

**MOSS PUBLIC SCHOOL**  
Student Policy Handbook  
2020-2021



## 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.

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 MAKE IT.**

### ADMINISTRATION

Travis Graham	Superintendent
Billy Carter	High School Principal
Amanda Spangler	Elementary Principal

### BOARD OF EDUCATION

Kevin Nolen - President  
Travis Huff - Vice-President  
Jimmie Jett, Jr. - Clerk  
Bryan Smith - Deputy Clerk  
Justin O'Kelley - Member

## 2020-21 MOSS FACULTY

Pre-K.....	Jackie Kessee
Kindergarten.....	Alicia Mills
First Grade.....	Loretha Golden
Second Grade.....	Kimberly Rosenow
Third Grade.....	Tracey Lindley
Fourth Grade.....	Debbie Anderson
Fifth Grade.....	Tara Crenshaw
Sixth Grade.....	Dana Thompson
MS Social Studies.....	Betty Carter
HS English.....	Laura Lee
Business/Computers.....	Tonya Olivo
HS Mathematics/PE.....	Wes Pulliam
Science.....	Whitney Purkins
PE.....	Mark Qualls
MS & HS English.....	Laura Lee
History/PE.....	D.J. McIntyre
MS Math/PE.....	Steve Spangler
Agriculture Education.....	Ethan Purkins
Special Education.....	Rochelle Croce
Special Education.....	Lori Streater
Counselor.....	Roxanne Loyless
Librarian.....	Joni Barrett

### SUPPORT PERSONNEL

Leslie Lee.....	Superintendent's Secretary
Donna Tatum.....	High School Secretary
Darly Story.....	Elementary Secretary
Cheryl Carpenter.....	Cafeteria Supervisor
Beverly Goodson.....	Cafeteria
Stacy Wulf.....	Cafeteria
Charity Riley.....	Cafeteria
John Tatum.....	Grounds Maintenance/Mechanic/Bus Driver
Nathan Harrington.....	Custodian/Bus Driver
Sherry Baze.....	Janitor/Bus Driver
Bethany Brooks.....	Aide
Misty Bellinger.....	Aide
April Carpenter.....	Aide
Kacie Freeman.....	Aide
Amber Priest.....	Aide

**GENERAL NOTE:** This handbook is printed so that all students and parents may become acquainted with general info concerning Moss School as well as to familiarize themselves with the BOE and Administration policies, rules, and regulations.

**\*\*Moss School has adopted all OSSBA polocies for the '20-'21 school year.**

### **I. CIVIL RIGHTS COMPLIANCE STATEMENT**

The Moss School District I-001 hereby gives notice that they do not discriminate on the basis of race, color, national origin, sex, qualified handicap, or veteran in the educational programs or activities they operate. The school district complies with federal and state regulations for implementing Title VI, Title IX, and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs.

Students or employees who have complaints of discrimination based on race, color, national origin, sex, qualified handicap, or veteran should direct them to the official assigned to investigate such allegations. The responsible officer for Moss School District is Travis Graham.

### **II. ASBESTOS STATEMENT FOR STUDENT HANDBOOK**

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 Rd, Holdenville, Oklahoma.

### **III. 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 also be filed with the school. All staff are instructed to refer any questions to the building 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).

### **IV. GUIDANCE AND COUNSELING SERVICES**

To ensure that students are provided individual guidance, an on staff counselor is available to work with them. The counselor will work with the students in the areas of attendance, curricular and co-curricular decisions, career information, and school-related problems. The counselor will also be available for individual conferences with the students. The counselor will keep all records of students' achievements and monitor their progress toward graduation. The counselor will be available for any and all pre-graduation scholarship application preparation and will assist in any college bound questions.

### **VI. Moss High School Graduation Requirements**

#### **College Preparatory/Work Ready Diploma**

1. Four units of English that may include Grammar, Composition, Literature, or an English course approved for college admission.

2. Three units of Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus and AP Statistics.
3. Three units of Laboratory Science that are limited to Biology, Chemistry, Physics, or any laboratory science course with content equal to or above Biology and approved for college admission requirements.
4. Three units of History that include one unit of American History, one-half unit 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.
5. Two units of the same Foreign Language or two units of Computer Technology.
6. One additional unit that is selected from the courses listed above.
7. One unit of fine arts, such as Music, Art, Drama, or Speech.
8. Six (6) elective units.

## **Core Curriculum High School Diploma**

1. Four units of English that may include Grammar, Composition, Literature, or an English course approved for college admission.
2. Three units of Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus and AP Statistics.
3. Three units of Laboratory Science that are limited to Biology, Chemistry, Physics, or any laboratory science course with content equal to or above Biology and approved for college admission requirements.
4. Three units of History that include one unit of American History, one-half unit 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.
5. One unit of Foreign Language or one unit of Computer Technology.
6. One unit of fine arts, such as Music and Art.
7. Eight (8) elective units.

\*All graduates must also meet the requirements for PERSONAL FINANCIAL LITERACY REQUIREMENT 70 O.S. §11-103.6H.

\* All graduates must also meet the requirements for CPR/AED REQUIREMENT 70 O.S. §1210.199

## **High School Classification**

High School Classification for students is determined by the total credits earned by the student on the first day of school.

- Freshman (9th Grade) = 0-5.75 credits
- Sophomore (10th Grade) = 6-11.75 credits
- Junior (11th Grade) = 12-17.75 credits
- Senior (12th Grade) = 18 or more credits

Moss High School graduation requirements include 23 units of credit.

For the 2020-2021 school year, students will take assessments in English Language Arts, Mathematics and Science (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) in compliance with the Every Student Succeeds Act that are aligned with the Oklahoma Academic Standards. State law also requires students to be tested in U.S. History once during high school. Each student is required to take the assessments included in the statewide student assessment system (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) as adopted by the State Board of Education in order to graduate from a public high school with a standard diploma. Each student will also be required to meet any other high school graduation requirements adopted by the State Board of Education.

## **\* GENERAL INFORMATION \***

### **LINE OF COMMUNICATION (aka: Chain of Command)**

In the interest of harmony and efficiency, the following lines of authority should be observed in all instances:

Students should go through their class or organization sponsor when scheduling any type of event. The sponsor in turn will go to the high school principal that has final approval of all school-sponsored activities. The principal will put all such activities on the school calendar.

A school employee should first discuss any problems with the school official serving as his/her immediate supervisor, such as his/her principal. If a satisfactory adjustment is not made, the employee may take the matter to the official next in line of authority, the superintendent. If a solution is not reached, the final step would be to the Board of Education.

Students, parents, or school patrons will follow the same procedure in appealing decision of teachers, principals, the superintendent, or other employees.

### **IMMUNIZATIONS**

Oklahoma State Law requires the immunization, against certain diseases, of all students attending public schools. The law requires that parents or guardians of all minor children in grades kindergarten through twelfth present a certificate of required immunization upon school entry. Students going into the 7<sup>th</sup> grade **MUST** have a tDap Booster vaccine before they will be allowed to attend school.

### **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 or nits, 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 or verification of treatment, 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.

Moss Public Schools will follow the mandates of the Centers for Disease Control and the State Board of Education and strongly consider their recommendations when enacting health related policies.

### **STUDENTS ARE NOT TO ATTEND SCHOOL WITH THESE SYMPTOMS OR ILLNESSES:**

Oral temperature 101 or greater; or axilla (armpit) temperature 100 or greater; or, forehead temperature of 100.4 or greater and/or accompanied by behavior changes or other signs or symptoms of illness. Medical evaluation and release is required before they can return to school.

Signs of possible severe illness include 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.

### **HONOR ROLL**

The honor roll will consist of the students who average a "B" or higher in all the subjects. The honor roll will be determined on a quarterly basis.

- Superintendent - All A's
- Principal- A's and B's

### **VALEDICTORIAN/SALUTATORIAN**

Valedictorian and Salutatorian will be the highest ranking students scholastically in the Senior class. To be eligible for either award, the student must have attended Moss School during the previous three semesters before graduation. Eighth Grade students should have attended at least one semester at Moss to be considered for Valedictorian/Salutatorian Honors. Scholastic rating will be based on high school work for seniors. The final grade semester of the senior year will not be used to compute GPA except when the principal finds it necessary.



These honor students are selected by their grade-point averages. All of the academic grade points earned are added together and then divided by the number of courses taken. To be eligible for Valedictorian and Salutatorian, the student must have received credit in at least (7) upper level classes which includes Geometry, Algebra II, Trigonometry, Anatomy, Biology II, Physics, Chemistry, World/AP ELA, Computers, Advanced Keyboarding, Accounting, Humanities, Speech, and Foreign Language I or II.

### **Lunches**

All students are encouraged to prepay for breakfast and lunch. However, charged lunches will be allowed for a total of 20 school days. Students exceeding the 20 day allowance, will be offered an alternative meal.

### **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, & promote use of school facilities before & after regular school hours for parent & community involvement.

### **VISITORS**

Parents are certainly welcome at school but during the COVID crisis must check in at the school offices and be subject to a temperature check, hand sanitization and a face mask. 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.

### **PARENT CONFERENCES**

Parents who desire to conference with a teacher should first secure permission from the Principal's or Superintendent's office. The period from 7:30 - 7:55 A.M.; 3:10 - 3:30 P.M. and planning periods have been reserved for special conferences with teachers each school day. These periods have been set aside so that a teacher will not be interrupted from their important duty of instruction. Also there is a day set aside each semester for parent/teacher conferences.

### **PARENT / TEACHER COOPERATION**

The faculty at Moss 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

### **CREDITS/GRADE SCORING SYSTEM**

Credits for high school courses will be awarded on the basis of the following grading system: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-Below=F. Grade-Point Average Scale: A=4, B=3, C=2, D=1, F=0. A student must receive at least a D in a course to receive credit toward graduation in this course. No daily grade or test grade will have a weight that exceeds 25% of total grade.

## **CORE-CURRICULUM**

Core curriculum classes are required unless students attend Vo-Tech. Students may take no more than two Ag classes per semester. Permission to take upper level courses is required if core curriculum classes are not fulfilled.

## **PROFICIENCY BASED PROMOTION/ACCELERATION**

Upon written request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in areas of the core curriculum. The student who can demonstrate proficiency in the absence of instruction or at the 80% level on designated assessments may be promoted a grade level, or accelerated in a subject area. Testing dates will be after the end of the school year in mid-to-late May and before the school year begins, in early August. Specific testing dates will be posted on the school website and a list of times, dates and tested subjects that correlate will be posted. If any student desires to attempt proficiency based assessments, they will need to fill out the required form contained in Moss School Board Policy. Forms may be requested and picked up via the Superintendent of Schools.

## **ALTERNATIVE SCHOOL**

A student may apply for admittance to alternative school. An Education Plan will be provided for each student to be admitted to Alternative School.

## **CONCURRENT ENROLLMENT**

The concurrent enrollment program provides an opportunity for interested senior students to expand their course studies by provisionally being admitted to a college or university as a special student provided they meet certain requirements. The concurrent grade achieved will factor into the student's Moss Grade Point Average. These courses shall be weighted for GPA purposes.

**\*Concurrent Regulations:** In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her junior/senior year. In order to enroll concurrently in college coursework, students must meet the following requirements:

1. Be a junior/senior enrolled in sufficient credits to complete graduation requirements by the end of their senior school year;
2. Be enrolled less than full-time. (Fewer than six credit courses).
3. May not exceed full-time college workload of 19 semester credit hours. (One-half high school unit shall equal three semester credit hours.) 2 college courses max per semester.
4. ACE legislation requires high school students to be in school the entire length of the school day; this may include a combination of college and high school enrollment.
5. Must have the written permission of a parent or legal guardian.
6. ACT score of 19 or higher to concurrently enroll.
7. Considering ACT results, a student must have subtest scores of 19 or higher in math, English and reading, and science.

8. College coursework taken on-line is acceptable for concurrent enrollment and inclusion on high school transcript.

9. Students can take concurrent classes for a total of 2 class periods in the MHS school day. Students are required to enroll in courses for the remainder of the periods at MHS.

10. Students MUST enroll with the college they are concurrently taking classes.

11. Students may only enroll in a MAXIMUM of two (2) college classes per semester.

12. Students may take concurrent classes for a TOTAL of 2 class periods in the MHS school day.

14. Students are REQUIRED to enroll in courses for the remainder of periods at MHS.

15. Students MUST show proof of enrollment to Mrs. Loyless / Mrs. Tatum for MHS scheduling.

16. The following higher education courses commonly taken through concurrent enrollment have been reviewed by the OSDE and approved for academic credit:

**College Algebra** = 1 unit High School Algebra II

**General Biology** = 1 unit High School Biology II

**General Botany** = 1 unit High School Botany

**\*\*English Composition I** = ½ unit English IV

**\*\*English Composition II** = ½ unit English IV

**Introduction to Chemistry** = 1 unit High School Chemistry

**Chemistry** = 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

**Early Western Civilization** = 1 unit High School History (NOT U.S. / Oklahoma History)

**Introduction to Geography** = ½ unit High School World Geography

**American Federal Government** = ½ unit High School American Govt.

**Introduction to Speech** = ½ unit High School Speech

**\*\*NOTE: Students choosing to earn English IV credit by concurrently enrolling in Comp I and Comp II MUST SUCCESSFULLY COMPLETE BOTH CONCURRENT COURSES FOR ENGLISH IV CREDIT.**

## SEMESTER TESTS

All students enrolled at Moss Public Schools in grades 7-12 will be required to take semester examinations for their enrolled courses. Semester Tests will count for at least 9% of their total grade for the semester enrolled. Semester tests will be comprehensive and developed by each individual teacher for their taught subjects.

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 9% of the semester grade. The following scales will be applied to semester TEST grade.

- 0 Absences = 7 points added to semester test grade
- 1 Absence = 5 points added to semester test grade
- 2 Absences = 3 points added to semester test grade

Semester test schedules for JH/ HS will be released two weeks prior to testing dates and will follow the proscribed method as follows:

- 1.) Semester tests will be broken up into a two or three day period.
- 2.) Students will be required to stay with their classroom teacher for that tested subject until the end of that particular scheduled testing time.
- 3.) No student will be allowed to leave the school during semester testing unless otherwise approved by the Principal and/or for emergency cases only.
- 4.) Students will receive a grade of "I" on their report cards for missed semester tests until that student has taken all of their semester tests. No report card will be given to any student until semester tests have been taken and recorded in their permanent records.
- 5.) No semester test will be given early without permission from the Principal.

### **INCOMPLETE GRADES**

Students having incomplete grades due to special circumstances at the end of a grading period, (either 9-weeks or semester), will have two weeks to complete all make-up work before final grades are calculated.

This policy includes all students in regular attendances as well as those students receiving homebound instruction.

At the discretion of the principal, an exception to this policy could be made for the following reasons:

- 1) Should a student be hospitalized, unable to do school work for more than two weeks just prior to the end of a grading period and/or;
- 2) Should a student be recuperating at home under a doctor's care, unable to do school work for more than two weeks just prior to the end of a grading period.

### **\* ATHLETICS \***

Moss High School is a member of the Oklahoma High School Athletic Association. Any student who is regularly enrolled, who has attended at least 90% of the school days during the current semester, who is passing all subjects, and who is not under discipline from the office, may represent Moss High School in any athletic or academic contest. Student eligibility will be determined on a weekly basis. Students must be in school on the day of a game to participate in that game. Absences on days following game days may be cause for suspension from games. The

state association also requires that every boy and girl that competes in athletics must have written permission of the parents, must pass a physical examination, and must not be 19 years of age before September 1.

### **SPORTSMANSHIP**

Real sportsmanship is to be demonstrated in the stands as well as on the athletic field. Officials rate a school's sportsmanship by observing players, school authorities, and spectators.

(HB 1459) signed by the Governor authorizes the chief administrative office or designee to maintain order at a secondary school by directing any person to leave the premises who, during the period of a sanctioned athletic event and after specific warning, commits an act which substantially interferes with the peaceful conduct of the event.

### **ACADEMIC ELIGIBILITY RULES**

Each Friday, secondary teachers will complete a list of students who are making a failing grade (below a 60) in their classes. Any student who is failing in any class will be placed on a one-week probation regarding eligibility. Any student who was on probation the prior week and appears on any teacher's failing list will be ineligible for at least one week. This includes activities from Monday 8:00 AM through Monday at 8:00 AM.

### **PUBLICITY INFORMATION OF STUDENTS**

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 publication and professional organizations.

### **RECRUITER INFORMATION:**

Information concerning students is given to all branches of the government for military recruiting purposes. (i.e. Army, Navy, Marines, Air Force, National Guard). If you wish for this information **NOT** to be given out, please complete the form provided in the enrollment packet and return to high school office.

### **RUNNING FOR OFFICE**

Any student who has been suspended from school will not be allowed to run for any office. i.e. FFA, Student Council, Class etc. Any student that has been suspended for a remainder of a semester and / or following semester will forfeit eligibility to run for any office for their entire high school career while at Moss High School.

### **CHEERLEADING RESPONSIBILITIES AND REQUIREMENTS**

#### ***Prerequisites:***

To be a member of the Moss Cheerleading squad, all girls, including veteran cheerleaders, will be required to tryout in the spring of each school year.

1. Students must have a grade average of 2.5 or above in each subject at the time of tryouts. There will also be a teacher evaluation upon tryouts. Such grades should be maintained throughout the school year. Each nine weeks the report card grades will be averaged. Academic probation and restriction for cheerleaders is administered the same as for all other extra curricular activities.
2. No student who has been dismissed from cheerleading during a previous year or a person who voluntarily drops out shall be eligible the following year.
3. Practices: All practices called by the sponsor must be attended without tardiness, unless prior notice is given.
4. Games: Cheerleaders are required to attend home games and away games that are specified by the sponsor. Cheerleaders may ride the school bus with the athletic teams to the away games. Uniforms will be worn and cheers led. The cheerleaders will be present 30 minutes before game time. The squad will be supervised by the sponsor at each event that they attend.

***Conduct during games and pep assemblies:*** Unnecessary group and private discussions must be avoided among members because they reflect negatively upon the organization of the squad. All should focus attention on the game at all times. During time of cheering, eating is not allowed. Everyone stands or sits in a designated spot during all games. No excessive makeup. No excessive exaggeration of dance steps in routines and in chants and cheers. No gum chewing. Hair is worn neatly.

***Uniforms:*** Cheerleading uniforms will be turned into the school after each season. They must be cleaned and in good condition or you will be held financially responsible. The uniforms may be purchased from the school. The cost will vary from year to year.

Approved seamstress may make alterations, however **NO CUTTING** on the uniforms is allowed. Sponsor has the final say on what the cheerleader wears to games and events.

### **STUDENT INSURANCE**

Students will be given the opportunity and are encouraged to participate in the school insurance plan provided each year. Participation is entirely voluntary; however, students participating in school athletics are strongly urged to participate as they are more susceptible to injury while engaged in sports activities. Students are not covered by this school insurance unless they enroll in the plan. Moss School does not provide insurance to cover accidental injuries for individual students.

### **\* ATTENDANCE POLICY \***

In the Moss School District, regular attendance is important to ensure that students have the opportunity to maximize their learning experiences & to learn positive behavior patterns for future life. Students are expected to be in all classes on time each day of the school year. When students miss school for a legitimate reason, their parents are responsible for notifying the school office regarding the reason for the absence. This notification must be made before **9:00 A.M.** At this time, the office will run a report detailing absent students and phone calls made to those parents with absent students.

Students who miss school are responsible for securing make-up work within the day of their return. The date that make-up work is due will be determined by the individual classroom teachers. Students are allowed the number of days missed to make up their work only if that absence is excused. Failure to hand in work at the specified time will result in a grade of zero.

Students with unexcused absences will not be allowed to make up work and will receive a "0".

**Students will be permitted a maximum of (5) absences in each class during the quarter. On the sixth absence in a class, the student will receive an academic grade of an F for the quarter in question.** Students who exceed the established number of days may apply for special consideration through the school's administration within two days of their return to school.

### **LEGITIMATE ABSENCES**

Students will be allowed parent approved and school excused absences for legitimate purposes during each semester. A legitimate reason would include verified illness, medical appointments, death in the immediate family, religious holidays, or a personal emergency. Absences are calculated on a class by class basis in the Junior / High School. Homebound absences are not true absences because the student is in attendance at home. If a student has an emergency health problem or a chronic health problem, immediate or pre-planned home bound instruction can be made available.

### **ACTIVITY ABSENCES**

Any extra-curricular activity sponsored by the school at the school's discretion is a "school activity". Absences due to participation in activities, whether sponsored by the school or outside agency/organization, shall be no more than (10) for any one class period of each year. Students are not permitted to miss more than the allowable (10) days unless under strict approval of the High School Principal, Superintendent and Board of Education. Student's grades and overall behavioral performance will be considered in such cases.

### **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 Supt 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 10 for any one-class period. State & National levels of school-sponsored contests are excluded. The criteria for participating must be submitted in writing to & 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, first, with the superintendent and if not resolved, the complaint shall be filed with the board for final determination.

***Ten-Day Rule:*** The State BOE and the Moss BOE 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 & participation in the classroom setting. Since, however, the educational merit of the co-curricular program is recognized, the goal is to maintain a balanced education. It is with the above goals and philosophy that the Moss Board of Education establishes the following attendance/activities regulations:

School activity is defined as any extracurricular activity approved by the school & 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 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 & truant & 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 Internal Activities Review Committee 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 Moss 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
3. The following FFA events will be exempt from the 10-day rule:
  - A. District Interscholastic Judging Contest/Show
  - B. SE District Livestock Show
  - C. One State Spring Livestock Show
  - D. One State Fair (Fall)
  - E. One day in Hughes County Fair (Fall)
  - F. One day in Hughes County Spring Livestock Show
  - G. Any state or national conference, convention, fair, or judging /shooting contest
4. The following FFA events will not be exempt from the 10-day rule:



- A. Hughes County Fair (Fall), in excess of one day
  - B. Hughes County Spring Livestock, in excess of one day
  - C. Hughes County Judging Contest(s)
  - D. State Fair (Fall or Spring), in excess of one day
  - E. FFA Banquet
  - F. Other events not listed above
5. The following 4-H events will be exempt from the 10-day rule:
- A. SE 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 Hughes County Fair
  - D. One day in Hughes County Spring Livestock Show
  - E. National contests (beef judging - Denver, Kansas City, and Louisville; dairy judging, meat judging, and poultry judging)
  - F. Any state or national conference, convention, fair, or judging/shooting contest
  - G. Area judging/shooting contests will be treated the same as the Moss FFA
6. 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 National Honor Society officer or participants, which attend the state convention for NHS.
7. The following student activities will not be exempt from the 10-day rule:
- A. College visitation days used during school, maximum of 2 days for seniors only
  - B. Any class, club, or group meeting other than those approved by the committee
  - C. Any interscholastic contest over the two days allowed per student each year
  - D. Any unexcused absence that the student has during the year
8. The following Academic Bowl team activities will be exempt from the 10-day rule:
- A. Two days for contests
  - B. State Competition
9. The following NHS and FBLA events will be exempt from the 10-day rule:
- A. Fall Leadership Conference
  - B. Any state or national conference, convention, fair, or contest

### **PERFECT ATTENDANCE POLICY**

A student must attend school (5) periods of (7) periods in one day to be considered present for that day. In order to qualify for Perfect Attendance, the total number of class periods missed during the school year cannot exceed (7).

### **TARDIES**

Very few tardies, if any, will be excused. Three unexcused tardies will equal one unexcused absence. This will be monitored every class period. Tardies in excess of 6 will result in review by the principal. Disciplinary action could include corporal punishment/suspension.

### **TRUANCY**

Truancy is an absence from class that exceeds (15) minutes. A truancy occurs when a student fails to follow the absentee procedure. Any student is considered truant when the student leaves school without being officially checked out through the office or when the student remains away from school without the school being notified and without the knowledge or consent the student's parents or guardians. Any student who fails to attend his/her class at the assigned time but spends the class period in some other area of the building or campus without proper authorization is considered truant. Excessive truanies will result in a review by the principal. Disciplinary action could include corporal punishment or suspension.

### **Elementary Attendance**

A student must attend school before 9:00 and cannot leave until 2:00 to be considered for perfect attendance.

### **ACTION BY THE SCHOOL ON ABSENCES**

If a student is absent from school without a valid excuse for four days or parts of days within a four-week period, or for 10 days or parts of days within a semester, the attendance office (Principal) must notify the parent in writing and immediately report such absences to the district attorney for juvenile proceedings, which also may include criminal charges and / or fines for those student's parents / guardians. (House Bill 1975)

### **WITHDRAWAL FROM SCHOOL**

If a student plans to withdraw from school, his/her parents or guardians should advise the office of that intention and on the morning of the last day in attendance, the student must report to the principal's office to obtain a withdrawal slip. the student will be required to present the slip to each is his/her teachers, the cafeteria, and the library for clearance. All school and state-owned books must be returned and all cafeteria charges must be paid in full before final clearance is obtained.

### **CHANGE IN SCHEDULE**

Any change in schedule must be made during the first 2 days of the semester. The Principal must approve all schedule changes. Students must report to the Principal to make a class change. Schedule changes will not be allowed unless a class that a student is enrolled in has been completed and a new class is available. After two school days, students shall stay with their assigned classes until the end of that semester, barring removal for disciplinary reasons. Every effort will be made to accommodate students and their wants for courses; however, know that the administration is first and foremost concerned with ensuring that all students are on a track to graduate first. This may mean ceratin classes and offerings may have to be excluded or put off until such time as the student's completed coursework is satisfactory to warrant a move into other offerings.

### **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. Students will NOT be allowed to "skip" or "miss" a class unless missing to leave school to compete or for scheduled doctor appointments. If teachers need students to complete projects, finish assignments, work on lessons, etc they may have students do so before or after school or at lunch time. Other than those times, students will be in the classes they are scheduled. We will not diminish or downgrade the importance of one class so that another may benefit from time gained in one class by taking it away from another.

### **EMERGENCY PROCEDURES**

1. Accidents - Parents will be asked to sign an emergency waiver form giving administrators or teachers permission to act in the student's behalf in the case of an emergency. If your child is injured at school, every attempt to make him/her comfortable will be made and then you will be called immediately if a serious injury has occurred.
2. Disasters - Procedure for fire & tornado emergencies are posted in each class.

### **WEATHER INFORMATION**

Students/Parents should tune to the television channels 4, 5, 9, 10 and 25 any morning in which there is doubt about our having school that day. This information will be broadcast by 7:30 AM. If school is to be dismissed for the day, the information will be broadcast, so please utilize the radio and television media and do not call the school for information. We will do our best to post this information on the school's web site and on available social media outlets.

### **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 SCHOOL REGULATION**

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

Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy may, pursuant to applicable board policy, may be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to or other disciplinary action as deemed appropriate by the superintendent or the board of education. In addition, these school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal will be in accordance with any Board policy and any negotiated agreement, which is applicable to the employee.

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

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

## **STUDENT DRIVING & PARKING**

The Board of Education allows the students of Moss School to drive cars to school subject to the following rules. These rules are subject to modification as the situation demands. Students who drive motor vehicles to school must abide by the following regulations:

1. Cooperate with the staff to observe all traffic regulations in all school areas.
2. Cars must be parked in the high school parking lot and left there the entire school day. Vehicles are **NOT** to be parked at the Ag Room or Barn, in front of or to the side of the Elementary, New or Old Gym or Ball Fields.
3. Sitting in cars at any time during the day is prohibited.
4. Students cannot leave school at any time without telephone or written permission of their parents at the school office.
5. Students in athletics are still **NOT** allowed to drive to either gym or the ball fields.
6. Students must have a valid driver's license and proof of insurance for personal and property damage liability.
7. No loitering or loafing in the parking lot.
8. Only Moss students are to use the parking lot.
9. Students enrolled at Wes Watkins Technology Center are **not** allowed to drive to Wetumka. Wes Watkins will provide transportation for those students enrolled. The bus will leave Moss Public School at 7:40 AM Monday through Friday for the mornign students and 11:10 for afternoon students.
10. Students enrolled concurrently at Semiole State College that wish to attend classes in person may do so, granted that their parent / legal guardian sign off that said student is allowed to drive, releasing the school from liability while the sutdnet is in tranist to SSC. Students that drive to SSC are responsible to be back at MHS in time for their regularly scheduled classes. Note that students that wish to take concurrent classes at SSC may do so at MHS through SSC's online concurrent classes and that driving to and from SSC is not required. Students wishing to drive may pick up these forms for permission to drive in the MHS office. (MHS does **not** pay mileage for students attending SSC)
11. HB 2889 requires all students under the age of 18 to pass the 8th Grade Reading CRT or an alternative reading test before eligible for a driver's license. Any student not successfully completing the 8th Grade CRT will be assigned a plan for remedial reading and / or will demonstrate mastery of 8<sup>th</sup> grade reading skills on an approved alternate test.
12. SB 1429 states that secondary school districts may establish driver education for students that attend school in that district. Only students who are enrolled & passing in all of the core courses appropriate for their grade level shall be allowed to enroll in driver education courses during the regular school day.
13. Students observed and reported to be driving erratically in front of the school will be subject to revocation of their driving privileges to school. Speeding and driving recklessly in front of the school is not "cute" or "cool" and your actions could become deadly. You may think small children are not present after hours, but in truth, several children live near and on school property. Bear in mind that one moment's slip-up on your part could result in serious, life-altering injury or death, which could land you in prison for many years. Drive carefully and cautiously.

## **\* STUDENT DISCIPLINE \***

In order to guarantee 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 all stakeholders 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. Students may be asked by their teachers to assist in developing classroom rules. This process is encouraged and supported by the administration.

### **COMMON RULES**

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 lounging in student desks, sitting on desks / tables or the like.
5. No swearing or unkind remarks.
6. 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. Teachers will make contact with parents if their student breaks any of the school rules / policies / guidelines.

We also encourage positive reinforcement for good behavior. Positive behavior referrals may be brought to the Principal by staff. Parents / Guardians will be made aware of positive behaviors as well. Rewards may be given as deemed appropriate by staff.

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
20. Cyber bullying

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. Detention/ InSchool suspension
4. Referral to counselor
5. Behavioral contract
6. Changing student's seat assignment or class assignment
7. Requiring a student to make financial restitution for damaged property
8. Requiring a student to clean or tidy facilities damaged by the student's behavior
9. Restriction of privileges
10. Involvement of local authorities
11. Referring student to appropriate social agency

12. Suspension
13. Saturday School
14. Corporal Punishment
15. Other appropriate disciplinary action as required & as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate / attend extracurricular activities, loss of the privilege of attending / participating in graduation ceremony, dances, prom & activities, 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.

#### TEACHER'S LOUNGE

Students are NOT allowed to be in the teacher's lounge for ANY reason, whatsoever!

#### DISCIPLINE OPTIONS AND ACTIONS REGULATION (STUDENT)

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 tobacco, drinking alcohol, fighting, disrespect & 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.

#### DISCIPLINE: THREATENING BEHAVIOR REGULATION (STUDENT)

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.



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 Hughes 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 may 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.

### **SATURDAY SCHOOL**

Saturday school will be utilized for disciplinary action, attendance make-up, or violations in cell phone use policy. Saturday School will be assigned by the principal and attendance is mandatory. Failure to attend will result in school suspension of: 1<sup>st</sup> offense - 3 days, 2<sup>nd</sup> offense - 5 days, 3<sup>rd</sup> offense - 10 days, 4<sup>th</sup> offense - remainder of the semester. Only 2 absences may be made up per quarter.

### **SUSPENSIONS**

Suspensions are a serious matter and carry heavy consequences with them. While the school does not wish to have students miss instructional time, if the case warrants such a punishment, a suspension may occur. Generally speaking, most suspensions will be for a minimum of 3 days and may last up to the remainder of a current semester and the following semester. Refusal by the student and / or the parent to accept a form of punishment will result in an automatic suspension. Open defiance of administration in the face of punishment will result in said suspension. Again, suspensions are seen as a last resort and all other forms of punishment will be exhausted before suspensions occur, except in cases of refusal / defiance.

### **Senior Trip**

The Senior trip is not school sponsored.

### **SEARCH OF STUDENTS**

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.

\*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.

1. 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 lockers or desks other than those assigned to them by the principal.
2. 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.
3. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
4. 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.
5. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
6. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, 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.
7. Any student found to be in possession of dangerous weapons, controlled dangerous substances, 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.

## **SEARCHES: DRUGS, ALCOHOL AND CONTRABAND SEARCHES**

The Moss 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 during school and non- school hours 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. The superintendent is directed to prepare a regulation implementing and supporting this policy.

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.

## **\* 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.

## **INCIDENT REPORTING**

When reporting incidents of abuse or any child neglect issue that may need the attention of authorities.

## **DRUG-FREE SCHOOL POLICY**

It is the policy of the Moss Board of Education what all students and employees of this school district be made aware of the intention to maintain a drug-free environment for everyone. Students and employees who possess, use, or distribute illicit drugs (including anabolic steroids, tobacco, tobacco products, or alcohol) shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students and employment termination for employees. In addition to suspension and/or termination, students and employees are subject to referral for prosecution under applicable law.

## **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 unwelcomed sexual advances, requests 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 has 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 principal of each building or 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.

### **TRANSPORTATION TO & FROM ACTIVITIES**

Students participating in school sponsored activities must travel to and from those activities in transportation provided by the school. Parents or guardians, as recognized by the school can notify the activity director, coach, or principal that they are taking their student with them to and from the activity the activity. This personal parental notification must be made at the site of the activity. Any exceptions to this policy must be made in advance with the principal's approval. If a parent needs special consideration that conflicts with this policy, they must have the principal's permission (24) hours prior to the activity.

Failure to comply with these guidelines will result in the student not being allowed to participate in the next scheduled contest of the activity in which the infraction occurs. Reoccurrence or failure to comply will result in the student being removed from the activity, organization or team.

### **RULES FOR STUDENTS RIDING BUSES**

Riding a school bus is a privilege, and the privilege may be denied a student who does not abide by the bus rider rules.

1. Be on time at the designated bus stop.
2. Stay off the road at all times while awaiting the bus.
3. Wait until the bus completely stops before attempting to enter the bus.
4. Keep all parts of the body inside the bus at all times.
5. Students shall not eat or drink while on the bus.
6. Students shall not possess any form of tobacco, alcohol, or drugs on the bus.
7. Assist in keeping the bus safe and clean at all times.
8. Refrain from loud talking, laughing, or unnecessary confusion that could divert the bus driver's attention and may result in a serious accident.
9. Maintain possession of personal belongings and keep the aisles clear.
10. Do not throw objects in or out of the bus.

11. Remain in your seats while the bus is in motion.

12. Refrain from horseplay and fighting on the school bus.

Students who do not comply with these rules of bus riding could be punished by suspension from riding the bus.

### **DRESS CODE**

Appropriate dress is required at all times as determined by the school principal. Students dress should be becoming to young ladies and gentlemen. Below are listed areas that should be maintained daily:

1. Hats, sunglasses or other head gear are not to be worn in school buildings. All Hats/Caps will be worn forward. If a student wears a hat backwards, school officials will request the student take it off / turn it around. If a student refuses to do so, said student will receive an automatic 3 day suspension.
2. Upper body apparel must cover the midriff area at all times. (Straps must be adult three fingers wide)
3. Shorts are to be neat, hemmed, and no shorter than while standing straight, both elbows locked with arms at your side, the middle finger must not be able to touch thigh skin.
4. 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.
5. Pants with excessively large legs or those which drag the ground are prohibited.
6. No see-through shirts, blouses, sweaters or fish net shirts unless worn over a t-shirt.
7. Off the shoulder shirts must have a t-shirt with strap 3 fingers wide.
8. Students will be allowed to wear shorts to school and activities when weather permitted.
9. No clothing or anything attached to the clothing that advertises beer, alcoholic beverages, drugs, or bares words or statements that are vulgar, suggestive, disruptive, or offensive may be worn.
10. Boys are not allowed piercing.
11. No chains, gloves,spiked wristbands, etc.
12. Girls any body piercing that becomes disruptive will not be tolerated . This includes facial piercings.
13. Students wearing overalls will be required to wear both straps over the shoulder and appropriately fastened.
14. Pajamas: No sleepwear (pants or tops) or houseshoes (slippers).
15. Students wishing to participate in extracurricular activites will keep their hair kept neatly combed and trimmed at all times. Boys' hair will not touch or hang over their ears and shall not touch the back collar of their shirts. Mulletts must be trimmed in the back so as not to touch the back collar.
16. Boys participating in extracurricular activites will not wear ponytails or man-buns.
17. Hair shall be kept clean and neatly combed at all times. Boys are not to wear pony tails.
18. Hairstyles should not cause a distraction in the classrooms with exotic colors, height/width, length, beads, colored streaks, etc. If a student desires to dye thir hair, that student should ask the administration to do so as to avoid being sent home for dying hair unnatural colors, including dying the hair to another natural color and adding streaks of dyed hair.
19. Students that wish to wear leggings/jeggings/yoga pants must wear a tunic-length shirt that extends past the end of the middle fingertip when standing straight, both elbows locked with arms at the side, or an appropriate length pair of shorts worn over them.

### **GENERAL STUDENT BEHAVIOR**

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 by rules.

1. Hall Behavior - A student is allowed (5) minutes between classes. Pass directly to the next class without loafing, being tardy, and avoid all unnecessary confusion. Using profanity or vulgarities in the hallway or classroom is unacceptable. Disciplinary action will be determined by the

- principal which could include up to a (3) day suspension.
2. **Boy-Girl Relationships** - Boys and girls will naturally form friendships in school, but displays of being overly affectionate are not acceptable at school or at school sponsored activities. Holding hands or any other excessive displays of affection are not in good taste & should be avoided.
  3. **Food/Drinks In Building** - Food/drinks are not to be taken into classrooms, library, or any carpeted area. The Commons Area is designated for food & drinks. Gum chewing is not permitted in the school buildings.
  4. **Gambling** - Gambling or matching of coins will not be allowed at school.
  5. **Student Devices** - Students may possess cell phones / other-type devices while at school; however, students may only use their phones before & after school, if a teacher has specific lessons planned with the use of student cell phones / devices in mind.
  6. **Lasers** - Any sort of laser lights/pointers are prohibited on school premises. In the event that a student is found in possession of a laser, it will be confiscated and not returned. (Note: Teachers may use lasers for presentations in classes.)
  7. **Health/Medicine** - Medications are rarely necessary for students during the school day. They are justified only in a chronic health condition or short-term acute health condition. If under exceptional circumstances a student is required to take oral medications during school hours and the parent cannot be at school to administer medications, only the principal, counselor, or secretary will administer the medication in compliance with the physician's orders. All medications are to be checked into the office.
  8. **Flowers/Gifts** - Flowers or gifts will remain in the office until school is out.
  9. **Use of School Phone** - Students shall NOT take phone calls during the school day unless call is for a dire, family emergency. Students are NOT allowed to take cell phone calls for any reason. If a parent / family member must reach a student during the school day, they may do so by calling the school's phone. The Secretary / Principal will determine if a student needs to be taken out of class to take said phone call or if a note would be more appropriate. Students will NOT come to the office to make random phone calls during the school day, either. Students should only request to come to the office to make a phone call if an emergency or personal health situation has arose.

### **SCHOOL VISITORS**

Other than parents or guardians, visitors are not encouraged at Moss High School. It is requested that all visitors report in through the principal's office upon arriving at school.

Teachers have enough responsibility without having to be responsible for a child or person who is not a student at Moss School.

Students from other school will not be allowed to visit Moss School during school hours.

### **OFFICE/TELEPHONE USE**

The superintendent's office is the general administrative headquarters of our school. If you have a problem or question, a visit to the office is welcomed.

The office telephones at each school site are for business use only. Parents and students should avoid the use of the telephone except in urgent matters of vital importance. Messages to students must be transmitted through the

main office. Teachers & students will not be called to the telephone during a class unless it concerns an urgent matter.

Please use the phone in the main office for messages and information concerning students or school. The main office telephone number is 405-379-7251. Long distance calls must be made collect or charged to a residence phone. Students must obtain permission before using the telephone. Students should not request to leave a class to come to the office to call home / parents / etc unless said student is in poor health.

### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Educational 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 the 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 Health, Education, and Welfare.
5. The right to be informed about FERPA rights.

### **\*JH/HS CELL PHONES / DEVICES\***

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/students will not be called to the phone during class, unless the call concerns an urgent nature.

\*Students 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. While at school, the student's phone must be turned off and are to be used in emergency situations only and not to be used to call / text home or for social texts/calls. If a student needs to call home they will get permission to use a office phone. The only time a student may be permitted to use his / her cell phone at school would be before school begins, after school, or when a teacher has planned a lesson/activity to integrate the use of cell phones / devices, into their lesson.

Upon reasonable suspicion, the Superintendent, Principal, Teacher or Security Personnel shall have the authority to detain and 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.

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)

Punishments:

- 1<sup>st</sup> offense - Cell phone/device taken and given back at the end of the school day
  - 2<sup>nd</sup> offense - Cell phone/device taken and given back only after a parent conference
  - 3<sup>rd</sup> offense - Saturday school assigned
  - 4<sup>th</sup> offense - Suspension (3 days) / corporal punishment \* \*
  - 5<sup>th</sup> offense - Suspension (5 days) / corporal punishment \* \*
  - 6<sup>th</sup> offense - Suspension (10 days) / corporal punishment \* \*
- +Any more than 6 offense will result in student suspension for the remainder of the semester and a ban of cell phone privileges from school.

NOTE: The picture / video options on cell phones/devices is strictly prohibited during class time. Accessing personal social media accounts or apps during class time to upload videos / pictures is prohibited unless under explicit direction and supervision from a teacher to use in this manner as part of a lesson / assignment.

### **NUISANCE DEVICES**

Radios, video games, tape players, water guns, hacky sacks, laser pointers, electronic devices, cards & other like items are considered “nuisance items” & should **NOT** be brought to school.

Any such items will be confiscated & returned to the student or in some cases, the parent, at the end of school day or at another time designated by the administrator dealing with the situation.

### **Elementary Cell phone Devices**

No phone usage anytime while on school property during school hours without permission.

See JR/HS punishment

## **\* Senate / House Bills \***

### **SB 128 - INSTRUCTION IN FLAG HISTORY & ETIQUETTE, *Effective July 1, 2001***

- \* Moss School will teach flag history & etiquette to be given in Junior & High School.
- \* Authorizes student to recite the Pledge of Allegiance at the beginning of each day.

### **SB 815- MOMENT OF SILENCE, *Effective August 22, 2002***

\* 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 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."

### **HB 2529 - SMOKING IN PUBLIC PLACES ACT, *Effective November 1, 2000***

- \* Prohibits anyone from using tobacco products at school:
  1. Between the hours of 7 a.m. to 4 p.m. or,
  2. When a class/program for students is in session.
 Violation of this rule will lead to immediate suspension.



**SB 747 - DRIVERS EDUCATION, *Effective July 1, 2001***

- \* Changes restricted license age requirement of 17 to 16 1/2
- \* Striking the exemption of driver education requirement if a student resides in a school district not offering the course.
- \* Modifies hours behind-the-wheel training to 36 for parent/legal guardians who sign sworn affidavits to instruct their 15 1/2 year olds to receive a driver permit.
- \* Parent-taught course, certified by the Department of Public Safety, will be effective November 1, 2001.

**SB 439 - ORDERING INDIVIDUALS OFF SCHOOL GROUNDS, *Effective May 21, 2001***

- \* Allows the chief administrative officer of a school district to order anyone off school property who is interfering with the peaceful conduct of school activities.  
Persons ordered off grounds may be subject to a suspension from school property and school functions / activities for up to 6 months.

**SB 0343 - SELF - ADMINISTRATION OF MEDICATION**

- \* Requires each school district to adopt a policy by September 1, 2003 which permits self-administration of asthma medication by students. The policy shall require:
  1. Parent/guardian of student to authorize in writing the student's self-admin of medication;
  2. Parent or guardian of the student to provide to the school a written statement from the physician treating the student that has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication;
  3. Parent or guardian of the student to provide to the school an emergency supply of the student's medication to be administered;
  4. School district to inform the parent or guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and
  5. Parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self administration of medication by the student.

**\* Open & Emergency Transfer Policy \***

It is by the policy of the Moss Board of Education that any application for an open transfer will be reviewed by the Admin & considered on a first come first- served basis. Applications may be obtained from the Superintendent's Office & shall be filed with the office of the Superintendent during regular business hours of the school district during the month of January (no later than February 1) in the school year preceeding the school year for which time the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student & filed with the Superintendent of the district. Note: the term "parent" means the parent of the student or person having custody.

The Moss BOE shall vote to approve or deny the application for open transfer. Transfer applications shall be reviewed by the board of education in an executive session in order to protect the confidentiality of the student. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, nation origin, gender, income level, disabling condition, proficiency in English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be considered on the following criteria:

1. Availability of programs.
2. Staffing availability.

- a. If the transfer requires additional personnel, application will be denied.
3. Space limitation.
  - a. No transfer requests will be accepted by the district beyond 90% capacity.
4. Disciplinary record.
  - a. Discipline records of students transferring to this school will be requested as part of the student's records. It shall be within the discretion of the board of education, based upon the student's disciplinary records, as to whether a transfer will be approved or denied. As a general rule, students with discipline records or those deemed "not in good standing" at their former school will not be approved for transfer to this district.

On or before June 1, the superintendent shall file a copy of a list of students granted transfers showing the resident school district and grade level of all students granted transfers with the State Board of Education and each resident school district.

A student granted a transfer may continue to attend school in this district unless the transfer is disapproved. Notice of such shall be given on or before March 1, provided the student shall be entitled to continue attending school in this district until the end of the school year.

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building.
2. The inability to offer what the student desires to pursue.
3. A catastrophic medical problem of a student, which for purposes of this section shall mean acute or chronic serious illness, disease, disorder, or injury which has permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school district; or
6. The approval of the receiving school district.

A child who has reached the age of 4 on or before September 1 of the school year, and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year, provided the student began the school year in the district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

No student shall be permitted to transfer more than once in any school year. Any brother or sister of such transferred student may attend the same said school system.

Any parent, guardian, person, or institution care and custody of a child who pays ad valorem tax on real property in the district, but does not reside in the district; may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresidential tuition fee equal to the amount of the ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

## **TRANSFER STUDENT CONSENT TO CANCELLATION OF TRANSFER**

Parent(s) & their child(ren), who are not residents of this Moss District recognizes:

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

Parent(s) hereby agrees that if the District approves a transfer allowing the undersigned student to enroll in this School District, the administration of the District has the consent of parent(s) to cancel the transfer during the approved enrollment school year if:

1. The student fails to comply with student behavior rules set by the District, 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 lunches and for lost or destroyed school property; or,
3. The student does not have a valid excuse for failure to attend school.

Parents who cancel or have their transfer cancelled will have no expectation to have their child enrolled again and after the cancellation of the transfer is accepted, consent may not be withdrawn at any time in the future.

Parents must understand that although the administration will notify the parent or student 18 years of age or older of any cancellation, parents understand and agrees that the determination of the administration that a cancellation is to be effected will be final, that the parent will have no right to appeal that determination to the board of education, and that after cancellation the administration will send the educational records.

## **\* STUDENT SUPPORTS/SERVICES \***

### **RULES REGARDING DRUGS AND ALCOHOL**

#### **1. Illegal and Illicit Drugs and Alcohol**

- A. Unlawful possession and use of illegal drugs and alcohol is wrong and harmful.
- B. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal, or illicit drugs, or other mood-altering substances at school, while in school vehicles, or at any school-sponsored event.
- C. "Illicit drugs" includes steroids, prescription & over-the-counter medications being used for an abusive purpose, i.e. when they are not used in compliance with the prescription & are not being used to treat a current health condition. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- D. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.  
The student will also be ineligible for participation in all extracurricular activities for a period of one calendar year. Out-of-school suspension for a first offense may be reduced if: the student and family agree

to screening of the offender for chemical dependency, a full alcohol and drug evaluation is facilitated by the parent; and the parent and offender follow all evaluation recommendations.

E. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

## **2. Necessary Medications**

A. Students **may not** retain possession of & self-administer any medication at school except as permitted by the school district's policy on the Administration of Medicine to Students.

B. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy.

C. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline which can include out-of-school suspension.

## **GUIDANCE AND ACADEMIC 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.

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 PSYCHOLOGICAL SERVICES**

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

1. A program for testing students in Moss 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.

**The School Bullying Prevention Act (70 OKLA.STAT 24-100.2)**

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harrassment, 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:

- A. Harm another student;
- B. Damage another student’s property;
- C. Place another student in reasonable fear of harm of 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 District’s education mission of the student or students.

\*\*\*\*\*

The Moss School Board has adopted this policy prohibiting harrassment, intimidation & bullying which defines & explains this conduct & the District’s response to the mandate.

Moss School District has a no tolerance policy in regards to bullying. It includes, but is not limited to the following:

- Indirect - being unfriendly, spreading rumors, excluding, tormenting (i.e. hiding things)
- \* Physical - pushing, kicking, hitting, punching, slapping or any form of violence
- \* Verbal - name-calling, teasing, threats, sarcasm
- \* Cyber- All areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming websites, internet chat rooms, instant messaging, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera and video facilities, using pictures and videos to defame or make fun.

**Disciplinary actions for bullying will be decided on by the Administration and may include in-school suspension, corporal punishment, or out-of-school suspension. The definition of bullying does not constitute patterns of behaviors or continual targets; bullying may be a stand-alone, isolated incident against one person at a time. Although, targeted / pattern behaviors are almost always considered bullying.**

This policy covers conduct on the school campus, at school-sponsored activities or events (regardless of the location), on school-provided transportation, or through school owned technology or that otherwise creates a significant disruption to the school environment.

**HARASSMENT: SEXUAL & DISABILITY**  
**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.

### **DISABILITY HARASSMENT**

The Moss 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 classmates' 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 admin repeatedly denies a student w/a disability access to lunch, field trips, assemblies & 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, 8087 E 134 Rd, Holdenville, OK 74848, Moss Public Schools, 405-379-7251 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.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Copies of district policies are available for review in the office of the superintendent. The Moss District will provide to parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

1. The right of a student's parents and eligible students to inspect and review the student's education records. All rights and protection given parents under FERPA and this policy transfer to the student when he/she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student". The intent of the Moss School District to limit the disclosure of information contained in the 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.

2. A student's parent or an eligible student has the right to seek to correct parts of the student's education record which they believe to be inaccurate, misleading or in violation of their rights. This includes the right to a hearing to present evidence that the records should be changed if the district decides not to alter it according to the request.
3. The building principal is the official custodian of cumulative records responsible for storing, filing, distribution and maintenance of such records. This permanent record will be kept in the secretary's office in a fire proof file cabinet.
4. Parents & students should come to the principal's office to obtain copies of the policy & info as to the correct procedure to follow in requesting action about a student's record.
5. In case a parent or a student, a student or former student 18 years old or a citizen of the Moss School District believes that the district is violating FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Act Office  
U.S. Department of Education: Room 4511, Switzer Building  
Washington, D.C. 20202 Phone Number: (202) 732-2058

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

## **\* COMPUTER POLICY \***

Moss Public Schools make available computing and network resources which may be used by the students. These resources are intended to be used for educational-purposes. The privilege of using computer and network resources is extended by the school to specific individuals and organization and is not transferable. This privilege may be permanently or temporarily revoked by the school if this policy (as may be amended from time to time) is violated.

Student use of computing and network resources is intended to be a supervised activity at all times. IF a student has a question about the appropriateness of an action, he should ask the supervisor before proceeding. Students should be aware that any information, files, or software which they store or transfer on the school's computers or networks remains subject to the school's control, and thus can be examined, confiscated, or deleted in the same manner as any school property. Students who make use of the network and computing resources must conform at all times to this Computer Policy.

**Appropriate uses of the computing resources are:** instruction, independent study and research, and the official work of the administrative offices.

**Inappropriate uses include, but are not limited to, the following categories:**

Acts inconsistent with the school's mission: The uses of school resources to access, transfer or save information, which is contrary to the mission of the school, is inappropriate. If an information source's appropriateness is questionable to a student, he/she should check with the supervisor before proceeding.

**Unlawful use:** You must not use the school's resources in a manner which violates any local, state, or federal laws. There are currently many laws which govern certain aspects of computer use. Supervisors & system administrators may be bound to report any violations of such laws if they do occur.

**Copyright Infringement:** Most software is protected by both copyright law & contractual restriction. The owner of the copyright in the software—& not the user of the software—generally maintains the right to control the distribution & number of copies made of the software. Under no circumstances should you load any software

onto one of the school's computers without first obtaining the permission of a supervisor. You must not use the school resources to create, store, transfer, or execute software in a manner which violates the rights of the holder of the copyright in the software. Other material that may be accessed through the school's computers may be protected by copyright as well. You must not access, store reproduce, distribute, or display any material, including an graphics, sound clips, pictures, or text in a manner which violates the copyright in such material. This includes plagiarism or unauthorized copying of electronic documents.

**Harassment:** You must not use the school's technological resources in a manner which is harassing to others. This includes posting images or electronic mail messages which intentionally cause discomfort to others. Displaying images, sounds, or messages on a computer in a public area which cause discomfort to others who share that area is also prohibited. Users should assume that their electronic correspondence is the legal equivalent of publicly spoken or written words.

**Security System:** Reasonable efforts must be made by all users to preserve the overall security of the system. This includes maintaining an updated, proper, & secure password. Passwords should never be shared. A forgotten password or unauthorized use of a password should be reported to a system administrator at once. Attempts to access information, files, or system areas which are beyond the level of security which a user has been granted will be considered a forfeit of system privileges. If you encounter or observe a gap in system or network security, you must report the gap to a systems administrator. You must refrain from exploiting any such gap in security.

**Privacy:** No one must intentionally seek information about, browse, obtain copies of, or modify files, passwords, or tapes belonging to other people whether at the school or elsewhere, unless specifically authorized to do so by those individuals. Users should be aware that the absolute privacy of electronic information cannot be guaranteed & depends largely on the security procedures the users themselves follow. A system administrator may, to the extent permitted by law, assume access rights to a user's private files, when required for maintenance of the school's computer resources, in emergencies, or in the course of investigating possible wrong doing.

**Misuse:** Use of the school's computing resources for activities which interfere with their primary educational & administrative purpose shall be considered misuse. This includes excessive game-playing, reserving a public resource for later use, & mailing or printing excessive messages or documents. You must be sensitive to the special need for software & services available in only one location, & cede place to those whose work requires these special items. You must refrain from any action which interferes with the supervisory or accounting functions of the systems or that is likely to have such effects.

**Viruses:** Viruses are unauthorized computer programs that destroy or damage computer files on an infected computer. Users should be aware of the possibility that a virus may be located in any file or disk obtained from a third party. (This is one reason why users must obtain the permission of a supervisor before loading any software onto a school computer.) If you have any doubts or concerns about the source of any file which you plan to load onto a school computer, you must obtain the permission of a supervisor before loading the file. Any use, even if not specifically prohibited, which falls within these broad categories should be considered inappropriate. If you are unsure of the property of an action, ask a system administrator for clarification.

**Web Pages:** Moss Public Schools has created & maintains a website on which activities of students are published. Originators of all web pages using information resources, technology & networks associated with Moss Public Schools shall comply with the school's policies & are responsible for complying with all federal, state, & local laws & regulations, including copyright laws, obscenity laws, laws relating to libel, slander, & defamation, & laws relating to piracy of software. The persons creating the web page are responsible for the accuracy of the information contained in the web page.



**Two areas require special mention: Internet service & e-mail**

**Electronic Mail:** System administrators will have access to all user accounts, including e-mail. E-mail messages are not confidential communication. We expect students of Moss Public Schools to use e-mail as an educational tool only. Students are not allowed to open, read, write, or send personal e-mail on school equipment. Teachers & staff may use e-mail at school for professional purposes only. Violations of this policy may lead to disciplinary action or termination of employment with the district.

**Internet Service.** The use of the Internet is a privilege, not a right. In furtherance of its educational mission & in order to enhance its students access to educational resources, Moss School permits students access to the Internet. Internet users are reminded that when using the Internet through Moss School's connection, users are representatives of the school. Moss School does not have control of the information on the Internet, nor does it provide any barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Moss Public Schools believe that the benefits to educators & students from access to the Internet, in the form of information resources & opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parents/guardians of minors are responsible for setting & conveying the standards that their child should follow.

**ELEMENTARY 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.

**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, 2<sup>nd</sup> 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-3<sup>rd</sup> grade as having a substantial deficiency in reading utilizing Criterion Referenced Tests and Dibels Reading Assessments will be placed in special reading program.

#### **Third Grade Retention Policy**

Oklahoma's current law requires that third grade students who score unsatisfactory on the Reading portion of the third grade criterion referenced test shall not be promoted unless they meet the exemptions set forth in the school policy for a good cause exemption.

#### **RSA (Reading Sufficiency Act) Program**

All students in the Third grade found to have a reading deficiency and is not reading at the appropriate grade level will be provided a program of reading instruction and parents will be notified in writing of the deficiency as well as a description of services.

### **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 one of the principals. 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. 3<sup>rd</sup> 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.

### 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.

### 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](http://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 !**

