

**Mounds**  
**Upper Elementary**  
**Handbook**



**2018/2019**



## **FOREWORD**

This handbook is a guide for Mounds Middle 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**

Education is both a right and a privilege for all students attending Mounds Public Schools. The ultimate goal of education is to help students grow intellectually, morally, and physically, so each may contribute more beneficially to the democratic society in which they live.

Education is a life-long process of development, growth, and self realization that explores human relationships, economics, efficiency, civic worth, and responsibility. Education should prepare students to realize that many human wants are satisfied by giving the utmost to secure human decency, tranquil living, peace of mind, and security. What we get of life often depends on what we are willing to put into it. It is our desire to instill in students this willingness to strive to the fullest of excellence.

## **EDUCATIONAL GOALS**

1. To help every student develop competent basic skills necessary to further his/her education in high school, college, vocational training, the job market, and life.
2. To create individual pride in Mounds Public Schools.
3. To help each student increase his/her writing and speaking skills.
4. To help each student understand his/her own worth, abilities, potentials, and limitations.
5. To create an appreciation for relationships with a wide range of people, including, but not limited to the student's peer group.
6. To instill a love of the process of education leading to a lifetime of continuous learning.

## **MISSION STATEMENT**

The mission of Mounds Middle 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.

## WHO WE ARE

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

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

### **Middle School Administration and Staff**

Gabe Ellis	Principal	827-6100, extension 247
Chana Nelson	Secretary	827-6100, extension 227
Sarah Deering	Counselor	827-6100, extension 234
Nate Meaders	Director of Alternative Education	827-6100, extension 246
Chana Nelson	Nurse	827-6100, extension 227

## AUTHORITY OF THE SCHOOL

The authority of the school is paramount in providing a structured, safe environment for the benefit of all students and their efforts to learn. This handbook is provided so the school and home may work together for the benefit of the students. To further enhance this effort, students and parents need to understand that students do not have the same “rights” while at school that they have as a private citizen. For example, students cannot expect privacy in regards to lockers, purses, pockets, wallets, etc. Any student may be searched by school personnel at any time. No student has the right of “free speech” while at school. Behavior must conform to the rules of school conduct. The same is true in regards to other situations a student may encounter while at school and this handbook is just a short rendering of school board policy. State and Federal law require parents to enroll their children in school; therefore it is to our mutual advantage to have a strong, cooperative relationship.

## 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.

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

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

### **ADMISSIONS**

New students to the district must present a birth certificate, shot record, and a proof of residency upon enrollment.

### **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.

## YOUR DAY AT SCHOOL

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

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

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 be allowed inside.

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

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

Faculty members are available for tutoring or counseling with students and/or parents from 7:50-8:00 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 Middle School cell phone policy. Parents are strongly encouraged to contact their students through the middle 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 WAYS**

During the five-minute passing time between classes, each student should get his/her materials for his/her next class. That time also should be used for a restroom break or getting a drink of water.

Students may visit, but each student should keep moving to his/her next class and avoid being tardy. Hallway traffic should move from the right, much like driving a car, to keep the traffic flow smooth.

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 Middle School encourages parent involvement, including parents visiting their students at school when necessary. **HOWEVER, ANYONE NOT ENROLLED IN MOUNDS MIDDLE 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 3:00 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.

## **BOOK BAGS**

Students are allowed to bring book bags to school; however, bags must be kept in the student's locker. No student may carry his/her book bag into the classroom. Book bags must have the student's name visible on the outside of the bag. Students should not leave anything valuable in a book bag while it is stored in a locker on the hallway shelves.

## **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. 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.

## **STUDENT RELATIONSHIPS**

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

## **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.



## **Eagle Buck Program**

The eagle buck program is designed to promote positive behavior among students. Student will be rewarded with eagle dollars in the following way.

### **Ways to Earn Eagle Bucks**

**Have an “A” or a “B” in the Class at end of Week!**

Positive Behavior! (given by staff noticing behavior)

### **What Eagle Bucks Can Get You**

\$100 end of year trip

\$15 Detention Pass

\$3 Bathroom or Locker Pass

\$25 Drop a Lowest from Grade for a Class

## **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.

## **LUNCH PERIOD AND CAFETERIA POLICY**

Students are not allowed to leave campus for lunch. Any student caught leaving campus without the principal's permission will be subject to disciplinary action.

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 the 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 give your meal number 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**

### **SCHEDULE CHANGES**

All changes must be made before the second week of the semester except in extreme emergencies as determined by the principal.

### **PROGRESS REPORTS AND FAILING NOTICES**

Regular progress reports go out the fifth week of every nine-week grading period. Parents are encouraged to contact the office at any time to schedule a meeting with any teacher to discuss concerns about grade or academic progress.

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.*

### **ATTENDANCE**

No single factor will help student progress more than regular attendance. Student with more than twenty (20) absences per school year will be subject to failure of classes. 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 an absence from school; however, all students must comply with the OSSAA's 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.

The Mounds Board of Education believes that in order for each student to achieve his/her highest potential, he/she should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board adopted a policy requiring students to be in class a minimum of 90% of the time each semester to receive credit a course. Exceptions to this requirement will be considered by the principal on an individual basis.

Clarification: Student activities, competitive events, and field trips do count toward the 90% rule.

### **ATTENDANCE AWARDS**

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

## **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.

## **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 227, 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.

## **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) After School Detention assignment.

## **MAKE-UP WORK**

Assignments missed due to absences must be made up. The teacher will allow one school day per school day missed from class plus one additional school day to complete make-up work.

## **LATE WORK**

Assignments that are turned in late can receive up to a 10% reduction per day late. There can be a maximum of 40% off any late assignment (per teacher discretion). 10 school days after the due date, the teacher may refuse to accept that assignment. Please note: If a due date of an assignment has been posted a month or longer in advance (term paper, project, etc,) this policy does not apply and a zero can be given for that assignment.

## **EXTRA-CURRICULAR ACTIVITIES**

### **WHO MAY REPRESENT MOUNDS MIDDLE 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 Middle 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).
- 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**

The Mounds Board of Education and the Mounds Middle School believe that certain extracurricular and social activities can enhance the learning environment. The following clubs/organizations are available to students with parental permission:

- **Student Council:** The mission of the Student Council is to allow students the opportunity to become involved in the democratic process and to learn how to participate in a form of representative government and to learn how to give a voice in their educational process.
- **Technology Club:** The goal of the Technology Club is to integrate science and math to enhance student awareness of how these areas affect everyday life and the impact these areas can have on a student's future.

## **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 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.

## **TOURNAMENTS**

Various Mounds teams compete in tournaments during the school year. No student will be released to attend any tournament – at Mounds or at another school – unless the student is checked out of school by his/her parent or legal guardian. This rule does not apply to students participating in the tournament or those attending the tournament under the supervision of school personnel as part of a school activity or field trip.

# **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 school board policy 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:

- 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 times.

## **ILLNESS AT SCHOOL**

If a student becomes ill at school, he/she should go to the principal's office. Students should not 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. 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 shall 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, more than 1 ½ miles from school. Every student is urged to use this service except when necessity demands you furnish your own transportation. The bus driver will set up bus stops along his/her route. Most students will have to walk to the bus stop, but that walk always is less than one-half mile.

The bus driver will inform each student of the Estimated Time of Arrival (ETA), for his/her particular bus stop. The bus will arrive at that stop with a window of 15 minutes before or after the designated ETA. Each student should be at the bus stop 15 minutes before the ETA and no student should assume he/she has missed the bus until 15 minutes after the ETA. Road, traffic, weather, mechanical, and passenger situations can cause variations in the pickup time.

No student should wait to see the bus before he/she leaves his home. Each bus holds as many as 71 students and student delays can penalize an entire route. If no one is at a bus stop when the bus arrives, the driver will move on to the next stop.

**Remember:**

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 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.

***Parents: it is the school district's goal to provide a safe, orderly, and reliable means of transportation to school, but that goal can only be achieved if students and parents understand the rules and time table. Please make sure your child understand the ETA, basic rules of bus conduct, and the concept that riding the bus is a privilege, not a right.***

## **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

## **FACILITIES AND SERVICES USE INFORMATION**

### **LOCKERS**

Lockers will be assigned to students and the assigned student is responsible for the content of the locker. Lockers are school property; therefore, the school reserves the right to inspect any locker at any time with any student's permission.

Please keep lockers clean and neat at all times.

Students should not leave any valuables in their lockers, even if the locker is locked. 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 cannot 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 cannot be easily removed or leave a sticky substance behind cannot 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.

## **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.

## **GENERAL RULES AND REGULATIONS**

- 1) There will be no use or possession of tobacco, alcoholic beverages, drugs, or weapons of any kind by any student in any school building, on campus, on a school bus, or at any school activity.
- 2) No student is allowed in the hallways during class without a hall pass.
- 3) No physical contact is allowed in student relationships.
- 4) Food and drink are allowed only in designated areas.
- 5) Students are only allowed in the gymnasium when supervised by a teacher.
- 6) No writing or defacement of school property is permitted.
- 7) No gambling or matching of coins is allowed.
- 8) Electronic devices, including radios, tape/CD players, I-pods, walkmans, etc., are not allowed at school. The school is not responsible for any such items that are lost or damaged if a student does bring them to school.
- 9) Cell phones may be carried by a student during the day, but they must be turned off and not used by any student unless the student is so directed by school personnel. On a first offense, the student may pick up the cell phone after school; on a second offense, the student's parent must pick up the cell phone after school; and on the third offense, the principal will initiate disciplinary action.
- 10) Trading cards, collectibles, toys, etc., do not belong at school. The school is not responsible for any such items that are lost or damaged if a student does bring them to school.
- 11) Skateboards, roller skates, roller shoes, or other such devices may not be used on school grounds unless as part of a class activity or exhibition.

## **DISRUPTIVE OR INTERFERING BEHAVIOR**

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities which interfere with the due process of the educational program. The following behaviors are examples that constitute disruptive or interfering behaviors:

- Failure to make a reasonable attempt at class work.
- Demonstrations, sit-ins, walk-outs or blockages
- Group violence.
- Disrespect or disobedience to school personnel, verbal or physical harassment and/or intimidation of students or school personnel.
- The use of obscene, lewd or profane language, visually or auditory
- Fighting.
- Theft or inappropriate use of personal or school property.
- Possession or use of drugs, alcohol or weapons.
- Bullying, intimidation, or harassment.

## **EXAMPLES OF SPECIFIC ACTIVITIES THAT MAY RESULT IN DISCIPLINE**

- Refusal or failure to do required assignments.
- Refusal to follow a directive or order, verbal or written, of any principal, teacher, or bus driver.
- Misbehavior at school, school activities, in the lunchroom or on school buses.
- Sale, possession, or use of drugs and/or mood altering substances at school or at any school activity.
- Violence or verbal abuse towards school personnel or other students at any time.

- Engaging in vocal, written or symbolic threats of damage or bodily harm to another individual.
- Fighting at school, to and from school, or at any school activity.
- Extortion at any time.
- Carrying any dangerous weapons at school or at any school activity.
- Destruction to any school property.
- Immorality at school or at a school activity or to or from school or any school activity.
- Behavior in the classroom which interferes with the learning of others.
- Stealing or defacing school property, school personnel's property or another student's personal property.
- Truancy and tardiness.
- Failure to show respect for school personnel.
- Cheating on school assignments or test.
- Use or possession of tobacco on school grounds during school hours, to and from school, or during extracurricular activities or at the site of a school-sponsored activity.
- Use of foul language or obscene gestures at school or at a school activity.
- Reckless driving on campus or any street adjacent to the campus at any time.
- Showing poor sportsmanship at school activities.
- Leaving school without checking out through with the principal.
- Wearing hats in the building during the school day.
- Wearing street shoes on the gym floor.
- Refusing to go to assemblies or the lunchroom directly from the classroom or playground.
- Loitering and/or littering between school and town or in parked cars before school, at noon, or after school.
- Not waiting for a teacher to dismiss class before leaving the classroom.
- Being out of class during a class period.
- Failure to take books and supplies to class.
- Disobeying the dress code or wearing anything with sexually suggestive or obscene words or pictures.
- Sending or receiving unauthorized phone calls or text messages during the school day.
- Passing notes in class.
- Running or being excessively noisy in the hallway.
- Public display of affection.
- Violating posted classroom rules or violating administrative directives or rules.
- Bullying, intimidation and harassment.
- Unwillingness to respect the position of the school.
- Any other action that is not listed but that is deemed inappropriate by the principal.

***This listing gives students some examples of infractions that could result in disciplinary actions. Nothing in this discipline explanation denies a student's right of a fair and orderly hearing, appeal, counsel, and due process in cases that may end in suspension.***

### **AFTER SCHOOL DETENTION (ASD)**

When a student's behavior warrants further disciplinary consequences, student may be placed in an After School Detention program. These are mandatory consequences when assigned and failure to attend detention will result in extra detention or other disciplinary action. Oklahoma School Law and the Mounds School Board policy provide for and support placement in such programs.

Transportation to and from ASD is the responsibility of the student's parent or legal guardian. Refusal to participate in such a program is grounds for suspension. ASD may include elements of school service and exercise, including picking up trash, wiping tables, calisthenics, aerobics, walking, running, etc.

**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. **Contact with parent(s)**
3. **Conference with parent(s)**
4. **Removal from class or group – may be on a temporary or permanent basis**
5. **In-school suspension, In-school Placement, or In-School Detention**
6. **Detention before or after school or at noon**
7. **Referral to counselor**
8. **Behavioral contract**
9. **Changing student's seat assignment or class assignment**
10. **Requiring a student to make financial restitution for damaged property**
11. **Requiring a student to clean or straighten items or facilities damaged by the student.**
12. **Restriction of privileges**
13. **Involvement of local authorities**
14. **Referring student to appropriate social agency**
15. **Suspension**
16. **Referral to other school agencies**
17. **Corporal punishment**
18. **Alternative Placement**
19. **Community Service**
20. **Saturday School**
21. **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:

- 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.

## **SUSPENSIONS AND SCHOOL ACTIVITIES**

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

## **IN-SCHOOL PLACEMENT**

Mounds Middle School utilizes an In-School Placement program as a disciplinary tool for students whose behavior warrants a consequence. The purpose of ISP is to provide a consequence while still allowing a student to continue in his/her studies without loss of grades. ISP is a mandatory consequence when assigned. Neither students nor parents have the right to refuse placement in ISP. Placement may occur immediately without notice to parents. ISP is simply a change of classroom with more stringent rules. All regular school rules and regulations apply as well. Failure to comply with ISP rules will result in further consequences.

## **CORPORAL PUNISHMENT**

Teachers have the right, when necessary, to discipline children. Oklahoma State Law protects this right. While corporal punishment is not prohibited by the board of education, it is recommended for use as a final measure. When corporal punishment is administered, it must be by the principal or his/her designee and it must not be administered in the presence of other pupils. A member of the certified staff must be a witness.

In these situations, a parent may be contacted first and the problem discussed before any action is taken. This would occur if punishment is refused by the student or upon parental request that a parent be notified before corporal punishment is enforced. If a parent wishes to be contacted prior to use of corporal punishment, he/she must notify the principal in writing. Also, the parent must realize that an alternate form of punishment will be used, including suspension.

## **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 above may include, but are not 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, 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.
- 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 cannot 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.

## **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.

## **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.

## **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:

- 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.

## **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 or the building principal. 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 service 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 refrains from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the 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** mean any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
- 8) **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs: does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
- 9) **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
- 10) **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs,

reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.

- 11) **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

## **PROCEDURES**

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 at the beginning of each school year or when the student enrolls in an extracurricular activity, as chosen by the random selection basis, and at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs.

No student 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 to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

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

### **CONFIDENTIALITY**

If the drug use test for any student has a positive result, the laboratory will contact the 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 non-appealable.

## 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 FNFCF). 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