

WELCOME

This student handbook is written to help answer questions about school at Moss Public School. You are encouraged to study this handbook carefully and keep it for reference throughout the year.

TO THE STUDENTS OF MOSS PUBLIC SCHOOL

This handbook is provided as a guide through the school days at Moss to lessen the problems and facilitate a smooth running school. As a guide, this should answer most questions about school policies, rules, regulations and activities. A complete unabridged student and faculty handbook, including state laws, is available to view in the superintendent's office.

Many of the policies are governed by state law and are directives of the State Board of Education; but many are local policy, custom or traditions that may be amended as the need arises.

The most good for the most students is the goal of Moss Public School...from walking down the halls to disciplinary action.

REMEMBER...THIS IS YOUR SCHOOL...IT IS WHAT YOU ARE...

ADMINISTRATION

Gil Turpin	Superintendent
Brett Hill	High School Principal
Tina Cartwright	Elementary Principal

BOARD OF EDUCATION

Kevin Nolen
Randy Fletcher
Jason Moody
Richard Rambo
Scott Price

OFFICIAL SCHOOL CALENDAR

The school calendar in the principal's office is the official calendar of school events. All events scheduled on this calendar must first be approved by the sponsor and then by the superintendent or by the principal. First activities scheduled will have priority.

August 5.....	Teachers report, Professional Development
August 8.....	Professional Development
August 9.....	Professional Development, Open House
August 10.....	First Day of Classes
September 5.....	Labor Day, No School
September 9.....	Progress Reports
September 16.....	Professional Day, Encyclo-media
October 7.....	End First Nine weeks
October 17.....	Report Cards
October 19.....	Parent/Teacher Conference
October 20 -21.....	Fall Break
November 18.....	No School
November 21-25.....	Thanksgiving Break
December 14-15.....	Semester Test
December 16.....	Semester Ends
December 19-30.....	Christmas Break
January 2.....	Second Semester Begins
January 6.....	Report Cards
January 16.....	No School
February 3.....	Progress Reports
February 20.....	No School
February 22.....	Writing Test 5 th -8 th Grades
March 2.....	End 3 rd Nine weeks
March 15.....	Report Cards
March 26.....	Parent/Teacher Conference
March 19-23.....	Spring Break
April 5.....	Progress Reports
April 6.....	No School, Easter Break
April 10-20.....	Achievement Test
April 11-12.....	English II Writing Test
April 13.....	Snow Day
April 20.....	Snow Day
April 27.....	Snow Day
May 4.....	Snow Day
May 11.....	Snow Day
May 10-11.....	Semester Test
May 13.....	Baccalaureate
May 14.....	Junior High/High School Graduation
May 15.....	Kindergarten Graduation
May 16.....	Professional Day
May 17.....	Awards Assembly

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MOSS ELEMENTARY SCHOOL SONG

We're the Pirates,
blue and gold.

We're the Pirates,
blue and gold.

We're the Pirates,
blue and gold.

We're the Pirates,
strong and bold.

We're Pirate born
and Pirate bred,
We're the greatest,
it has been said.

Go Pirates !
Go Pirates !
Go Pirates !
We're the best !

Sing to the tune of "Boomer Sooner".

MOSS ELEMENTARY SCHOOL CREED

I am an awesome Moss Elementary School student.

I am a bright child.

I am unique and special.

I can learn.

I am loved.

I will succeed.

For those of you who choose to fail, this is your right, but you do not have the right to take others or me with you. Be prepared to accept the consequences of failure, as I am preparing myself for the consequences of success.

For the education I receive today will make me a leader of tomorrow.

PLAYGROUND RULES

1. You are not to get on the back or shoulders of another person.
2. No tackle football.
3. No physical contact sports.
4. No more than 5 on a basketball team.
5. Do not climb over any fence.
6. Only one person at the top of the slide.
7. Go down the slide correctly, feet first and facing forward.
8. Ask the teacher on duty for permission to get a ball from across the road or to go into a building.
9. Do not throw sand.
10. Do not jump out of the swings.
11. At the end of playground time, line up orderly and quickly.

SAFETY

Every effort is made to protect your child at school. Your “back-up” on safety procedures will also help.

1. Show your child his/her route to and from school, whether riding in a bus or riding in a parent’s vehicle.
2. Your child should know his/her address, phone number and the number of his/her childcare worker, relative or someone we can contact.
3. Discuss with your child what to do if you are late in picking him/her up or if you can’t be home just when they arrive. In other words, what to do when things may be different.
4. Caution your child not to leave school without permission or to ride with strangers.

SCHOOL HOURS

8:00AM to 3:18PM

If your child eats breakfast at school, he/she needs to arrive no later than 7:40AM.

ARRIVAL AT SCHOOL

Students should arrive at school between 7:30AM and 7:55AM. Please do not leave children unattended before 7:30AM as they will be unsupervised. Children who arrive too early become bored and restless before the school day can begin. Those who arrive after 8:00AM present a problem in attendance and lunch counts. Students arriving after 8:00 will be counted tardy.

DEPARTURE FROM SCHOOL

Classes are dismissed at 3:10PM. You may pick up your child at that time. Please do not come into the school to pick up children early unless it is an absolute necessity for medical or dental appointments or some other emergency. Do not take children from the playground or cafeteria unless the teacher and office are notified. Please come by the school office for a dismissal note if you need to pick up your child early. Teachers need verification from the office before releasing a child from their class. Parents are encouraged to remain outside for the safety of all students. Strangers cannot be identified easily in the hallway.

CLOSED CAMPUS

Students may not leave the school grounds during school hours to go to a friend's house, the store, etc. We feel a great responsibility to insure your child's safety and cannot allow them to leave school grounds without your consent. Also, please notify the office of any child custody problems. Since your child is in our care a great deal of the time, we would not want to do anything that would endanger him/her.

APPOINTMENTS & CONFERENCES

Please try to schedule all appointments for your children for after school hours. If you cannot, and a child must be late, please notify the school. If a child must leave early, please come by the office and we will contact the child for you.

If you would like to make arrangements for a conference at any time during the year, please call the school. We will have the teacher call you back to arrange a time. Please do not drop by unexpected as the teacher has many responsibilities during the school day.

ATTENDANCE

Regular attendance is beneficial to your child and is to be encouraged. Please telephone the school any time your child is absent.

Students who miss school are responsible for securing make-up work on the day of their return. The date that make-up work is due will be determined by the individual classroom teacher. Academic work assigned prior to the student's absence that is due during the period missed will be required on the first day of the student's return or as determined by the teacher. Failure to hand in homework at the specified time will result in a grade of zero.

Help your child see that school is important. Being in class each day is important for all areas of your child's growth and development.

If your child is tardy, he/she must come by the office for an admit slip before going to class. Three tardies count as one day absent. Disciplinary action may be taken for excessive tardies.

A student must attend school (5) five periods, 5/7 of the day to be considered for perfect attendance. Therefore if arriving late they must arrive before 9:00. In the event they must leave early they cannot leave until 2:00 to be considered for perfect attendance.

A student cannot miss more than ten days in a semester grading period. On the eleventh day missed, the student may fail the class(es) he/she is enrolled in. A student cannot miss more than ten days in a semester. NOTE: School absences do not count. In extenuating circumstance, the Principal may waive the ten day rule. Parents may

appeal to the Superintendent and then to the Board of Education. Saturdays will be used to make up absences.

You should notify the school office (379-7251) whenever your child is absent. Medical verification is required for absences not to be added to the total absences.

If attendance problems continue for your child, the matter will be referred to Youth & Family Services, a counseling agency or the Hughes County District Attorney for further action.

DISTRICT-REGIONAL-STATE TOURNAMENTS

Students must attend school on scheduled tournament days. The administration will determine the excused time that students will be allowed to leave school and support our Jr. High and High School teams, based on the game time as well as travel time.

OUT OF STATE TRIPS

Students planning trips out of state:

1. Must be passing in all classes.
2. Must have prior approval from the principal before student attends trip.
3. Will have assignments completed in all classes before leaving on the trip.
4. Students missing nine week test or semester test will be allowed to take test. Arrangements will be made on an individual basis.
5. Students will receive excused absences if all the above criteria are met.

PROJECTION OF INJURIOUS OBJECTS

The Board of Education may take legal action against any person, in attendance at any athletic or other public entertainment event, to project in any manner an object that could cause bodily harm to another person. In addition, that person is subject to ejection from the event by the officials supervising the event.

BUS INFORMATION

Buses are to be given priority in our school drive. Buses will load and unload at the elementary school.

Traffic management and direction have presented many problems in the past as well as endangering the safety of our students. We can protect our students only if all cooperate.

Misbehavior on the bus will result in a student being to the office and repeated offenses may result in suspension of bus privileges. Any complaints or inquiries concerning your child's bus route, drivers, etc. should be directed to the elementary office at 379-7251.

BUS RIDING RULES AND REGULATIONS

Students involved in school activities will ride in school provided or school approved transportation. At the conclusion of the activity, students may be released to a Parent/Guardian with sponsor approval.

NOTE TO PARENTS: Please review the following information with students riding Moss Public School buses:

1. Be at the bus stop on time. It is recommended that students be at the bus stop (5) five minutes early.
2. Look both ways before crossing the road. Cross only in front of the bus, not behind it.
3. Stay off the road at all times while waiting for the bus.
4. Wait until the bus comes to a complete stop before attempting to enter the bus.
5. Watch your step getting on and off the bus. Do not shove or push.
6. Respect and listen to the driver. He/she is in charge of the vehicle and passengers, the same as teachers are in charge of the classroom.
7. Remain seated while the bus is in motion. Horseplay is not permitted.
8. Cost of repair for damage to the bus done by students will be considered the responsibility of the student who caused the damage.
9. Food, drinks, loud talking and shouting will not be permitted on the bus.
10. Students found smoking, using drugs, fighting or damaging the bus will automatically be suspended from riding any bus in the school system from one to ten days.
11. Never run beside or hang onto the bus.
12. The driver is not permitted to carry students not living on the route nor are they permitted to let students off at other than their regular stops unless authorized by the principal.
13. Keep all body parts inside the bus.
14. Keep bus aisles clear.
15. Do not throw objects in or out of the bus.
16. Remain in the bus during road emergencies except when it may be hazardous to your safety.

EMERGENCIES & WEATHER

We wish emergencies would never occur, however, they do and it is important that the address, phone employment information and child care information that we have from you is current. Call the school and/or send a note to the office if any information changes during the year.

All persons listed on your child's enrollment form will be called before we take emergency measures. A signed medical release form is in each child's file so that medical treatment may be given in the event that you cannot be reached.

Fire drills, tornado drills and emergency lockdowns are practiced routinely. In the event of a tornado warning, we will instruct the students as to the emergency procedures to follow. We recommend that the students be left with us as traffic and confusion around the school in a storm situation would be difficult and dangerous. If however, you prefer to pick your child, up you will need to come by the office and let us contact the student for you.

Students/parents should tune to television channels 4, 5, 6, 9 & 10 any morning in which there is doubt about having school that day. This information will be broadcast, so please utilize the television media and do not call the school for information. Your cooperation in helping to keep the school telephone lines open by watching the television is greatly appreciated. We also use remind 101 www.remind.com/join/mosse.

VISITORS

Parents are certainly welcome at school. We would ask however, that you contact the office first. We will help you make arrangements for visiting your child's classroom. If you wish to join your child for lunch, send a note with your child in the morning or call the office before 8:30AM. Children, visiting relatives or friends may not visit classes with the students. Everyone, visitors or parents, must report to the office when visiting the school for any reason. If your child has family members whom you want restricted from picking up your child or visiting during the school day, a legal document stating visitation rights and/or a restraining order must be on file at school.

GRADES

Report cards are issued each nine weeks. Progress reports are also sent at five weeks. They are to be examined carefully by students and parents. No daily grade or test grade will exceed 25% of total grade. The Moss Elementary grading scale is as follows:

A = 90 -100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

The Superintendent's honor roll will consist of the students who average an "A" in all subject areas. The Principal's honor roll will consist of students who average a "B" or higher in all subject areas. The honor roll will be determined on a quarterly basis.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities (athletics, 4-H, etc.) is a privilege, not a right for all students. All athletic teams and activity groups represent Moss School when they perform. Therefore, it is of utmost importance that student behavior be appropriate. Students behaving in ways that do not project a favorable image of Moss School will be removed from extracurricular activities.

Academic requirements for student eligibility are as follows:

1. Grade checks of eligibility on a weekly basis, reported to the office on Monday morning.
2. Have a 70 or above average.
3. If students are not making a 70 or above on all subjects, a one week probationary period will be observed. Students must then be passing all subjects or they will be declared ineligible for a one week period.

The after school activities available for student and parent participation are:

1. 4-H Club.....The 4-H Club helps in developing our rural youth and includes any child 9 years or older.
2. F.C.A..... Promotes Christian Athletics
3. Cub Scouts...Includes 1st – 4th grade boys
4. Daisies, Brownies, Girl Scouts....Includes K-6th grade girls
5. Archery
6. Athletics – baseball, basketball, softball

Pictures of students and activities information will be provided to local newspapers, Moss yearbook, Moss School home page on the internet and any other school related publications and professional organizations.

WITHDRAWAL

When it is necessary for a student to move to another school please come by the office so that all books and accounts can be cleared. Please notify the school as soon as you know that you will be moving.

ENROLLMENT

In order to qualify for kindergarten enrollment a child must be five years old on or before September 1 of the current school year. To qualify for Pre-K enrollment a child must be four years old on or before September 1 of the current school year.

All new students must also have their birth certificate, social security number and current immunization record before enrollment is possible. The required number of

immunizations must also be met. All kindergarten students must be screened before placement in a class.

TRANSFER STUDENT CONSENT TO CANCELLATION OF TRANSFER

The student who is not a resident of Moss School District recognizes:

1. That the student has a right by law to attend the school district of residence.
2. The non-resident student desiring to enroll in Moss School District has no statutory right to attend Moss School District.
3. Moss School District is not required to accept a transfer application.
4. Moss School District does not desire to accept a transfer of a student who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process.

The student agrees that if Moss School District approves a transfer allowing the student to enroll at Moss School, the administration of Moss School District has the consent of the student to cancel the transfer during the approval enrollment school year if:

1. The student fails to comply with student behavior rules set by Moss School District, Moss School or teacher.
2. The parent or student 18 years of age or older fails to promptly pay financial obligations owed to the District, including payments owed, but not limited to, school lunch and for lost or destroyed property.
3. The student does not have a valid excuse for failure to attend school.

The student is also informed that this consent to cancellation is a necessary component for continued enrollment after transfer acceptance and thus the consent may not be withdrawn at any time in the future.

The student also understands that although the administration will notify the parent or student 18 years of age or older of any cancellation, the student agrees that the determination of the administration, that the cancellation to be effected will be final, that the student will have no right to appeal that determination to the board of education.

PERMANENT RECORDS

The permanent record is of utmost importance to the student. We take every precaution to safeguard it. This record can't be changed; therefore, the student should attempt to make it the best of which he/she is capable. The permanent record* contains:

1. Full legal name and date of birth
2. All semester grades and credits earned
3. Results of all special tests taken by the student
4. Any special achievements attained by the student
5. Any other information which will enable the school to recommend the student for employment or college entrance

- * Upon request of the student, a transcript of his/her permanent record will be sent to any college or prospective employer.

CAFETERIA

All students in grades pre-kindergarten through senior high may charge meals at school. These charges need to be paid in full by the 15th of each month or the student will need to bring a lunch from home until paid. After May 1st of each school year all outstanding accounts will require payment in full

Meals may be paid for daily, weekly or monthly. A parent may pay for as many meals in advance as desired. A note will be sent home with information about prices. Your child will be given a lunch bill at the end of each month.

Be sure to mark your child's lunch sack or box with his/her name. Sacks and boxes have way of looking very much alike and going astray at times.

Parents are welcome to eat in our cafeteria. Please call us before 8:30 to order your meal.

HEALTH AND ILLNESS

If a child becomes ill at school he/she will be brought to the office where we will try to determine the nature and severity of the illness. The child's temperature will be taken and if the student cannot, in our judgment, remain at school we will contact the parents or the emergency phone numbers listed.

According to the policy laid out by the administration of Moss Public School. Only a school nurse, an administrator or a person designated by the school's administrator is allowed to dispense medicine of any kind to a student.

These same policies dictate, in the case of medication prescribed by a doctor, it must be in a container which indicates the student's name, the name and strength of the medication, the dosage and directions for administering, the physician's name, date and name of the pharmacy from which the medicine was issued.

Medicine may not be given to your child at school (including non-aspirin) without a signed permission from. We ask your cooperation in not sending any medication with your child. If your child must be given medication during the day please ask for CONSENT TO ADMINISTER MEDICATION form or stop by the office and sign one.

Our duties keep us so busy we find it very difficult to watch the time to give medicine. We have asked the child to be responsible enough to come into the office to take the medication; however, children do forget. If arrangements can be made for the doses to be administered at home, please try to arrange the dosage schedule so this can be done. This seems to work best for all concerned.

Children must be sent home if they have an active case of head lice, scabies, pink eye or any other contagious illness. All students' heads will be checked on a monthly basis for head lice.

We prefer that any child who is considered well enough to be at school is also well enough to participate in all activities. If you do not want your child to participate in P.E., recess, etc. a note from a parent is required. A doctor's excuse is required to miss P.E. for an extended length of time.

Any child prohibited from attending school due to head lice shall present certification from a health professional or an authorized representative of the State Dept. of Health, that the child is no longer afflicted with head lice. Before the child may re-enter school, the child must be completely free of lice and nits. The written certification must be presented to the principal's office.

STUDENTS ARE NOT TO ATTEND SCHOOL WITH THESE SYMPTOMS OR ILLNESSES

Oral temperature 101 or greater; or axilla (armpit) temperature 100 or greater; if accompanied by behavior changes or other signs or symptoms of illness – until medical evaluation indicates return to school safe.

Signs of possible severe illness, including unusual lethargy, irritability, persistent crying, difficult breathing, uncontrolled coughing.

Uncontrolled diarrhea, defined as an increased number of stools compared with child's normal pattern, with increased stool water and/or decreased form that is not contained by the toilet use.

Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

Mouth sores with drooling unless the child's physician or local health dept. authority states the child is non-infectious.

Rash with fever or behavior change until a physician has determined the illness not to be a communicable disease.

Purulent conjunctivitis, defined as pink or red conjunctive with white or yellow eye discharge, often with matted eyelids after sleep and including a child with eye pain or redness of the eyelids or skin surrounding the eye, until 24 hours after treatment was begun.

Infestation (i.e. scabies, head lice,), until 24 hours after treatment was begun.

Tuberculosis, until the child's physician or local health department authority states the child' is non-infectious.

Impetigo, until 24 hours after treatment has begun.

Streptococcal pharyngitis, until 24 hours after treatment was begun.

Ringworm infection (tinea corporis, tinea cruris and tinea pedis)
Until 24 hours after treatment was begun.

Varicella (chicken pox) until 6 days after onset of rash or until all lesions have dried and crusted.

Shingles, only if the sore cannot be covered by clothing or a dressing, until the sores have crusted.

Pertussis, which is laboratory confirmed or suspected based on symptoms of the illness or suspected because of cough onset within 14 days after having face-to-face contact with a laboratory confirmed case of pertussis in a household or classroom, until 5 days of appropriate chemoprophylaxis (erythromycin) has been completed.

Mumps, until 9 days after onset of parotid gland swelling.

Hepatitis A virus infection, until 1 week after onset of illness or until after immune serum globulin has been given to appropriate children and staff in the program, as directed by the responsible health department.

Measles, until 6 days after the rash appears.

Rubella, until 6 days after the rash appears.

OFFICIAL BOARD POLICY FOR STUDENTS' DRESS & GROOMING

Some rules and regulations are necessary in our society to guide behavior. The necessity of such rules can be readily seen by realizing that even a simple game must be played with rules.

1. Clothing with obscene or suggestive writing shall not be worn to school; this includes the advertisement of alcohol, tobacco or drugs.
2. Hats or caps cannot be worn inside school buildings.
3. Students wearing overalls will be required to wear both straps over the shoulders and appropriately fastened.
4. Hair shall be kept neatly combed at all times. Boys are not to wear pony tails.
5. Hairstyles should not cause a distraction in the classrooms with exotic colors, height/width, length, beads, colored streaks, etc.
6. Boys are not allowed to wear body rings. Girls are allowed to wear earrings only. No eyes, nose or tongue piercing allowed.
7. Boys must keep shirts buttoned. They may not wear see-through tops or tank tops.
8. Girls are expected to dress appropriately according to the fashion. Appropriate school dress excludes halter tops, tank tops, extremely short skirts or dresses, shirts that expose the midriff or see through materials or shirts that are revealing or not in good taste.
9. Boy's tapered shirt tails must be worn tucked inside pants.
10. Lower body apparel is to be neat, hemmed and no shorter than while standing straight, both elbows locked with arms your side, the middle finger must not be able to touch thigh skin. The wearing of jeans with holes or tears 6" above the knee or higher is prohibited. Pants must be pulled up at all times (No sagging or riding low on the hips). Pants with excessive large legs or those which drag the floor are prohibited. No sleepwear or house shoes will be allowed.
11. No chains, gloves or spiked wrist wristbands.
12. Student dress should be becoming to young ladies and gentlemen.
13. Any student who is in willful persistent violation of this dress and grooming code will be suspended from school until all provisions of the school code are met.
14. Boy and girl relationships in halls and classrooms are expected to be in good taste. This relationship should not involve holding hands or any other excessive display of affection. Public display of affection is not appropriate for school and will not be tolerated. Repeated offenders will be suspended pending a parental conference.
15. Food or drink is not to be taken into classrooms.
16. Gum chewing and/or eating is not permitted in the school buildings except in designated areas.
17. Positively no use or possession of tobacco, alcohol or drugs during school, at school activities or on field trips.
18. Students are not to play in the gym or on the playground without supervision.
19. Gambling or matching of coins will not be allowed at school.

20. Knives, weapons, beepers, I-pods, MP3 players, radios or tape players with headphones cannot be brought to school.
21. Any sort of laser lights/pointers are prohibited on school premises.

POLICY REGARDING THE WEARING OF SHORTS

Moss students will be allowed to wear shorts to school and activities during until Fall Break and begin again after Spring Break. The following rules apply:

1. If problems arise this policy may be discontinued at any time by the administration.
2. Shorts must be neat, hemmed and approximately knee length.
3. No cut-offs, gym shorts, athletic sliding shorts or tight fitting shorts will be allowed.
4. Any student wearing inappropriate shorts to school will forfeit his/her right to wear shorts for the remainder of the school year.
5. Loss of a student's privilege to wear shorts may be used as a discipline tool, especially, but not limited to situations relating to the school dress code.

DRUG-FREE SCHOOL POLICY

It is the policy of the Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety and well being of students, employees and the community the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension for the remainder of the current semester and the following semester, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:

“The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State , as well as local educational agencies, must certify that it has adopted and

implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.

Reference: Public Law 101-226
70 O.S. 1210.221, et seq.

Cross-Reference: Policy DCC, Drug-Free Workplace
Policy DCCA, Use of Illegal Chemical Substances by Employees
Policy FFB, Teaching about Drugs, Alcohol and Tobacco
Policy FFBA, Drug and Alcohol Use by Students
Policy FNCE, Reporting Students Under the Influence

SEARCH AND SEIZURE POLICY

A search of a student, student property or lockers shall be conducted only for the purpose of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property or recovering of stolen property.

The Moss 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.

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

1. 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 reasonably 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.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks or other school property. The users of lockers, desks and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks and other storage areas or

compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any locker or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during the search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph (1) – shall include, but not limited to, any item, object, instrument, or material recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckled, billy clubs and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled substance, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

Reference: 70 O.S. 24-102
70 O.S. 24-101.3

SEXUAL HARASSMENT POLICY

It is the policy of the Moss Independent School District No. I-001 to maintain a learning and work environment that is free from sexual harassment.

The school district prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of the Moss School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include but is not limited to verbal harassment or abuse, subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against a student's or an employee's body, demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status, promises of preferential treatment with regard to employment or educational status or any unwelcome sexually motivated touching.

Any person who believes he/she had been the victim of sexual harassment or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate school official. The Moss School District encourages the use of a report form available from the superintendent's office.

The Moss School District will investigate and take appropriate action on each case reported. Any school district action taken will be consistent with other school district policies. Moss School District will take disciplinary action as deemed necessary and appropriate including warning, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

STUDENT DISCIPLINE

In order to guarantee your child and all the students in our classrooms the excellent learning climate they deserve, there are some specific behaviors that we need from each student. We believe that all of our students can behave appropriately in our classrooms. We believe that you share our concern for effective discipline in the classrooms. In an effort to improve instructional quality and lessen the time spent dealing with disruptive and inappropriate behavior we will expect students to observe classroom rules. Each teacher will go over the rules and will have their rules posted along with the consequence for inappropriate behavior.

Some of our rules are:

1. Raise hand and wait to be called on before speaking.
2. Stay in seat unless you have permission to get up.

3. Keep hands, feet and objects to self.
4. No swearing or unkind remarks.
5. Bring only needed material to class. Please do not bring toys, games, radios or other valuables as we cannot be responsible if they are broken, lost or stolen.

The teacher will determine the consequences if a student chooses to break a rule. If your child is sent to the principal's office a record is kept and if the behavior does not improve you will be notified.

We also encourage positive reinforcement for good behavior. Stickers, awards, free time or homework passes, class party, free choice of an activity, free reading time, game time in class, etc. will be given.

We want students to be responsible for their own behavior. We feel this is necessary to the emotional and social development of the child. We want school to be a positive place where students can reach their full potential.

The Moss 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:

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

Standards 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/late room
6. Smoking/tobacco products
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
19. Cheating

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.

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 a 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.

CORPORAL PUNISHMENT

Corporal punishment of students will be administered (at the discretion of the teacher) and under the following policy adopted by the Board of Education for Moss School and in accordance with the Oklahoma State statutes.

1. Corporal punishment is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.
2. Corporal punishment will be administered by certified personnel (teacher or principal) and only in the presence of other certified personnel or individual directly involved with the disciplinary procedure. It shall be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.

Each student must have a signed parent permission form on file in the principal's office. This form allows the parent to choose the type of discipline used for their children. Any student who does not have this form on file will be ineligible for any school activities.

SUSPENSION REGULATIONS

In-school suspension and out-of-school suspension are both utilized for disciplinary problems when deemed necessary. The length of the suspension will be determined by the principal. Parents or guardians may request a hearing before the suspensions review committee for suspensions of 10 days or less and may appeal to the school board for suspensions more than 10 days.

A student of Moss School may be suspended from regular school attendance for any of the following reasons:

1. Unwillingness to accept milder forms of corrective action.
2. Unwillingness to attend school regularly when illness or a family emergency is not involved.
3. Unwillingness to respect the policy of the school that no student is allowed to interfere with the learning of another.
4. Unwillingness to respect the position of the teacher who must remain in control of the classroom or school sponsored activity.
5. Unwillingness to respect the position of the school administrator and/or his representatives who must remain in control of the school-owned and operated building or property.
6. Continued disruption of the school atmosphere through any method, instrument or material.
7. Unwillingness to maintain a civil tongue, to refrain from profanity and/or obscenities.
8. Engaging in any activity which might result in damage or destruction of property or bring bodily harm to a student or staff member.
9. Bringing or causing to be brought to the school premises any instrument or material which would, if used, result in property damage or bodily injury to any person. This includes bringing any type of gun or weapon (either real or simulation) to school.
10. Engaging in vocal, written or symbolic threatening of bodily harm to any student or staff member.
11. Engaging in vocal, written or symbolic threatening of damage or destruction of any school property.
12. Engaging in any extortion or theft on the school premises.
13. Unwillingness to maintain a physical condition or participation habitually in any act or procedure which renders the person unable to learn in the normal school atmosphere.
14. Participation in the use, possession or transfer of any drug, stimulant drug or medicine without the knowledge and permission by the principal.

When a student is suspended he/she agrees that for each day of suspension given he/she receives a grade of zero (0) in each class in which the student is enrolled. The zero grade will be averaged as a part of that nine-week period grade.

All suspensions are regarded as non-excused absences where work will not be allowed to be made up. All suspensions are counted as days absent and apply to the 80% attendance rule and the perfect attendance record.

STUDENT SUSPENSION **HOUSE BILL 2130**

Any student found in possession of a firearm or weapon on school property or while using school transportation must be suspended for not less than a year. However, the superintendent has authority to modify the terms of the suspension.

School districts may provide out-of-school education plans to students suspended (5) five days or less. However, districts must provide education plans for students suspended out of school more than (5) five days.

Each school district's policy concerning out-of-school education plans should address whether students may participate in extracurricular activities and whether academic credit will be granted for work satisfactorily completed. Each student plan must address the core curriculum units of English, math, science, social studies and arts and be designed for the eventual reintegration of the student into school. A copy of the plan must be provided to the student as well as the parent or guardian who is responsible for providing a supervised structured environment for the student and monitoring the student's progress.

The law remains unchanged regarding students suspended from a public or private school in Oklahoma for a violent act or act showing deliberate disregard for health and safety of faculty or students. These students are not entitled to enroll in school until the terms of the suspensions are met.

Any student suspended for a violent act against a classroom teacher is not allowed to return to that teacher's classroom without the approval of the teacher.

In addition to the provisions regarding student suspension, House Bill 2130 authorizes school districts to prohibit pupils from possessing any wireless telecommunication devices on school property or at school functions unless the school superintendent or principal and the parent or guardian had agreed to and given prior consent based upon a showing of medical necessity or some other appropriate circumstance.

The law also requires that when a student enrolls in a new district, upon request, the sending district must forward the student's records including any disciplinary records for the student. The provision of student records must be done in accordance with the Family Education Rights and Privacy Act. School districts may now request and receive from other agencies certain confidential records related to a student enrolled in their district. The information obtained by the school must remain confidential.

Finally, House Bill 2130 requires juvenile bureaus or the Office of Juvenile Affairs to notify school superintendents when a student enrolled in their district or intending to enroll in their district is adjudicated a delinquent and the offense committed.

BEFORE & AFTER SCHOOL DETENTION

1. Any student with detention will serve their detention the following day to allow the student to make transportation arrangements,
2. It is the responsibility of the student to arrange transportation home following detention.
3. Students may serve their detention in the morning if arranged with the principal. Morning detention begins at 7:30am.
4. Students assigned to detention will proceed immediately to the detention teacher's room after school.
5. Students will remain seated and silent during detention.
6. Students may work on assignments during detention.
7. Any student assigned more than one (1) period of detention must serve their detention on consecutive days, unless otherwise arranged with the principal.
8. Any student who is late or fails to show up for detention will be assigned in-school suspension or out-of-school suspension until all detention has been completed.
10. A student may miss detention one time to allow for an emergency that may arise at home. Permission must be gained from the principal before that student misses.
11. Any student who misses detention for three consecutive days of purposely fails to show for detention will be suspended until they serve detention.

SATURDAY SCHOOL

Saturday school will be utilized for the following reasons:

1. Disciplinary action
2. Attendance make-up
3. Cell phone use
4. Lack of effort during the regular school week

Saturday school will be assigned by the principal and attendance is mandatory. Failure to attend will result in a school suspension or other disciplinary action.

HAZING POLICY

No extracurricular club, activity or organization will have initiation rites which may embarrass, humiliate and/or injure students. Hazing could lead to suspension and/or sanctions against the organization.

SCHOOL BULLYING PREVENTION
ACT 70 OK STAT.24-100.2
SENATE BILL 1941

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation and bullying. These terms include, but are not limited to any gesture, written or verbal expression or physical act that a reasonable person should recognize will:

1. Harm another student
2. Damage another student's property
3. Place another student in reasonable fear of harm of the student's person or damage to the student's property
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school district's education mission of the student or other students

The board has also adopted a policy prohibiting harassment, intimidation and bullying which defined and explains this conduct and the district's response to the legislative mandate.

School districts are required to investigate any reported incidents of harassment, intimidation, bullying or threatening behavior. It calls for the school to include a prohibition of threatening behavior, harassment, intimidation and bullying by electronic communications whether or not the communication originates at school. The bill also modifies the definition of "harassment, intimidation and bullying" to include electronic communication. The bill allows schools to establish a procedure for a school to request the disclosure of information concerning students who have received mental health care that indicates an explicit threat to the safety of students or school personnel.

AUTHORITY OF TEACHERS

Teachers and administrators in the school are vested with public authority. Refusal on the part of the student to respect this authority shall be considered insubordination and will result in severe penalty and possible suspension.

TELEPHONES, CELL PHONES

We limit student use of the office phone to emergency situations only. Also, please instruct your child before he/she leaves home as to his/her after school plans, such as whether to wait or ride the bus and what to do if a meeting is cancelled or changed. This would help limit the number of incoming calls just at dismissal time. Teachers and students will not be called to the phone during class period, unless the call concerns an urgent nature.

*It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, while in transit under the authority

of the school or while attending any function sponsored or authorized by the school upon written consent of both the student's parent or guardian and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher or security personnel shall have the authority to detain and search or authorize the search of any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy or to in anyway send or receive personal messages, data or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention or suspension. Where appropriate, police authorities may be contacted. *(OSSBA policy services; 70 O.S. 24-101.1 & 70 O.S. 24-102)

Moss Public School allows students to carry cell phones to school and on the school bus. The phone must be turned off and they are to be used in emergency situations only and not to be used to call home or for social calls. If a student needs to call home they will get permission to use a phone in the office or in some circumstances get permission to use their cell phone. This policy does include text messaging.

If a student is caught using a cell phone without permission from their teacher, sponsor or administrator then the phone will be taken away from them for the remainder of the day. The student may pick the phone up in the office when school is out. On the second offense a parent conference is required before the cell phone is returned. When a student is caught using a cell phone for the third time in a school year without permission they will be either suspended for three days/receive corporal punishment or lose their phone for 5 school days. The phone will be secured in the administration office during the 5 day period. Suspension/corporal punishment or loss of phone will follow after each use following the third offense when the student does not have permission to use the cell phone. The picture option on cell phones is strictly prohibited during school hours and functions. Teachers and Administrators have the authority to take up all student cell phones at anytime during class or school activities.

PARTIES

Four regular parties will be held each year in each classroom. These are: Halloween, Christmas, Valentine's Day and Easter. They will be held the latter part of the day (2:00pm). Birthday parties or special treats must be cleared by the elementary office. Please notify the elementary office at least two days in advance if you wish to bring treats to the classroom. For safety purposes, balloons may not be delivered to Moss School.

FINANCIAL ITEMS

Anytime you send a check with your child it is most helpful if you list the child's name and the check's purpose, such as "Jim Smith, 2nd grade, lunch". Please do not send cash with your child. If you must send cash please place it in a sealed envelope. All checks, unless otherwise specified, should be made out to Moss School.

PHYSICAL EDUCATION

In gym classes we strive to provide a quality physical education program which allows each student to reach his/her optimal level of fitness. Students participate in a wide variety of games and exercises which are geared to his/her age and ability. We encourage fun while developing skills in games, relays and sports.

If your child is ill and you prefer that he/she be excused from P.E. class please send a note. Also, please keep us informed of any health conditions (broken bones that are still healing, asthma, heart conditions and diabetes) so that we may allow an alternative routine of exercise when needed. All third – sixth grade students are required to dress daily in clean shorts or sweats and a t-shirt for gym class and basketball. They must change back to regular clothes before returning to the classroom. Teachers may require students to be excluded from P.E. until all curriculum work is satisfactory.

READING SUFFICIENCY ACT – OKLAHOMA STATUTES SB346 HB2516

Students identified in K-3rd grade as having a substantial deficiency in reading utilizing Criterion Referenced Tests and Dibels Reading Assessments will be placed in special reading program.

HIGHLY MOTIVATED ACHIEVERS (H.M.A.)
Former Gifted & Talented

The goal of Moss School's Highly Motivated achievers program is to provide activities that stress higher-level thinking which will motivate and challenge gifted students to achieve their full potential.

Screening for potential candidates for the program begins in kindergarten. Criteria evaluation procedures used to identify possible candidates include teacher referral, parent referral, academic performance in the classroom and standardized tests. Students identified in grades first through sixth must score 97% or above on total battery of a nationally standardized achievement test or intelligence test. All data on students in kindergarten through second grades will be served in the regular classroom. Students in third through twelfth grades will be served in the H.M. A. room.

SPECIAL EDUCATION NOTICE

Under the direction of the Oklahoma State Department of Education, the Moss School District is seeking to locate and identify all handicapped persons between birth and age twenty-one who have not received twelve years of education. With the Public Law 94-142 as a guideline, those who qualify will receive a free and appropriate public education and related services.

At Moss School, individual education programs are planned by the regular teacher, the special education teacher, counselor, parents and when appropriate the handicapped student. This group works as a team to meet at least annually and sometimes many times during the school year making sure the educational opportunities provided for the handicapped students are free and appropriate. Whenever possible handicapped students are educated with non-handicapped students. Special class placement occurs only when the nature of the disability make regular class work an unsatisfactory solution.

Anyone with information about handicapped students in the Moss School District is asked to relay the information to:

Mrs. Tina Cartwright
Elementary Principal
Moss Elementary School
8087 E. 134 Road
Holdenville, Ok 74848

Phone # (405)379-7251

PROMOTION AND RETENTION OF STUDENTS

In general, students will be placed at the grade level to which they are best adjusted academically, socially and emotionally. As a usual practice, students will spend one year in each grade. Any students in first through sixth grade failing three (3) or more of the core subjects (Math, English, Reading, Spelling, Social Studies and Science) for the year will be retained. A small number of students, however, may benefit from serving another year in the same grade. Such retention may be considered when:

1. The student is in grades Pre-K through third, or on the very rare occasion, when the student is in grades fourth through eighth.
2. The student is achieving significantly below ability and grade level.
3. 3rd grade students scoring unsatisfactory on Spring Criterion Referenced Test will be retained.
4. Retention would not cause an undue social or emotional adjustment.
5. Retention would have a reasonable chance of benefiting the student totally.

The following will be the procedure for deciding retention or promotion:

1. The student's parent or teacher may request that the student be retained.
2. A committee consisting of the student's parents will review the student's progress and will consider the request.
3. The approval committee will be guided by the following factors:
 - A. Chronological age
 - B. Social maturity
 - C. Emotional maturity
 - D. Physical development
 - E. Work and study habits
 - F. Attendance record
4. The approval committee will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be submitted to the principal for a final decision. That decision will be forwarded to the superintendent for his information and review.
5. Only in unusual circumstances should a student be retained more than once.
6. Appeals to the decision of the principal may be brought to the Board through the superintendent.

VOLUNTEERS

We encourage an active parent volunteer program at Moss. This program is called P.T.O. or Parent/Teacher Organization. We would greatly appreciate your service. If you are interested and have the time and would like to be a volunteer please call the school at 379-7251 for more information.

LIBRARY – MEDIA CENTER

1. Books will be borrowed for a period of one week and rechecked as necessary. The student must sign the book card. Some books will be on a one week reserve check out time.
2. Reference books are not to be taken from the library. However, students may be given permission to have material copied for them in the office. Certain designated reference books will be available for check out.
3. Although past due notices will be sent to teachers, the student is encouraged to remain aware of the book's due date.
4. Students will be held responsible for library material checked out to them.
5. If books are lost the full price will be charged.
6. A charge will be assessed on damaged books depending upon the extent of the damage.
7. Students with long-standing books due will have library privileges revoked until records are cleared.
8. Students should have library records cleared before the end of each nine-week grading period.
9. Students are not to check out of school until their clearance slip has been signed by the librarian.

NETWORK ACCESS AND USE POLICY

We are pleased to offer network and internet access to students and teachers at Moss School. The internet is an international network and the communication information highway of tomorrow. Through the network your student will have access to hundreds of databases, libraries and computer services from all over the world. The internet consists of thousands of computer networks spanning the globe.

Part of the school's responsibility in preparing our students for the future is to provide them access to the tools they will be using as adults. We believe that use of this global information network is one of those tools. Our goal is to teach your child about his/her role as a network citizen and the code of ethics involved with this new global community.

Please note that the internet is an association of diverse communication and information networks. It is possible that your student may run material not age appropriate and some material you might find objectionable. While we do not encourage access to such material, it is not possible for us to limit that access without denying it altogether.

Users must acknowledge their understanding of the general policy and guidelines as a condition of using the network. Please review the information carefully.

Acceptable uses of the network are activities which support learning and teaching. Moss School's facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of our school. Teachers are encouraged to develop uses which meet their individual needs and those of their students.

Network users must not divulge personal information about themselves or others inappropriately, send or display offensive language, damage computer, computer systems or networks, employ the network for commercial purposes, waste system of network resources, violate copyright laws, use anyone else's password, trespass in or tamper with anyone else's work or files.

Moss School is not responsible for lost or damaged content and does not guarantee the availability of internet resources.

The use of the network is a privilege, not a right. Inappropriate use will result in cancellation of this privilege. System administrator's decision to appropriate use will be final. The system administration may terminate network privileges at any time as required or requested by school staff.

MOSS PUBLIC SCHOOL MISSION STATEMENT

Moss School is committed to provide the opportunity for all students to be socially and intellectually prepared to set goals and attain those goals necessary to become productive citizens. When students have graduated from Moss School they will have participated in vast and varied experiences in the context of their education that will prepare them to live in a global society where specific skills will be necessary for success.

In view of this responsibility, Moss School accepts the challenge to prepare graduates to become independent decision makers who effectively communicate to their society. Furthermore, they will be equipped with the knowledge and skills to be responsible, competent, self-motivated workers who perform their tasks with an intellectual curiosity that produces excellence in the work force.

EDUCATIONAL PHILOSOPHY OF MOSS PUBLIC SCHOOL

The educational philosophy of Moss Public School evolves from a careful study of the needs of the youth of this community by school board members, administrative officer, faculty and community members. Our primary goal is the training of the young people for successful citizenship in our American democracy.

Moss School District believes that one of the fundamental rights of each individual is the right if equal access to educational opportunity, regardless of race, creed or social economic status. Education opportunity would provide a framework within which students may retain their highest fulfillment as an individual and as a responsible member of a democratic society.

In accordance with Thomas Jefferson's premise that "To expect a person to be ignorant and free is to expect what never was and never will be", our educational program seeks to provide students with opportunities for intellectual, physical, social and career development.

Education is a continuous process that involves the acquisition and application of knowledge and skills. Of paramount importance are the daily challenges of the present environment and yet respond to the constantly changing problems of the future.

SPECIFIC OBJECTIVES OF MOSS PUBLIC SCHOOL

1. To give students a comprehensive understanding of the organization and function of society, with reference to its physical setting and its local, national and international interests.
2. To develop ideals, attitudes, appreciations and loyalties that will assist the students in determining their responsibilities to society.
3. To encourage the love of literature and the ability to recognize its value.
4. To encourage correctness in oral and written English.
5. To cultivate useful work habits and study skills.
6. To install character traits of honesty, dependability, loyalty and trustworthiness.
7. To develop within the students new interest, aspirations and abilities to sense individual and social values.
8. To develop certain skills, which will enable each student to be a productive individual in an American society.
9. To encourage the practice of self-discipline.
10. To promote health and safety for every student.
11. To create a desire for the aesthetic elements of life.
12. To guide students to develop the proper use of their leisure time.
13. To train students in the qualities which will make them a worthy member of a family.
14. To build the foundation and give an insight into various vocations in which students are interested.

DUE PROCESS PROCEDURE

All procedures and policies in this handbook are subject to due process. The first step in due process would be a meeting with the principal. The first step of due process requires that the complaint be submitted to the principal within ten days from the date of the infraction. If further steps are needed, the superintendent and/or other school personnel will be involved in any future process meetings.

EQUAL OPPORTUNITY STATEMENT

Moss Public School adheres to the equal opportunity provisions of Federal Civil Rights Laws and Regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Acts of 1964), sex (Title IX of the Educational Amendments of 1972), handicap condition (Section 504 of the Rehabilitation Act of 1973) or age (Age Discrimination Act of 1975) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures. If you have questions and/or concern regarding your rights under these laws, please contact the Moss Public School superintendent at 379-2273 for immediate assistance. For additional information concerning the rights of individual under Federal Civil Rights Laws, you may contact the Office of Civil Rights, U.S. Department of Education, 1200 Main Tower, Dallas, TX 75201

ASBESTOS

The asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the superintendent's office located at 8087 E. 134 Road, Holdenville, OK 74848.

MOMENT OF SILENCE

SENATE BILL 815

effective August 22, 2002: The State Law reads "The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student in the exercise of his or her individual choice, to reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract or impede other students in the exercise of their individual choices.

The Attorney General of the State of Oklahoma is hereby authorized to intervene in any legal proceeding to enforce the provisions of this act and shall represent any school district or employee named as a defendant therein. Any school district or employee named as a defendant in any proceeding to enforce the provisions of this act shall within five (5) days of receiving service of summons notify the Attorney General of the State of Oklahoma of the pendency of the action.

INSTRUCTION IN FLAG HISTORY AND ETIQUETTE

SENATE BILL 128

Effective July 1, 2001, Moss School will teach flag history and etiquette to be given in grades 7th through 12th.

SB 128 authorizes students to recite the Pledge of Allegiance at the beginning of each day.

CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS

It is the policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction should be filed with the school. All staff are instructed to refer any questions to the principal or the superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school and to participate in parent and teacher conferences (not necessarily together in the same conference).

PARENT'S RIGHT-TO-KNOW

Parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualification of the student's classroom teachers, including, at a minimum the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and if so their qualifications.

In addition to the above information that parents may request, a school that receives funds under this part shall provide to each individual parent:

1. Information on the level of achievement of the parent's child in each of the state academic assessments as required under this part.
2. Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

ADMINISTRATION STATEMENT

Thank you for taking time to review this handbook with your child/children. Cooperation among teachers, students and parents enable Moss Public School to provide the best educational programs. Please keep this handbook for future reference. Always feel free to contact the principal if a problem exists.

**Call the SAFE-CALL Helpline
24 hours / 7 days a week**

**1-877-SAFE-CALL ext. OK-1
1-877-723-3225 ext. 651**

**Internet reporting:
www.oksafecall.com**

**Call the SAFE-CALL Helpline if you
know of anything that threatens
your school's safety !**

**If you know of anything that might put you,
your friends or your school in danger call
the SAFE-CALL Helpline anonymously.**

We're here to help !