

2016/2017 Mounds Lower Elementary Handbook



Who We Are

Central Office Administration and Staff

Doran Smith	Superintendent	918-827-6100 ext. 222
DeAnna Newberry	Secretary	918-827-6100 ext. 221
Nate Meaders	Director of Transportation	918-827-6100 ext. 246
Jeff Culbert	Director of Maintenance	918-798-2108

Elementary School Administration and Staff

Jerry Hurst	Principal	918-827-6100 ext. 228
Gail Morgan	Secretary	918-827-6100 ext. 237
Sarah Deering	Counselor	918-827-6100 ext. 234
Chana Nelson	School Nurse	918-827-6100 ext. 227

Public Contact System

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 first contact listed with the first number entered is the default number that will be called.

School Web site: www.moundspss.com

Student drop-off and pick up

We ask that if you are loading or unloading your student in the circle drive, in front of the elementary school, that you remain in your vehicle so that traffic can move as quick as possible. If you wish to walk your student to and from the car, you may park in the parking lot across the street. Thanks for your help.



MISSION STATEMENT

Mounds Elementary School is inspired to provide our students with the opportunity to develop intellectually, morally, and physically so that they may reach their full potential to be productive and responsible citizens in an ever-changing world.

CREED

“Eagles come in all shapes and sizes, but you will recognize them chiefly by their attitudes.”

By Charles P. Scott

SCHOOL SONG

Golden Eagles, Golden Eagles
Fight, Fight, Fight, Fight, Fight
For the colors that we love
The black and gold and white

Golden Eagles, Golden Eagles
Put them to the test
Fight on you Golden Eagles
You're the best!

MOTTO

“We Will Rise on the Wings of Eagles”

MASCOT

Golden Eagles

STAFF

Jerry Hurst
Gail Morgan

Principal
Secretary

827-6100, press 228
827-6100, press 237

SCHOOL DAY

Mounds Elementary School begins at 8:00 a.m. and ends at 3:05 p.m.
Students are not allowed access to the building until 7:50 a.m. Students will go to the classrooms upon arrival.

GENERAL INFORMATION

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.

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.

ENROLLMENT

When enrolling a new student, please provide the following information at enrollment:

- Birth Certificate
- Immunization records
- Evidence of residence in the district.
- Phone numbers for parents/legal guardians, emergency contacts, doctors.
- Address of last school attended.
- The child's legal name. (This must be recorded on all school documents.)
- Documentation of court-ordered custody.

A child who is four years old on or before September 1 of the school year may be admitted to pre-kindergarten classes. A child who is five years old on or before September 1 of the school year may be admitted to kindergarten classes. No child may be admitted to first grade unless he/she is six years old on or before September 1 of the school year.

WITHDRAWAL FROM SCHOOL

If your child will no longer be attending Mounds Elementary School, please notify your child's teacher and the school secretary as soon as possible.

Before withdrawal is complete, the following tasks must be completed:

- All books and materials must be returned or paid for
- All meal charges must be paid for in the cafeteria

You may obtain a copy of the withdrawal form and the health record in the elementary school office. Forms may only be obtained by the parent/legal guardian. If you need copies of school records to take with you, please notify the school secretary three (3) days prior to withdrawal.

CHANGE OF ADDRESS OR PHONE NUMBER

To help the school handle emergencies, maintain communication, and keep records current, please provide the school with two emergency numbers and proper authorization for individuals who are allowed to pick up your child. It is the parent's responsibility to make sure the school office has accurate information. Any change of address, phone number, or other important information should be reported to the office. If an emergency occurs and the contact information is incorrect, the principal may ask police to go to the home or parent's place of business and escort the parent to school.

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. Procedure 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.

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

TELEPHONE/MESSAGES

Students will not be allowed to make/receive phone calls except in case of an emergency. Messages will be given to students only in case of emergency. Do not call the school to provide your child with after school instructions – this information should be given to the child prior to school hours.

LOST AND FOUND

All sweaters, jackets, coats, hats, gloves, and lunch boxes should be labeled. Students should check the lost and found for missing articles. Small items like money, watches, rings, etc. that are found should be turned into the school's office. Unclaimed items will be donated to charity at the end of each semester.

VISITORS AND OTHERS ON CAMPUS

All visitors must report to the office. If you need to pick up your child or see him/her for some reason, report to the office and your child will be called. If you are at school to visit with a teacher, school employee, or to attend a conference, meeting, etc., you should register at the office and receive a visitor's badge. To check a student out of school during the school day, you also must check in with the school office. A student will only be released from school to a parent, guardian or a person designated in writing by the parent/legal guardian.

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.

LOST/ DAMAGED TEXTBOOKS

Each student is responsible for any textbooks he or she uses at schools. 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 school library.

CLASS PARTIES

The elementary school has two approved class parties – the Winter Holiday party and the Valentine's Day party. Food served at parties should be commercially prepared. Classroom birthday parties are not permitted. Parents may provide commercially prepared refreshments for all members of the class and deliver those refreshments to the office to be served at the end of the day. Healthy refreshments are encouraged.

MOMENT OF SILENCE

According to state law, schools will observe approximately one minute of silence each school day to allow each student in the exercise of his/her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise their individual choices.

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Mounds Board of Education that a student may possess a wireless telecommunications device while on school premises, while in transit under authority of the school, and while attending any function sponsored or authorized by the school with prior written consent of the student's parent/legal guardian and the superintendent or superintendent's designee.

CELL PHONES ARE TO BE TURNED OFF DURING THE SCHOOL DAY. STUDENTS ARE NOT ALLOWED TO MAKE OR RECEIVE CELL PHONE CALLS OR SEND OR RECEIVE TEXT, PHOTO, OR INSTANT MESSAGES DURINGTHE SCHOOL DAY.

Upon reasonable suspicion, the superintendent, principal, teacher or security personnel may detain, search or authorize the search of any student or any property in the student's possession for unauthorized telecommunication devices. Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations will be subject to disciplinary actions. In no case will a device be allowed that has the capability to take photographs of any kind. Any student found in possession of a wireless telecommunications device in violation of the rules will be subject to disciplinary action, which may

include confiscation of the device pending parent/legal guardian conference, detention, or suspension. When appropriate, police authorities may be notified.

ATTENDANCE

The principal is the person in charge of attendance for the school. The student's parent/legal guardian should contact the school secretary as soon as he/she realizes the student is going to be absent. Students who, for any reason other than school-sponsored activities, miss more than ten (10) days of school per semester may jeopardize promotion to the next grade. Whenever possible, parents should submit written documentation for their child's absence to the school secretary. Written documentation is required for exemption of the absence rule. Students with an excused absence will have the same number of days to make up work as days they were absent. Students who arrive at school after 8:35 a.m. are tardy and must get a tardy pass from the office.

ACADEMIC INFORMATION

The Oklahoma curriculum for elementary students consists of measurable statements concerning what students should know and be able to do. Oklahoma's Priority Academic Student Skills (PASS) for each area of the curriculum can be located on the State Department of Education website at www.sde.state.ok.us.

- **Pre-kindergarten (Four-Year-Old Preschool):** Provides a quality full-day, early childhood learning experience with the development of the four-year-old child in mind.
- **Kindergarten:** Provides a full-day program with emphasis in academic readiness as well as social development with specialty classes in music, physical education, computers, and library.
- **1st Grade/2nd Grade/3rd Grade/4th Grade/ 5th Grade:** Classes are self-contained in all core subjects with specialty classes in art, music, physical education, computers, and library.
- **Reading Recovery:** The school has a reading specialist who serves first-time, 1st grade students who are most "at risk" of reading failure as determined by Reading Recovery assessment procedures.
- **Gifted and Talented Program:** This program serves students in 3rd, 4th and 5th grades. Students must qualify for the program by meeting certain criteria in compliance with Oklahoma State Law.

EVALUATION OF STUDENT ACADEMIC PROGRESS

- Report cards go out at the end of each nine week period. However, in order to balance the number of days in a semester, it sometimes is necessary to have a ten week examination period.
- Teachers will notify parents whenever they feel a student's class work or attitude, good or bad, should be brought to the attention of the parents.
- Parent-teacher conferences are an important aspect of an effective educational program. Conferences may be initiated by parent, teacher, or administrator to discuss the many aspects of a student's education. To schedule a conference, call the elementary office, 827-6100 and press "4."
- Some students are retained at their present grade level each year. This is a cooperative process carried on between the school and parents/guardians. Efforts are made to notify parents early in the second semester when retention is possible.

GRADING SCALE

The following is the grading scale used by most teachers in most grading situations:

- 90-100 = A Superior
- 80-89 = B Above Average
- 70-79 = C Average
- 60-69 = D Below Average
- 59 and below is Unsatisfactory

THE LIBRARY

The library is open 15 minutes before and after school and during school hours. A hall pass, signed by the teacher, is required for visits during school hours. A student may have two books checked out at any time for two weeks with a two-week renewal privilege. A fine of 5 cents per day is charged for overdue books. Each borrower is responsible for all books checked out in his/her name. Damaged or lost books must be paid for by the borrower. Books are considered lost if overdue for 30 days. Library privileges may be suspended if they are abused.

TESTING

The DIBELS test is administered to grades K-3rd each semester to diagnose and prescribe instruction. Criterion-referenced tests (CRTS) are designed to provide information on specified areas of knowledge, skills, and content

and are used to measure state mandated curriculum in the core subjects and/or skill areas of mathematics and reading. The CRTs are administered to 3rd-4th grade students during the spring semester. Authentic assessments are administered throughout the year. Assessments may include teacher-made tests, projects, portfolio work samples, observations, etc.

CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

REFERRAL:

Students in Pre-K-12th grade who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the school.

SCREENING:

Screening activities may include vision, hearing, and health. Other screening activities may include review of records and educational history, interviews, observations, and specially developed screening instruments. Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed a written objection with the district.

EVALUATION:

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. Written consent of the parent/legal guardian for such evaluation must be on file with the district prior to any child receiving an initial evaluation for special education and related services purposes.

SPECIAL EDUCATION

Special education means specially designed instruction, at no cost to the parent/legal guardian, to meet unique needs of a child between the ages of 3-21 with one or more of the following disabilities:

- Autism
- Deaf-blindness
- Deafness or hearing impairment
- Mental retardation
- Multiple disabilities
- Orthopedic impairments
- Other health impairment
- Serious emotional disturbance
- Specific learning disability
- Speech or language impairment
- Traumatic brain injury
- Visual impairment
- Developmental delays

Psychologists and psychometrists are on contract to test referred children. This testing is utilized to help determine if placement in a special program is appropriate

Special Education includes:

- Specifically designed instruction in the classroom (regular classroom with support services, part-time special education classroom, full-time special education classroom, and special day school)
- Specially designed instruction in the home, hospital, institution, or other setting.
- Speech-language pathology services
- Physical education with modifications
- Vocational education with modifications
- Related services such as transportation, speech-language pathology, physical and occupational therapy, identification and assessment, and counseling.

To the maximum extent appropriate, students with disabilities are included in the regular education environment. The amount of time to be spent in general education class is determined by the Individualized Educational Program (I.E.P.) for each student on an individual basis.

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. If a student is "in process" and has not completed all immunizations, he/she will be allowed to attend school. However, the parent/legal guardian is required to provide documentation, signed by a licensed physician or public health authority, as each subsequent immunization is received. The immunization schedule must be followed or the student will not be allowed to remain in school.

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 cannot be at school to administer the medication or if circumstances exist that indicate a no prescribed medication should be dispensed to a student, the principal or the principal's designee, may administer the medication only as follows:

Prescription medication must be in a container that indicates the following:

- Student's name
- Name and strength of medication
- Dosage and directions for administration
- Name of physician or dentist
- Date and name of pharmacy
- 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:

- *Purpose of the medication*
- *Time to be administered*
- *Whether the medication must be retained by student for self administration*
- *Termination date for administering the medication*
- *Other appropriate information requested by the principal or the principal's designee.*

The principal or principal's designee will inform appropriate school personnel of the administration of the medicine, keep an accurate record of the administration of the medicine, and keep all over-the-counter medicine in the original container

No student may dispense medication to any other student.

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:

- The parent/guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- The school district will inform the parent/guardian of the student, in writing, and the parent/guardian will sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- 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.
- 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 time.

HEAD LICE PROCEDURES

Suspected cases of head lice must be reported to the school nurse. Head lice are contagious and will not disappear without treatment. No student will be admitted to class who has nits or lice.

Any student who is sent to the nurse's office for a lice check must have written permission from the nurse before returning to class.

ILLNESS AT SCHOOL

Except in the case of an emergency, a student must have a pass from his/her teacher before he/she goes to the nurse. The nurse will determine if a student needs to go home because of illness. In all cases, the nurse will notify the parent/legal guardian and the office. Students with temperatures must be sent home. Parents/legal guardians are asked to keep students who have elevated temperatures home for twenty-four (24) hours after the temperature returns to normal. A student who vomits during the evening hours should not be sent to school the next day. Parents/legal guardians are responsible for transporting their child if he/she gets ill at school. Parents/legal guardians are requested to report any contagious health conditions to the nurse's office. Chickenpox requires a written release from the nurse before a student can return to class.

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 shall be governed by the orders of the local health department or doctor or by the county nurse or the State Board of Health.

"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.

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.

- Buses will start each day at such a time that they will arrive at school at approximately 8:00 a.m.
- Buses will leave school 10 minutes after the last bell in the afternoon.
- 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 is the parent's responsibility to see that the child gets to school.

BUS CONDUCT

- No food or drink can be consumed on the bus.
- Nothing can be thrown in the bus or from the windows.
- No student can extend his/her arms or other parts of his/her body out of the windows.
- No loud talking or unnecessary confusion is allowed. This action can distract the driver and cause an accident.
- No unruly behavior will be tolerated.
- No damage to the bus is allowed.

Failure to follow the bus conduct rules may result in:

*Warning with a report on file.
Removal from the bus for a specific number of days.
Removal from the bus for the remainder of the school year.*

BICYCLES, ROLLERBOARDS, SKATEBOARDS, SCOOTERS AND MOTORIZED VEHICLES OF ANY KIND

Students riding bicycles should follow safety rules and laws while riding to and from school. Locks are recommended and all bicycles are to be parked in the bicycle racks during the day. No motorized vehicle may be ridden to the elementary school. Bicycles, roller boards, shoes with embedded roller skates, skateboards, and scooters may not be ridden on school sidewalks, lawn areas, or crosswalks. The school is not responsible for stolen bicycles, roller boards, skateboards, scooters, or other similar items.

CONDUCT

BEHAVIOR:

We believe in providing a school environment which enhances self-esteem, promotes learning, and fosters respect of self, property, and others. We work in partnership with families to develop responsible citizens.

The following are specific rules for various areas:

CLASSROOM:

- Be a good listener, follow directions carefully.
- Think before you speak.
- Keep a neat and clean work area.
- Show care for all property.
- Avoid disturbing others in your class or in other classes.
- Leave everything in order at the end of the day.
- Gum chewing is not allowed.

HALLWAYS:

- Always keep to the right when moving in the halls.
- Running inside the buildings is not allowed.
- Respect other people's space.
- Keep your hands, feet, and objects to yourself. Practice the Eagle Walk.
- Maintain a clean school environment by discarding trash properly.

CAFETERIA

- Practice good manners at all times.
- Return your tray to the wash area.
- Put all paper and plastic in the waste can.
- Leave tables and floor areas clean.
- Stay in your seat while eating.
- Keep your hands to yourself.
- Use a quiet voice.
- Do not trade or throw food.

PLAYGROUND

- No student may incite, encourage, promote, and/or participate in acts determined by the playground supervisor to be hazardous to the safety of others.
- No tackle football or tackle rugby.
- No obscene language or obscene gestures.
- No climbing on fences or buildings.
- Students must have permission from the playground supervisor to go into buildings or to the nurse's office.
- Students must report playground problems to the playground supervisor.

SCHOOL PROPERTY

- All school property belongs to the patrons of the Mounds School District and is to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and subject to discipline by school authorities

STUDENT DISCIPLINE

The goal of the Mounds School District Disciplinary Policy is to correct the misconduct of the individual and to encourage all students to adhere to the district's policies and regulations. In order to provide quality education for all students, the district will not tolerate disruptive acts that interfere with the tranquility of its school or the safety of its students.

While enrolled in the Mounds School District, students will be supervised by and are accountable to school personnel while traveling to and from school, while attending a school-sponsored activity in the district or involving the district, while going to and from a required activity, and while in transit to school activities while using school transportation.

DISCIPLINARY ACTIONS:

All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction, including the seriousness of the offense on others, the student's attitude, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior. Students are responsible for behavior.

Some disciplinary actions that may be used:

- Conference with student
- Advise parent
- Remove from class or group (temporary or permanent)
- Parental conference
- Detention before or after school or at noon
- In-school placement
- Financial restitution
- Law enforcement
- Referral to other school agencies
- Long-term expulsion of more than 10 days
- Short-term suspension of less than 10 days
- Restriction of privileges
- Clean or straighten items or facilities damaged
- Change seating arrangement
- Behavioral contract written
- Referral to counselor
- Any other action deemed appropriate

The principal or his/her designee can interpret this information on an individual case basis. Additionally, administrators have the authority to enforce reasonable disciplinary action as is warranted by school policy.

EXAMPLES OF ACTIVITIES THAT MAY RESULT IN DISCIPLINARY ACTION

The following activities, listed by example, are prohibited to the students of this school district when under school authority, and commission or omissions, as the case may be, may result in disciplinary measures at the discretion of the certified staff of this school district.

- Immorality or profanity
- Truancy
- Violation of written school rules, regulations or policies
- Assault upon another student or person
- Possession or being under the influence of any narcotic drug, stimulant, barbiturate or alcohol
- Possession, threat, or use of a dangerous weapon as defined by state statutes
- Use and/or possession of any tobacco product
- Conduct which jeopardizes the safety of others
- Willful disobedience
- Failure to attend an assigned detention class without prior approval
- Failure to comply with the State Immunization Law.
- Excessive tardies

- Fighting on school premises
- Verbal or physical abuse
- Unauthorized entry to buildings and/or class
- Unauthorized departure from campus and/or class
- Failure to attend assigned class while on campus without prior office approval
- Gambling
- Refusal to accept ISP placement
- Misbehavior while assigned to ISP
- Bullying, intimidation and harassment
- Failure to show respect for school personnel
- Lunchroom misconduct
- Violating posted classroom rules

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:

- Acts of immorality
- 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.
- Adjudication as a delinquent.

Before a student is suspended out-of-school, the principal may consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out –of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school are ineligible to participate in extracurricular activities.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under provisions of this policy. The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

IN-SCHOOL SUSPENSION

The purpose of in-school suspension is to provide students with an alternative to short term out-of-school suspension. In school suspension (ISP) will be imposed by the principal. Both the student and the parents shall 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 furnish any necessary special materials. The lesson assignments will be such that they 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 suspension:

- 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 shall be made only after careful evaluation of the student's behavior.
- Students must bring necessary books and materials for each class the student has to ISP.
- Students must report directly to ISP after arriving at school.

- 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.
- Students must complete the number of assigned days in ISP before he/she returns to normal classes.

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:

- 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.
- 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.
- Authorized personnel conducting a search shall have authority to detain the student (s) and to preserve any contraband seized.
- Items that may be seized during a lawful search, in addition to those mentioned in the paragraph above, will 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.
- 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

The Mounds Board of Education believes that the majority of students in public schools recognizes their own individuality and has no need to express him/herself in extreme dress or grooming styles. The board has determined that reasonable regulation of school attire and personal adornment is consistent with its responsibility to provide an appropriate environment for learning; therefore, the following dress code standards, rules, and regulations are adopted for all students:

- 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.
- Revealing or sexually provocative clothing may not be worn.
- Garments must be clean, in good repair, and have no visible slashes, rips, or holes.
- 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.
- 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.
- Proper footwear must be worn at all times. Shoes with cleats, roller-shoes, house shoes, and shoes that mark the floor are not acceptable.
- Accessories – visible pierced jewelry is limited to the ear. Dog collars, tongue rings and studs, 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.

- 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.
- 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.
- 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:

- Un-hemmed or cutoff-style shorts; Spandex biking shorts, tights/leggings worn as outer wear; and bathing/swimming wear.
- Excessively large or baggy clothes. Garments must be a length and fit that are suitable to the build and stature of the student.
- Clothing with holes, slashes, or rips.
- 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.
- 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.
- Indoor wearing of hats, caps, and sunglasses.
- Underwear (such as boxes) for outerwear or that is visible.
- Pajama style pants or lounging style pants.
- Wallet chains, external chains, or loose straps.
- Hair of unnatural color (red, blue, green, purple, etc.) and hair styles that are a danger to the students and/or disruptive to the educational process.
- Clothing that is held together by safety pins, shoe strings, ropes, or cords.
- 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.

IMPORTANT INFORMATION

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

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 shall 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.

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 Doran Smith at 827-6100, extension 222. or Jerry Hurst, Coordinator of Gender Equity (Title IX) Disability (Section 504) and Minorities at 827-6100, extension 228. 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:

- 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
- Has a record of such an impairment
- Is regarded as having such an impairment
- Due process rights of handicapped students and their parents under Section 504 will be enforced.

HARASSMENT AND/OR BULLYING

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while students are on school grounds, in school transportation, attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

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

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

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:

- 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
- The frame or receiver of any such weapon
- Any firearm muffler or firearm silencer
- 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.

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.

A student and his/her parents have access to the school records and will be notified of the following procedures:

- The type of records kept
- The procedure for inspecting and copying those records
- The right of interpretation
- The right to challenge data or to provide a rebuttal to the data
- The right to lodge a complaint with the U.S. Department of Education if the law is not adequately implemented.

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:

- 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.
- As directory information.
- Under certain limited circumstances, as permitted by FERPA.'

When district officials transfer records, they will notify parents of the transfer and of their rights to review and contest. Although an exemption exists for material under court order, parents will be notified of such order.

If a student of parent has any concern regarding accuracy or appropriateness of any information or record maintained by the school, the principal should be contacted with that concern. It is the right of a student's parent or an eligible student to seek correct parts of the student's education record that 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.

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.

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

SIGNATURE PAGE

I understand the importance of keeping the school aware of updated phone numbers, family addresses, updated names, and other information so that the school may have accurate contact and emergency information for my child.

I understand that good attendance at school is important to my child's success at school. Late arrivals and early releases should be avoided if at all possible.

I have read all the information in this handbook.

Student Signature: _____

Parent Signature: _____

Date: _____

PLEASE REVIEW THIS HANDBOOK WITH YOUR CHILD, SIGN THIS PAGE AND RETURN TO YOUR CHILD'S TEACHER WITH 10 DAYS.