



## **FOREWORD**

This handbook is a guide for Mounds High School students, and gives definite information with which each student should be familiar; it will serve as a reference to regulations and policies. It is not meant to cover all situations that might arise. Parents also should use this book to become familiar with the operation of the school.

## **PHILOSOPHY**

We believe education is both a right and a privilege, and that all Mounds Public School students are entitled to grow intellectually, morally, and physically so they can contribute to our democratic society.

Education should prepare students for living by helping them to live resourcefully and intelligently. A lifelong process of development of the individual in self realization, human relationships, economics, efficiency, civic worth, and responsibility, education should prepare students to realize that many human wants are satisfied not by getting the advantage, but by giving one's best to secure human decency, tranquility, peace, and security for self and others.

It is our desire to instill in students the willingness to do their best in all they do.

## **MISSION STATEMENT**

The mission of Mounds High School is to provide our students the opportunity to develop intellectually, morally, and physically so that they may reach their full potential and contribute to the democratic society.

## **EDUCATIONAL GOALS**

The primary function of Mounds High School is to teach our students to use their minds well so they will be prepared for responsible citizenship, lifelong learning, and productive employment.

We want to make students aware of the importance of education and help them succeed in the job market. We hope to provide coursework that allows students to enter an area of study suitable for their abilities. Offerings will include college preparation in mathematics, science, business, and liberal arts, along with vocational education, employment, and concurrent college enrollment. Our guidance program will assist students in discovering and developing their interests and aptitudes.

Other goals will include building foundations for good citizenship, acceptable social behavior, emotional stability, responsibility, self-discipline, confidence, and self esteem.

We are dedicated to academic excellence, and will continue to re-evaluate our methods of instruction, hoping to help students reach their full potential regardless of academic ability. This includes mastery of minimum competencies prescribed in the Priority Academic Student Skills by the Oklahoma Department of Education.

## **ACCREDITATION**

Mounds High School is fully accredited by the Oklahoma State Department of Education.

## WHO WE ARE

### **Central Office Administration and Staff**

Doran Smith	Superintendent	827-6100, extension 222
DeAnna Newberry	Secretary	827-6100, extension 221
Jeff Culbert	Director of Maintenance	
Nate Meaders	Director of Transportation	827-6100, extension 220, 246

### **High School Administration and Staff**

Stephen Sturgeon	Principal	827-6100, extension 226
Mendy Mayberry	Secretary	827-6100, extension 225
Sarah Deering	Counselor	827-6100, extension 234
Nate Meaders	Director of Alternative Education	827-6100, extension 246
Chana Nelson	Nurse/MS Secretary	827-6100, extension 227

## GENERAL INFORMATION

### **FROM THE PRINCIPAL**

Welcome back to school! I hope you are all ready to make the most of every minute of every class and every activity you are in at Mounds High School --- you owe it to yourself and to all who help make it possible for you to get a free public education.

Class and professionalism will continue to be points of emphasis at MHS, and will be reflected in high academic and behavioral standards. We also will be placing special emphasis on improving our school climate by reducing intimidation, harassment, and bullying through teaching, counseling, and individual action. Being part of the solution will require responsibility and strength of character from all of us.

You are the pride of your community. Please thank your supporters often, and continue to make them proud in all you do.

Remember that safety is everyone's business, and that a safe school is a more effective school where everyone can have an opportunity to learn. Please continue to lead the way for our school district and help make our campus safe.

Stephen Sturgeon  
Principal

### **THE PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands – one nation under God, indivisible with liberty and justice for all.

### **CONTACT INFORMATION**

Mounds Public Schools uses an automated system to call parents to notify them of any information or emergencies. This is done automatically when the student is enrolled. It is very important that you keep the school updated with new phone numbers. Also, the system uses a default number to call – the 1<sup>st</sup> contact listed and the first number is set to default when you register for school.

### **SCHOOL COMMUNICATIONS**

Mounds Public Schools believes that a well informed community is a happy community. Listed below are various ways for our students and parents to keep up with what is happening at Mounds Schools:

Website – [www.moundspss.com](http://www.moundspss.com)

SchoolWay – this is an app for your mobile device that will contain lunch menus, sports schedules, etc. You can even set it to receive important messages from the school. You can find the app for SchoolWay in your app store or go to [www.mychoolway.com](http://www.mychoolway.com).

Remind 101 – This tool allows teachers/administrators the ability to text a group of students without having to use personal cell phones. This keeps the teacher from having student's number and the student from having the teacher's number. Mr. Sturgeon's remind101 information is: text @51932 to 81010.

Gradebook - <http://ok.wengage.com/Mounds> - Please contact the high school secretary for login information. This will keep you informed of your student's academic progress.

### **INCLEMENT WEATHER**

In case of bad weather, tune to radio stations KWEN 95.5, KRMG AM 740/ FM 102.3, KVOO AM 1170, or FM 98.5 before 7:30 a.m.; or watch TV channels 2, 6, or 8.

### **ADMISSIONS**

Students are admitted to Mounds High School on presentation of a certificate of promotion from an accredited eight-year elementary or junior high school or on presentation of a transcript from another accredited high school. Immunization records must be presented at this time.

### **WITHDRAWAL FROM SCHOOL**

If you plan to withdraw from school, your parents should advise the principal's office of your intention and the reason. On the morning of your last day of attendance, you must report to the office to get a withdrawal slip. Each of your teachers must sign the slip and give an estimated grade. All textbooks must be returned to the subject teacher who assigned them. All fines and charges must be paid and all books returned to the media center.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Any change of address, phone number, or other important information should be reported to the office.

## **YOUR DAY AT SCHOOL**

**Mounds High School's seven period day is as follows:**

<b>7:50 a.m.</b>	<b>Teacher's Report</b>
<b>8:00 a.m.</b>	<b>Study Hall/Breakfast</b>
<b>8:15 a.m.</b>	<b>First Bell</b>
<b>8:20-9:05 a.m.</b>	<b>1<sup>st</sup> Period</b>
<b>9:10-9:55 a.m.</b>	<b>2<sup>nd</sup> Period</b>
<b>10:00-10:45 a.m.</b>	<b>3<sup>rd</sup> Period</b>
<b>10:50-11:35 a.m.</b>	<b>4<sup>th</sup> Period</b>
<b>11:40-12:10</b>	<b>Eagle Time</b>
<b>12:10 p.m.-12:35 p.m.</b>	<b>Lunch</b>
<b>12:40-1:25 p.m.</b>	<b>5<sup>th</sup> Period</b>
<b>1:30-2:15 p.m.</b>	<b>6<sup>th</sup> Period</b>
<b>2:20-3:05 p.m.</b>	<b>7<sup>th</sup> Period</b>
<b>3:20</b>	<b>Teachers Released</b>

During passing periods, students are to go to class and not loiter or visit in the halls and block hall traffic. Running, loud talking, or other disruptive noises are not permitted. Any student in the hallway during class must have a hall pass or be subject to disciplinary action.

Students are to remain outside the building before school and during lunchtime unless weather does not permit; if weather is bad, students will go to the breezeway or other designated area and sit down. Students may not remain in cars after arriving at school.

Efforts will be made to notify parents if we need to dismiss school early due to weather or other situations.

Students are dismissed at 3:05p.m. Buses will leave at approximately 3:10 p.m.

Faculty members are available for tutoring or counseling with students and/or parents from 7:50-8:15 a.m. and from 3:05-3:20 p.m. Parents who wish to meet with teachers must check in at the principal's office before going to any teacher's room. Teachers also may use this time for students to make up time lost due to tardiness.

## **MESSAGES**

Messages will be given to students at the end of the class period received unless there is an emergency. Parents/guardians should not text message or call their children on their cell phones, as this could result in a violation of the Mounds High School cell phone policy. Parents are strongly encouraged to contact their students through the high school office. Students will not be taken out of class to speak to a parent on the phone except in the case of an emergency. Students are not permitted to get other students out of class to give messages, and students will not be allowed to make or return phone calls until passing period unless there is an emergency.

Cell phones will be confiscated from students who break cell phone rules, and parents will be required to pick up the phone from the principal's office. Students who continue to not follow cell phone policy will be subject to disciplinary action.

## **HALL PASSES**

Students are not permitted in the halls during class periods without teacher permission and a valid hall pass. Violations of this rule will result in disciplinary action.

## **LOST AND FOUND**

A lost and found department is maintained by the principal's office, where you may turn in found items, or inquire about lost items.

## **VISITORS AND OTHERS ON CAMPUS**

Students are not allowed to bring or invite visitors to school.

Mounds High School encourages parent involvement, including parents visiting their students at school when necessary. **HOWEVER, ANYONE NOT ENROLLED IN MOUNDS HIGH SCHOOL NOR EMPLOYED BY MOUNDS PUBLIC SCHOOLS MUST SIGN IN AT THE PRINCIPAL'S OFFICE AND PICK UP A VISITOR'S PASS IMMEDIATELY UPON ARRIVAL AT SCHOOL.** The office staff will escort visitors to the appropriate area or call a student or teacher to come to the office.

**ANYONE NOT EMPLOYED BY OR ENROLLED IN MOUNDS PUBLIC SCHOOLS WHO IS IN THE HALLWAYS OR ON SCHOOL GROUNDS DURING SCHOOL HOURS, 7:50 A.M. TO 3:10 P.M. AND NOT WEARING A VISITOR'S PASS WILL BE ESCORTED TO THE PRINCIPAL'S OFFICE.**

**THE PRINCIPAL MAY REQUEST THAT AN INDIVIDUAL LEAVE SCHOOL PREMISES AND MAY FILE TRESPASS CHARGES AGAINST AN INDIVIDUAL WHO DOES NOT COMPLY WITH THAT REQUEST.**

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled throughout the year. Individual conferences may be scheduled at any time throughout the school year by contacting the teacher. To attend a conference, parents/guardians must check in through the principal's office rather than going directly to the teacher's room.

## **TEXTBOOK RESPONSIBILITY**

Students are responsible for their own textbooks and should not use sticky book covers. If books are damaged, lost, or not returned to the teacher at the end of the school year, the student will be expected to pay for them. This also includes books checked out from the media center.

## **EVERETTE HYDER AWARD**

The Everette Hyder Award will be awarded to one outstanding senior female student and one outstanding senior male student. These selections will be voted on by all high school faculty members. In

case of a tie in voting, the student with the highest grade point average and school organizational involvement will become the recipient.

## **FEES**

Students will be required to pay a fee for use of any material that he or she will use for personal use or that will be taken home as personal property.

## **LEAVING THE SCHOOL GROUNDS**

Any student, regardless of age, who needs to leave school for necessary reasons, must provide written or verbal parental permission to the principal's office. Students must check out through the principal's office before leaving school property to avoid facing disciplinary action.

## **EMERGENCY PROCEDURES**

The following procedures are important for the safety of all students and staff of Mounds Public Schools. If you have questions about these procedures, please contact the principal.

**FIRE ALARM:** Announced by Fire Alarm System, long continuous bell.

**TORNADO ALARM:** Announced over the intercom. Procedures instructions are posted in classrooms.

**LOCKDOWN:** Staff is trained in this procedure. Students must follow their directives without exception. Parents are discouraged from calling their student's phone or the school phones as this will interfere with emergency communications.

**ARMED INTRUDER:** Staff is trained in this procedure. Students must follow their directives without exception. Parents are discouraged from calling their student's phone or the school phones as this will interfere with emergency communications.

**DRILLS:** State law requires all schools to execute drills for all above situations. Students must comply with drill procedures or face disciplinary action.

## **STUDENT RELATIONSHIPS**

Personal relationships in halls and classrooms must be in good taste. No physical contact is permitted.

## **FOOD AND DRINK**

No food or drink is allowed in any classroom.

## **STUDENTS ARE TO BE IN DESIGNATED AREAS ONLY**

Students will not be permitted in the gymnasium unless supervised by a teacher. Remember this basic rule, "if adult supervision is not present, students should not be there."

## **ELECTRONIC DEVICES**

Radios, tape/CD players, pagers, MP3 players, or other electronic devices are not to be used at school and may be confiscated. Failure to comply with this rule will result in disciplinary action. The school is not responsible for lost, stolen, or broken items.

## **CELLPHONE POLICY**

Cell phones may be used for personal use only during appropriate times during the school day. At **NO** time is it permissible for a student to take pictures and/or record activities at school without prior approval from the school administration. Appropriate times currently include before and after school, during encore when not assigned, during passing periods, and lunchtime. All Cell phone calls must be made outside the school buildings. Students are not allowed to receive calls or text messages during instructional time.

Cell phones will be confiscated from students who break cell phone rules, and parents will be required to pick up the phone from the principal's office. Students who continue to not follow cell phone

policy will be subject to disciplinary action. The school is not responsible for lost, stolen, or broken cell phones.

## **BRING YOUR OWN DEVICE (BYOD) - GUIDELINES**

Mounds Public Schools uses Instructional Technology to facilitate the creative problem solving, collaboration, and 21st century skills that students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st century skills, Mounds Public Schools is implementing a BYOD program for all high school students at Mounds High School and Mounds Middle School. The BYOD program will allow students to bring personal devices and connect them to the Mounds Guest network to be used for instructional purposes when allowed by the classroom teachers. Students who choose to participate in the BYOD program must follow the Responsible Use Guidelines and the BYOD guidelines.

Mounds Public Schools provides technology that is appropriate and adequate to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in the BYOD program will not be penalized and alternate modes of participation will be available.

An important component of BYOD is education about appropriate online behaviors. Mounds students receive instruction about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response each school year. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

### **Device Types:**

For the purpose of this program, the word “devices” will include: laptops, cell phones, smart phones, iPads, iPods, and tablets. Please note that Nintendo DS and/or other gaming devices with Internet access are not permissible at this time.

### **Guidelines:**

- Students participating in the BYOD program must adhere to the Student Code of Conduct, Student Handbook, Responsible Use Guidelines, and all Board policies.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Devices may only be used in classrooms when allowed by the teacher.
- Approved devices must be in silent mode while riding school buses and on school campuses, unless otherwise allowed by a teacher.
- Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Students may not use devices to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.

- Devices may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum. Games are not permitted, unless otherwise allowed by a teacher.

### **Lost, Stolen, or Damaged Devices:**

Each user is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately. Mounds school takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices while on Mounds school property, and will not be liable for the replacement or repair of any personal device. Students are responsible for securing their personal devices and are encouraged to have their name on the outside of the device. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

### **Usage Charges:**

Mounds Public Schools cannot be held responsible for any possible device charges to your account that might be incurred during approved school-related use. Wireless access will be provided through the Mounds-Guest network. Any data and/or SMS/MMS charges will not be reimbursed by Mounds Schools.

### **Network Considerations:**

Users should strive to maintain appropriate bandwidth for school-related work and communications by using the Internet responsibly. All non-school owned devices will use the "Mounds-Guest" wireless network to access the Internet. The use of your personal data plan is not permitted. Using your own wireless provider during school is a violation of school policy and may result in the loss of this privilege. Mounds Schools does not guarantee connectivity or quality of connection with personal devices.

Students and Parents/Guardians acknowledge that

- The school's network filters will be applied to a device's connection to the Internet and any attempt to bypass the network filters is prohibited.
- Students are prohibited from:
  - Bringing a device on premises that infects the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information, and
  - Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.
- Mounds Schools is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Printing from personal laptops will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school.
- The campus principal and the Director of Technology will make the final determination of what is considered to be inappropriate use of the Mounds computer network. The building principal may

suspend an account or network access at any time. In addition, the administration, faculty, and staff of Mounds Schools may request a user's account be reviewed at any time if inappropriate use is suspected.

## **CLOSED CAMPUS**

Mounds High School is a closed campus. All students must remain on campus during the school day including lunch. The only exemptions to this rule are: attending career-tech classes, Doctor, Dental, Orthodontic, and Counseling appointments or court dates. When students have an appointment, parents must check out their child in writing or contact the school office. Upon returning, please make sure to turn in proof of the appointment attended.

Students may bring their lunch from home in the mornings or they may eat a school lunch. Going off campus for lunch or other errands is NOT allowed nor an excusable absence.

## **ALTERNATIVE EDUCATION**

Alternative education is for students who have struggled to be successful at school. The alternative setting is an alternative learning environment. It is not used as a disciplinary tool. The program is designed for Junior and Senior students. However, a few exceptions will be made in severe cases. A student who needs 3 or more credits to be at their cohort grade level may find the alternative school as an opportunity to "catch up" with his/her class. Students who are interested in the Alternative program need to speak with his/her counselor for the information and availability. If the counselor and student determine that the alternative setting would be beneficial the following procedure will begin:

- Student will fill out application
- There will be an interview with Alternative Education Committee which consists of the principal, counselors, and the Alt Ed teacher. Both the parent/guardian and student shall attend the interview. Based on the interview a student may or may not be admitted to the alternative school.

## **ALTERNATIVE EDUCATION HOURS OF OPERATION AND REGULATIONS**

Alternative school starts promptly at 9:30am. Students are to go straight to the alternative building when they arrive on campus. Alternative students are not to enter other buildings without permission from school administration. Alternative students eat lunch together at 11:40. Students will get a to-go tray and eat lunch in the alternative classroom. Alternative school ends at 2:00pm. Students are to be off campus by 2:05pm. If an alternative student chooses to play a sport, they are to remain with the Alternative Director until the athletic hour begins. They are not allowed to "hang around" campus nor ride the bus home in the afternoons. If a student attends a central tech class, he/she will be released as needed to attend that class.

## **EDGENUITY CLASS**

MHS is offering online courses during the school day. These courses are for students who need only one or two credits to "catch-up" to his/her graduating cohort or students who wish to enroll in a class that is currently not offered at MHS. Students who are interested in this opportunity need to speak with their counselor for further information including available class offerings. Students may be enrolled in this class only one period. However, it is an individual paced course. Students may complete more than one credit in a year.

## **HOME-BASED**

MHS understands that students may not be able to attend school due to physical or mental health reasons. With proper documentation from a certified physician, students may be placed on home-based instruction. Any student who is placed on home-based instruction will pick-up and turn-in assignments every Friday. The counseling office will schedule when and where classroom tests will be taken.



## **EAGLE TIME**

Eagle Time is an advisory and remediation program. Eagle Time is used on the first day of the week to advise students in graduation requirements, career opportunities, and many other items. Students are informed on this day if they currently have a “C” or below in any class. If so, the student will receive their eagle time assignments for the week. For the remainder of the week, student’s who have a “C” or below in any class must report to the assigned class for remediation. Students who did not receive a satisfactory or higher score on last year’s state tests will be assigned remediation for the first six weeks of school.

## **ASBESTOS**

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPS regulations, we have completed the re-inspection of our buildings that contained asbestos building materials. As a result of that re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems. The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

## **CAFETERIA POLICY**

The school cafeteria is maintained as a vital part of the health program of Mounds Schools. To encourage good nutrition, a well-balanced lunch and breakfast are offered at a reasonable price. Meals must be eaten in the lunch room. Prepayments may be deposited to student accounts in the cafeteria before school. Whenever the student eats a meal (breakfast or lunch) it is deducted from the student’s account.

It is our desire that no student go hungry or under-nourished. If it becomes impossible for parents to pay for a student’s meals, the parents should contact the superintendent and proper arrangements can be made. Free or reduced lunch/breakfast prices are available when family income falls within the state income guidelines. Application forms, which include income guidelines, are furnished to students when they enroll and may be picked up in any office during the year. Application forms may be requested from any family any time during the school year should a family’s financial status change. All children may be listed on one application and turned in to the school cafeteria manager.

In order to keep the cafeteria clean, orderly, and inviting, the following rules must be observed:

1. The line should be formed in an orderly manner, students must wait their turn in line and “cutting” in front of other students is not acceptable behavior.
2. Proper manners should be exhibited at all times.
3. Be ready to present your school ID as you go through the line. When you have finished eating, return trays to the dishwashing counter, carefully placing dishes, silverware, trays, and milk cartons in designated places. Place all paper in waste-paper baskets before leaving the cafeteria.
4. Finish your lunch, including candy, ice cream, etc., inside the cafeteria.
5. Remember that the teachers and supervisors are in charge at all times.
6. Do not run or engage in horseplay or other disruptive behavior in the cafeteria.
7. No a la carte charges can be made.

## **ACADEMIC INFORMATION**

### **CLASS STANDING**

**FRESHMAN:** Student must have been promoted from the 8<sup>th</sup> grade at an accredited school, or have been placed at that level by appropriate testing and placement procedures.

**SOPHOMORE:** Student must have successfully completed 5 units of coursework.

**JUNIOR:** Student must have successfully completed 10 units of coursework.

**SENIOR:** Student must have successfully completed 15 units of coursework.

***SPECIAL NOTICE: Early graduation from high school is not offered by this district. Students are expected to complete eight (8) semesters of high school in order to graduate and receive a diploma.***

## **GRADUATION REQUIREMENTS**

The Mounds Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students in becoming productive citizens and in preparing them for advanced study. Therefore, it is the policy of the board of education that a minimum of twenty-three (23) units of credit be earned in the subject areas listed below to be eligible for graduation. Beginning with the 2006-2007 school year, in order to graduate from an Oklahoma public school, all 9<sup>th</sup> grade students will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory /work ready curriculum upon the written approval (opt-out) of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option.

**The “college preparatory/work ready curriculum” will include the following:**

**4 units of English** to include Grammar, Composition, or any English course approved for college admission requirements.

**3 units of Mathematics** limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements.

**3 units of Laboratory Science**, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.

**3 units of History and Citizenship Skills**, including one unit of American History, ½ unit (one semester) of Oklahoma History, ½ unit (one semester) of United States Government, and one unit from subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture and approved for college admission requirements.

**2 units of the same Foreign Language or non-English language or two units of Computer Technology** approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.

**1 additional unit** selected from the above categories or career and technology education courses approved for college admission requirements; and 1 unit or set of competencies of fine arts, such as Music, Art, or Drama, or 1 unit or set of competencies of Speech.

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

### **LANGUAGE ARTS**

**4 units or sets of competencies**

1 unit of Grammar and Composition, and

3 units which may include American Literature, English Literature, World Literature, advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.

## **MATHEMATICS**

### **3 units of sets or competencies**

1 unit of Algebra 1, and

2 units which may include Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Computer Science I and II, Intermediate Algebra, Mathematics of Finance; Contextual Mathematics that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades, taught by a certified teacher, and approved by the state Board of Education and the Mounds Board of Education; other mathematics courses with content and/or rigor equal to or above Algebra I.

## **SOCIAL STUDIES**

### **3 units or sets of competencies**

1 unit of United States History, ½ to 1 unit which may include World History, Geography, Economics, Anthropology, or other Social Studies courses with content and/or rigor equal to or above United States history, United States government, and Oklahoma History.

## **SCIENCE**

### **3 units or sets of competencies**

1 unit of Biology 1 and

2 units which may include Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, Qualified Agricultural courses; contextual science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, taught by a certified teacher upon approval of the State Board of Education and the Mounds Board of Education; other science courses with content and/or rigor equal to or above Biology I.

## **THE ARTS**

### **2 units or sets of competencies**

## **ELECTIVES**

### **8 units or sets of competencies**

## **SCHEDULE CHANGES**

If a schedule change is necessary:

1. A written statement from parents giving their reason and approval for the change must be brought to the principal. The principal will then determine the need for and propriety of the schedule change.
2. All changes must be made before the second week of the semester except in extreme emergencies as determined by the principal.

## **PERMANENT RECORDS**

Your permanent record is the school's official record of your school work. It includes your Name, birth date, semester grades, high school credits earned, achievement test scores, and any special honors attained. This record follows you when you leave school, regardless of what course you may take. It is used for employment and scholarship recommendations. It is referred to by state and government agencies when information is needed for employment purposes. A transcript of this permanent record will be sent to any college or prospective employer on your request.

## JOB SHADOWING

Students who are job shadowing must clear that arrangement through the principal's office before doing so. This is a very worthwhile activity, and with prior clearance through the office, will not be counted as an absence.

## PROGRESS REPORTS AND FAILING NOTICES

Regular progress reports go out the fifth week of every nine-week grading period. Should a parent/ guardian need to track progress more often, requests for supplemental reports should be directed to the principal's secretary. You also may contact your child's teachers via e-mail to set up conferences or discuss your child's class work. Please supply your e-mail address in enrollment information, or look for the teacher's e-mail addresses on course syllabi or other contact information supplied by faculty.

Parents or guardians also may check on student progress via the internet. Contact the High School Secretary at 827-6100, extension 225, for instructions on how to access your child's information.

Report cards go out on the first Wednesday following each nine-week grading period. However, in order to balance the number of days in a semester, it sometimes is necessary to have a ten-week grading period. Refer to the school calendar for details on the end-of-quarter dates.

### GRADING SCALE

**A = SUPERIOR WORK**

**B = ABOVE AVERAGE**

**C = AVERAGE**

**D = BELOW AVERAGE, BUT PASSING**

**F = FAILING**

**I = INCOMPLETE**

*Incompletes must be made up within two weeks of the end of the grading period, at which time the appropriate grade will be posted on the permanent record. All term papers, book reports, and class assignments must be turned in before credit can be allowed, regardless of the grade.*

## SELECTION OF VALEDICTORIAN AND SALUTATORIAN

It is the philosophy of Mounds High School to encourage students to enroll in those courses that challenge even the most academically able student. Students who enroll in these challenging courses are to be compensated with grades that are weighted more than the grades awarded in less academically demanding courses. The basic purpose of the "weighted" grade is to provide an incentive for students to enroll in a program of advanced studies.

- A. All courses taken in the grades 9-12 will be included on the student transcript and will be considered when calculating the grade point average (GPA). Two (2) GPAs will be listed on the transcripts and college applications based on a 4.0 non-weighted scaled and the "weighted" GPA.
- B. For purposes of determining class rank, valedictorian, and salutatorian the following weight systems will be used:

	Weight	Grades				
		A	B	C	D	F
AP Courses	2.0	6.0	5.0	4.0	1.0	0
Concurrent & Pre-AP	1.0	5.0	4.0	3.0	1.0	0
All other classes	0	4.0	3.0	2.0	1.0	0

- C. The following designations exist to recognize outstanding achievement at Mounds High School. All students must maintain the college core curriculum.

## ATTENDANCE

Students with more than nine absences (9) per semester in any class will not receive credit for that class. A request to appeal may be filed with the principal and reviewed by the superintendent for final determination. School-sponsored activities do not count as absences from school; however, students must comply with the ten-day activity absence rule. No more than ten (10) days can be missed for school activities per year. The only exemptions are state and national school-sponsored competitions, interscholastic competitions, or school assemblies.

### ATTENDANCE AWARDS

Students with perfect attendance will receive certificates. Any deviation from this will be an administrative decision.

### ABSENCES

Valid reasons for absences include personal illness, death in the family, emergencies, or absences approved by the principal in advance. Medical appointments should be scheduled outside the school day. Hair or nail appointments, car problems, parental lateness, oversleeping, or family trips are not valid reasons to be absent.

Parents/guardians will be notified if their child is absent from school. Parents/guardians should notify the principal's office at 827-6100, extension 225, if a student is absent. Parents/guardians will receive excessive absence notifications by mail. Written documentation of student absences will be accepted up to five (5) days after the student returns to school. Other considerations may be excused by the principal.

Pursuant to Title 70 of the Oklahoma Statutes, the district attorney and parents/guardians will be notified when a student's absences have been classified as unexcused for 4 days or for parts of 4 days or more within a grading period.

### TRUANCY

Deliberate absence from school is a violation of Oklahoma school law and Mounds Public Schools' district policy, and will be dealt with as follows:

1. First truancy: Student may be required to forfeit the right to participate further in school activities, i.e. clubs, athletics, plays, or any other activity denoted as extracurricular.
2. Second or subsequent truanies: Student may be suspended from school for an indefinite period of time and the student and his parent/guardian must show just cause to school officials for his return to school.

### TARDIES

Students are to be in their seats and ready to work when the tardy bell rings; otherwise, they are tardy. Students entering class 15 or more minutes late must have an admit slip to enter class. Students may be assigned after-school detention by the teacher for being tardy. Three (3) tardies in a given class constitutes one (1) absence.

### MAKE-UP WORK

Assignments missed due to absences must be made up. The teacher will allow ONLY one day per day missed from class plus one additional day to complete make-up work. A zero will be recorded if work is not turned in by that time. A STUDENT MAY NOT MAKE-UP WORK THAT HE OR SHE CHOSE NOT TO DO AT THE TIME IT WAS ASSIGNED OR WITHIN THE TIME FRAME ALLOWED FOR MAKE-UPS DUE TO ABSENCE.

### ADMITS

Students must secure an admit slip to re-enter class after being absent. This must be obtained before school or during lunch break. Any person who must obtain an admit slip after class begins will be charged with a tardy. Notes will be accepted on the day a student returns to school, but the school reserves the right to check the validity of notes. Parents will be notified of excessive absences. Absences

for school activities are not recorded against attendance records. The teacher's record book is official on class absences and tardies.

## **HEALTH AND MEDICAL INFORMATION**

### **IMMUNIZATIONS**

All immunizations must be up-to-date for a student to attend any public school in the state of Oklahoma. Current immunization records must be on file in the principal's office.

### **MEDICATION AT SCHOOL**

It is the policy of the Mounds Board of Education that if a student is required to take medication during school hours and if the parent/guardian can not be at school to administer the medication or if circumstances exist that indicate a nonprescribed medication should be dispensed to a student, the principal or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - a. Student's name
  - b. Name and strength of medication
  - c. Dosage and directions for administration
  - d. Name of physician or dentist
  - e. Date and name of pharmacy
  - f. Information that specifies if the child has asthma or other disability which may require immediate dispensation of medication.

*Medication must be delivered to the principal's office in person by student's parent/guardian unless the medication must be retained by the student for self-administration. The medication must be accompanied by written authorization from the parent/ guardian or person having legal custody that indicates the following:*

- a. *Purpose of the medication*
  - b. *Time to be administered*
  - c. *Whether the medication must be retained by student for self administration*
  - d. *Termination date for administering the medication*
  - e. *Other appropriate information requested by the principal or the principal's designee.*
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent/guardian of the student also must provide a written statement from the physician treating the student stating that the student has asthma or anaphylaxis and is capable of and has been instructed in the proper method of self-administration of medication. Additionally:
  - a. The parent/guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - b. The school district will inform the parent/guardian of the student, in writing, and the parent/guardian shall sign a statement acknowledging, that the school district and its employees and agents will incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - c. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - d. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

### **ILLNESS AT SCHOOL**

Students who need to see the school nurse must get a pass from the principal's office before going to the nurse's office. Students should not use a cellular phone or any other phone to call a parent/guardian unless it is medically necessary and authorized in writing by a physician; this written authorization must be on file in the principal's office and denoted on our student information system. If a student has a special need due to some condition such as diabetes, epilepsy, asthma, rheumatic fever, or a heart condition, the principal's office should be notified by the parent/guardian.

Please indicate medications taken by your student on the emergency information section of the enrollment form. This is critical in the event of a medical emergency.

## **DISEASES**

Students suspected of having any communicable disease, or of living with persons thus affected, shall not be permitted to remain in the public schools unless specially authorized by the local department of health or a local doctor. In all cases, the school officials will be governed by the orders of the local health department or doctor or by the county nurse or the State Board of Health.

## **TRANSPORTATION**

### **BUS RIDING INFORMATION**

Transportation will be furnished to and from school if you are out of walking distance from the school. Every student is urged to use this service except when necessity demands you furnish your own transportation.

1. Buses will start at such a time that they will arrive at school at approximately 8:05 a.m.
2. Buses will leave the high school 10 minutes after the last bell in the afternoon.
3. NOTE: Buses will only let students on or off at school and at their homes or bus stops. Authorities may suspend the student from the privilege of riding on the bus because of disorderly conduct. In that event, it becomes the responsibility of the parent to see that the child gets to school.

### **BUS CONDUCT**

The following regulations have been established so each student may enjoy safe and comfortable transportation to and from school. If a student's behavior is of a nature that the driver's attention is diverted or that other students' comfort or safety is infringed upon, that student may be removed. It then becomes the parent's responsibility to transport the student to and from school.

1. Approach the bus at the bus stop only after the vehicle has stopped and the bus driver has opened the door.
2. Enter the bus without pushing or shoving and walk quietly to your seat and be seated.
3. Speak to those students around you in normal tones without creating a disturbance
4. No food or drink is to be consumed on the bus.
5. Be considerate of other riders and the driver. Assist students in finding vacant seats.
6. Be absolutely quiet when approaching railroad crossings
7. Keep your possessions out of the aisles.
8. In case of road emergency, remain quiet and in the bus until instructions are given by the driver
9. At the discharge point, where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus right of the highway and remain there until a signal is given by the driver to cross.
10. Remain seated while the bus is in motion.
11. Failure to follow the rules could result in the following:
  - a. Warning with a report on file
  - b. Removal from the bus for a number of days
  - c. Removal from the bus for the remainder of the school year

### **STUDENTS DRIVING TO SCHOOL**

Students who have a valid driver's license may drive a car/pickup to school. If a student drives to school, he/she must adhere to the following rules:

1. Vehicles will be driven directly to school and parked in a student parking lot
2. Vehicles must be registered with the high school office.
3. Student vehicles are not to be moved until school has been dismissed and students are released to go home.
4. The speed limit in all school parking lots is 5 MPH

5. The student parking lot is a restricted area. Students are not allowed to sit in cars before school or at noon.

**VIOLATION OF ANY TRAFFIC RULES WILL RESULT IN DISCIPLINARY ACTION, WHICH MAY INCLUDE SUSPENSION OF THE PRIVILEGE OF DRIVING TO SCHOOL**

**FACILITIES AND SERVICES USE INFORMATION**

**LOCKERS**

Lockers will be assigned. Please keep lockers clean and neat at all times. The lockers are school property and the school reserves the right to inspect the lockers at any time with or without the student's permission.

Students should not leave any valuables in their lockers. Students should never leave purses in a locker. If a student has something of value that must be brought to school, he or she should check it in at the office until the end of the school day. The school is not responsible for any student that does not follow the above rules.

Students can not change lockers after locker assignments have been made unless the change is approved by the principal's office. Students may need to take books and supplies for more than one class if classes are far away from their lockers. Do not write on or in lockers. Stickers, contact paper, or posters that can not be easily removed or leave a sticky substance behind can not be put on or in lockers. The school is not responsible for items left in lockers or hallways. Under no circumstances will any opened beverages be allowed in students' lockers.

***Having a locker is a privilege  
that can be taken away if abused***

**USE OF THE LIBRARY**

Our library is organized and maintained for your use and convenience. It will be open 15 minutes before and after school and during school hours. The library is closed during lunch and during pep assemblies and other special events. **A hall pass, signed by the teacher, is required for visits during school hours.** A student may have only two books out at any time. Books may be checked out for two weeks, with a two-week renewal privilege.

A fine of five cents per day is charged for overdue books. Overdue books must be turned in and fines paid before another book can be checked out. Each borrower is held responsible for all books checked out in his name and for all fines occurring on the same.

Books damaged beyond reasonable wear and lost books must be paid for by the borrower. Books will be considered lost if overdue for 30 days and the total cost of the book will be assessed against the borrower. A receipt for payment will be issued. If the book is later found, the fine will be subtracted from the amount paid and any balance will be refunded.

**Library computers are available for resource and research purposes only. Computers are not available for social networking, games, or other recreational activity.**

Library privileges may be suspended or revoked if abused.



## **GYMANSIUM AND OTHER ATHLETIC FACILITIES**

Students using any athletic facility at Mounds Public Schools must be under DIRECT staff or authorized adult supervision. Such authorization for adults who are not members of the Mounds Public Schools' staff must be acquired from the applicable principal or the superintendent of schools.

## **STUDENT BEHAVIOR**

### **STUDENT EXPECTATIONS**

The Mounds 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/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.

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

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

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
6. Smoking/Tobacco Use – Including the use of “e-cigarettes”
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault - physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual harassment
18. Gang related activity or action

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

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

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

Parents, guardians, and students residing in this school district also are advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion. Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

## **SUSPENSION OF STUDENTS**

In accordance with the policy of the board of education, the following regulations will govern the suspension of students from school. The authority to suspend a student from a school in the school district is delegated to the respective building principals.

Any student may be suspended for:

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2) (See Policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) ( See policies FNCE and FNCGA)
- Possession of a firearm may result in out-of-school suspension of not less than one year. (See policy FNCGA)

- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.

## **SUSPENSIONS AND SCHOOL ACTIVITIES**

While under suspension, students are not allowed to attend or participate in any school activities.

## **SATURDAY SCHOOL**

Mounds High School utilizes Saturday School program as a disciplinary tool for students whose behavior warrants a consequence. The purpose of Saturday School is to provide a consequence while still allowing a student to continue in his/her studies without loss of grades. Saturday School is a mandatory consequence when assigned. Neither students nor parents have the right to refuse placement in Saturday School. All regular school rules and regulations apply as well. Failure to comply with Saturday School rules will result in further consequences. Saturday School will run from 8:00 am-12:00pm. It is the parent/guardian responsibility to provide transportation to and from Saturday School. Students must be present at 8:00 am and picked up by 12:05 pm the day they have Saturday School assigned. Failure to show up to Saturday School will result in disciplinary action. Parents/guardians will be notified by written form when a student has been assigned Saturday School.

## **IN-SCHOOL PLACEMENT**

The purpose of in-school placement is to provide students with an alternative to short term out-of-school suspension. In-school placement (ISP) will be imposed by the principal. Both the student and the parents will be notified of the placement, the grounds thereof, and the right to appeal the placement to the principal.

The classroom teacher will prepare written lesson assignments for each student given in-school suspension placement and will furnish any necessary special materials. The lesson assignments will be such that will require written responses and will be turned in daily to the teacher. The student will receive full credit for work completed and will not be recorded absent.

The following rules apply to in-school placement:

- 1) The length of placement will be a minimum period determined by the principal. The period of placement may be extended at the discretion of the ISP instructor with the concurrence of the principal. Such extension will be made only after careful evaluation of the student's behavior.
- 2) Students who are assigned to ISP will bring necessary books and materials for each class the student has.
- 3) Students must report directly to ISP after arriving at school.
- 4) Any absences from ISP must be explained by telephone or in person by the parents to the ISP instructor or principal. Notes will not be accepted. Unexcused absences, as determined by the principal, will result in additional disciplinary action.
- 5) Students must complete the number of assigned days in ISP before he/she returns to normal classes.

## **DETENTION HALL**

Detention is for students who are tardy to class or who misbehave in class. Failure to attend detention will result in extra detention or other disciplinary action. Detention may be used outside regular school hours.

## **SEARCH AND SEIZURE POLICY**

In accordance with the policy of the board of education, the superintendent, principal, teacher, or security personnel (authorized personnel) may detain and search any student(s) 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:

- 1) When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, 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 uses.
- 2) School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
- 3) Authorized personnel conducting a search shall have authority to detain the student (s) and to preserve any contraband seized.
- 4) Items that may be seized during a lawful search, in addition to those mentioned in paragraph 1 above, shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or non prescription drugs, switchblades, 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, may be seized, identified as to ownership, and held for release to proper authorities.
- 5) 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.

## **DRESS CODE**

- 1) Students must regard neatness and cleanliness in grooming and clothing as important. Dress and grooming which is in any way disruptive to the operation of the school will not be permitted. Appearance that interrupts classes or draws undue attention is not allowed.
- 2) Revealing or sexually provocative clothing may not be worn.
- 3) Garments must be clean and in good repair.
- 4) No holes in pants or outer garments in inappropriate areas will be allowed. No hole will be allowed past the tip of the longest finger of the hand with the arm of the wearer fully extended and with the shoulders in a relaxed position. It will be at the discretion of the building administration as to the appropriateness of the hole's location.
- 5) Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.
- 6) If a student's dress/grooming is objectionable, the principal will ask the student to make appropriate corrections. If the student declines, the principal will notify the student's parent/legal guardian and ask that person to make the necessary correction. If both the student and parent/legal guardian refuse, the principal will take appropriate disciplinary action.
- 7) Proper footwear must be worn at all times. Shoes with cleats, roller-shoes, house shoes, and shoes that mark the floor are not acceptable.
- 8) Accessories – Dog collars, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that are a safety concern for the student or others are prohibited. It will be at the discretion of the building administration as to the appropriateness of the item in question.

- 9) Lower garments – shorts, dresses, and skirts must not be conspicuous or indecent while sitting or standing. Length of garment must extend to the tip of the longest finger of the hand with the arm of the wearer fully extended and with the shoulders in a relaxed position. The administration has the authority to discontinue the shorts privilege at any time if its enforcement becomes a problem. Undergarments must not be visible.
- 10) Upper garments – the cut and design of any shirt, top, blouse, or sweater must not expose undergarments, bare midriff, or bare backs, or be otherwise immodest. All garments must be of appropriate length, cut and/or fit to meet these requirements while sitting or bending. Midriff can not show when elbows are raised to the shoulder height.
- 11) Activity/group uniforms – members of school sponsored or school related performing activity groups may wear appropriate uniforms on a school day when an official school activity is scheduled in which the group is participating or when specific authorization is given by the building principal. Administration may approve a special dress code, such as homecoming week, spirit day, etc.

***Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected. The principal's decision is final.***

The following items are specifically prohibited:

- 1) Unhemmed or cutoff-style shorts; Spandex biking shorts, tights/leggings worn as outer wear; and bathing/swimming wear.
- 2) Excessively large or baggy clothes. Garments must be a length and fit that are suitable to the build and stature of the student.
- 3) Shirts or blouses that do not overlap the skirt or trousers, such as half-length tops, half shirts, crop tops, midriff shirts or blouses, tube tops, tank tops, muscle shirts, see-through tops, tops with excessively low necklines, halter tops, mesh shirts (unless a suitable undershirt is worn with it), tops with thin straps – less than three fingers wide.
- 4) Clothing, jewelry, patches, belt buckles, tattoos, or brands advertising drugs, alcohol, or tobacco, or anything illegal or immoral, or items with dehumanizing, obscene, lewd, violent, or suggestive slogans and/or graphics, or symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang.
- 5) Indoor wearing of hats, caps, and sunglasses.
- 6) Underwear (such as boxers) for outerwear or that is visible.
- 7) Pajama style pants or lounging style pants.
- 8) Wallet chains, external chains, or loose straps.
- 9) Hair styles that are a danger to the students and/or disruptive to the educational process. Spiked hair may not exceed 3 inches in length.
- 10) Clothing that is held together by safety pins, shoe strings, ropes, or cords.
- 11) Any combination of the above.

### **RELIGIOUS AND HEALTH ACCOMODATIONS**

When a bona fide religious belief or health need conflicts with the dress code, reasonable accommodation will be provided. Any parent /legal guardian of a student desiring accommodation on the basis of a religious or health requirement must notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn, as part of a student's bona fide religious practices or beliefs will not be prohibited under the policy.

Provisions of the dress code are applicable to the school day and to school related activities. The building principal for a specific school-related activity on a single-event basis may authorize exemption or modification of the dress code.

### **“DRUG FREE SCHOOLS” POLICY**

It is the policy of the Mounds Board of Education that all students and employees of this school district be made aware of the board's intention to maintain a drug-free environment.

**Students or employees who possess, use or distribute illicit drugs, including anabolic steroids, 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 laws. Various state and federal laws impose severe penalties for the use, possession, or sale of illicit drugs. The Federal Controlled Substances Act, 21 United States Code Annotated (U.S.C.A), and The Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A. Section 848 provides federal sanctions, and the Uniform Controlled Dangerous Substances Act, Oklahoma Statutes Title 63, Section 2-101, and others, plus various criminal statutes, provide state sanctions. Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please contact the school district's principals or counselors.

References:

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

## **BULLYING**

It is the policy of Mounds Schools that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, as school sponsored activities, or at school sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the Mounds Schools. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

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

In administering discipline, consideration will be given to alternative methods of punishment to ensure 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 alternative of corrective actions, the faculty/administration of Mounds Schools will consider those listed below. However, the school is not limited to these alternative methods, nor does the list reflect an order of 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 appropriated remedial or corrective action in each instance:

1. Conference with student
2. Conference with parents
3. In-School Placement
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing students seat assignment of class assignment

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

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

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

The Superintendent shall develop procedures providing for:

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

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATIVE PROCEDURES)**

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

### Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or groups and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

#### Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administrator shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Education Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon Completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented verified bullying. This information should be provided within 10 days of the conclusion of the investigation.
7. Upon Completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation.



Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents and victim and the parents of the perpetrator.

## **WEAPONS-FREE SCHOOLS**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as:

- a) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- b) The frame or receiver of any such weapon
- c) Any firearm muffler or firearm silencer
- d) Any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four-ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

“...any pistol, revolver, shotgun, or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed.”

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent, If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten (10) days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer ( for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

## **SEXUAL HARASSMENT**

The policy of this school district forbids discrimination against or harassment of any students on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or

students. This policy applies to all students and employees, including non-employee volunteers whose work is subject to the control of school personnel.

For the purpose of this policy, sexual harassment includes:

- Verbal or physical sexual advances, including subtle pressure for sexual activity.
- Touching, pinching, patting, or brushing against another individual.
- Comments regarding physical or personality characteristics of a sexual nature.
- Sexually-oriented “kidding,” “teasing,” double meanings and jokes.

It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators’ judgment and common sense in meeting the requirements of the federal law.

Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions.

Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns, which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Any student found to have engaged in sexual harassment of other students will be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

**SEX DISCRIMINATION GRIEVANCE**

A copy of all Mounds Public Schools Board of Education policies and procedures is available at the Mounds Public Schools Administrative Office.

**EXTRA-CURRICULAR ACTIVITIES**

**WHO MAY REPRESENT MOUNDS HIGH SCHOOL**

Any regularly enrolled student who has attended at least 80% of the days school has been in session, who is passing in all subjects on a weekly basis, and who is not under discipline from the office, may represent Mounds High School in any athletic or academic contest. Any student who has been dismissed from class because of misconduct, or who shows bad sportsmanship on the campus or in contest, or who, by consensus of the faculty or in the opinion of the principal, would be a discredit to the school, is said to be under discipline from the office.

**SCHOLASTIC ELIGIBILITY**

It is the policy of the Mounds Public Schools to adhere to the eligibility requirements for extra-curricular activities for students as outlined by the Oklahoma Secondary School Activities Association (OSSAA). These guidelines include but are not limited to the following:

- A student enrolled at Mounds Public Schools must be passing in all subjects/classes he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate in any extra-curricular activities during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

- A student who has lost eligibility must be passing all subjects/classes in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday-Sunday).
- A senior student may maintain eligibility if he/she is passing all classes required for graduation.
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make exceptions to this provision if the incomplete grade was caused by unavoidable hardship. A maximum of two weeks is allowed for make-up work at the end of the semester.

For a complete description of requirements, refer to the OSSAA Administrators Handbook.

## **STUDENT CLUBS AND ORGANIZATIONS**

### **CLASS ORGANIZATIONS**

Class meetings will be held early in the school year for election of officers. Each class will elect a president, vice president, secretary, treasurer, and two student council representatives – one boy and one girl. Class officers must have a “B” average for the preceding semester. Sponsors will be appointed by the administration.

### **CLASS AND CLUB ACTIVITIES**

All activities planned by individual groups are sponsored by teachers appointed by the principal. Only members of the organizations should attend these activities. All sponsors must be present, if at all possible, at every activity planned by the group. No recognized meeting of a class or club can occur without one or more sponsor present. Any school organization or class desiring to have a social activity should first check with the principal. Upon approval, the event will be entered on the school calendar. The organization or class must have this activity scheduled at least a week before it is to take place. School activities should not be scheduled on Wednesday nights.

### **TRIPS**

All trips must have prior approval of the administration. Students going on activity trips are required to have written parental approval with emergency medical release, an approved adult driver in each vehicle and an approved chaperone with the group. When transportation is arranged for a group, every member of the group is expected to go and return with the group. A student not returning with the group may be released only to the parents in person and no one else unless previous arrangements have been made with the trip’s sponsor.

When the trip involves the absence of a student from school, the principal or sponsor may prohibit any student from participation in any activity at any time.

### **ASSEMBLIES**

Various school groups for the education and entertainment of students will present assemblies. The details of each assembly are announced by special bulletin. The following rules are to be followed at all assembly programs.

- 1) Students are accompanied and supervised at all assembly programs by teacher.
- 2) Students are to walk to and from the assembly program in an orderly fashion.
- 3) Audiences are to show their approval or commendation by applause. This means that there will be no whistling, booing, or excessive noises made during the assembly. Please extend courtesy at all times to the performers.
- 4) Students who demonstrate improper behavior at any time will lose the privilege of attending assemblies. These students will be assigned to a specific room for special supervision.

Seats will be assigned by class and sponsors will sit with their class. Other teachers (not sponsors) will be seated throughout the student body. Cutting an assembly will carry the same penalty as cutting class.

## **CURRENT CLUBS/ORGANIZATIONS AT MOUNDS HIGH SCHOOL**

### **Athletics**

The mission of the Mounds Athletic Department is to provide activity choices for our students. We want each student athlete to have the opportunity to experience commitment, self-discipline, teamwork, and social well-being as he/she grows into a productive citizen.

### **Band and Color Guard**

The mission of the band and color guard is to create an environment through music and the arts that will foster, challenge, motivate, develop, and demand the students to become responsible and mature young adults in all facets of their life.

### **BETA Club, sponsors Sherman Smith and Sarah Deering**

The mission of Beta Club is to promote the ideals of character, service and leadership among secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school

### **Choir**

It is the vision of the Mounds High School Choir to provide a safe environment for learning, individual and team growth, and musical excellence. Our focus is on our musical repertoire and our student's ability to learn through a strong worth ethic, investment of time, opportunity for creative growth and the passion of music.

### **Fellowship of Christian Athletes**

The mission of FCA is to promote character and leadership among secondary school students.

### **Gifted/Talented**

The Mounds High School Gifted and Talented Program helps identify students that rank in the top three percent scholastically and those who have exceptional talent. The high school program provides educational experiences through field trips, on campus speakers, research projects, programs and workshops.

### **Prom Committee**

The purpose of the Prom Committee is to organize, plan, and decorate for the Mounds High School Prom. The committee is comprised of high school juniors only.

### **Spanish Club**

The purpose of the Mounds Spanish Club is to further explore and expand upon the diverse cultures of the Spanish-speaking world. The club meets approximately once a month and is led by student elected officers. Membership is open to any high school student.

### **Speech and Debate, coach Robert Odle**

The purpose of Speech and Debate is to encourage and motivate high school and middle school students to participate in and become proficient in the forensic arts of debate, public speaking, interpretation, and acting.

### **Student Council, sponsor Rodney Cline**

The purpose of Student Council is to contribute to the overall functioning of the school, encourage participation in student activities, promote student-faculty collaboration, identify and cultivate leadership abilities of individual students, and encourage a sense of loyalty of all students to each other and to the school.

### **Yearbook, sponsor Mendy Mayberry**

The purpose of the yearbook class is to design, create, and distribute the annual Mounds Public Schools yearbooks. The class also is responsible for assisting with picture days, as needed. Students must apply to be in the class and are approved by the yearbook sponsor.

## **IMPORTANT INFORMATION**

### **FERPA RIGHTS**

On August 1, 1991, the School Board of Mounds Public Schools adopted a student records policies and procedures policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office and each principal's office. Copies may be obtained at the superintendent's office,

In the course of a child's education, the Mounds School District will keep records as deemed necessary to provide programs to meet his/her needs. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of the concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the student records, policies, and procedures policy.

It is the intent of the Mounds School District to limit the disclosure of the information contained on a student's educational records except:

- 1) By the prior written consent of the student's parent or the eligible student. Violation of any of the above rules of good conduct will result in disciplinary action.
- 2) As directory information.
- 3) Under certain limited circumstances, as permitted by FERPA.'

The Mounds School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

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

If a parent or eligible student wishes to refuse the release of this directory information, he/she has two weeks to submit in writing this refusal. This request should be submitted to the building principal.

In case a parent of a student, a student or former student 18 years old, or a citizen of the Mounds School District believes that the district is violating the Family Education Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education.

The address is:  
The Family Educational Rights/Privacy Act Office  
U.S. Department of Education  
Switzer Building Room 4511  
Washington, D.C. 20202  
The telephone number is:  
(202) 732-2058

## **DIRECTORY INFORMATION NOTICE**

The Family Educational Rights and Privacy Act (FERPA) requires the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications, including:

- A Playbill, showing your student's role in a drama production
- The annual yearbook
- The honor roll or other recognition list.
- Graduation programs

- Sports activity sheets, such as for football, showing weight and height for team members.

Directory information, which is information that generally is not considered harmful or an invasion of privacy if released, also can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Educational Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they did not want their student's information disclosed without their prior written consent.

The school district has designated the following information as “directory information,” and it will disclose that information without prior written consent:

- Student's name
- Names of student's parents
- Student's address
- Student's telephone listing
- Student's e-mail address
- Student's date and place of birth
- Student's dates of attendance
- Student's grade level, i.e. freshman, sophomore, etc.
- Student's participation in officially recognized activities and sports
- Student's degrees, honors, and awards received
- Student's weight and height, if a member of an athletic team
- Student's photograph
- The most recent educational agency or institution attended

Within the first three weeks of each school year, the School District will publish in a student handbook the above list or a revised list of the items of directory information it proposes to designate as directory information.

After the parents of eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

At the end of the two week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect for that school year or until it is modified by the written direction of the student's parent or the eligible student.

## **NONDISCRIMINATION CLAUSE/SECTION 504**

Mounds District 1-005 ensures that equal educational opportunities are offered to all students regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to Superintendent Alfred Gaches at 827-6100, extension 222. or Yvette Britt, Coordinator of Gender Equity (Title IX) Disability (Section 504) and Minorities at 827-6100, extension 224. In addition to the above statement, all students, regardless of race, color, national origin, age, gender, religion, or handicap, have access to all classes offered at Mounds Public Schools.

Section 504: It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature of severity of the handicap. It is the intent of the District to ensure that students who are handicapped with the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). The Act defines a person with a handicap as anyone who:

- 1) Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working
- 2) Has a record of such an impairment
- 3) Is regarded as having such an impairment

Due process rights of handicapped students and their parents under Section 504 will be enforced.

## **STUDENT DRUG TESTING PROGRAM FOR EXTRACURRICULAR ACTIVITIES**

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

### **Purpose and Intent:**

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

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

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

Illegal drug use of any kind is not compatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

## **DEFINITIONS**

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

## **PROCEDURES**

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance will be included as part of that physical examination.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample:

- a) At the beginning of each school year or when the student enrolls in an extracurricular activity
- b) As chosen by the random selection basis
- c) At any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs.

No student will be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.



All extracurricular activities participants are required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Any extracurricular participant who moves into the district after the school year begins will have to undergo a drug test before he/she is eligible for participation.

Drug use testing for extracurricular participants also will be chosen on a weekly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a weekly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

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

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

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

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

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

### **CONFIDENTIALITY**

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

## **APPEAL**

A student who has been determined by the athletic director or designee to be in violation of this policy has the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) will determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision will be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and nonappealable.

## **CONSEQUENCES**

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

The cost per test is subject to change and will be determined by the board of education on an annual basis.

**CROSS-REFERENCE:           POLICY FM, STUDENT ACTIVITIES, ELIGIBILITY  
  POLICY FNCF, DRUG-FREE SCHOOLS**

**STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT**

**Statement of Purpose and Intent**

Participation in school-sponsored extracurricular activities at the Mounds School District is a privilege and not a right. Such a privilege is governed by the district policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities (policy FNCFD). Alcohol and illegal drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Mounds Public Schools. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, each student participant in extracurricular activities carries a responsibility to him/herself, his/her fellow students, his/her parents, and his/her school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal drugs.

**Participation in Extracurricular Activities**

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

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

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

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

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

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

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

_____ Signature of Sponsor or Coach	_____ Activity/Team/Organization
_____ Signature of Sponsor or Coach	_____ Activity/Team/Organization
_____ Signature of Sponsor or Coach	_____ Activity/Team/Organization
_____ Signature of Sponsor or Coach	_____ Activity/Team/Organization
_____ Signature of Sponsor or Coach	_____ Activity/Team/Organization
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