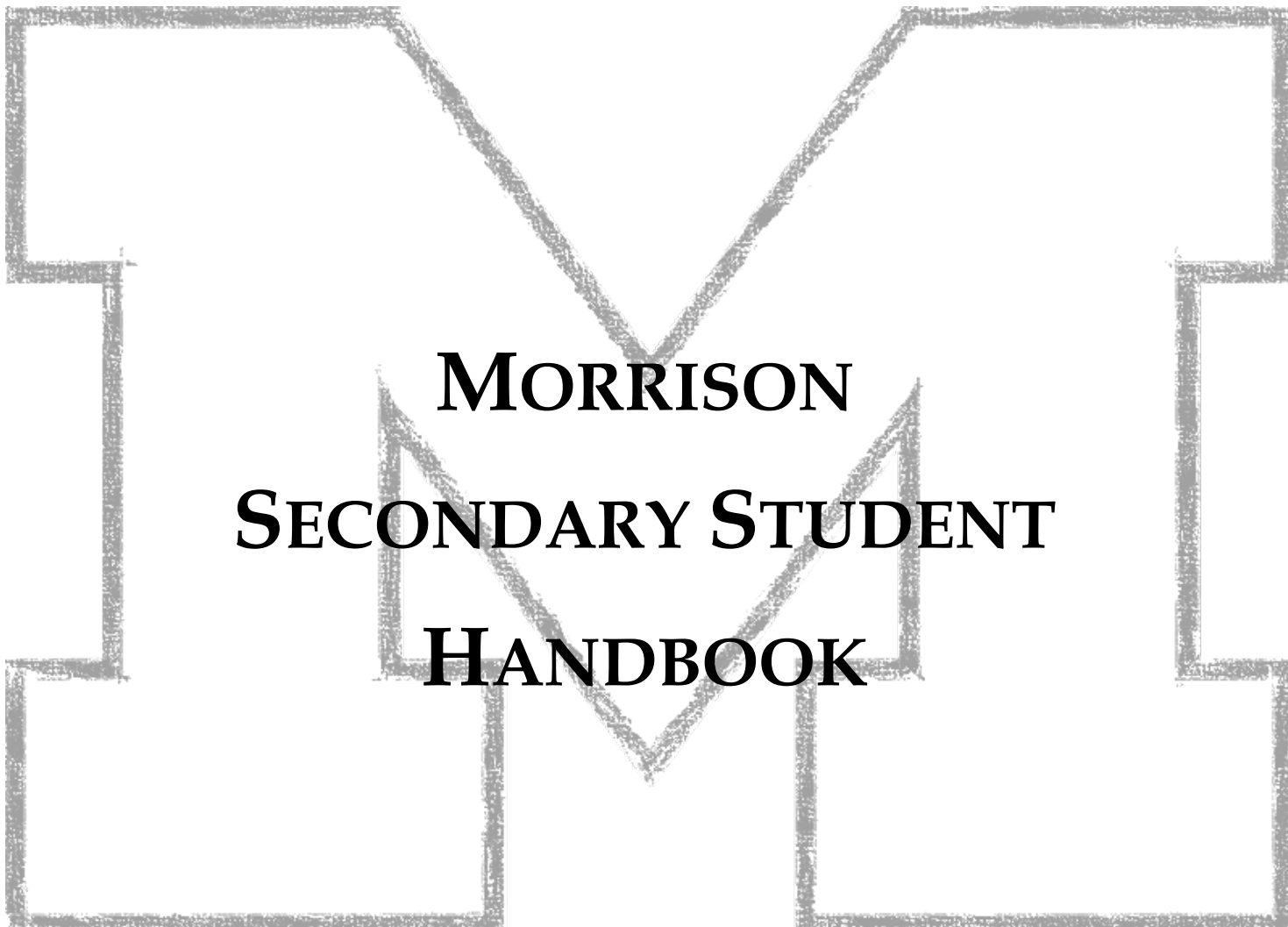



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**MORRISON  
SECONDARY STUDENT  
HANDBOOK**

**P.O. Box 176 / 2<sup>nd</sup> Street & C Avenue  
Morrison, OK 73061**

**Phone: (580) 724-3307  
Fax: (580) 724-3004**





# **MORRISON HIGH SCHOOL**

## Fight Song

When dear old MHS falls into line  
We're gonna win this game another time  
We're gonna yell, "Oh Yell, Oh Yell, Oh Yell"  
For dear old MHS we love so well, so well, so well  
We're gonna fight as soon as we hit the floor  
We're gonna see who has the highest score  
We're gonna fight ol' \_\_\_\_\_  
Off the floor, Off the floor  
Rah, Rah for MHS  
Rah! Rah! Rah!  
Hoorah for Morrison  
Hoorah for Morrison  
Everybody in the stands  
Yelling Hoorah  
1-2-3-4 Who you gonna yell for?  
Morrison that's us!

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**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.

**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.

**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](http://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.

**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.

**BOARD OF EDUCATION**

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

- Steve Carr.....President
- Shane Parli.....Vice President
- Phil Berkenbile ..... Clerk
- Ryan Luter.....Member
- Monty Snowden .....Member

**ADMINISTRATION**

- Jay Vernon ..... Superintendent
- Christy Williams ..... Elementary Principal
- Brent Haken ..... Secondary Principal
- Jared Freeman ..... Assistant Principal



**WHAT TO DO IF:**

- You are absent  
..... parent calls the attendance office.
- You have to miss school for a special occasion  
..... parent calls the attendance office in advance.
- You become ill at school  
..... go immediately to the attendance office.
- You must leave school  
..... go the attendance office and check out.
- You have a locker problem  
..... go to the attendance office.
- You wish to request a schedule change  
.....go to the counseling office.
- You are having difficulty in a class  
..... talk to your teacher or counselor.
- You lose a book or a personal item  
..... report it to the main office.
- You find books or personal items  
.....turn it into the main office.
- You are moving and must withdraw from school  
..... go to the attendance office.
- You are experiencing problems with another student  
..... see your counselor or the principal.
- You miss your bus  
.....your parent must telephone the attendance office.
- You need to ride a different bus  
.....your parent must telephone the attendance office.
- You lose money in the vending machines  
..... go to the attendance office.
- You notice a custodial issue in the restrooms  
..... report it to the attendance office.
- You become aware of a potentially dangerous situation  
.....go immediately to the principal.

## **ACADEMICS**

### **GRADUATION REQUIREMENTS**

The Morrison Board of Education recognizes that a 12-year course of study in certain specific subject areas have proven to be beneficial in assisting students to become productive citizens and to prepare for an advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation. Beginning with the 2006-2007 school year, all ninth grade students, in order to graduate from an Oklahoma public school, will be required to complete the “college/preparatory/work ready curriculum units or sets of competencies” at the secondary level.

A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

- 4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;
- 3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math;
- Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;
- 3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;
- 3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;
- 2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
- 1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements; and
- 1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

**Language Arts**

4 units or sets of competencies

1 unit of Grammar and Composition and

3 units which may include

American Literature

English Literature

World Literature

Advanced English Courses

Other English courses with content and/or rigor equal to or above grammar and composition.

**Mathematics**

3 units or sets of competencies

1 unit of Algebra I<sup>1</sup> and

2 units which may include:

Algebra II

Geometry<sup>1</sup>

Trigonometry

Math Analysis or Pre-calculus

Statistics and/or Probability

Calculus

Computer Science I and II

Intermediate Algebra

Mathematics of Finance

Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the District Board of Education.

Mathematics courses taught at a technology center school by a teacher certified in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the District Board of Education.

Other mathematics courses with content and/or rigor equal to or above Algebra I.

<sup>1</sup> These courses may be taught in a contextual methodology.

**Science**

3 units or sets of competencies

1 unit of Biology I<sup>1</sup> and

2 units which may include:

Chemistry I

Physics

Biology II

Chemistry II

Physical Science

Earth Science

Botany

Zoology

Physiology

Astronomy

Applied Biology/Chemistry

Applied Physics

Principles of Technology

Qualified Agricultural education courses

Contextual Science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the District Board of Education.

Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the District Board of Education.

Other Science courses with content and/or rigor equal to or above Biology I.

**Social Studies**

3 units or sets of competencies

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History

½ unit to 1 unit which may include:

World History

Geography

Economics

Anthropology

Other Social Studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

**The Arts**

2 units or sets of competencies

<sup>1</sup> These courses may be taught in a contextual methodology.

### **Other Required Courses**

In addition to the curriculum requirements, students are required to complete a course in Personal Financial Literacy as set forth in HB 1378.

Students in grades 9-12 are required to have instruction in CPR and defibrillator training at least once before graduating with a standard diploma. Law provides certain exemptions for students with disabilities, students whose parents object to training, and students enrolled in a virtual charter school sponsored by the SVCSB. (HB 1372)

### **Electives**

8 units or sets of competencies.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval of the State Board of Education and the School District Board of Education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

**Morrison High School Credit Check**

LAST NAME: \_\_\_\_\_ FIRST NAME: : \_\_\_\_\_  
 Plan of Study: \_\_\_\_ College / Prep Work Ready \_\_\_\_ Core Curriculum Graduation Year: \_\_\_\_\_  
 Oklahoma's Promise: \_\_\_\_ Yes \_\_\_\_ No Meridian Interest: Y or N Program: \_\_\_\_\_

<b>College Prep / Work Ready Curriculum</b>	<b>Core Curriculum</b>
<p><b>4 Units of English</b></p> <p>____ English I                      ____ English II                      ____ English III / AP English III                      ____ English IV</p> <p><b>3 Units of Mathematics</b></p> <p>____ Algebra I                      ____ Algebra II                      ____ Geometry                      ____ Trig / Pre-Calculus                      ____ Other-Contextual Algebra</p> <p><b>3 Units of Laboratory Science</b></p> <p>____ Physical Science                      ____ Biology                      ____ Chemistry/ AP Chemistry                      ____ Anatomy and Physiology                      ____ Zoology</p> <p><b>3 Units of History and Citizenship Skills</b></p> <p>____ American History / AP American History                      ____ ½ credit Government                      ____ ½ credit OK History                      with an additional credit from:                      ____ Geography                      ____ World History / AP World History                      ____ Other                      *note if additional credit is ½ unit or 1 unit</p> <p><b>2 Foreign Language or Computer Technology</b></p> <p>____ Spanish I or Computer Tech:                      ____ Spanish II (or) _____                      ____ German I _____                      ____ German II _____                      *this cannot be one FL and one CT; CT cannot be typing or keyboarding course</p> <p>1 Additional Unit Selected from the Courses Listed Above:                      "Other" - _____</p> <p>1 Fine Arts Credit:</p> <p>____ Art I                      ____ Band                      ____ AG Communication                      ____ Music Appreciation</p> <p>6 Electives:</p> <p>_____                      _____                      _____</p> <p>Required Competencies:</p> <p>____ Personal Financial Literacy Requirement                      ____ CPR Training Requirement</p>	<p><b>4 Units of English</b></p> <p>____ English I                      ____ English II                      ____ English III / AP English III                      ____ English IV</p> <p><b>3 Units of Mathematics</b></p> <p>____ Algebra I                      ____ Algebra II                      ____ Geometry                      ____ Trig / Pre-Calculus                      ____ Contextual Algebra</p> <p><b>3 Units of Laboratory Science</b></p> <p>____ Physical Science                      ____ Biology                      ____ Chemistry                      ____ Anatomy and Physiology                      ____ Zoology</p> <p><b>3 Units of History and Citizenship Skills</b></p> <p>____ American History                      ____ ½ credit Government                      ____ ½ credit OK History                      with an additional credit from:                      ____ Geography                      ____ World History                      ____ Ancient History                      ____ Other                      *note if additional credit is ½ unit or 1 unit</p> <p><b>2 Fine Arts Credits</b></p> <p>____ Art 1                      ____ Art 2                      ____ Band                      ____ AG Communications                      ____ Music Appreciation</p> <p>8 Electives</p> <p>_____                      _____                      _____                      _____                      _____</p> <p>Required Competencies:</p> <p>____ Personal Financial Literacy Requirement                      ____ CPR Training Requirement</p>

\_\_\_\_ Algebra I (required) \_\_\_\_ Geometry \_\_\_\_ Algebra II \_\_\_\_ Biology \_\_\_\_ English III \_\_\_\_ US History  
 \_\_\_\_ English II (required)  
 ACT PLAN Composite Score \_\_\_\_ English \_\_\_\_ Math \_\_\_\_ Reading \_\_\_\_ Science \_\_\_\_  
 ACT Composite Score \_\_\_\_ English \_\_\_\_ Math \_\_\_\_ Reading \_\_\_\_ Science \_\_\_\_  
 ACT Composite Score \_\_\_\_ English \_\_\_\_ Math \_\_\_\_ Reading \_\_\_\_ Science \_\_\_\_  
 ACT WorkKeys-Meridian Gold/Silver/Bronze Locating \_\_\_\_ Math \_\_\_\_ Reading \_\_\_\_  
 Meridian Endorsements/Achievements- \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## **GRADE CLASSIFICATIONS**

**Seniors:** Students entering as seniors must have completed at least sixteen and one half (16.5) units of work and be on line to graduate with their class and will enroll in those subjects for which they have not previously received credit. All seniors must have completed twenty three (23) units of work by the end of the school term and be eligible to graduate in order to participate in the graduation exercises and receive their diplomas. Seniors that are not attending Vo Tech are encouraged to enroll in a Math and Science (four core classes) their senior year.

**Juniors:** Students entering as juniors must have completed eleven (11) units of work. Vocational Technical students must take special precautions to enroll in subjects, which will allow them to complete their graduation requirements the following year. They will need to complete twenty three (23) units of credit to qualify for graduation. Juniors cannot enroll in a Senior English course without completing one year of Junior English.

**Sophomores:** Students entering as sophomores must have completed five and one-half (5 ½) units. They will need to complete twenty three (23) units of credit to graduate.

**Freshmen:** Students entering as freshmen must complete twenty three (23) units of credit to qualify for graduation. Plan your class schedule to meet this requirement.

## **CLASS OFFICERS**

Class officers will be voted on at the beginning of each school year. In the event that an officer moves during the year, a new officer will be voted into that office.

## **ADDITIONAL CORE COURSEWORK**

Students who enroll in more than six solid subjects must have approval from the principal and/or counselor. All recommendations or rules apply to work taken either by correspondence or on campus.

## **AIDS EDUCATION**

It is the policy of the Morrison Public Schools and the State Department of Education to offer an Aids Education Program to students in grades 7-12. Age appropriate materials, suggested by the State Department of Education, are used in this program. Parents may review any materials to be use. The program will be taught during Science class; and each teacher has been trained to conduct the program.

## **CONSTITUTION**

It is the policy of the Morrison Board of Education that the school district will comply with a federal requirement to teach students about the United States Constitution on September 17 ("Constitution Day") of each year. The school district shall utilize rules of the United States Department of Education to ensure that this education is provided.

## **DRUG EDUCATION/PREVENTION PROGRAM**

It is the policy of the Morrison Board of Education that a drug education/prevention program is instituted district wide for all students and district employees. This program will contain the following provisions for students:

1. Age-appropriate developmentally based drug and alcohol education programs for all students in all grade levels (K-12). (Ref: District Drug and Alcohol Curriculum)
2. A statement to students that the use or possession of illicit drugs and alcohol is wrong and harmful. (Ref: Morrison Board of Education Policy-Drug-Free Schools)
3. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities. (Ref: Morrison Board of Education Policy - Drug Free Schools).
4. A clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed if the standards of conduct are violated. A description of these sanctions will be included in the student handbook.
5. Information about available drug and alcohol counseling, rehabilitation and re-entry programs. (Ref: Morrison Board of Education Policy-Drug-Free Schools")
6. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary actions. (Ref: "Student Handbook")
7. A requirement that parents and students be notified that compliance with the standards of conduct is mandatory.

## **PARENTAL INSPECTION OF SEX EDUCATION MATERIALS**

The superintendent of schools or his or her designee shall review all materials and curriculum used in the teaching of sex education, including programs, textbooks, or tests. After such review, and at least once per year, the superintendent or designee shall notify parents of their right of inspection of the materials and curriculum and of the right of any student to be allowed not to participate in the programs. A letter containing the information about the rights of parental inspection and student nonparticipation will be mailed to the parent or guardian of each student eligible for the curriculum, materials, or program. Such notification should be mailed no later than ten days before the curriculum or program is to take place. Any materials used by the school district in the teaching of sex education shall always include the teaching of abstinence.



**SPECIAL EDUCATION**

It is the policy of this school district to provide special education to all exceptional children who reside in the school district. This duty will be satisfied by Morrison Public Schools.

Prior to July 1, 1990, exceptional children shall mean educable mentally handicapped children, trainable mentally retarded children, speech-defective children, emotionally disturbed or perceptually handicapped children, children with special health problems, children requiring the services of a visiting counselor, children with special learning disabilities as a result of neurological impairment, multiple-handicapped children, and other handicapped children of four years of age as of the first day of September of the school year, and on and after July 1, 1990 of three years of age; provided up to July 1, 1991, that there shall be no set minimum age for blind children, partially blind children, deaf and hard-of-hearing children, and low incidence severely multiple-handicapped children, i.e., deaf-blind, retarded-cerebral palsied, autistic, and other children failing to thrive. Provided, on and after July 1, 1991, children from age birth through two years (0-24 months) of age who meet the eligibility criteria specified in Section 3 of the Oklahoma Early Intervention Act, shall be served pursuant to the provisions of the Oklahoma Early intervention Act; further provided that any children served shall be bona fide residents of this state, whose conditions are such that it is impractical or impossible for them to benefit from or participate in the regular classroom program of the public schools in the district in which they reside and whose education requires a modification of the classroom program. Provided, that the attendance of said children in special education classes shall be included in the average daily attendance computations for State Aid purposes.

## **GIFTED STUDENT PROGRAM**

The board of education will provide gifted and talented educational programs for all identified gifted and talented children enrolled in the district. The program will include differentiated education with multiple programming options, which shall be carefully matched with student's identified needs and interests. The district will provide this program as a means for each student, regardless of abilities, to reach his or her full potential to meet this goal; the board adopts the following conditions for the program.

**Identification:** Students who have been identified by school district as having scored within the top 3% (97th percentile) on a nationally standardized intelligence test or demonstrated excellence in specific academic ability will participate in the program. Students who have been identified by another district prior to enrollment in this district will be placed in the program for one year and further testing can be made.

**Due Process Rights:** A written parental consent for individual evaluation will be required. All relevant records will be kept confidential. Additional evaluation of a child, upon parental request, will be made available. Additional evaluation of their own children shall be available to parents upon request.

**Multi-criteria Evaluations:** Multi-criteria evaluations may include any of the following:

1. Referrals - professional, peer, parent, self
2. Measures of ability
3. Measures of performance
4. Scales, inventories, checklists
5. Autobiographies or work samples

**Programs Provided:** Programs shall include enrichment of content, acceleration, individual instruction, and mentorship.

**Type of Program:** The school district will provide a gifted child educational program for each qualified student.

**Student Removal:** The following criteria relate to student removal from the program. Testing is given each year; evaluation is made each year; and parental request for removal is considered or honored.

**Expenditures:** The board shall prepare a report at the conclusion of each year which outlines the expenditures made by the district during that year for the gifted and talented educational programs.

**Local Advisory Committee:** No later than September 15 of each year, the board will appoint a local advisory committee of three to eleven members. The superintendent will call a meeting of this group no later than October 1 of each year. The committee will assist in formulation of goals, assist in the development of a gifted plan, and assist in the development of a report of the program for the State Department of Education.

### **ALTERNATIVE EDUCATION**

This school district shall provide an alternative education program that conforms to the requirements of state law and rules applicable to alternative education. The program shall:

1. Allow class sizes and student/teacher ratios conducive to effective learning for at-risk students;
2. Incorporate appropriate structure, curriculum, and interaction and reinforcement strategies designed to provide effective instruction;
3. Include an intake and screening process to determine eligibility of students;
4. Demonstrate that teaching faculty are appropriately licensed or certified teachers;
5. Demonstrate that teaching faculty have been selected on the basis of a record of successful work with at-risk students or personal and education factors that qualify them for work with at-risk students;
6. Reflect appropriate collaborative efforts with state agencies and local agencies serving youth;
7. Provide courses that meet the academic curricula standards adopted by the State Board of Education and additional remedial courses;
8. Offer individualized instruction;
9. State clear and measurable program goals and objectives;
10. Include counseling and social services components with the provision that providers of services are not required to be certified as school counselors;
11. Require a plan leading to graduation be developed for each student in the program that will allow the student to participate in graduation exercises for the school district after meeting all of the graduation requirements of the school district;
12. Offer life skills instruction;
13. Provide opportunity for arts education to students, including Artists in Residence programs coordinated with the Oklahoma Arts Council;
14. Provide a proposed annual budget;
15. Include an evaluation component including an annual written self-evaluation;
16. Be appropriately designed to serve middle school, junior high school, and secondary school students in grades six through twelve who are most at risk of not completing a high school education for a reason other than as identified in 70 O.S. §13-10, and;
17. Allow all students in the alternative education program, who otherwise meet all of the participation requirements, to participate in vocational programs and extracurricular activities, including but not limited to athletics, band, and clubs.

The alternative education program shall be operational and serving students by September 15, of each year. Any equipment or material purchased by the school district with revenue received for students participating in an alternative education program shall be used only in or directly for the alternative education program offered by the district during the hours the alternative education program is in operation. The equipment or materials may be used for other purposes during hours when the alternative education program is not in operation.

If a program will serve fewer than ten (10) students, the alternative education program shall be offered by the district through an inter-local cooperative in which the district participates, unless the program has been granted a waiver from this requirement by the State Department of Education.

### **LIMITED ENGLISH PROFICIENCY INSTRUCTION**

The Morrison Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency. A student who:

1. was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or
2. is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; or
3. is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and
4. who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

**Tutorial Programs:** Students who are certified to receive educational services through the State Migrant Education Department in cooperation with the State Department of Education are offered 30-minute tutorial help during the school day in the areas of Reading, Math, and Language Arts. Criteria for eligibility include students who have moved into a district within the last six years from another district or state and whose parents seek either seasonal or temporary employment in agriculture.

**No Child Left Behind Act of 2001:** If this district receives federal funding for Limited English Proficient (LEP) programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.
2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in Reading/Language Arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives sub grants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
  - a. Their child's level of English proficiency and how such a level was assessed.
  - b. The status of their child's academic achievement.
  - c. The method of instruction used in the program in which the child is placed and the methods of instruction used in other available programs.
  - d. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
  - e. Exit requirements for the program.
  - f. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's I.E.P.

Consequences of inadequate yearly progress include notification of parents; development of improvement plans, and restructuring of programs or the district will lose federal funds. For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

## **ONLINE INSTRUCTION**

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Morrison Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

### **Definitions**

Synchronous Instruction occurs when the instructor and the student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Supplemental online course is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and state graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Web based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

### **Guidelines**

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

1. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
3. Only students who are enrolled in this district will be granted access to supplemental online courses.
4. Requests for enrollment in supplemental online courses shall be as follows:
  - a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
  - b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
  - c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in online courses and to serve as a liaison to the online teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
6. Students earning credit by means of online instruction shall participate in required state level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
7. Courses offered for credit by means of online instruction shall be aligned with the Oklahoma Academic Standards (OAS).

8. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by a documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted “present” or “in attendance” when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
10. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
11. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district. (See cross-referenced policies concerning these issues.)
12. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.
13. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
14. Instructors of online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
15. Students at remote sites who participate in the online courses offered by the district will be responsible for providing their own equipment and Internet access.
16. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.



**Correspondence Courses:** Parents must pay all fees and make all contacts and arrangements. Courses must be completed and grades received by school officials before the last day of school for a student to participate in graduation exercises.

### **CONCURRENT COLLEGE ENROLLMENT**

As an additional opportunity, and in compliance with state law, the board will approve the enrollment of high school students in college courses. An eleventh-grade student or a twelfth-grade student who has achieved an acceptable score on the ACT or the SAT test may enroll concurrently in high school and college courses.

According to Senate Bill 290, school districts are required to record concurrent enrollment courses on student high school transcripts as either academic or elective credit. However, the local school district shall determine how and if the concurrent courses affect the student's high school grade point average (GPA). The following college courses have been reviewed and approved by the Oklahoma State Department of Education for academic credit in high school:

College Algebra	1 unit of High School Algebra II
General Biology	1 unit of High School Biology II
General Botany	1 unit High School Botany
English Composition I	½ unit of English IV
English Composition II	½ unit of English IV
Introduction to Chemistry	1 unit of High School Chemistry
Chemistry I	1 unit High School Chemistry
American History Survey to 1877	½ unit High School U.S. History
American History Survey from 1877	½ unit High School U.S. History
Introduction to Geography	½ High School World Geography
American Federal Government	½ credit High School American Government
Introduction to Speech	½ credit High School Speech

Beginning in the 2010-2011 school year, 11th and 12th grade students wanting to take a concurrent enrollment course from the aforementioned list for academic credit will be required to sign a contract stating that he/she understands that the course will count for high school credit and will be included in the cumulative GPA, which determines class rank. The contract will also require parent permission. Concurrent courses not included in the list above will be included as letter grades (A, B, C, D, or F) on a student's high school transcript but will not be calculated into a student's cumulative high school GPA. It is the sole responsibility of the student to provide the high school office a current record of concurrent classes in which he/she is enrolled and to provide accurate information regarding grades made in such classes in a timely manner.

**SCHEDULE CHANGES**

Students will have three school days at the beginning of the school year to change their schedules. After the three school days, a student will be required to stay with their schedules until the end of the first semester. The parent must approve all schedule changes.

**Morrison High School Course Change Request**

1. This is a request form only. There are no guarantees that your request will be granted.
2. You must remain in assigned classes until notified by your counselor/teacher.
3. Course change requests will be processed as quickly as possible.
4. Every attempt will be made to balance numbers in classes to enhance the learning environment.
5. Please do not interrupt teachers during direct instruction class time for signatures.
6. No changes will be made after the first three (3) days of the semester.
7. It is extremely important for you to be aware of graduation and college entrance requirements when making schedule changes.

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Morrison High School  
Course / Class Request Change Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Change Requested -

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

Reason: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Current Teacher Signature: \_\_\_\_\_

Future Teacher Signature: \_\_\_\_\_

For Principal / Counselor Use Only:

Change Accepted \_\_\_\_\_

Change Denied \_\_\_\_\_

## **GRADING AND REPORT CARDS**

The board of education believes that a thorough, well-documented and accurate system of grading will result in more accurate and more equitable grades among students. Relative consistency of individual teachers and among the staff as a whole is desirable. Report cards will be given to parents on a timely schedule.

**Grading:** All teachers are requested to use the following system of grading:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below.

All students should have at least two daily grades each week. Each teacher is to turn in failure notices to the office on Monday after each three weeks of each semester. Ten grades for each student should be in the grade book for each nine-week period. Grade sheets are to be typed or in ink.

**Report Cards:** Students and parents are encouraged to log into their student's online grade book on a regular basis to follow their student's progress. Parent usernames and passwords can be obtained by calling the attendance office.

**<https://www.wengage.com/MorrisonGradebook>**

After the end of a semester, report cards can be printed upon request.

## **NINE WEEKS TEST AND SEMESTER TESTS**

Nine weeks tests will be given at the conclusion of the first and third nine weeks. All students are required to take nine weeks tests. Tests can be given early only with permission of the principal. Teachers have the right to weight the nine week tests however they feel is appropriate as long as it is at least 20% of the nine week grade. Semester tests will be given at the conclusion of the first and second semester. Tests can be given early only with permission of the principal. Teachers have the right to weight the semester tests however they feel is appropriate as long as it is at least 20% of the semester grade.

The following scales will be applied to semester TEST grade.

0 Absences = 10 points added to semester test grade

1 Absence = 7 points added to semester test grade

2 Absences = 5 points added to semester test grade

Second semester exempt with minimum of:

A – 3 absences

B – 2 absences

C – 1 absence

If a student is at school (is not absent (off campus) due to sickness, school activity, etc.) and that student does not check into their homeroom by means of a sign-in sheet five times during a semester, that student will lose all test exemptions earned for that semester.

### **PROCEDURE FOR CALCULATION OF G.P.A.**

The following procedure will be used in the determination of grade point averages (G.P.A.) for the Morrison Secondary Schools (Grades 7-12).

- A. All grades will be rounded off to the nearest 1/100 on grade point averages.
- B. All classes given a letter grade will be considered in the calculation process, only passing grades (D- or above) will be used in meeting graduation requirements.
- C. Junior High School G.P.A. will be based on all subjects given a letter grade. The numerical values used for averaging and determining G.P.A. are as follows:  
A=4, B=3, C=2, D=1, F=0
- D. High School G.P.A. will be based on all subjects given a letter grade. A weighted 4.0 scale will be used to calculate G.P.A. The calculation of the G.P.A. is as follows:
  1. The basic calculation of all classes taken with the following numerical values will be determined: A=4, B=3, C=3, D=1, F=0
  2. Classes designated as "Weighted Classes" will carry an extra weighted value. These classes are as follows: All classes offered by Morrison Public Schools carrying the College Board approved designation of AP and Trigonometry.
  3. Beginning with the Class of 2016 (Freshman Class of 2013), to receive full weighted credit, a student must complete the entire course or two consecutive semesters.
  4. Weighted classes will be calculated on a five point grading scale (an extra .05 per semester for that particular course) upon the completion of the entire course beginning with the Class of 2016 (Freshman Class of 2013).
  5. High School valedictorian and salutatorian selection, for college scholarship purposes will be based on all subjects given a letter grade through the first seven semesters using the Weighted GPA.
  6. Morrison High School's Local Valedictorian and Salutatorian will be based on all subjects given a letter grade through the 3<sup>rd</sup> Nine Weeks of the senior year, again using the Weighted GPA.

### **HONOR ROLL**

To qualify for Superintendent's Honor Roll, a student must have all A's. To qualify for Principal's Honor Roll, a student must have A's and/or B's with no grade lower than a B. Only credited subjects will be considered when calculating these honors.

### **VALEDICTORIAN/SALUTATORIAN SCHOLARSHIP/HONORS**

For the purpose of students receiving scholarships to selected colleges and universities, Morrison High School will recognize on a weighted grading scale any student who attains a grade point average 4.00 or higher. These students will not participate in any of the activities reserved for the valedictorian(s)-student or students with the highest weighted grade point average and salutatorian(s)-student or students with the second highest weighted grade point average of the senior class. The title valedictorian will be sent to the college or university where the student(s) plan to attend and no other recognition will be allowed by the Morrison High School.

Note: Grand Marshals for the 12<sup>th</sup> grade graduation will be the students with the highest GPA in the Jr. Class.

### **NATIONAL HONOR SOCIETY**

Membership in the Morrison High School Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Students are inducted into the NHS their sophomore year. To be eligible for NHS a student must be nominated by a faculty member, complete an application form, and have a GPA of 3.5 or better. The Morrison Chapter accepts membership from other high schools. To remain eligible for National Honor Society Membership, the student must be in good standing with the school, not have been suspended from school, and must be on line to graduate with their class. The student must also complete one community service project (at least 2-3 hours) per year of membership. This service project must be documented and approved by the sponsor.

### **OK COLLEGE CURRICULUM ENTRANCE REQUIREMENTS**

Any student who is to be admitted to an Oklahoma college must meet the following high school curricular requirements: English - 4 units; Mathematics - 3 units of Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, or Calculus; Laboratory Science - 2 units of Biology, Chemistry, Physics, other Lab Science; and History - 2 units, 1 must be American History. Four units of the following subjects are highly recommended: Speech, Computer Science, and Foreign Language (at least 2 units are strongly recommended), Economics, Geography, Government, Psychology, Sociology, or additional units from the listed required courses.

### **OKLAHOMA HIGHER LEARNING ACCESS PROGRAM**

The Oklahoma Higher Learning Access program (OHLAP) provides resident tuition for courses needed to complete a degree or program within five years from award. To be eligible to receive the funds provided in OHLAP, the student must:

- be a resident of Oklahoma
- complete an OHLAP Application as an 8th, 9th, or 10<sup>th</sup> grade student and follow the guidelines listed on the application\*
- make commitment to the program as an 8th, 9th, or 10th grade student
- complete the courses required for admission to an Oklahoma college or university plus 2 units (these courses must include two units of foreign language or technology, and 1 unit of fine arts)
- graduate with 2.5 grade point average (core curriculum classes) or above within the previous three years
- have a family income of \$50,000 or less
- have been admitted and enrolled in an institution of higher education or post-secondary career-tech program
- follow all the requirements listed on the form
- parents / guardians are encouraged to attend parent/teacher conferences each year to discuss student progress towards OHLAP requirements

The above information is taken from the Oklahoma Higher Learning Access Program information material distributed through the Oklahoma State University Regents for Higher Education.

\*The ultimate responsibility for completing the OHLAP requirement must be up to the student. Applications for OHLAP are in the counselor's office.

### **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 Oklahoma Academic Standards (OAS). 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 Oklahoma Academic Standards (OAS) 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.



## **ADMISSIONS/WITHDRAWAL FROM SCHOOL**

### **STUDENT RESIDENCY**

The board of education believes that its primary responsibility is the education of students who legally reside within its own school district or who have obtained a legal transfer. Therefore, in compliance with state law requirements, the board has adopted a procedure for determining student residency.

In order to be served as a school district resident, a child should meet the following criteria:

1. He or she lives with a parent, guardian or person having **legal custody** and who holds **legal residence** within the school district boundaries.
2. The board retains the authority to make exceptions to allow for establishment of resident by affidavit when an adult, whether a relative or not, files an affidavit which affirms that
  - a. the adult has assumed custody and the reasons for assuming custody, and
  - b. the custody is permanent and that the adult contributes the major degree of support of the child.

The board will consider the facts and unique concerns of each case and will approve residency only if it is demonstrated that the custodial arrangement is permanent and the adult contributes the major degree of the child's support.

Students who legally transfer into the district shall be provided the same rights and privileges of a resident student.

**Student Residency Regulation:** In order to prove residency, the guardian of the child may be required to provide any of the following items:

- a. Utility bill mailed to the listed address.
- b. Picture I.D. of the guardian.
- c. Legal document proving legal custody and guardianship.

### **CHANGE OF ADDRESS / TELEPHONE**

Students will report any change of address or telephone number to the principal's office immediately.

**IMMUNIZATIONS:**

Title 70, of the Oklahoma Statutes, Sections 210.191-103, requires that parents or guardians of all minor children attending school in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, the student must have received or be in the process of receiving immunizations for the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, hepatitis B, and hepatitis A.

Oklahoma law allows for immunization exemptions if a student has a valid medical, religious, or philosophic reason for not being vaccinated. An exemption certificate (Oklahoma Department of Health Form 216-A) must be submitted for parents who request an exemption to any or all vaccines.

<p><b>Immunization Requirements for 2018-2019 School Year</b></p>		
<p><b><u>DTaP (diphtheria, tetanus, pertussis):</u></b>  <b>PreK-Kg: 4 DTaP</b>  <b>Grades K-6: 5 DTaP</b>  <b>Grades 7-12: One-time Tdap booster</b></p> <p>If the 4<sup>th</sup> dose of DTaP is administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose DTaP is not required.</p> <p><b><u>IPV/OPV (polio):</u></b>  <b>PreK-Kg: 3 IPV/OPV</b>  <b>Grades K-6: 4 IPV/OPV</b></p> <p>If the 3<sup>rd</sup> dose of IPV/OPV is administered on or after the child's 4<sup>th</sup> birthday and at least six months from previous dose, then the 4<sup>th</sup> dose of IPV/OPV is not required.</p>	<p><b><u>HepB (hepatitis B):</u></b>  <b>PreK-Kg: 3 HepB</b>  <b>Grades K-6: 3 HepB</b></p> <p>Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.</p> <p><b><u>HepA (hepatitis A):</u></b>  <b>Grades PreK-12: 2 HepA</b></p>	<p><b><u>MMR (measles, mumps, rubella):</u></b>  <b>PreK-Kg: 1 MMR</b>  <b>Grades K-6: 2 MMR</b></p> <p>The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.</p> <p><b><u>Varicella (chickenpox):</u></b>  <b>Grades PreK-6: 1 Varicella (2<sup>nd</sup> dose recommended at KG entry)</b></p> <p>If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine. Record that the child had the disease.</p>

### **FOREIGN EXCHANGE STUDENT POLICY**

The purpose of a Foreign Exchange Student Program is to improve the foreign exchange students' knowledge of American culture and language through active participation in family and school life and to improve American knowledge of foreign culture. In order to make this a positive experience for everyone involved, Morrison Public School has established the following guidelines:

1. The school must be contacted and request made to have an exchange student attend Morrison Schools by a representative (not the host family) of the exchange student organization. The request will be made to the principal and either approved or denied within 7 days.
2. The host family will be a legal resident in the school district. The exchange student will be accepted only with a J-1 Visa. Students with any other visa will not be accepted.
3. It is understood that the student must enroll in a full day's schedule, which will include Math, English, Science, and History classes.
4. All application must have a sufficient command of the English language to enable them to function well in an English-speaking academic and community environment. If tutoring is recommended the sponsoring organization will provide this service at no cost to the school district.
5. The sponsoring organization realizes that if their foreign exchange student presents discipline, attendance, language, or any other problem that cannot be resolved, then the organization will remove the student from Morrison Public Schools, with no cost to the school district.
6. No exchange student is to be assigned to a host family until he/she has been accepted in writing as a student in Morrison Public Schools. All applications are due by August 1 of the year that the student is to attend Morrison Schools. Enrollment for exchange students will not begin until the preceding school year is completed.
7. Morrison Public Schools may accept a maximum of four (4) foreign exchange students per year. Slots will not be saved; it will be on a first come first serve basis and determined by the day the representative of the exchange organization brings the application to the school in person. Special consideration and appeals may be made to the Superintendent.
8. It is understood that if the student is a senior he/she will receive a Certificate of Recognition only, not a high school diploma. However, the student may participate in all senior activities, including the graduation ceremony, provided the senior activity fee is paid. The sponsoring organization is responsible for advising the student prior to enrollment in Morrison Public schools that they will not be receiving a high school diploma.
9. If a host family decides not to host an exchange student after the paper work has been completed, then the process will begin again and the organization will have to resubmit the paper work with a new host family. If there is a waiting list for foreign exchange students then that student will be at the bottom of the list.
10. The organization will be responsible for all debts incurred by the foreign exchange student that are not paid.
11. Students will be given an honorary diploma for their course work. A regular diploma must be issued by their home school.

### **WITHDRAWAL FROM SCHOOL**

The board of education directs the administration to maintain an accurate enrollment record for each student. Any student enrolled in this district who decides to withdraw from school should follow withdrawal procedures developed by the superintendent. Any student who has ten (10) days of unexcused absence shall no longer be considered a student in this district and will be dropped from the membership rolls of the school and reported to the State Department of Education.

**Withdrawal from School Regulation:** Students wishing to withdraw from school should notify the principal of the impending withdrawal.

The student will be given a withdrawal form to take to each of his or her teachers, notifying them of the withdrawal. All school district books, materials, and equipment must be returned to the teacher to whose class they belong. When the withdrawal slip has the signature of each appropriate teacher, it should be returned to the principal's office. The student will be reimbursed any money belonging to him or her for such items as deposits or lunch fees.

Failure of the student to comply with such requirements may result in a delay in forwarding the student's records.

Students who withdraw from school and do not enroll in another school are dropouts. The district shall update the State Department of Education each month with the name of any student known to drop out.

A student shall be dropped from school membership after 10 days of unexcused absences.

## **ATTENDANCE**

### **STUDENT ATTENDANCE**

Morrison Public Schools recognizes regular attendance as necessary for continuity of instruction and to maintain a positive learning environment. Students must be in attendance a minimum of 90% of any semester in order to receive a passing grade. On the 9<sup>th</sup> absence during a semester, a student will fail unless the parent/guardian requests a review of the circumstances and if the committee waives the 90% rule. Under the 90% policy when the 8 days are exceeded, a parent/guardian may petition the principal for review of any extenuating circumstances relating to absences within a reasonable amount of time. Due process will allow appeals up to and including the school board, which has final authority.

It is the parent/guardian's responsibility to contact the school when their son or daughter is absent. Parent must notify the school by 8:05 a.m. if a student will be absent, late, or required to leave school early. Absences that are not verified may be considered truancy. A student is truant if the student is absent without proper excuse from his or her assigned place. The attendance office phone number for Morrison High School is (580) 724-3307. If a student is absent from his or her first period class and the school has not received a call explaining the absence, a school designee will phone parents at home or at work to verify the absence.

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.

Student participation in school related non-competitive events are considered school attendance. Academic, athletic, fine arts, vocational and other competitive activities that take place during school hours are not considered absences under 90% policy but must be monitored due to the 10 day rule of the Activities Association concerning eligibility.

The Board also recognizes that students may miss class due to attending local civic clubs as student of the month or for an occasion, which is an honor for the students that are selected. Also the occasion will arise when students are afforded the opportunity to serve as pages at the Oklahoma State Legislature. These and similar occasions, when approved by the building principal, are not to be considered absences under the 90% rule.

Absences due to attendance at state or national workshops and conferences, which are educational in nature, may be excluded from the 90% rule at the discretion of the administration. (The absences must meet the "10 day rule".)

When the student returns to school following any absence, he/she will go to the office to check in. Doctor's and dentist's notes, court notices, etc. will be placed in the student's file. Students with chronic medical problems for which an Individual Education Program (IEP) or 504 has been developed will meet the attendance requirements as stated on the IEP.

Absences for school activities are limited to ten (10) per class hour per school year. These absences are considered attendance. An absence is defined as any time a student misses more than 20 minutes of a class period.

**Excused Absences and Tardiness:** The district will designate absences or tardiness as excused for the following reason (provided parent notify the school): illness, emergency, bereavement for a family member, religious observance, a medical/legal appointment that cannot be rescheduled, or college visits for a senior in good academic standing. Absences and tardiness for other reasons will generally not be excused. A telephone call from a parent does not alone excuse an absence or tardiness.

**Senior College Visitation Day:** Students wishing to visit a college during their senior year of high school must make arrangements with the administration in advance to the day of the visitation. Seniors will have a maximum of two days per student to visit colleges; these will be counted as excused absences. Students must have taken the ACT prior to the visit.

**Planned Absences:** Parents may submit a request in writing to the principal of the school that a planned absence be excused for an unavoidable reason not listed above, such as a family wedding or other event. The principal shall grant or deny this request based on the reason for the absence, the length of the absence, the student's attendance record, or for other reasons. Parents should note that the district discourages absences for family vacations and reserves the right to designate such absences as unexcused.

**Record Keeping:** In elementary school, each classroom teacher shall take attendance at the beginning of each school day. In secondary school, each teacher shall take attendance at the beginning of each class and record each student's presence or absence. In each school, the designated school personnel shall account for each absence; record absences and tardiness in the school register of attendance, and designate them as excused or unexcused.

**Principal's Authority:** Each school principal shall be responsible for viewing attendance records and initiating appropriate actions at the building level to address unexcused pupil absence and tardiness.

**Making - up Work:** Students are expected to make up any work missed due to any absence or tardiness. Work assigned during unexcused absence will be due on the day of the student's return, and teachers are under no obligation to extend deadlines, reschedule test or other assessment, or re-teach material missed. Student with excused absence (including school activities) shall receive a day for each day absent to make up work or take tests.

**Sanctions/Interventions for Excessive Absences:** The principal shall consider the following sanctions for student with excessive unexcused absences or tardiness: before or after school detention; report card notations; or other appropriate sanctions.

**Loss of Course Credit:** The district reserves the right to impose academic penalties for unexcused absences. Elementary and secondary students who accumulate more than 8 absences (including all excused and unexcused absences) in a semester may be denied course credit and/or promotion to the next grade level. Secondary school student with more than 8 absences in a single course during a single term may lose academic credit for that course, except for medical exemption or extraordinary circumstances. Deadline for appeal of 8 day loss of credit rule will be 10 days after last day of a semester that student has over 8 days absent.

### **TARDINESS**

If a student shows up to class 20 minutes after the last bell, it will be considered an absence. Because an integral part of the educational process is the formation of good habits, tardiness will not be condoned. Most tardiness will be unexcused. Three (3) unexcused tardies will equal one absence. Habitual tardiness may result in disciplinary action by the principal. The principal shall consider the following sanctions for student with three tardies in a single course work for the semester: (a) verbal warning, (b) after school detention, (c) in school suspension, (d) suspension, (e) corporal punishment.

#### Student Consequences

- |                       |   |
|-----------------------|---|
| 1 <sup>st</sup> Tardy | Main Office will take action when dealing with the first tardy.   |
| 2 <sup>nd</sup> Tardy | Main Office will assign 30 minutes of after school detention.   |
| 3 <sup>rd</sup> Tardy | Main Office will assign 1 hour of after school detention.   |
| 4 <sup>th</sup> Tardy | Main Office will notify the parents/guardians and assign 1 day of in-school suspension.   |
| 5 <sup>th</sup> Tardy | Continued violation of the tardy policy may result in out-of-school suspension. Failure to serve assigned time for tardy violations will result in the student being considered truant. |

Students who fail to comply with assigned discipline assignments may lose the privilege of attending school activities.

## **TRUANCY**

A student is considered truant when absent from the classroom without the knowledge or approval of either the school or the parent. Leaving class without permission is considered truancy. Repeated violations could result in legal actions according to state attendance laws. Examples are as follows:

1. Leaving campus after having once arrived without properly signing out in the main office.
2. Leaving class without permission.
3. Leaving class and not reporting to designated place.
4. Making fraudulent or fake phone calls to have a student dismissed from class.
5. Participation in other fraudulent attempts to be absent from school not covered in this definition.
6. "Senior Skip Day" is not a recognized absence and will count toward the absence policy.

Students who are absent due to truancy shall not have the opportunity to make-up any of the work missed. If students are truant in one or more classes, they will not receive credit for work given in any classes missed that day and will receive a zero (0). This procedure shall also be in effect on term test days.

### **Guidelines for Discipline for Truancy Violations:**

1<sup>st</sup> Offense 2 days after school detention/corporal punishment

2<sup>nd</sup> Offense 5 days after school detention

3<sup>rd</sup> Offense 1-5 days in-school suspension. Repeated violations could result in suspension or legal actions according to state attendance laws.

If a student is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. In the case of Morrison Public Schools, the reporting agency is the Noble County District Attorney.

Once a decision to refer a student to the District Attorney has been made, a written citation may be issued to the student, parent, or guardian.

If a student is truant from Morrison Public Schools, Meridian Technology Center will be notified.

Students who fail to comply with assigned discipline assignments may lose the privilege of attending school activities.



### **JUNIOR / SENIOR STUDENT WORK RELEASE**

Qualifications for Work Permit include the following:

1. Oklahoma law requires all students to be in attendance six hours per school day. 70 O.S. § 1-111, S.L.O. § 12. All work permits will be in accordance with this law.
2. Permits issued for work at home must be accompanied by a conference between a parent and school official.
3. Permits must be renewed every semester.
4. Your job must last at least two consecutive hours, Monday through Friday.
5. All students' fees must be paid at all times during tenure of the permit.
6. Students with a permit must leave school by themselves unless more than one student is working at the same job and the administration is aware of the car-pooling.
7. Morrison Public Schools is a tobacco-free campus. No tobacco use on school property.
8. Students must proceed with caution while driving away from school and must go directly to the place of employment.
9. If a student is unable to work for any reason, he must contact the school.
10. If any of the above is violated, permit is automatically revoked.
11. If any permit is revoked for any reason other than grades, it will not be issued again.
12. If a student is unable to attend school during the day for any reason, then they are unable to go to work that day.

Students who are juniors and seniors and in good standing\* may be released 7th period for job experience when arranged through the principal or counselor. There is no academic credit for work release. The student must meet with the school official to arrange the work site conditions and to sign the agreement to terms of employment.

\*This agreement will be voided when:

1. The employer notifies the school of the student's termination;
2. The student comes under discipline from the school office or from home;
3. The student's grades or attendance make him/her ineligible.

Eligibility terms are the same as for competitive events. If a student is listed on the ineligible list, the employer will be notified and he/she will miss the week after ineligibility is reported, and will attend school. If the failing grade will prevent a student from qualifying for a diploma, the student will be removed from the program and placed in a class

## **CAMPUS INFORMATION**

### **CLOSED CAMPUS**

Morrison Public Schools will require all students to remain on school grounds from their time of arrival until the dismissal of school at the end of the school day. Those students that have a physical education class that meet at the football field or baseball field may leave at the end of sixth period. Concurrent enrollment and Vo-Tech students that have obtained permission to drive must return directly to school after entering the Morrison city limits. Students will not be allowed to sit in the parking lot, in or on parked cars, at any time during the school day. Students may bring lunches, eat at the school cafeteria, or buy food from the snack machines. Parents may pick their child up at any time by signing them out through the office. Notes for students to leave with other parents or to go home for lunch will not be accepted.

### **LEAVING SCHOOL DURING THE DAY**

Students will not be permitted to leave school during school hours except for emergencies or other reasons approved by the principal or superintendent. If it is necessary for a student to leave school before regular dismissal time, he/she should have a parent or guardian call the school, stating the reason and the exact time a student should leave school. Students will not be allowed to use the school phones except in the cases of illness or doctor appointments.

### **FIRE DRILLS/TORNADO DRILLS**

The purpose of fire drills and tornado drills are to move people into positions of safety should these emergencies arise. At the beginning of each school year students will be instructed in the proper procedure to follow during these drills. These drills should be taken in a serious attitude as they could save your life. The fire warning will be an alarm. There will be 2 fire drills each semester. The tornado drill will be announced over the intercom.

### **INCLEMENT WEATHER PROCEDURES REGULATION**

#### *Notification to Parents and Students*

When conditions exist which may cause the dismissal of school, students and parents should not call teachers or other school-related personnel. News concerning the dismissal of schools for any reason will be broadcast over Television Stations:

Channel 4 (Oklahoma City)

Channel 5 (Oklahoma City)

Channel 9 (Oklahoma City)

### **SCHOOL DISTRICT'S INSURANCE POLICY COVERAGE**

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.

## **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 FEES, FINES, AND CHARGES**

It is the goal of the Board of Education to provide a quality education to all the children of this district at minimum cost to the child. However, there are certain areas in which the payment of fees, fines or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payments.

**Student Fees, Fines and Charges Regulation:** In accordance with the policy of the Board of Education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel which becomes the property of the student and which are used in extracurricular activities.
7. Art class.
8. Fines assessed for lost, damaged or overdue library books.
9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary. Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee. Any student owing money to the district for an extended period of time will not be allowed to participate in any extra-curricular school/organization sponsored activity until the entire balance owed is paid. Students in the 12<sup>th</sup> grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduating ceremonies of the class. All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

### **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 operates 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 for each new school year.

Charges will not be accepted after the student has reached a \$15.00 limit. Cafeteria charges shall be payable by the student or parent/guardian no later than the last day of the semester. Failure to do so will result in the student no longer charging in the cafeteria. It is the responsibility of the student and/or parent/guardian to be aware of the funds in their cafeteria account. Parents may request their account information by contacting Marilyn Williams at the school by phone (580) 724-3341 or by e-mail, [marilynwilliams@morrisonps.com](mailto:marilynwilliams@morrisonps.com). The Child Nutrition staff will give students a written statement when student is close to reaching their \$15.00 limit. Child Nutrition will be responsible for notifying the building principals at the end of each semester of any cafeteria charges that are not paid in full.

**My School Bucks:** My School Bucks is a free cafeteria program where parents and 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 email notification. Parents/guardians may also use My School Bucks to pay into their child/children's accounts. This is an extra cost to pay online but the email notification is a free service. Go to [myschoolbucks.com](http://myschoolbucks.com) to register, their contact number is on their website for any problem you may encounter.

**Ala Carte:** The Ala Carte line is separate from the main lunch line and will cost more than the regular meal. 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. (example: ice cream, cookie, etc.)

**CLASS POLICY**

Individual class functions are considered activities. Students are not required to participate in activities. However, for a student to be permitted to participate in a class function, including but not limited to meetings and parties, the student must be current in all payments of class dues and have participated in all money raising class functions unless excused from such function by the class sponsor. Students, who are not current in all payments of class dues and have not participated in all money raising class functions, unless excused by the sponsor, cannot receive any benefit from the class treasury.

**FUND RAISING BY IN-SCHOOL ORGANIZATIONS**

The Morrison Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects. Any organization wishing to raise funds should adhere to the following procedure:

1. Obtain approval for the project from the board of education.
2. Submit an estimate for the cost of the project to the superintendent.
3. Submit a list of sources for the fund raising to the superintendent.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
5. Students should confine their door-to-door solicitation to close friends or relatives.
6. Door-to-door solicitation will not be conducted during school hours.
7. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

**RETURN CHECK POLICY**

It shall be the policy of the school that any check given to the school by any person including students, teachers, parents, community members and all others, that the writer or writers of these checks, returned by the bank, for the reason of insufficient funds, will be charged a set fee of \$25 per check per occurrence. If it becomes a common occurrence for any individual and/or family, they will not be allowed to charge or purchase any item without paying cash. Fraudulent checks (where no account exists) will be turned over to the county district attorney for prosecution.

## **SCHOOL VISITORS**

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 person<sup>1</sup> 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 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.

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<sup>1</sup> Does not include students, officers, or employees of the district.

**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.<sup>2</sup>

The decision of the board of education shall be final and unappealable. –

*This policy is required by law.*

### **PARENTAL INVOLVEMENT**

The board of education holds the philosophy that parents, and the community as a whole, are very important to the success of the school district. In implementation of this belief and in compliance with the State Department of Education standards, the board will involve parents in school activities, utilize parental and community resources in the instructional/learning program of the school, and promote use of school facilities before and after regular school hours for parent and community involvement.

### **PARENT CONFERENCES**

Parents are welcome to visit the school at any time and are encouraged to do so. Parents who desire to confer with a teacher should first secure permission from the principal or superintendent's office. The period from 8:00 - 8:20 A.M.; 3:00 - 3:15 P.M. and planning periods have been reserved for special conferences with teachers. These periods have been set aside so that a teacher will not be interrupted from his/her important duty of instruction. Also there is a day set aside each 9-week period for parent/teacher conferences.

### **PARENT/TEACHER COOPERATION**

The faculty at Morrison Public Schools strives to provide the best education for the children of this community. Being able to teach in the classroom without interruptions or clowning around by the students is a must. When a student or parent is concerned about a problem that arises in the classroom, the student or parent should first take up that matter with the teacher. If the student or parent cannot reach a solution to the problem then the student or parent should then take the matter to the administration. If the problem still cannot be resolved then the student or parent should take the problem to the school board.

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<sup>2</sup> Agenda language will need to reflect the individual's name.

### **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. The superintendent is directed to prepare a regulation implementing and supporting this policy.



**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.

### **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.

## **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, nun-chucks, 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 Schools 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 or 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.

## **COUNSELING**

### **ACADEMIC COUNSELING**

Grades will be checked at the end of the third week of each semester and each week thereafter. The counselor and the high school principal will work with the students who are having academic problems. Three or more failure grades may include mandatory counseling. It is the student's responsibility to maintain their grades and seek help when they are having difficulty.

### **GUIDANCE AND COUNSELING**

Guidance and counseling services include personal character education, academic, career counseling, scholarship, and financial aid information. The counselor works with parents, teachers, and students to help solve school-related problems. The goals and objectives of the Guidance and Counseling Department are available for inspection by a parent. Also, if a parent would not like for their child to take part in any of the above activities, they should write the school stating this fact.

### **GUIDANCE AND PSYCHOLOGICAL SERVICES**

The guidance and psychological services of Morrison Public Schools shall meet state requirements and encompass the following purposes, objectives, and activities:

1. A program for testing students in Morrison Public Schools to identify students with outstanding aptitudes and abilities related to educational and career-planning progress will be developed.
2. The services will make available to the students and parents such educational and career information as may be essential for them to understand the various educational and career opportunities and requirements related to the choice of educational programs and careers.
3. Individual counseling will be provided to help the students and parents develop a better understanding of the student's educational and occupational strengths and weaknesses; to help them relate abilities and aptitudes to educational and career opportunities and requirements; to help them make appropriate educational plans including the choice of courses in the secondary school and the choice of an institution providing training above and beyond the high school; to stimulate a desire in the students to utilize aptitudes in attaining appropriate educational and career goals.
4. Individual cumulative folders will be maintained to provide teachers and school administrators such information about individual students or groups as may be necessary to enable them to plan curricular and instructional programs appropriate to the educational needs of the student body and to the manpower needs of the state and nation.
5. Counseling will be provided to the individual students regarding personal, social, and emotional problems. The counselor will recognize that many cases require professional psychiatric referral and will assist the student and parents in receiving these services.

## **DECORUM AND DISCIPLINE**

### **ASSEMBLIES**

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

### **ASSAULT AND/OR BATTERY**

Students are reminded that aggravated assault and/or battery of a school employee is a felony and will be dealt with severely.

### **CAFETERIA ETIQUETTE**

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:

1. The lines should be formed as you enter the cafeteria and you should keep your place in line.
2. Running or crowding in line is never in order and will not be tolerated.
3. Do not hold a place in line for your friends, this is not fair to those students already in line.
4. 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.
5. Please dispose of all empty milk cartons and used napkins into the refuse cans.
6. Cutting in the lunch line will result in you being sent to the end of the line.
7. Always clean up the area around where you have eaten when you leave.
8. Gum is not allowed in the cafeteria. Individuals caught chewing gum may be required to clean the cafeteria.

### **CHEATING**

Any student who is caught cheating or is aiding another student to cheat will be liable for immediate disciplinary action as determined by the teachers and the administrators. The parents will be notified of the action taken. The student will receive an "F" on all material on which he/she cheated and will not be given an opportunity to make up that work. If the teacher and the administrator deem it necessary, the student may lose credit for the class in which the incident occurred.

### **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. Any action taken shall be at the discretion of the teacher.

## **CURSING**

The use of obscenity or vulgarities is not permitted and will warrant strong disciplinary action. This includes obscene or vulgar gestures.

## **DRESS AND APPEARANCE**

Proper dress is a mark of good school citizenship. Students are expected to be clean and dressed in good taste. Shoes must be worn at all times. Shirts must be buttoned and side buttons on overalls must be buttoned. Sleeveless shirts should fit snug at the shoulder, under the arm and be hemmed. Walking shorts and mini-skirts may be worn but meet the length requirement of hands at side with fingers extended and still touching cloth. These must be in good taste. Unacceptable appearance: muscle shirts, see-through tops, halter tops, tops that do not touch the lower garment at all times (thus exposing the bare midriff skin), tops with excessively low necklines and clothing with writing or pictures which are suggestive or symbolic of drugs, alcohol, sex, tobacco or anything illegal or immoral. 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.***

## **FIGHTING**

Fighting is not permitted on school property or at any school activity. Students will be held responsible for their actions and both parties may be subject to severe disciplinary action. The administrator in charge shall discipline accordingly.

## **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.



### **GRADUATION CEREMONY POLICY**

The Morrison Board of Education recognizes that graduation ceremonies are important events for our students, patrons, guests and community. Participation in graduation exercises is a privilege and not a right. Students who have been involved in misconduct or have violated school rules, regulations, and policies may be prohibited from participating in or attending graduation exercises.

To ensure that graduation ceremonies are enjoyable for all participants and spectators, the board enacts the following policies:

1. A student shall be a graduate of this school district and entitled to a high school diploma whenever that student has successfully completed the minimum number of credits established by the district for graduation, and completes graduation exercises in accordance with this policy.
2. Students are considered as students of this district until graduation ceremonies have been completed. The graduation process is “completed” after the last graduation program and the student has exited the premises.
3. Students participating in graduation ceremonies will be required to abide by the school’s discipline code as outlined in the student handbook. In addition, students shall not engage in the following conduct during graduation exercises:
  - a. Engaging in any disruptive activity that substantially interferes with the graduation process or the rights of other individuals.
4. The administration may impose discipline on any student who commits any act referred to in (3) above. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after completion of graduation exercises.

Note: Grand Marshals for the 12th grade graduation will be the students with the highest GPA in the Jr. Class.

### **HALL MANNERS**

Students shall move from one room to another in an orderly manner in the time permitted for such purpose.

### **HALL PASSES**

Students are not permitted to leave the classroom except for special reasons. Students should have with them a hall pass issued by the classroom teacher.

### **JUNIOR – SENIOR PROM**

Only juniors and seniors are permitted to attend the prom. Freshman and sophomores may attend if invited by a junior or senior. No person 21 years or older will be allowed to attend the prom unless a spouse of a junior or senior of Morrison High School.

### **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.

### **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.

### **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.

### **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 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 with lockers are encouraged to use a lock in order to keep personal items safe.

### **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.

## **COMPUTER USE**

The Morrison Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The board also believes that students and faculty members should be provided freedom in a safe and responsible manner to explore the world of technology and to benefit from the educational opportunities it provides. It is the policy of this board that equal access to educational opportunities is provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use.

The board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others and such activity is strictly prohibited. Technology shall include but not be limited to information technology, telecommunications technology, and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, multimedia material, facsimile, e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video, the World Wide Web (WWW) or Internet, Listservs, multiuser domains and other technology used in distance learning or distance education. Telecommunications technology shall include but not be limited to local area networks and wide area networks. Implemental technology shall include but not be limited to implements, equipment, instruments, or devices that promote the technology education process and are employed in the science or study of the practical, industrial, or mechanical arts or applied sciences.

The board has directed the superintendent to develop rules, regulations, and procedures governing the use of computers and computer technology in this district. Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

### **Computer Use Regulation**

In accordance with the policy of the board of education, this regulation governs the use of computers and computer technology in this school district. Personal computers not owned by the school district shall not be brought to school or used in school except with permission of the superintendent of the superintendent's designee.

School district computers and computer accessories will be used only by students and faculty members. School district patrons may be permitted to use school equipment only under certain circumstances as determined by the board of education. Permission to use school computers or other school technology is granted as a privilege that may be withdrawn for violation of this policy or for failure to follow the verbal or written instructions and direction of school faculty or system operators.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written) or softcopy (recorded electronically within the computer or computer accessory) or specific class instructions. Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will insure that all members of the class read and understand such procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the district or outside the district, private or commercial computer bulletin board, or any computer network such as Internet, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Failure to cite content accessed electronically is academic misconduct. Students or staff may be disciplined for failing to appropriately cite materials.

Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent's designee.

Computer software will be installed into, or removed from, school district computers only by, or at the direction of, an authorized faculty member. No commercial software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned diskettes or tape cartridges or any other removable media will not be used in school computers except as authorized by a classroom teacher or other authorized school faculty member.

In addition to reading and adhering to any online rules and procedures, users will not use profanity or abusive language toward, or otherwise harass any other user or system operator of any bulletin board or telecommunications entity.

Telecommunications users will not log into any area that obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer that has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

It is unlawful for a person to send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information that purposely or negligently injures a person.

The superintendent or designee shall have access to all materials loaded or stored in the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including contents of business or personal e-mail, loaded or stored on district computers.

Violations of this policy by an employee of the school district may result in disciplinary proceedings including the termination of employment.

Violations of this policy by students may result in disciplinary proceedings including suspension and the loss of user privileges.

Violations of this policy by school patrons may result in the loss of user privileges.

No legitimate expectation of privacy exists for users of the school district's Internet service or computers. Activity may be monitored at any time and disciplinary action taken for inappropriate use.

Students and staff have an affirmative duty to notify the administration of sites that were inappropriately accessed so that the computers may be checked and inappropriate materials removed from the hard drive.

### **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Morrison Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities. In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

**Personal Responsibility:** By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

**Term of the Permitted Use:** A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

**Acceptable Uses:**

1. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - a. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - b. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse", "time bomb", or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - c. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - d. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet without prior permission from the Superintendent. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. Netiquette. All users must abide by rules of network etiquette, which include the following:
  - a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - c. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

- d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

### **Internet Safety:**

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Commission Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in

a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Privacy:** Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

**Failure to Follow Policy:** The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**Warranties/Indemnification:** The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy.

By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

**Updates:** Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.



**Code of Conduct for Internet and Other Computer Network Access:** The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited; transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

**Internet Filtering Regulation:** The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites. Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

- Educating students to be “net-smart”;
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using “Acceptable Use Agreements”;
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board’s ability to determine educational suitability of all material used in the schools.

Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

**Criteria for Filtering of Objectionable Sites:** Anything that falls under at least one of the following categories shall be blocked. This list may be update/modified as required.

#### **Nudity/Pornography**

- Prevailing U.S. standards for nudity (*genitalia, female breasts, etc.*)
- Provocative semi-nudity (*lingerie models, etc.*)
- Sites that contain pornography or links to pornographic sites  
*Exceptions: Classical nudity (Michelangelo, etc.)*
- Sexuality sites that contain material of a mature level
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites that contain inappropriate personal ads

#### **Violence**

- Sites that promote violence
- Images or a description of graphically violent acts  
*(rape, dismemberment, torture, etc.)*
- Graphic autopsy or crime scene images

#### **Crime**

- Information on performing criminal acts  
*(drug or bomb making, computer “hacking”, etc.)*
- Illegal file archives *(software piracy, etc.)*

### **Drug Use**

- Sites that promote the use of illegal drugs
- Material advocating the use of illegal drugs  
(*marijuana, LSD, etc. or abuse of any drug, drinking game rules, etc.*)  
*Exceptions: Material with valid educational use (drug use statistics, etc.)*

### **Tastelessness**

- Images or descriptions of excretory acts (*vomiting, urinating, etc.*)
- Graphic medical images outside of a medical context  
*Exception: Graphic medical images within a medical context*

### **Language/Profanity**

- Passages/words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Sexually or racially tinged language
- Note: The focus is on American English, but profanity in other languages or dialects will be blocked if brought to our attention.

### **Discrimination/Intolerance**

- Material advocating discrimination (*racial or religious intolerance, etc.*)
- Sites that promote intolerance, hate, or discrimination

### **Interactive Mail/Chat**

- Sites that contain or allow inappropriate e-mail correspondence
- Sites that contain or allow inappropriate chat areas
- Inappropriate Banner Ads
- Advertisements containing inappropriate images

### **Gambling**

- Sites that allow or promote online gambling

### **Weapons**

- Sites that promote illegal weapons
- Sites that promote the use of illegal weapons

### **Other Inappropriate Material**

Body modification: tattooing, branding, cutting, etc.

### **Judgment Calls**

Whether a page is likely to have more questionable material in the future. (sites under construction whose names indicate questionable material, etc.)

### **Procedure for Suggesting Sites Blocked:**

If district staff members observe a site that they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

**Illegal Use of Email Messaging:** According to Oklahoma law, it shall be unlawful for a person to initiate an electronic mail message that the sender knows, or has reason to know, does any of the following:

- Misrepresents any information in identifying the point of origin or the transmission path of the electronic mail message
- Does not contain information identifying the point of origin or the transmission path of the electronic mail message or
- Contains false, malicious, or misleading information, which purposely or negligently injures a person.

It shall also be unlawful for any person to sell, give, or otherwise distribute or possess with the intent to sell, give, or distribute software, which is primarily designed as follows:

- For the purpose of facilitating the falsification of electronic mail transmission information or other routing information
- Has only limited commercially significant purpose or use other than to facilitate the falsification of e-mail transmission information or other routing information
- Is marketed by that person or another acting with (and with the person's knowledge) for use in facilitating falsification of e-mail transmission information or other routing information.

### **WIRELESS COMMUNICATION DEVICES**

Student use of personal telecommunication devices, cell phones, and smart-phones 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. Smart-phones 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.

### **TELEPHONES**

Students will not be called out of class to come to the telephone except in case of an emergency. The telephones are classified as "BUSINESS TELEPHONES."

### **TEXTBOOKS**

Every student is required to have his/her own textbook. The school district provides textbooks for all students in the district at no cost; students must pay for workbooks. Every student is obligated to give books the best of care. Textbooks should not be abused. Any book that is lost or damaged by a student beyond normal wear must be paid for by the student. Students are expected to take their own textbook to class each day. They cannot take a book, pencil, or paper out of another student's locker without that student's permission.

### **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 districts 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.

The school district will accomplish these goals through strict enforcement of its school transportation policies. Drivers of all school transportation equipment will abide by state laws, rules, and regulations and shall make appropriate reports as required.

**Parental Grievance Procedures:** All parental grievances relating to student discipline and transportation services must be initiated with the principal. 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. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, principal, or superintendent or his/her designee. 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.

### **Transportation of Students - Activity Trips**

When field trips or activity trips are planned, all students must go and return in school transportation unless prior arrangements have been made by the student's parent or guardian with the sponsor and approved by the principal. Students will not be released to any person(s) except the student's parent or guardian. Personal contact by the parent or guardian is required. Students bringing notes will not meet this requirement.

### **Transportation of Students - Vo-Tech**

Meridian Technology Center (M.T.C.), the area Vo-Tech school, furnishes a school bus for students attending M.T.C. to ride to and from M.T.C. All students attending M.T.C. are to ride the M.T.C. buses. Students needing to use private transportation due to an emergency situation may do so by receiving permission from the principal or superintendent and following the guidelines set forth by the principal or superintendent. Students that have a job in Stillwater that they go to and attend the afternoon session of M.T.C. can discuss with the administration about their transportation options. Transportation, driver, or any passengers must be approved. Failure to follow above rules will result in disciplinary action.

### **VEHICLE USE AND PARKING - STUDENTS**

The Morrison Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking. Students will not park vehicles in the parking lot(s) designated for staff and visitors. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.



Morrison Public Schools Secondary Student Handbook

PLEASE COMPLETE THE FORM BELOW. IN ORDER TO RIDE THE SCHOOL BUS, THIS FORM MUST BE RETURNED WITHIN THE FIRST TWO WEEKS OF SCHOOL. (Turn in the form to your teacher, bus driver, or principal.)

To the Morrison Public School System:

We have read and discussed with our child/children the school bus policy and rules.

We agree with the school system that these rules should be in force and that any student who cannot abide by these simple rules should be disciplined and/or counseled with according to the school's policy.

As parents, we ask that the school contact us by telephone or written letter each time our children are involved in incidents so that we might further counsel our child/children on proper bus conduct.

Sincerely,

\_\_\_\_\_  
(Parent's Signature)

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please write in the names and grade of each child in your family who will ride the school bus. This statement will be in effect for the current school year.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## **Notice of Parent and Student Rights: Bullying and Harassment**

MHS is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity and equality among students. High standards are expected for both academic and for behavior.

MHS strives to ensure that all of its students and employees are free from bullying and harassment including violence in students' relationships. All charges of bullying, cyber bullying, harassment, and dating violence are to be taken very seriously by your students, faculty, staff, and administration and parents. We will make every effort to handle and respond to each and every charge and complaint filed by student and employees in a fair, thorough and just manner. Every effort will be made to protect the due process rights of all victims and all alleged offenders.

**Bullying is defined** as written or oral expression or physical conduct that: 1) To have the effect of physical harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2) To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

**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.

**Cyberbullying is defined** as using the internet, interactive and digital technologies, cell phones, and other electronic devices to engage in written or verbal expression or physical conduct that the Board or its designees determines: 1) Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2) Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**Harassment is defined** as conduct to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint or maliciously and substantially harms another student's physical or emotional health or safety.

**Sexual Harassment** is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, and threats or intimidation from a dating partner. Calling someone inappropriate names that are sexual in nature and verbal sexual harassment.

Students who believe they have been harassed or bullied by fellow students or District employees are encouraged to promptly report such incidents to the campus principal or other campus professional. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student or parent who has a complaint alleging bullying, harassment, or dating violence may request conference with the principal or principal's designee. If the

student or parent is not satisfied with the response from the campus staff, they may request a conference with the Superintendent.

Complaints will be documented and investigated in accordance with District policy and guidelines. Any staff member who observes an incident of bullying or harassment that involves physical or sexual assault or threats will report the incident immediately to the principal. Any staff member who learns of an incident or threat may submit a complaint form on behalf of the targeted student.

**Campus Plan of Action:**

1. Students and staff members will complete a Complaint Form available in the schools main office.
2. The Complaint Form will be submitted to the principal immediately.
3. The principal or designee will investigate complaints by meeting separately with each student involved in this situation.
4. The principal or designee will conference with the targeted student and parent to discuss safety.
5. The principal or designee will conference with the accused student and parent to discuss appropriate behaviors and consequences. With prior consent of the targeted student, the principal may issue a School-based Stay Away Agreement to the accused student during the parent.
6. Documentation of all Complaint Forms, follow-up actions and Stay Away Agreements will be available from the principal.

**HARASSMENT AND HAZING**

It is the policy of this school district that no student shall participate in or be a member of any secret organization on school property or at any school-related event.

For the purposes of this policy, hazing is defined as an activity, which recklessly or intentionally endangers the mental health, physical health, or safety of a student. Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or an unorganized group of individuals use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult, or humiliating tasks.

No student in this district will be subject to hazing, harassment or any other form of persecution by any student at school or at school-sponsored activities. Disciplinary action may include suspension.

## **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 an 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.

### **DISABILITY HARASSMENT**

The Morrison Public School district prohibits disability harassment under Section 504 and Title II of the Americans with Disabilities Act. Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's program. Harassing conduct may include verbal acts and name-calling, nonverbal behavior such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

The following are examples of disability harassment:

- Several student continually remark out loud to other students during class that a student with dyslexia is retarded or deaf and dumb and does not belong in the class; as a result, the harassed student has difficulty doing work in class and her grades decline.
- A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmate's ability to enter the classroom.
- A teacher subjects a student to inappropriate physical restraint because of conduct related to his disability; with the result that the student tries to avoid school through increased absences.
- A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies and extracurricular activities as punishment for taking time off from school for required services related to the student's disability.
- A teacher repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that she has great difficulty performing in class and learning.
- Students continually taunt or belittle a student with mental retardation by mocking and intimidating him so he does not participate in class.

Contact the school district's Section 504 Coordinator, 2<sup>nd</sup> Street & C Avenue, P.O. Box 176, Morrison Public Schools, 580-724-3341 for further information concerning disability harassment or to initiate a complaint under the school district's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints, Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent.

**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.

**Harassment/Bullying Incident Report Form**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Type of Harassment Alleged:

Racial \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

\_\_\_\_\_ Name Calling \_\_\_\_\_ Spitting

\_\_\_\_\_ Stalking \_\_\_\_\_ Demeaning Comments

\_\_\_\_\_ Inappropriate Gesturing \_\_\_\_\_ Stealing

\_\_\_\_\_ Staring/Leering \_\_\_\_\_ Damaging Property

\_\_\_\_\_ Writing/Graffiti \_\_\_\_\_ Shoving/Pushing

\_\_\_\_\_ Threatening \_\_\_\_\_ Hitting/Kicking

\_\_\_\_\_ Taunting/Ridiculing \_\_\_\_\_ Flashing a Weapon

\_\_\_\_\_ Inappropriate Touching \_\_\_\_\_ Intimidation/Extortion

\_\_\_\_\_ Other \_\_\_\_\_

Describe the incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical Evidence: \_\_\_\_\_

Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ E-mail \_\_\_\_\_ Web sites \_\_\_\_\_ A/V tape \_\_\_\_\_

Other \_\_\_\_\_

Staff Signature \_\_\_\_\_

Parent(s) contacted: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Administrative response taken: \_\_\_\_\_

\_\_\_\_\_

## **STUDENT DISCIPLINE**

The Morrison Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

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

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Students of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm

14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual harassment
18. Gang related activity or action

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 issuance.

1. Conference with student
2. Conference with parents
3. In-school intervention
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 authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year. Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion. Teachers, parents, guardians, and students are invited and encouraged to



participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

### **DISCIPLINE OPTIONS AND ACTIONS REGULATION**

Depending on the seriousness of the wrongdoing committed by the student, discipline may consist of a verbal warning, after-hours supervised time, corporal punishment, in-school suspension or suspension if in compliance with state law, removal of privileges, parent contact, apologies or personal restitution for items or equipment stolen or destroyed. The teacher or the administrator in charge, in compliance with board policy, will determine disciplinary action.

Major offenses are items that warrant severe disciplinary action, including but not limited to smoking, chewing or dipping tobacco, drinking alcoholic beverages, fighting, disrespect and classroom conduct that warrants removal from class. A "Student Disciplinary Action Form" shall be completed for each offense. This form shall state the facts of the situation, the person or persons involved and the disciplinary action taken. The parent or guardian shall be notified. It shall be understood that, if further major offenses occur, definite action to suspend the student may occur if in compliance with state law. In very serious cases including fighting (resulting in injury), drugs, theft, abuse of an employee or other serious offenses, a first-time incident may result in expulsion.

Each minor offense shall be recorded with a "Student Disciplinary Action Form." An accumulation of these forms shall be treated as a major offense.

### **CONTROL AND DISCIPLINE POLICY**

The board of education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies.

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, before or after school detention, alternative placements, financial restitution, if necessary, and referral to social agencies, if appropriate. Suspension alternatives may include in-house suspension or out-of-school suspension. Refer to the suspension policy for requirements regarding short term suspensions (1-10 days) and long term suspensions (11 or more days).

\* The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures.

**STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS**

The Morrison Board of Education recognizes that out-of-school conduct of students attending school within the district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school, even if such misconduct occurs off school property and during non-school time.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g., a school bus;
2. Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity that directly impedes discipline at school or the general welfare of school activities.

### **STUDENT DISCIPLINE THREATENING BEHAVIOR REGULATION**

Threatening behavior is defined as an activity, which portrays that another person, persons, or property, may / or will be harmed or killed. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written, or verbal expression, or physical act that a reasonable fear of harm to the student’s person or 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, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy. (See Bullying, Intimidation, Harassment Policy for more information.)

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:
  - A. The student will be subject to an immediate suspension from school for a minimum of three days.
  - B. The student’s parent(s)/guardian will be notified.
  - C. The Noble County Sheriff’s Police Department shall be notified.
  - D. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. (“Others” may include, but not be limited to, the following: Police, Multi-county Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
  - E. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student’s re-entry to school.
  - F. A conference shall be held with the site school counselor, an administrator, and the student prior to the student’s re-entry to school. If it is determined that the student may not return to school, further counseling and /or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

### **SEARCH AND SEIZURE**

The superintendent, principal, or teacher, upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled dangerous substances, intoxicating beverages, and low-point beer. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed. The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student. (See Drug-Free Schools policy for more information.)

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. These statements are to be included in the student discipline handbook.

The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the administrative committee or board of education, in accordance with school policy, as provided by the Student Suspension policy.

### **SEARCH OF STUDENTS**

The Morrison Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

**Search of Students Regulation:** In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances. The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonable suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

## **STUDENT SUSPENSION**

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

1. Acts of immorality
2. Violations of policy or regulations
3. Possession of an intoxicating beverage, low-point beer
4. 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
5. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
6. Possession of a firearm shall result in out-of-school suspension of not less than one year
7. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
8. 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.

**Suspension of Students Regulation:** In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school. The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - A. Acts of immorality
  - B. Violations of policy or regulations
  - C. Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2)
  - 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 may 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
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

**Procedural Steps to Suspension:** Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.
  - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting.
  - B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, Mathematics, Science, Social Studies, and Art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

**Suspension Appeals Committee:** A suspension appeals committee is hereby established which would consist of three administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

**Appellate Procedures:** Any student, who has been suspended for ten (10) days or less under the steps listed above, or the student's parent, may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

- A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
- B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
- D. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

Any student, who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent, may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

- A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
- B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- D. The board of education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board shall be final.

Note: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired. This policy is required by law.



## **STUDENT HEALTH INFORMATION**

### **ACCIDENTS**

There is a possibility that a student may be injured on the campus during the school day. In case of an accident, the following procedures should be followed:

- Report all accidents to the teacher or coach if the injury occurs in the classroom or athletic program.
- Fill out an accident report in the principal's office on the day the accident occurs. If medical attention is required, parents will be immediately notified and the correct procedure for the injury will be followed. All students must have an Emergency Procedure Card on file in the office.

## **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:

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

2<sup>nd</sup> 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](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](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/](http://www.cdc.gov/TraumaticBraininjury/)  
[www.oata.net](http://www.oata.net)  
[www.ossaa.com](http://www.ossaa.com)  
[www.nfhslearn.com](http://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 you 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/](http://www.cdc.gov/TraumaticBraininjury/)  
[www.oata.net](http://www.oata.net)  
[www.ossaa.com](http://www.ossaa.com)  
[www.nfhslearn.com](http://www.nfhslearn.com)

**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 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:
    - 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.
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.

Note: 70 O.S. §116.3 requires school districts to adopt a policy permitting self-administration of inhaled asthma medication by a student for treatment of asthma. The adopted policy shall require those items presented in section numbered 2 of this policy.

### **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.

Note: 70 O.S. §116.3 requires school districts to adopt a policy permitting self-administration of inhaled asthma medication by a student for treatment of asthma.

### **MEDICATIONS GIVEN AT SCHOOL REGULATION**

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to student.
2. The school nurse:
  - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
  - B. Communicates between the physician, parent, student, and school personnel concerning medications;
  - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
  - D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.



3. Designated school employees:
  - A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school;
  - B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

The director of health services will contact local physicians and pharmacists annually to remind them of the district's medication policy. Pharmacists will be asked to make a separate prescription container to be taken to school.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

#### **DEALING WITH COMMUNICABLE DISEASE HIV AND HEPATITIS B**

The board of education is committed to providing a safe environment for employees and students. Each case of students with communicable diseases will be handled with confidentiality and nondiscrimination. The district recognizes that the Americans with Disabilities Act of 1990 guarantee the rights of HIV carriers. Any decision regarding the student's status shall be based upon the best medical information available. The superintendent, a teacher, the parent or guardian of the student and a medical person who has examined the student should meet and confer to determine the extent to which reasonable accommodation of the student's education can be achieved. It is imperative that education and prevention be emphasized in the curriculum.

#### **DEALING WITH HEAD LICE, PINK EYE, AND OTHER CONTAGIOUS DISEASES**

The board of education believes that any student with head lice, pink eye, and any other contagious disease should not attend school until he or she is free from the head lice, pink eye, or contagious disease. Any student prohibited from attending school due to head lice, pink eye, or contagious disease shall present to the superintendent or his designee, before the student may reenter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice, pink eye, or contagious disease. 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, a note will be sent to the parent or guardian of the student.
3. The student is to be sent home as soon as possible. If a parent or guardian cannot come to the school to take the student home, the student should be sent home at the end of the school day with a copy of the letter of explanation to parents.
4. The student must be treated with a head lice shampoo before re-entry to school.

5. Although students may return to school, infested students must be treated again in seven to ten days.
6. 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.

**Education and Treatment:** 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.

### **MEDICAL MARIJUANA**

The district will not regulate or take any adverse action against an employee for holding a medical marijuana license. The school district may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school or during the hours of employment as per 63 O.S. § 425.

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are not legally permitted to administer medical marijuana to students. The district will provide a private location for a caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. The caregiver is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure.

There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances

- a. Assist students in obtaining or using medical marijuana;
- b. Store medical marijuana for students;
- c. Take and/or use a student's medical marijuana;
- d. Serve as a student's designated caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or nonreemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedent over this policy.

*Adoption Date: October 1, 2018*

## **STUDENT ACTIVITIES**

### **STUDENT ACTIVITIES**

The board of education believes that student activities are important to the full educational growth of its students. School administrators shall strive to achieve equitable participation opportunities and positive recognition to students, while working to enhance the achievement of desired educational goals. To meet this end, the board supports local, regional and state activities. This school district shall be a member of the Oklahoma Secondary School Activities Association. All concerned in activities sponsored by the Oklahoma Secondary School Activities Association will strictly adhere to rules and regulations of the association. Every student who competes in athletics must have written permission of his parents and must pass a physical examination. All students who represent the school in academic, athletic or music competition must be passing all subjects and current in all payments of class dues and other fees. Any activity to be scheduled on the school calendar must be scheduled by the sponsor through the principal one-month before the event. School activities should not be scheduled on Wednesday night.

### **ACTIVITIES AND ATTENDANCE RELATING TO INSTRUCTION**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement and that absences from those classes represent a loss of educational opportunity. However, the board also believes that the extra-curricular programs of the school district and coordinated field trips, which enhance instruction, have value as well and that such activities should be encouraged for the development of well-rounded citizens. The board shall support extra-curricular activities and approved field trips and at the same time direct administrators and teachers to minimize absenteeism from regular classes in providing students with such opportunities. The board expects to ensure that the educational program will be protected from student activities of questionable educational value. The principal shall determine participation based on the contribution made by the activity to the school's educational goals. Student and staff involvement shall be maintained in the formation, organization, chartering, regulating and funding of the activities in the program.

### **STUDENTS LEAVING SCHOOL ACTIVITIES**

Students that enter school-sponsored activities should remain at the activity until it is over. Students needing to leave for an emergency and wanting to return may explain the emergency to a gatekeeper and be allowed to return one time. Students that leave a school sponsored activity may not return to that activity and must leave school grounds.

### **EXTRA-CURRICULAR DISCIPLINE POLICY**

Each extra-curricular activity may have a written discipline policy that is given to each student that chooses to participate in that activity. A student that chooses to violate a sponsor's rule will be subject to discipline by the sponsor of that extra-curricular activity. Each sponsor of an extra-curricular activity will enforce his or her policy without favoritism.

## **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 Tuesday and end on Monday. 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.

## **TEN-DAY ABSENCE RULING**

Regulations concerning attendance and activities are designed to aid students so that maximum learning can occur. Consistent classroom attendance assists students in developing strong work habits, responsibility and self-discipline. The goal of the board of education is to facilitate a balanced education for each student. With this in mind, the following attendance/activities regulations have been established:

1. The superintendent and the local board shall annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.
2. The maximum number of absences for activities, which removes the student from the classroom, shall be ten (10) for any one-class period in the school year. State and national levels of school-sponsored contests are excluded. The criteria for participating in such contests must be submitted in writing by local school sponsors and approved by the board.
3. The board shall appoint an internal Activities Review Committee at the beginning of the school year.
4. The superintendent shall be responsible for maintaining an addendum to the attendance records that apply to this regulation.
5. If a parent or a student feels that a miscalculation of absences has occurred, a complaint may be registered. To register a complaint, a signed, written complaint shall first be filed with the superintendent. If it is not resolved, the complaint shall be filed with the board for final determination.

### **Ten-Day Rule**

The State Board of Education and the Morrison Board of Education encourages students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist toward development of strong work habits, responsibility, and self-discipline. Since, however, the educational merit of the co-curricular program is recognized, the goal is to maintain a balanced education for each student. It is with the above goals and philosophy that the Morrison Board of Education establishes the following attendance/activities regulations:

School activity is defined as any extra-curricular activity approved by the school and at the convenience of the school. Activities that are not school sponsored will only be approved for days that the student does not have testing or a related activity. A student is allowed to miss a class period ten (10) times during the school year due to school activities.

Exceptions to this rule are that the student may request from the principal additional activity absences to be approved by the committee. The ruling by the principal may be appealed to the Internal Activities Review Committee. Any student who violates this policy will be considered absent and truant and subject to the disciplinary policies governing truancy. Students needing to miss in excess of the ten days shall make a prior written request to the building principal. The request must include:

- Date of request
- Name and date of activity
- Location of activity
- Reason for request
- Sponsor of activity

The superintendent shall appoint an Internal Activities Review Committee, which shall be responsible for reviewing and recommending any deviation of the activities policy. The Internal Activities Review Committee will ask for ample time to study and make a decision on all requests for review. The superintendent of school, which serves as executive officer of the Board of Education, shall review the committee's recommendation and be responsible to rule on these recommendations. A student that is denied permission on their request will be granted the right of due process. Students requesting a hearing before the Board of Education must initiate their right to a hearing if the request is not made within the ten day time period. The Board of Education reserves the right to revise this policy at their discretion.

There will be some activities not included because they will be judged to be part of an extension of the classroom instruction. Also students may receive honors, etc. from outside groups where the school has no control over the schedule, causing the student to miss over ten days. Before a student is given more than ten days, his/her grades should be considered along with the student's attitude and how he/she has represented our school during other activities.

1. All of the below mentioned activities, events, honors, etc. will be monitored carefully by the Internal Activities Review Committee and only those which facilitate a balanced education will be approved.
  - A. Any approved activity, which is of a state or national level or for which the student has earned the right to compete by meeting criteria, established by the sponsor, coach, athletic director, and/or administrator will not be counted against the student.
  - B. Any approved state or national award or honor, which is bestowed upon a Morrison student, will not be counted against the student.
  - C. Any non-competitive activity, which is an extension of the classroom, will not be counted against the student.
  - D. Any in-school activities, which pertain to the student government, student body, benefit, student testing, and special student program will not be counted against the student.
  - E. Any event, which is changed due to a circumstance beyond the control of the sponsor, coach, athletic director, and/or administrator, will not be counted against the student.
  - F. Any travel time, which pertains to an exempt event, will not be counted against the student.
2. The following athletic events will be exempt from the 10-day rule:
  - A. Any state playoff in any sport, which must be held during a school day (district, regional, area, and state)
  - B. Tryouts for any All-State team in any sport
  - C. Tryouts for college scholarships
  - D. One day only for track meet
  - E. National Honor Society Leadership Day at Ropes Course
3. The following FFA events will be exempt from the 10-day rule:
  - A. District Interscholastic Judging Contest
  - B. NW District Livestock Show
  - C. One State Spring Livestock Show
  - D. One State Fair
  - E. One day in Noble County Fair
  - F. One day in Noble County Spring Livestock Show
  - G. Any state or national conference, convention, fair, or judging contest
4. The following FFA events will not be exempt from the 10-day rule:
  - A. Noble County Fair, in excess of one day
  - B. Noble County Spring Livestock, in excess of one day
  - C. Noble County Land Judging Contest
  - D. FFA Banquet
  - E. Other events not listed above

5. The following 4-H events will be exempt from the 10-day rule:
  - A. NW District Leadership Conference in October (county wide conference with club officers having the first options to attend)
  - B. Kansas City conference in November (county wide conference with two top point persons attending)
  - C. One day in Noble County Fair
  - D. One day in Noble County Spring Livestock Show
  - E. National contests (beef judging - Denver, Kansas City, and Louisville; dairy judging, meat judging, and poultry judging)
  - F. 4-H Roundup (county wide with top point persons to attend)
  - G. Any state or national conference, convention, fair, or judging contests
  - H. Area judging contests will be treated the same as the Morrison FFA
  
6. The following music events will be exempt from the 10-day rule:
  - A. District solo and ensemble contest
  - B. District concert contest
  - C. State solo contest
  - D. Honor band
  - E. Tri-State Music Festival
  
7. The following student activities will be exempt from the 10-day rule:
  - A. Testing programs approved for that year
  - B. Any activities, which are an extension of the class (yearbook ads, science fair, class field trips, etc.)
  - C. Any student council officer or participants, which attend the state convention for student councils
  - D. College visitation days used during school, maximum of two days for seniors only with appropriate college visitation verification (form available in the office)
  
8. The following student activities will not be exempt from the 10-day rule:
  - A. Any class, club, or group meeting other than those approved by the committee
  - B. Any interscholastic contest over the two days allowed per student each year
  - C. Any unexcused absence that the student has during the year
  
9. The following Academic Bowl team activities will be exempt from the 10-day rule:
  - A. Two days for contests
  - B. State competition
  
10. The following FHA and FBLA events will be exempt from the 10-day rule:
  - A. Fall Leadership Conference
  - B. Any state or national conference, convention, fair, or judging contest



**EXTRA-CURRICULAR LETTER AWARDS**

Letter awards will be given to the high school students who qualify under the following provisions. The student may purchase their jacket if they letter under these provisions.

**Band:** Student must be enrolled one year previous to receiving letter and also year receiving letter. Attend all outside performances (parades, contests, concerts, etc.); no unexcused absences (can be excused in emergency situations providing the director has a note from parents before appearance). Must meet all O.S.S.A.A. Rules and Regulations.

**Baseball:** Student must participate in a minimum of one half of all innings played by team, or be unable to participate due to a baseball injury as certified by coach or physician or be a full time manager certified by coach (one per season). An injured student must remain active in baseball to the extent possible for remainder of season.

**Basketball:** A student must participate in a minimum of one half of all quarters played by team, or be unable to participate due to a basketball injury as certified by coach or physician or be a full time manager as certified by coach (one per season). An injured student must remain active in basketball to the extent possible for remainder of season.

**Cheerleaders:** Student must not have any absences from any game, rally or victory assembly unless excused because of illness, unavoidable circumstances, or other school activities. Squad members must attend cheerleading camp and remain a cheerleader for the entire sports season(s) for which they cheer. Students must remain on the squad for the entire sports season in which they are a cheerleader. More than two absences unless excused by the sponsor will result in removal from the squad.

**Football:** Student must participate in a minimum of one half of all quarters played by team, or be unable to participate due to a football injury as certified by coach or physician or be a full time manager as certified by coach. An injured student must remain active in football to the extent possible for the remainder of the season.

**Wrestling:** A student must earn 150 points according the following schedule, or qualify for State Meet or be unable to participate due to a wrestling injury as certified by coach or physician. An injured student must remain active in wrestling to the extent possible for the remainder of season.

Dual Meet:

- Line Up ..... 10 points
- Decision ..... 5 points
- Major Decision ..... 7 points
- Technical Fall..... 8 points
- Fall ..... 10 points

Tournament:

- Line Up..... 10 points
- 1<sup>st</sup> Place ..... 10 points
- 2<sup>nd</sup> Place ..... 8 points
- 3<sup>rd</sup> Place..... 5 points
- 4<sup>th</sup> Place..... 5 points

**Summer Weightlifting:** Student must receive a score of 80% in order to pass Summer Pride and receive a letter. Three days are given the last week of summer for makeup days. Criteria for lettering in summer pride weightlifting:

- 10 points ....each workout - 30 workouts
- 8 points .....absence due to sports camp
- 5 points .....absence for legitimate reason due to school activity, vacation, funeral, etc.

**Softball:** Student must participate in half of the total innings played during varsity games. This number of innings must equal half of the total innings played during the entire season.

### **DRUG TESTING PROGRAM / EXTRACURRICULAR ACTIVITIES**

The Morrison Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Morrison Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

**Purpose and Intent:** It is the desire of the board of education, administration, and staff that every student in the Morrison Public School District refrains from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Morrison Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Morrison Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 9-12.

**Definitions:**

1. **Student athlete** or **athlete** means a member of the high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drug or the metabolites thereof in a person's urine.
4. **Random tests** are given monthly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
  - a. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
  - b. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. **Follow up tests** can be monthly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. **Illegal drugs** mean any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

**Procedures:**

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample as chosen by the random selection basis and at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Drug use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will randomly test 10 students monthly. These 10 student names to be drawn at random by the testing company to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The superintendent or principal shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the superintendent or principal who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

**Confidentiality:** If the drug use test for any student has a positive result, the laboratory will contact the superintendent or principal with the results. Procedures for maintaining confidentiality will be practiced. The superintendent or principal will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the superintendent, principal, or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

**Appeal:** A student who has been determined by the superintendent or principal to be in violation of this policy shall have the right to appeal the decision to the superintendent. Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities (*student will not become eligible until the appeal is filed with superintendent*). The superintendent or principal shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

**Consequences:**

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for 10 school days. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Morrison Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors. Student will remain ineligible until counseling has been completed and counseling form returned indicating completion. Student will be subject to mandatory testing for three consecutive months following a positive test.
2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for 90 school days. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Morrison Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors. Student will remain ineligible until counseling has been completed and counseling form returned indicating completion. Student will be subject to mandatory testing for three consecutive months following a positive test.
3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for 180 school days. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Morrison Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors. Student will remain ineligible until counseling has been completed and counseling form returned indicating completion. Student will be subject to mandatory testing for three consecutive months following a positive test.
4. **Self-Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.
5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

**STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT**

**Statement of Purpose and Intent:** Participation in school-sponsored extracurricular activities at the Morrison school district is a privilege and not a right. Such privilege is governed by the district policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities. Alcohol and illegal drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Morrison Public Schools. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, student participants in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal drugs.

**Participation in Extracurricular Activities:** For the safety, health, and well-being of the students of the Morrison Public Schools district, the district has adopted the attached policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activities Contract, which shall be read, signed, and dated by the student participant, parent or custodial guardian, and coach/sponsor before such participant shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Student Extracurricular Activities Contract.

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

I understand, after having read the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activity Contract that, out of care for my safety and health, the Morrison school district enforces the rules applying to the consumption or possession of alcohol and/or illegal drugs. As a member of a Morrison Public Schools organization, I realize that the personal decisions that I make daily in regard to the consumption or possession of alcohol and/or illegal drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of alcohol and/or illegal drugs any time during the school year, I understand, upon determination of that violation, I will be subject to the restriction of my participation as outlined in the policy.

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

We have read and understand the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activities Contract. We desire that the student named above participate in the extracurricular activity programs of the Morrison Public Schools and we hereby agree to abide by all provisions of the policy.

Signature of Parent or Custodial Guardian \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT (Cont.)**

PLEASE OBTAIN THE SIGNATURES OF ALL COACHES/SPONSORS FOR EXTRACURRICULAR ACTIVITIES, TEAMS, OR ORGANIZATIONS IN WHICH THE STUDENT IS INVOLVED:

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization



**CONFIRMATION OF COUNSELING FORM (EXTRACURRICULAR DRUG TESTING)**

As directed by the policy of Morrison Public Schools' extracurricular drug testing, I understand that I must complete two (2) sessions of counseling plus one follow-up session before I am eligible to return to any extracurricular activity. The first session must be conducted with the Morrison Public School counselor and the second session with Edwin Fair counseling group. Follow up sessions may be with one or both counselors.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Name (print)

\_\_\_\_\_  
Counselor (signature)

\_\_\_\_\_  
Date Session was completed

\_\_\_\_\_  
Counselor Name (print)

\_\_\_\_\_  
Counselor (signature)

\_\_\_\_\_  
Date Session was completed

\_\_\_\_\_  
Superintendent or Principal Name

\_\_\_\_\_  
Superintendent or Principal  
(signature)

\_\_\_\_\_  
Date submitted to Administration

**APPEAL FORM (EXTRACURRICULAR DRUG TESTING)**

I **DO NOT** wish to appeal the finding of the drug screening conducted by Morrison Public Schools on \_\_\_\_\_, \_\_\_\_\_. I believe the finding from the Gas Chromatography/Mass spectrometry to be accurate. I further understand that this will lead to mandatory counseling and suspension determined by policy from all extracurricular activities at Morrison Public Schools.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I **DO** wish to appeal the finding of the drug screening conducted by Morrison Public Schools on \_\_\_\_\_, \_\_\_\_\_. I understand the Morrison Public Schools Administration will confirm with the drug testing company to assure all information is correct with the test sample. I do understand that a Gas Chromatography/Mass Spectrometry test was used to determine the detection in this sample. I further understand the Student Drug Testing Program Extracurricular Activities policy will be used to render a decision concerning this drug screening test.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Principal Name

\_\_\_\_\_  
Superintendent or Principal  
(signature)

\_\_\_\_\_  
Date submitted to Administration

### **SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS**

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the board of education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
  - a. Officers and their duties;
  - b. Election of officers and term limits;
  - c. Purpose and goals;
  - d. Dues structure, if any;
  - e. Intended use of funds generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.
4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board.
5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
8. In no manner will board sanctioning of an organization preclude the organization from compliance state and federal laws as they pertain to equal opportunity and treatment of all students.

The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with the policies and procedures adopted by the board of education.

**EQUAL ACCESS (STUDENT ORGANIZATIONS)**

The Morrison Board of Education is aware that the Equal Access Act (Title VIII of Public Law 98-377) requires that school districts grant equal access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum-related student groups to meet. The superintendent will establish whatever procedures are necessary to ensure equal access to student groups in this district and will approve student groups use of facilities to conduct meetings provided that:

- The meeting will take place during open forum. Open forum is defined as non-instructional time during lunch hour, after school or as determined by the building principal.
- The meeting is voluntary and student initiated. The superintendent and appropriate principal will be assured that only students are promoting such activities and that the students are participating of their own volition. Only students enrolled in the particular school may request meetings at the school.
- School authorities or district employees do not promote, lead or participate in such meetings. The superintendent or appropriate principal may assign personnel to supervise the meetings. Such supervision will not constitute sponsorship by the district of such meetings.
- The presence of school authorities or district employees or district personnel at student religious meeting is non-participatory in nature. Any presence of school authorities will be for the purpose of observation only.
- The meeting will not in any way interfere with the conduct of regular instructional activities of the schools. The school may deny facilities to students if such activities or meetings interfere, or are likely to interfere, with the instructional program.

## **STUDENT RECORDS**

### **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

**Definitions:** For the purpose of this regulation, the school district has used the following definitions of terms:

**Student:** Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

**Eligible Student:** A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

**Parent:** Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

### **EDUCATION RECORDS**

Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests.
  - a. It was made as a personal memory aid;
  - b. It is in the sole possession of the individual who made it; or
  - c. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**Personal Identifier:** Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

**Annual Notification:** Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision.
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

**Statement of Rights:** Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

**Procedure to Inspect Education Records:** The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below. Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes. The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect. The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site). The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access. If for any valid reason, such as working areas, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student, the parent or eligible student may not inspect and review the records of the other students.

**Fees for Copies of Records:** The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes.

The school district may deny copies of records (except for those required by the FERPA) in the following situations: The student has an unpaid financial obligation to the school and/or there is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fees will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.) The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

### **STUDENT DIRECTORY INFORMATION**

Each year this school district will give public notice of the categories of information that it considers directory information regarding students in the district. This notice will include statement-notifying parents whether or not the categories set forth as directory information may be used on a school-authorized Internet web page. If the district chooses to use student directory information on its Internet web page, this will be specified in the annual notice. This notice will also include a disclaimer to the effect that the school district shall not be responsible for the posting of any student information on any Internet web page not authorized by the Morrison Board of Education.

The school will allow ten days from the date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parents. If the school has notified the parents that it intends to use the directory information on a school-sponsored Internet web page, the parents shall be allowed to object to the use of their child's information on the Internet web page, yet still consent to the school's use of their child's information in other formats. If the parents provide no objection within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

This school district will maintain and release "directory information" without the parent's prior written consent, unless the parent – or student if over 18 – informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as "directory information":

- Student's name, address, telephone listing, and date and place of birth;
- Parent or lawful custodian's name, address, and telephone listing;
- Major Field of study and grade level classification (example: elementary, 7<sup>th</sup> grade, sophomore);
- Student's participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Photograph;
- Electronic mail address;
- Dates of attendance, dates of enrollment, withdrawal, and re-entry;
- Diplomas, certificates, awards, and honors received;
- Most recent previous educational agency or institution attended by the student.



## **STUDENT RECORDS**

It is the policy of the Morrison Board of Education that the principal of each school will be the legal custodian of all student records for that school. Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

**STUDENT RECRUITMENT - ACCESS TO STUDENTS AND DIRECTORY INFORMATION**

The Morrison Public School District restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over. The district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

### **TESTING PROGRAM / STUDENT SURVEYS REGULATION**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner. Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privilege or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) or;
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given. Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation”, in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
  - a. College or other postsecondary education recruitment, or military recruitment;
  - b. Book clubs, magazines, and programs providing access to low-cost literary products;
  - c. Curriculum and instructional materials used in schools;
  - d. Tests and assessments;
  - e. Student recognition programs; and
  - f. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

**Definitions:**

The term “survey” includes an evaluation.

The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The term “personal information” means individually identifiable information; include a student’s or parent’s name, address, telephone number, or social security number.

The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.