided, it shall be a hostile work environment if any employee complains about behavior in writing and such behavior continues or is allowed to continue.

SECTION V - PUBLIC NOTICES

SAFE CALL HOTLINE

It is the desire of the Morrison School District and the State of Oklahoma that school is a safe place for students. **WE NEED YOUR HELP.** You can help by notifying an adult in your building or by calling the Safe Call Hotline at 1-877-723-3225 ext. 6511 when you have knowledge of drugs, weapons or violent acts in your school. Your safety is at stake. All of us working together can make Morrison Schools a safe learning environment.

The Morrison School District has worked with state and local authorities to conduct site safety surveys and to develop standard operating emergency procedures. Considerable time has been spent to accomplish this. Procedures have been refined and developed for fires, tornadoes, and intruders. Both school personnel and parents have one thing in mind during a disaster...**STUDENT SAFETY.** Parents will play a key role during and especially after a disaster by cooperating with school and local authorities. In the event that bus evacuation of a site becomes necessary, authorities would notify local TV and radio stations to announce the exact location of this parent unification point. Again, parent cooperation is of the utmost importance.

ASBESTOS INSPECTIONS

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan located in the superintendent's office and at each campus upon request. The Morrison Public School annually notifies all parents, teachers and other employees by appropriate handbooks. Additionally, information regarding any asbestos related activities planned or in progress will be disseminated by flyers, handouts, etc. when they arise. The asbestos identified in our management plan will be checked regularly by an asbestos company and our staff to scrutinize any changes in the material, which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

NOTIFICATION TO PARENT – REVIEW OF STUDENT RECORDS

In the course of your child’s education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. Under the Family Educational Rights and Privacy Act (FERPA) you have the RIGHT TO:

1. Inspect and review your child’s education record within 45 days of the day the district receives a request for access.
2. To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights.
3. To consent to disclose education records except where consent is not required to authorize disclosure.
4. To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34CFR§99.1-99.67).
5. To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Parents have two weeks on receipt of this letter to advise the superintendent in writing of any items they designate as not being directory information for that child. The following items are considered by the Morrison School District to be “*directory information*”. The student’s:

1. Name
2. Name of parents
3. Date of birth
4. Class designation (i.e., first grade, fifth grade, etc.)
5. Extracurricular participation
6. Achievement awards or honors
7. Weight and height if a member of an athletic team
8. Photograph
9. Previous school district
10. Address, telephone listing, and electronic mailing address
11. Ungraded student work
12. Dates of attendance

All rights and protection given parents under FERPA and this policy transfer to the student when he/she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an “eligible student”. Certain qualifications apply in the case of handicapped students, which may affect their being an “eligible student”. If you have any questions regarding FERPA, you may address them to the principal of your child’s school. Translations of this notice will be arranged in the native language for non-English speaking parents.

SPECIAL EDUCATION

The Morrison School District Special Education Department seeks to serve all handicapped children in an appropriate manner. Public Law 94-142 and its revision, IDEA '97, mandate a free and appropriate public education for all children with disabilities. This law makes educators and parents responsible for developing an educationally appropriate program for each child who qualifies.

Qualification for special education services is based on the results of a comprehensive evaluation. A multidisciplinary team of knowledgeable persons including the parent will review the evaluation component. This team will determine if the child is eligible under one of the following categories: autism, deaf-blindness, deafness/hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, speech/language impaired, specific leaning disability, traumatic brain Injury, visual impairment, or developmental delays.

For any child suspected of needing special education, the following questions should be answered:

1. Does the child have a disability?
2. Due to this disability, does the child require specially designed instruction?

For information concerning special education or referral procedures, contact the Superintendent at (580) 724-3341.

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act prohibiting discrimination against anyone with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

Examples of students who might be eligible for special accommodations due to a substantial limitation could be students with conditions such as cancer, juvenile diabetes, asthma, ADD/ADHD, or Tourette's syndrome. It is the responsibility of the school site team to gather and review data, consider the impact upon the student in the educational setting, and to make the necessary accommodations and/or modifications for the student to receive services comparable to those of his/her non-disabled peers.

TITLE I PARENT INVOLVEMENT

The Morrison Board of Education endorses the parent involvement goals of the Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word “parent” also includes guardians and other family members involved in supervising the child’s education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a “School-Parent Contract” outlining the manner in which the parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The contract shall:

1. Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children to meet the state’s academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating as appropriate, in decisions related to their child’s education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Title I Parent Involvement Regulation

In order to achieve the level of Title I parent involvement desired by the board of education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school, and community.

Guidelines

Parent involvement activities developed will include opportunities for:

- Volunteering
- Parent education
- Home support of child's education
- Parent participation in school decision-making

The school system will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

Roles and Responsibilities

Parents: It is the responsibility of the parent to:

- Actively communicate with school staff
- Be aware of rules and regulations of the school
- Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school
- Utilize opportunities for participation in school activities

Staff: It is the responsibility of the staff to:

- Develop and implement a school plan for parent involvement
- Promote and encourage parent involvement activities
- Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement
- Send information to parents in a format and to the extent practicable in a language the parents can understand

Community: Community members who volunteer in the schools have the responsibility to:

- Be aware of rules and regulations of the school
- Utilize opportunities for participation in school activities

Administration: It is the responsibility of the administration to:

- Facilitate and implement the Title I Parent Involvement policy and plan
- Provide training and space for parent involvement activities
- Provide resources to support successful parent involvement practices
- Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate the work with parents as equal partners
- Send information to parents in a format and to the extent practicable in a language the parents can understand