

## **GENERAL INFORMATION**

### **ADMISSIONS**

All children between the ages of four (4) years on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside.

### **APPOINTMENTS AND CONFERENCES**

Parent-Teacher conferences are encouraged. Parents are asked to call to schedule an appointment with the principal when it is necessary to have a conference with a teacher.

### **GRADING SYSTEM**

Morris Public Schools follow a uniform grading system for all three buildings. Nine-week grades and semester grades will be letter grades. The following scale will be used: A - 90-100, B - 80-89, C - 70-79, D - 60-69, F – 59-0

### **REPORT CARDS**

Report cards are handed out to students on Thursday following the end of a nine-week period. The semester grade is recorded on the permanent record. Special reports are sent to parents on Thursday of the fifth week of a nine-week period.

### **SCHOOL ATTENDANCE**

A student receiving more than ten (10) absences in any class period during a semester will receive a failing grade, unless hospital or home confinement is required because of any accident or illness. If hospital or home confinement is required, a student must present a doctor's statement in order not to have days of confinement counted against him or her. (The parents/guardians will be notified by letter on the third, fifth and seventh days of their student being absent from school).

### **ABSENCES**

Students are expected to attend all classes each day of school. Excused absences will only be allowed for death in the immediate family, sickness, dental/doctor appointments, and emergencies at the discretion of the principal. **Written evidence of absence signed by parents or a telephone call will be required before an excused absence will be granted.** If a student knows of an up-coming absence he/she should notify the principal's office in advance. **Students are not to leave the building to go home without permission from the office. Students leaving campus without permission will be considered truant.**

### **TARDIES**

Each student must have an admission slip to enter class. If tardy to class, the student will report to the principal's office to receive an excused or

unexcused admit. An unexcused admission will result in one detention written by the principal. If a student receives an excused admit, there is no detention. (3 unexcused tardies will count as 1 absence)

**ATTENDANCE LAWS AND REGULATIONS**

- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed on and after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-1997 school year in order to continue to teach a kindergarten program.
- B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

Provided, that this section shall not apply:

1. If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician:
2. If any such child is excused from attendance at school, due to an

- emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
    - a. The school administrator of the school district where the child attends school, and
    - b. The parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or
  4. If any such child is excused pursuant to subsection C of this section.
- C. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
- D. It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine of not less than Five Dollars (\$5.00) nor more than Twenty-five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-five Dollars (\$25.00) nor more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records or the child or ward may be presented in court by any authorized employee of the school district. **(70-10-105)**

**ATTENDANCE EXCEPTIONS:** (Not Counted Against 10 Absences)  
Scholastic Meets, State Activities Association Contest, Achievement Test, class meetings, Career Day at OSU Okmulgee, school-wide assemblies. College visits for seniors and serving as a page, trips related to curriculum, Gifted and Talented activities, and student programs.

**GRANTING OF EXCEPTIONS:**

- A. Must have a "C" average, with no failing grades for the previous nine week period.
- B. Must have been in attendance in all regular classes at least ninety (90) percent of the time when the request is made. All absences for any reason other than absences listed in exceptions will be counted.
- C. Must request the exception in writing at least 5 school days in advance by student and/or sponsor.
- D. Must request an absence that in the view of the administration will benefit the student and/or the school.
- E. The committee and/or board may waive any of these requirements in unusual situations.

**ATTENDANCE COMMITTEE**

The principal shall appoint an attendance committee, consisting of the principal, counselor, and a teacher, whose responsibility will be to review, on request of student or parent, records of those students whose absences exceed the number permitted for passing. Where there are extenuating circumstances, this committee is authorized to recommend that the provisions of this policy be waived. The building principal may then waive the requirements when satisfactory arrangements are made with the student and parents to ensure regular school attendance.

**ATTENDANCE COMPLAINT PROCEDURE:**

Complaints that the Morris Schools are violating the 10-class period absence rule must be presented to the local Internal Affairs Review Committee. If the complaint is not resolved at this level, a written complaint at the local level may be filed with the Accreditation Section of the State Board of Education.

**EXTRA CURRICULAR ACTIVITY POLICY**

A student is allowed to miss a class period 10 times during the school year due to school activities. The Internal Activities Review Committee must approve any additional activity absences. It is the student's responsibility to seek approval in writing for absences in excess of the 10-day rule.

**ABSENCES FOR ORGANIZATIONS**

Organizations shall hold their absences from regular class work to a minimum. All organizational events must be pre-approved by site principal.

It is the responsibility of the student to make up work missed during school-sponsored activities

**ACTIVITIES COVERED UNDER THIS POLICY:**

Band, Athletics, FCCLA, FFA, 4-H, NHS, and Academic Team, and other approved organizations.

**SCHOLASTIC ELIGIBILITY**

- A. Scholastic eligibility for students will be checked at the end of the third week of a TERM and each succeeding week thereafter.
- B. A student must be passing in all subjects he/she is enrolled in during a term. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.
- C. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility.

**PERFECT ATTENDANCE AWARDS**

Perfect attendance awards will be given at the end of the year to those students who have missed less than one day of school. One day of school is considered to be six hours. A student who's late to school or who leaves school early for any reason except for school sponsored activities, will have that particular amount of time counted against him. **For award purposes, any part of an hour will count as one hour.** When the total time away from school becomes 6 hours, it will be counted as one day absent for award purposes

**HOMEWORK WILL BE ASSIGNED IN GRADES Pre K - 12**

Students will be expected to do their assignments and return them on the assigned day. It is the student's responsibility to know when the homework is due.

**MAKE-UP WORK**

**Make-up work will be allowed with the student taking full responsibility for getting the assignment and turning it in to the instructor.** For each day student is excused absent, he/she will have a day to make up his/her work. (i.e., if absent two days, he or she should be given two (2) class days, beginning the day of his/her return, to make up the work. If the absence was excused, the student will be given the privilege of making up the work without a reduction in grade).

**COMMUNICABLE DISEASE**

Students who are absent from school with a communicable disease should not return until they can no longer transmit the disease. Please contact a doctor for the length of time a student is contagious and needs to remain out of class.

- A. Any child afflicted with a contagious disease or live head lice or nits will be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice / nits.
- B. Any child prohibited from attending school due to head lice, or nits must present to the appropriate school authorities, before said child may re-enter school, certification from a health professional as defined by section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice.

**DISPENSING MEDICINE**

It is the policy of the Morris Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that 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, and
  - F. whether the child has asthma or other disability, which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will 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, and
- 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 is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall 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.
  - C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
  - E. Definitions:
    1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
    2. **Self-administered** means a student's use of medication pursuant to prescription or written direction from a physician.
    3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

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**MEDICATIONS GIVEN AT SCHOOL  
(REGULATION)**

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.
2. The school nurse:
  - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
  - B. Communicates between the physician, parent, student, and school personnel concerning medications;
  - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
  - D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The



nurse then provides ongoing monitoring for safe practices during the school year.

3. Designated school employees:
  - A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school;
  - B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

The director of health services will contact local physicians and pharmacists annually to remind them of the district's medication policy. Pharmacists will be asked to make a separate prescription container to be taken to school.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

#### **SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION**

In compliance with state law, the Morris Public Schools permit the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall 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.

3. Permission for the self-administration of asthma 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.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
  - A. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
  - B. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

#### **COMPETITIVE ATHLETICS**

Morris Schools provides for and encourages participation in competitive athletics. Students wishing to participate in athletics should realize and be willing to allow the time it takes to participate to the fullest of their capabilities. This may include practices after school, games, meets, and or contests that may be conducted in the evenings or on weekends. Students are encouraged to meet with the respective head coach of their sport and determine whether or not they want to participate. Students participating in competitive athletics are encouraged to complete the requirements of that sport. Any student who no longer wishes to participate or is unable to participate will be required to enter a regularly scheduled class.

Students who participate in more than one sport may not receive equipment or participate in another sport until all equipment and fees have been checked in or paid for and the head coach of that sport has given a written release to go to the next sport.

No students may practice or participate until they each have a physical form, concussion and head injuries form, student extracurricular activity participant alcohol and illegal or performance enhancing drugs contract and an emergency procedure card on file clearing them to participate in competitive athletics.

#### **WITHDRAWAL FROM SCHOOL**

If a student plans to withdraw from school, they must notify the principal of their intention and receive a withdrawal slip to present to each of their

teachers. If they have any state-owned books, library or departmental books or supplies, they must return them to the teacher who issued them. After they get their teachers' signatures on the withdrawal slip, it must be presented to the principal for approval. Students are financially responsible for all school-owned books, equipment, etc. that are checked out to them.

### **DISCIPLINE AND CONTROL OF STUDENTS**

The school's primary goal is to educate, not discipline; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

By Oklahoma statues, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

The goal of this disciplinary policy is to correct the misconduct of the individual and to promote adherence by that student and other students to the policies and regulations of the district. Faculty response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Examples of these circumstances are: the student's attitude, the seriousness of the offense, and its potential effect on other students.

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 actions, the faculty will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

### **DISCIPLINE CODE**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted any telephonic, computerized or electronic message;

3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that unduly exposes the body; clothing, accessories, makeup, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations);
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;

21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by work or act, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession of a caustic substance;
27. Possession of obscene materials;
28. Possession, without prior authorization, of a wireless telecommunication device;
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e.; bullets, shells, gun powder, pellets, etc.);
30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale of distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances;
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions);
36. Truancy;
37. Use or possession of tobacco in any form;
38. Use or possession of missing, or stolen property if property is

reasonably suspected to have been taken from a student, a school employee, or the school;

39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Vandalism;
41. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
42. Vulgarity;
43. Willful damage to school property;
44. Willful disobedience of a directive of any school official;

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect or the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

#### **ACTION ALTERNATIVES FOR THE PRINCIPAL**

In considering alternatives for disciplinary action, the faculty and administration of Morris Public Schools will be using items from the following:

1. Conference with the student
2. Before or after school detention
3. In-school detention
4. Parental conference/advise parents
5. Saturday school/Community Service
6. Corporal punishment
7. Suspension/ expulsion
8. Removal from class or group (temporary or permanent)
9. Financial restitution
10. Restricting student to campus
11. Refer to other social agencies
12. Involve law enforcement
13. Any other disciplinary action deemed appropriate

We would like to emphasize that the alternatives for discipline will include the items listed above, but will not be limited to that list. Nor should it be misconstrued in any way that this list reflects an order of sequence of events as to how disciplinary action will be taken.

#### **CORPORAL PUNISHMENT**

A. Corporal punishment may be used in disciplining school children. It will

be used only when there is reason to believe it will be helpful in maintaining discipline or in the development of strong character and powers of self-control.

- B. Corporal punishment must be administered by a teacher or principal in the presence of another teacher or certified person, who must be told in the student's presence the reason for the punishment before the punishment is administered.
- C. Corporal punishment is defined as paddling the student on the buttocks region a maximum of three (3) swats per day.
- D. An official who has administered corporal punishment must provide the child's parents with a written explanation of the reasons and the name of the second official who was present.
- E. Corporal punishment shall not be administered in the presence of other children.
- F. Corporal punishment should be administered in the privacy of the principal's office.
- G. Parents/guardians have the right to request in writing that corporal punishment not be administered to their child.

#### **SUSPENSION AND EXPULSION**

- A. The principal or superintendent has the authority to suspend any student in accordance with existing state laws for misbehavior or other sufficient reason. Suspension will be reported immediately to the superintendent and parent.
- B. Some of the causes for suspension and expulsion of students are:
  - Acts of immorality
  - Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer, (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 shall result in out-of-school suspensions 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 of a violent or non-violent offense
- C. The student has the right of hearings and appeals as provided by state statutes.

- D. Suspended students shall be re-admitted to class only after consultation with the principal.

**SHORT TERM SUSPENSION**

Five (5) day suspension or less - The parent/guardian will be notified of the suspension by certified mail and/or telephone. Students are not permitted to participate in, or to attend any school activity while under suspension. The student will have to return with a parent or guardian in order to be re-entered to class. The student will receive a grade of zero (0) for any and all grades recorded for other students in a class while he/she is serving short-term out-of-school suspension.

**SATURDAY SCHOOL/COMMUNITY SERVICE**

Service to be determined by principal and contracted with the student/parent/guardian. Examples of service might be: picking up trash, sweeping/mopping floors, cleaning chalk/marker boards, organizing book room, and/or any reasonable service to the school or community. Supervised school service will be done on Saturday mornings from 8:00 a.m. until 12:00 noon. If a student is absent from his/her assigned Saturday discipline:

1. Parents must notify the principal
2. Student Attendance Policy will be used to determine the excused or unexcused absence.
  - a. First un-excused absence will result in double hours.
  - b. Second un-excused absence will result in suspension.

***Requirements:***

1. Be on time, tardy will not be admitted.
2. Bring something to work on for the entire four-hour period.
3. If students are not working the entire time:
  - a. They will be sent home and time doubled for the first incident.
  - b. They will be sent home and scheduled for suspension for the second incident.

\*PARENTS MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR SATURDAY SCHOOL. THE METHOD OF NOTIFICATION WILL BE THE SAME AS FOR AFTER SCHOOL DETENTION.

**SUSPENSION FOR POSSESSION OF A FIREARM**

The applicable law provides that any student in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one year. This is in contrast to the maximum period of suspension that can be imposed for other offenses, which is the current and succeeding semester.

**PUPILS SEEKING ENROLLMENT IN AN OKLAHOMA SCHOOL WHILE UNDER SUSPENSION**

Oklahoma school districts frequently are asked to enroll students who have



been suspended out-of-school from a public or private school in Oklahoma or another state. If the student has been suspended from another school (whether in Oklahoma or outside of Oklahoma) for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, that student shall not be entitled to enroll in an Oklahoma school and no Oklahoma school shall be required to enroll the student until the terms of the suspension imposed by the Oklahoma school district or the out-of-state district have been met or the time period applicable to the suspension has expired. Moreover, if a student who seeks to enroll has been removed from another school district for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, the receiving school district is not required to accept that student until the school has determined that the student no longer poses a threat to self, other students, or faculty. In this event, the school is not excused from providing any services; however, it is excused from providing education services in a regular school setting such as home-based instruction or other appropriate setting.

**\*NOTE: All rules concerning discipline apply to student behavior in school buildings, on school grounds, all school sponsored functions and/or trips at all times.**

***RIGHT TO APPEAL:*** Students, parents, or legal guardians have a right to appeal all suspensions to determine the guilt or innocence of the student and the reasonability of the punishment.

#### **STEPS TO THE APPEAL PROCESS**

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend class pending the outcome of the appeal.
  - C. During the hearing of the appeal before the board of education or

hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

- D. The board of education or hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term of suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
    - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
    - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
    - C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
    - D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

**\*NOTE:** The following conditions also apply to the appeal process:

- If the student is over 18 years of age, said student shall be accountable and not his/her parents (70 O.S.A.5-118)
- Any student with an IEP shall begin the procedure with a placement committee meeting. ((70 O.S.A.24-101)
- No suspension shall last for more than the remainder of the semester and the next succeeding semester (70 O.S.A. 24-102).

#### **EMERGENCY SUSPENSION**

The principal, or his/her assistant in charge, is authorized to invoke an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified mail. Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing procedure.

**ENCORE**-A structured classroom environment where students are provided remediation, further explanation of classroom material, or provided time to make up work or tests missed due to absence.

#### **A student must attend encore if:**

1. They are on the ineligible or on probation list.
2. They were absent the previous day. (For make up work or make up tests)
3. A teacher assigns them encore. (For failure to bring supplies to Class or failure to attempt academic achievement

#### **Consequences:**

1. The first missed encore will result in a detention.
2. The second and each succeeding missed encore will be at the principal's discretion

#### **DETENTION BEFORE OR AFTER SCHOOL**

Detention operates as a part of the regular school day in the main high school building. Therefore, all school policies are enforced. Work or any outside activity does not postpone or delay an assignment of detention time to be served, unless prior arrangements are made with the detention teacher/principal.

1. Tardiness is not permitted. Student must be seated with schoolwork at 7:30 a.m. or 3:15 p.m. bell. A tardy means the same as a "no show" for detention purposes.
2. The time for serving detention is from 7:30 a.m. until 8:00 a.m. or 3:15 p.m. until 3:45 p.m. No one is allowed to leave the room during this time.
3. Students are not allowed to chew gum, have food or drinks.
4. Students must bring academic work or read library-type books.
5. Students who have been assigned more than one detention in the

same day will serve the detentions on consecutive days until all detentions are served.

6. If the student talks or disturbs the detention room in any manner, he/she will be assigned an extra detention day.
7. If the student fails to serve detention, upon notification from the teacher on detention hall duty, the office will check to verify why and determine if the absence is excused or unexcused.
8. If a student is absent from school and misses a detention, the detention will be served the following school day without penalty. If a student disregards an assigned detention and is in school, the student will serve that detention the following school day and receive an additional penalty detention to be served consecutively.
9. One day of ISD will be assigned for **EACH** missed day (before or after school) detention. The day of ISD will replace the missed detention.
10. If a student receives 10 or more assigned detentions during a term, the student will be referred to the principal for disciplinary action.
11. The time for serving elementary detention will be during lunchtime.

#### **IN SCHOOL DETENTION (I.S.D.) PROGRAM**

Students are placed In School Detention as a result of disciplinary action taken by the school administration. The action is taken because of student misbehavior or a violation of school policy.

The building Principals will assign In School Detention when needed. A student can be placed In School Detention any number of times depending on individual circumstances.

In School Detention rules go into effect when the student enters the In School Detention room. In School Detention students will be held accountable for obeying In School Detention supervisor and all of the rules established for the operation of In School Detention.

Assignment to In School Detention is an alternative to Out of School Suspension. Students assigned to In School Detention will be given credit for assignments and tests that are satisfactorily completed during In School Detention Time.

If a Student violates any of the rules or timelines that pertains to In School Detention, they will be subjected to additional disciplinary action.

#### **IN SCHOOL DETENTION (I.S.D.) RULES**

1. Students will be In School Detention by 8:05 a.m. until 3:10 p.m. on assigned days. In School Detention rules are in effect when the student enters the classroom. (7 hours equal one day of in school detention).

2. Students will not be tardy for In School Detention. A tardy will result in one additional day of In School Detention.
3. Students will be awake and alert In School Detention. They will sit upright and keep their eyes on their assignment sheets or class work.
4. Students are not allowed to change assignments without In School Detention supervisor's permission.
5. Students will not be allowed to put their heads on their desktops.
6. Students will not get up out of their assigned seats without permission.
7. Students will not scoot their desk nor will they write on any desk, wall and or other furniture in the In School Detention room.
8. Students will be polite and courteous at all times.
9. Students will report with all of their texts, pencils, paper, pens, ruler and other material that they need to function effectively while In School Detention. If students come unprepared for their work, one additional day of In School Detention will be added.
10. Students will do their assignments promptly and to the best of their ability. Assignments will be completed on a daily basis.

IN SCHOOL DETENTION IS AN ALTERNATIVE TO OUT OF SCHOOL SUSPENSION and students will be permitted to work on assignments and have completed work applied for credit toward their classroom grades. Any student who (1) turns a blank assignment sheet back to the supervisor or (2) has obviously made only a minimal attempt to do the assignment sheet and/or (3) had not attempted to get any help from the In School Detention supervisor during that hour in regard to completing the assignment will be referred to the office for further discipline action. In School Detention is an alternative to out of school suspension and students will apply themselves to the task of learning by making an honest attempt to complete any and all assignments. IN SCHOOL DETENTION STUDENTS WILL NOT BE ALLOWED TO JUST SIT AND DO NOTHING. IN SCHOOL DETENTION IS NOT MEANT TO BE FUN!!!! It is designed to modify inappropriate behavior by taking away the socialization aspect and interaction of the school.

1. It is the In School Detention instructor's discretion as to whether a student can read a book or not for a specific assignment. Normal procedure is a written assignment from the student's teacher.
2. Students will not talk without the In School Detention instructor's

permission.

3. Students will not read, write, receive or pass notes.
4. If students need help, they will raise their hand and wait for the In School Detention instructor to assist them.
5. Students will only be allowed one restroom break in the morning and one restroom break in the afternoon. Students will not be permitted to visit the restroom during lunch, except in emergency cases.
6. Students are not eligible for hall passes. Students are given no privileges. (I.e. locker break, phone use, etc...)
7. Students will not be allowed to participate or attend assemblies, athletic contests or any other school sponsored activities while In School Detention.
8. Students will eat their lunches at a designated time. A time different from other student body.
9. No food, drinks or candy will be allowed In School Detention at any time. Especially no gum chewing. Not even at lunch.
10. No cell phones, walkmans, stereos, etc. will be allowed In School Detention.

#### **Lunch Rules**

1. In School Detention class will go to lunch at approximately 12:30 in the middle of lunch schedules.
2. Students will walk to the lunchroom as a group and will stay together.
3. Students will not talk or communicate with any other students who are not assigned to In School Detention on that day.
4. Students will get their trays and whatever lunch they plan to eat before sitting down. Once seated, students are not to get up for any reason without permission from In School Detention supervisor. Students do not get ice creams.
5. Students may bring their own lunch if they want to. If a student has a lunch that is not prepared for the lunchroom, by the cafeteria staff, they must bring it into the In School Detention room at 8:05 in the morning.

### **SEARCH AND SEIZURE POLICY**

The superintendent, principal, teacher or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonable suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practical.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No student's clothing, except cold weather clothing, shall be removed prior to or during the conduct of any warrant less search.

The superintendent or principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property that might be in his/her possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district of any pupil suspended under this section.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. School shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70 OSA 24-102)

### **WEAPONS-FREE SCHOOLS**

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

1. 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 will be removed from school for not less than one full calendar year. 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 or (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (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. Such firearm or weapon will be confiscated and released only to proper legal authorities.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person except a peace officer or other person authorized by the board of education of the district 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 weapon as defined below:

"Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, paring-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."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (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.

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 any such student is determined to be in violation of this policy.

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.

The superintendent or designee may modify the provision of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at the next meeting.



REFERENCE: 18 U.S.C. 921  
21 O.S. 1280.1

**Note:** *The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965m a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school and the type of weapons concerned.*

**ASSAULT ON SCHOOL DISTRICT EMPLOYEES OKLAHOMA SCHOOL LAWS – SECTION 124**

1. Every person who, without justifiable or excusable cause, knowingly commits an assault, battery or assault and battery upon the person of a school employee of a school district while such employee is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding six (6) months, or by a fine not exceeding five hundred dollars (\$500) or by both such fine and imprisonment.
2. Every person who, without justifiable or excusable cause, knowingly commits any aggravated assault and battery upon the person of a school employee while such person is in the performance of his duties shall upon conviction be found guilty of a felony.

**HAZING PROHIBITED - INITIATION**

Student hazing will not be permitted in Morris Public Schools. It is against Morris school policy to allow student hazing as a requirement to be initiated, admitted into, or affiliated with any school organization.

Under Oklahoma School Law 210.S.1990, Section 826, hazing is defined as a crime. Violations of this policy will also be subject to local discipline policies.

**CYBER BULLYING**-Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Morris Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will

lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

### **BULLYING PREVENTION POLICY**

The Morris School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Morris School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Morris School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period.

To ensure bullying does not occur on school campuses, the Morris School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build a district wide capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period.

### **The Student Bullying Code of Conduct includes, but is not limited to:**

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent to the student feels that appropriate resolution of the investigation or complaint has not been

reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

**The procedures for intervening in bullying behavior include, but are not limited to the following:**

- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff is expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.
- The school will provide to student's information in regard to bullying prevention.
- Student Disciplinary Reports will be reported to the Oklahoma State Department of Education on an annual basis.

**DRUG POLICY**

**Illegal and Illicit Drugs and Alcohol**

- a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
- b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
- c. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- d. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.

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

Necessary Medications

- a. Students may not retain possession of and self-administer any medication at school for any reason.
- b. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
- c. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline, which can include suspension.

Any teacher who has reasonable cause to suspect that a student is in possession of or may be under the influence of:

- 1. Non-intoxicating beverage;
- 2. Alcoholic beverages
- 3. Controlled dangerous substance

As defined by state law, shall immediately notify the principal or his/her designee of such suspicions. The principal shall notify the superintendent of schools and a parent or legal guardian of said student of the matter. (Reference: O.S. Title 70 Section 133)

Students who violate the standards of conduct set by the Morris School Board will be dismissed immediately. Students who are dismissed will have the normal due process procedure available to them.

Information about drug and alcohol counseling, rehabilitation and re-entry programs will be available from the counselors.

Every teacher employed by the Morris School Board of Education who has reasonable cause to suspect that a student is under the influence of, or has a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference: O.S. Title 70 Section 24-132)

**EXTRACURRICULAR ACTIVITIES – (STUDENT ALCOHOL AND DRUG TESTING)**

The Board of Education of the Morris School District (the "School District"), in order to protect the health and safety of students participating in

extracurricular activities and to educate and direct students participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

#### **STATEMENT OF PURPOSE AND INTENT**

1. It is the desire of the Board of Education, administration and staff that every student in the School District refrains from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, 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 supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.
3. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. 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 who participates in extracurricular activities and who is found to be in violation of the

Policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this Policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.**

#### DEFINITIONS

1. "Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum and in which students represent the School District in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.
2. "Student extracurricular activities participant" means any student participating in any competitive extracurricular activity.
3. "Student Athlete" means a 7th-12th grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.
4. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.
5. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
6. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.
7. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
8. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is 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, and paraphernalia to use such drugs.

9. "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 which can be lawfully purchased in over-the-counter transactions.
10. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
11. "Random selection basis" means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:
  - a. results in an equal probability that any student extracurricular activity participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and
  - b. does not give the School District discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.
12. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
13. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participants 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.

14. "Games/competitions" mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

## **PARTICIPATION AND PROCEDURES**

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.
2. Each student extracurricular activity participant shall be provided with a copy of this Policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.
3. The principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.
4. The Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample: a) for student athletes, as part of the annual physical examination, and for



all other student extracurricular activity participants, either (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year; b) as chosen by the random selection basis; and c) at any time a student extracurricular activities participant is requested by the principal or athletic director or by the sponsor or coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.

5. All student extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs as part of the annual physical examination for student athletes and either (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all Policy requirements.
6. Drug and/or alcohol use testing for student extracurricular activities participants will also be chosen on a random selection basis monthly from a list of all in-season student participants. The School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.
7. In addition to the drug and alcohol use tests required by paragraphs 4, 5 and 6, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.
8. The School District will pay the fee for all drug and/or alcohol testing.
9. Any alcohol or 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 using 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.

10. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student extracurricular activities participants to the 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 behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the 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 insure 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 principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.
11. If an 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 spectroscopy 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 performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.
12. If the alcohol or drug use test for any student extracurricular activities participant has a positive result, the laboratory will contact

the principal or the athletic director with the results. In the case of student extracurricular activities participants who are not athletes, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal or the athletic director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the principal or athletic director will arrange for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.

13. If the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The School District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.
14. A student who has been determined by the principal or the athletic director to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.
15. Before a student extracurricular activities participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug

use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.

16. All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

#### **VIOLATION**

1. Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.
2. **For the First Offense:** Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) for 25 school days which may be reduced by 15 school days (five school days reduced for professional drug/alcohol evaluation/assessment and ten school days reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the School District or an outside agency). A student extracurricular activities participant must miss a minimum of two (2) games/competitions. If the student is not competing in an extracurricular activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two games/competitions during the suspension period, then the student will be required to miss the next two games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

3. **For the Second Offense (in the same school year):** Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.
4. **For the Third Offense (in the same school year):** Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition for thirty-six (36) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the thirty-six (36) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.
5. **Self-Referral:** As an option to the consequences for a first offense only, a student may self-refer to the principal or athletic director or to a coach or sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled: a conference has been held with the student, the principal or athletic director, the sponsor or coach, and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the principal or athletic director by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

**REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST**

If, after signing the Contract, a student extracurricular activities participant refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

**Morris School District Student Extra-curricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract**

**Statement of Purpose and Intent:**

Participation in school sponsored extracurricular activities at the Morris School District is a privilege and not a right. Such privilege is governed by the attached Morris School District Policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs (the "Policy"). Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Morris School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants 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 alcohol or illegal or performance enhancing drugs.

**Participation in Extracurricular Activities:**

For the safety, health and well-being of the students of the Morris School District, the Morris School District has adopted the attached Policy and this Student Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

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

\_\_\_\_\_  
Student ID Number

I understand after having read the Policy and this Contract that, out of care for my safety and health, the Morris School District enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing 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 the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

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

\_\_\_\_\_  
Student ID Number

We have read and understand the Policy and this Contract. We desire that the student named above participate in the extracurricular activities of the Morris School District and we hereby agree to abide by all provisions of the Morris School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

\_\_\_\_\_  
Signature of Parent of Custodial Guardian

\_\_\_\_\_  
Date

[If the student athlete is 18 years or older, he/she must also sign at this line in addition to the line above.]

BELOW PLEASE OBTAIN THE SIGNATURE OF ANY SPONSOR OR COACH OF AN EXTRACURRICULAR ACTIVITY IN WHICH YOU ARE INVOLVED:

\_\_\_\_\_  
Signature of Sponsor/Coach

\_\_\_\_\_  
Team/Extracurricular Activity

\_\_\_\_\_  
Date

## **24/7 TOBACCO-FREE CAMPUS POLICY**

In recognition of the facts that:

- Tobacco use has been identified as the number one preventable cause of disease and death in the United States.
- Environmental tobacco smoke increases the number and severity of asthma episodes in children.
- The school board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students resist tobacco use.
- The board recognizes the importance of adult role modeling for students during formative years.

The Board hereby prohibits the use of all tobacco products (including but not limited to cigarettes, cigars, pipes, snuff, and other smokeless tobacco) but students, staff, visitors or guests in all school district buildings, on the grounds, on all school property and school vehicles. This regulation also applies to all public school functions (ballgames, concerts, plays, etc) and any outside agency using the district's facilities, including stadiums. This regulation applies to school sponsored events held on or off campus. Tobacco use is also prohibited by students, staff and volunteers at all events away from school property where they represent the school district.

It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will also apply to everyone providing service to the school.

The Board hereby directs the Superintendent of the district to adopt the necessary rules and procedures to ensure the effective enforcement and implementation of this policy.

In recognition of the effect this policy may have on students who currently use tobacco products, the district will offer tobacco use cessation programs to those students who wish to quit tobacco use.

To help prevent tobacco use by students, the Board directs the Counselors to provide comprehensive curricula of tobacco use prevention which will include, scientifically proven tobacco education programs for all grades in this district, with special emphasis on grades six through eight with reinforcement in high school. The Counselors will ensure program-specific training for teachers, and involve families in these school-based programs.

It is the intention of the Board that this policy will become effective on August 3, 2009. On or before (the above date), signs will be posted throughout the district facilities to notify students, employees and all other persons visiting the school that the use of tobacco products is prohibited 24 hours a day, 7 days a week including non-school hours and days.



## **BUS RIDER RULES**

- I. After a student gets on the bus, he or she is under the control of the bus driver. The driver is a school official and has the same authority over the students as a teacher. Any misconduct on the buses will be reported to the office and disciplinary action will be taken. Students are to be at the bus stop on time. Drivers are not required to wait on late students. Bus riding privileges may be suspended at the discretion of the principal.
- II. Previous to loading (on the road and at school):
  1. Be on time at the designated school bus stops to keep the bus on schedule.
  2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
  3. Wait until the bus comes to a complete stop before attempting to enter.
  4. Be careful in approaching bus stops.
  5. Bus riders are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
- III. While on bus:
  1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
  2. Assist in keeping the bus safe and sanitary at all times.
  3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  4. Playing radios is not allowed on the school bus.
  5. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
  6. Bus riders should never tamper with the bus or any of its equipment.

7. Leave no books, lunches, or other articles on the bus.
8. Keep books, packages, coats, and all other objects out of the aisles.
9. Help look after the safety and comfort of small children.
10. Do not throw anything out of the bus window.
11. Bus riders are not permitted to leave their seats while the bus is in motion.
12. Horse-play is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow pupils, the bus driver, and patrol officers or driver's assistants.
14. Keep absolutely quiet when approaching a railroad crossing stop.
15. In case of a road emergency, children are to remain in the bus.

IV. After leaving the bus:

1. When crossing road, go at least ten feet in front of bus, stop, check traffic, and watch for bus driver's signal, then cross road.
2. Students living on right side of road should immediately leave bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from the parent or school official.

**EXTRA-CURRICULAR TRIPS**

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of any chaperon appointed by the school officials.
3. Participants are required to ride the bus on all school-sponsored activities.

4. Students are under school jurisdiction on trips.
5. Students who ride the bus to any activity must return on that same bus unless their parents are there and personally relieve the sponsor of any obligation for the student. The sponsor must personally speak to the parent, and at his/her discretion, he/she may let the student go.

#### **SCHOOL LUNCH PROGRAM**

The school lunch program is for the benefit of all students and teachers who wish to participate in it. It is a non-profit organization intended to serve the needs of all students desiring to remain at school during the lunch period.

Good wholesome food, properly prepared, may be secured during the lunch period on all school days.

School lunch menus will be given to the local newspaper and posted in advance in each building.

#### **COLLECTION FOR ALL CAFETERIA CHARGES**

***ALL CAFETERIA MEALS ARE TO BE PAID FOR IN ADVANCE.  
(Individual student accounts)***

It is the responsibility of the School Food Authority to develop a policy regarding students who fail to pay for their meals. If a family does not pay for charged meals, a school may wish to encourage the family to complete an application for free or reduced price meals. If the family does not qualify after completing the application or they do not wish to complete one, the school district is not obligated to continue providing meals without receiving payment. (Section XVI Article a; State Department of Education, Page 65, Child Nutrition Fact Sheet)

**The policy developed by the Morris Schools regarding the above statement is as follows:**

Parents/guardians of individual students who fail to pay for cafeteria charges that exceed ten dollars will be notified by a hand out to students and given one week to make payment or arrangements with cafeteria cashier. If at this time the school has not received a response, the student will not be allowed to eat from the regular cafeteria lines, but will be provided with a peanut butter sandwich and milk or water.

#### **JOM PROGRAM**

Interested parents/guardians or students needing information about the Title VII/JOM programs can contact the Indian education coordinator.

### **CAFETERIA**

Students will be permitted to talk quietly during their lunch. However, excessive noise will not be allowed. Students are to return their trays, milk cartons, etc. to the proper place. Everyone needs to strive to keep the tables clean. Rowdiness and horseplay will not be tolerated. No radios will be played in the cafeteria.

### **TECHNOLOGY POLICY**

Morris Public Schools will provide access to a number of computer-based resources including the Internet. The Internet is a valuable resource with nearly unlimited sources of educational information. Unfortunately, materials, which are inappropriate for schools and students, will also be accessible. The Internet service provider and this school have taken extensive measures and available precautions to block access to unwanted resources and information. However, an industrious and knowledgeable user may discover ways to access information or services this school deems inappropriate. Therefore, students using these resources must agree to the following terms and conditions:

- Not to use the Internet for transmission of any material in violation of any federal or state regulations.
- To refrain from using profanity and vulgarities on the Internet.
- Not give home address, location of school or phone number, or any personal information about them or any other student or school personnel to anyone via the Internet.
- Understands that use of e-mail or any other communications over the Internet are not private.
- To respect the trademark and copyrights of materials on the Internet, and assume anything accessed via the network is private property.
- The school system and service providers are not responsible for any damages or losses resulting from using the Internet services or information obtained from the Internet.
- If the user discovers access to unauthorized information or defeats any security measures, the user must inform the system administrator immediately. The user must not share any unauthorized information with any other users.
- Vandalism of any kind is prohibited
- Understands access to the Internet through the school is a privilege and that any violation of the regulations is unethical and may constitute a criminal offense. Should any violation be committed, access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken
- Parents not wishing for their student(s) to have access to the Internet should notify the building principal in writing.

## **ELECTRONIC READING DEVICES**

It is the policy of the Board of Education that a student may possess an electronic reading device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendents or the superintendent's designee.

Students found to be using any electronic reading device for any purpose other than educational purposes, shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention or suspension.

Expectations:

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or nonschool related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
4. Students are permitted to access only the school's network through personal devices, not private networks. More information will be provided to students for accessing the available network.

Reinforcement:

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

A personally owned device shall include all existing and emerging technology devices that can take photographs, record audio or video, input text, upload and download media, and transmit or receive messages or images.

Examples of a personally owned device shall include but is not limited to: MP3 players and iPods, iPads, Nooks, Kindle, and other tablet PCs, laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any other device with similar capabilities.

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility

to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students, information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment, personal attacks, including prejudicial or discriminatory attacks, harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others, knowingly or recklessly posting false or defamatory information about a person or organization, and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.

The District shall not be liable for the loss, damage, misuse, theft of any personally owned device.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well being of the school is subject to disciplinary action.

All district students shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events

Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

**The Board expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.**

Students are not permitted to use any electronic device to record audio or

video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the internet via the District's content filtered wireless network.

**OSSBA POLICY SERVICES      FNGA-E (NEW)**

**PARENT PERMISSION/AGREEMENT FORM  
ELECTRONIC READING DEVICES**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ School Year: \_\_\_\_\_

Electronic Reading Device Name/Description: \_\_\_\_\_

**STUDENT ELECTRONIC READING DEVICE USE AGREEMENT:**

**Electronic reading devices, e.g. Kindle and Nook, etc. may be brought to school and used only with written parental permission and may only be used to read while at school.**

**Your signature below indicates your understanding of these rules and agreement to abide by them.**

**Note: Your signature below indicates your understanding and agreement that all electronic reading devices such as Kindle and Nook are brought to the school to be used for the sole purpose of reading devices.**

Any student discovered to be using the device for any other activity will have the device taken away. The parent will need to retrieve the device from the adult who confiscated it from the student. In addition, the student may be disciplined for misuse of the device. Electronic reading devices are to be used exactly as a reading device would be used while at school, or at any function related to the school district.

**The school district is NOT responsible for lost, misplaced, stolen, broken electronic reading devices brought to school, nor for any unauthorized use of such devices.**

**The school district is not responsible for any inappropriate use of electronic reading devices by students while at school.**

**Signature signifies agreement and compliance:** I give my permission for my child to have an electronic reading device(s), and we agree to abide by the school's rules for such device. We understand that our child will be solely responsible for the safety and security of the device. We will discuss appropriate care of the electronic reading device with our child.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Adoption Date:</b> 12-10-2012	<b>Revision Date(s):</b>	<b>Page 1 of 1</b>
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**INTERNET ACCEPTABLE USE POLICY**

Purpose

The district provides its students and employees with access to the district's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the district's



goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the district and its patrons.

The Internet has often been described as the information super-highway. The Internet consists of a network of servers connecting thousands of computers worldwide, permitting access and communication with millions of individual users. Through the Internet, the district will provide students, faculty and staff access to:

- electronic mail providing communication with people throughout the world;
- information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA;
- public domain software and shareware of all types;
- news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the district;
- access to university libraries, the Library of Congress and other repositories of information;
- World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the district or which is inappropriate for distribution to students. The district has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The district firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of

network resources. If a district user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Internet Acceptable Use Policy, understands the policies and agrees to abide by all terms and conditions described in the policy or subsequently implemented by the district's Director of Technical Services. Students' use of the district's system will also be governed by a student code of conduct.

#### Internet Access - Terms and Conditions.

**Acceptable Use.** The use of the district's system, whether by students, faculty or staff, must be in support of education and consistent with the educational objectives of the district. The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. The transmission or receipt of any material in violation of any United States or state law or regulation and the transmission or receipt of any material inconsistent with the educational objectives of the district is prohibited. This includes, but is not limited to: copyrighted material, threatening, indecent, lewd or obscene material, or material protected by trade secret. Use of the district system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

**Parental Consent.** In order for a student to gain access to the district system, the student's parent or guardian must be provided a copy of the Internet Acceptable Use Policy and sign the Internet Access Agreement requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. There is, however, a wide range of information available through the internet which is not appropriate for access by minors, has no educational value or does not meet with the particular values of the families of the student. The district system and internet acceptable use policy contain devices and restrictions on use intended to prevent access to inappropriate material or information. However, it is impossible for the district to guarantee that students will not be exposed to inappropriate material through their use of the internet. The district believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children. The district encourages parents to discuss with their children what material is and is not acceptable for their children to access through the district system.

**Privilege of Use.** The district system and its Internet access is a privilege afforded to students and staff of the district. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the district's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving Internet access, all

users will be required to successfully complete an Internet training program administered by the district.

Inappropriate Use. Each system user is expected to comply with all district policies governing Internet access and to abide by generally-accepted rules of network etiquette. These general rules include, but are not limited to, the following:

- a. Appropriate language - Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
- b. Safety - Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, district system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.
- c. Electronic mail - Users should be aware that electronic mail (E-Mail) may not be assumed to be a private communication. The district and system administrators do have access to E-Mail. Messages relating to, in support of or in furtherance of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.
- d. Network resources - System users should not use the network in a way that will disrupt the use of the network by other users. The network should be used for educational, professional and career development activities only. System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.
- e. Intellectual property - Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

Limitation of Liability. The district makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the district system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The district is not responsible for the accuracy or quality of information obtained through use of the district system or the Internet. The district is not responsible for any financial obligations which may be incurred through use of the district system.

Security. Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the district system or the Internet, you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the district system or any other computer system may be denied further access.

Vandalism. Vandalism of district hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the district, of another user or of any other network connected to the Internet or all or any portion of the district's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of the district's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to district policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the district's system.

Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the district system to access information or to distribute information or material which is:

- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards,

would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

- b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- e. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- f. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Employee Access. In order for any employee of the district to gain access to the district system, the employee must sign the Employee Internet Access Agreement.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. By executing the Internet Access Agreement, the system user agrees to abide by the terms and conditions contained in this policy. The system user acknowledges that any violation of this policy may result in access privileges being revoked, disciplinary action being taken, including, as to students, disciplinary action under the district's Student Discipline Policy and, as to employees, any such discipline as may be allowed by law, including termination of employment.

Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21<sup>st</sup> Century Act, Section 254(h)(5), the District is educating minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. As part of this education, the following information on Cyber Bullying and Internet Safety is distributed with this Policy to all students and parents for their review prior to signing an Internet Access Agreement to access the Internet:

### **Cyber Bullying and Internet Safety**

As young people embrace the Internet and other mobile communication technologies, bullying has manifested itself in a new and potentially more dangerous way — through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful, harassing, intimidating, threatening, or malicious messages or images through e-mail, instant messages, cell phones and websites. It is emerging as one of the more challenging issues facing educators, since it has a direct impact on students but often occurs away from school property.

Examples of cyber bullying include, but are not limited to:

- Sending cruel, vicious and sometimes threatening messages;
- Creating websites that contain stories, cartoons, pictures and jokes ridiculing others;
- Posting pictures of classmates on-line with intent to embarrass them;
- Breaking into an e-mail account and sending vicious or embarrassing material to others;
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others; and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent, or the equivalent of that.

### **Social Networking Sites**

Most teenagers visit websites to communicate with friends and meet new [people. Facebook.com](http://www.facebook.com) is a social networking site, one of many that have become increasingly popular with students. Facebook allows students to

create a personal website (for free), post pictures, add comments, and use it to meet "on-line friends." The website often includes their full name, telephone number, address, school name, and a picture.

YouTube is a similar site dedicated to hosting video clips.

About 68 million people reportedly use Facebook and millions more use other social networking sites, such as: [twitter.com](http://twitter.com); [livejournal.com](http://livejournal.com); [nexopia.com](http://nexopia.com); and Google+. According recent Facebook demographics, 20 million users in the United States are under the age of 18 with 7.5 million of those being under the minimum age of 13. The danger lies in that the Internet is vast, public and constantly expanding. And, if students have not developed critical thinking skills, are unsupervised or create websites that are not monitored, they can be at risk of unknowingly communicating with predators, spammers or pornographers. As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. And, parents should conduct frequent reviews of the site to ensure that identifying information or pictures have not been posted.

Facebook and other social networking sites will cooperate in shutting down a site created solely to harass another individual.

### Internet Safety

No action is foolproof, but there are steps students can take to protect themselves on-line and lessen the chance of becoming the victim of unsolicited messages:

- Never give out personal information, passwords, PIN numbers, etc.
- Remember that personal information includes your name, age, e-mail address, the names of family or friends, your home address, phone number (cell or home) or school name.
- Choose a user name that your friends will recognize but strangers will not recognize (such as a nickname used at school). This will help you to identify yourself to friends and lets you know who is trying to communicate with you.
- Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website.
- Passwords are secret. Never tell anyone your password except your parents or guardians.

- Do not respond to "spam" or unsolicited e-mail.
- Set up e-mail and instant messenger accounts with your parents.
- Do not respond to, or engage in, cyber abuse.

If you are the victim of a cyber bully:

- Do not reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use "call display" or dial \*69 to identify the phone number and have it tracked through your cell phone/pager service provider.
- Instant messages (e.g. Yahoo instant messenger; Microsoft Messenger) are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account, such as Hotmail, Yahoo or G-Mail, using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address. Then, inform your Internet Service Provider (ISP).
- If physical threats are made or the bullying escalates, inform your local police.
- Do not erase or delete messages from cyber bullies. You do not have to read them; but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one (1) person at a time.
- If the bullying occurs at school or on district property, or is the act of another student, report the bullying to the appropriate official and refer to the district's bullying policy.

Suggestions for Parents:

- Make sure your children understand how vast and public the Internet is. Remind them that anything they



post or send in a message is virtually available to be seen or read by anyone in the world.

- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Inform your ISP or cell phone service provider of any abuse. Although it can take a lot of time and effort to get Providers to respond and deal with your complaints about cyber bullying, it is necessary in order to try to stop it from reoccurring.
- Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms.

Revision Date: 12-10-2012

### **LIBRARY**

The Morris High School library will be open from 8:00 a.m. - 3:10 p.m. Students may check a book out for two weeks. No student may have more than two books checked out at the same time. A fine of five cents a day will be charged on all overdue books. Students owing fines will not be allowed to check out a second book until his fine is paid. If a book is lost, the person responsible must replace the book. Encyclopedias and reference books may not be taken home.

The elementary school library will be open from 8:00 a.m. -3:10 p.m. every day. Students will be allowed to check out two (2) books at a time and must return these books before checking out more; Exceptions to this will be at the discretion of the librarian.

Students will have to pay for any books that are lost.

The selections of books for purchase need to follow guidelines established in the selection policy, which has been approved by the Morris Board of Education. This policy is available for inspection in both the library and the superintendent's office.

<b>OSSBA POLICY SERVICES</b>
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**MOMENT OF SILENCE / FLAG SALUTE FEDERAL AND STATE**

It shall be the policy of this Morris Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during noninstructional time and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The minute of silence will be held on a daily basis *(at the start of the school day, at 10:00 a.m., etc.)*.

The minute of silence will be announced over intercom / read by teachers (announced over the intercom, begin with the ringing of the school bell, etc.) at the appointed time.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

REFERENCE: 70 O.S. § 11-101.1  
70 O.S. § 11-101.2

At this time, we will observe a moment of silence. Each student may select whether they wish to reflect, meditate, pray, or engage in another non-disruptive silent activity during the next sixty seconds. The moment of silence will begin now.

Flag Salute:

- (1) United States of America
- (2) Oklahoma

<b>Adoption Date:</b> August 12,2002	<b>Revision Date(s):</b> 7/16/2002	<b>Page 1 of 1</b>
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**MISCELLANEOUS**

Demonstrations of affection between boys and girls in school or involving an

out-of-school person will not be permitted in any area during the time school is in session.

Cell phones, laser lights, radios or tape players, including those with headsets, will not be allowed on school property (buses, stadiums, etc.). Exceptions will be handled by building principals.

The Morris Public Schools has a three step procedure: 1) for the first offense, the cell phone is taken and must be picked up by the parent or legal guardian; 2) for the second offense, the cell phone is taken and must be picked up by the parent or legal guardian, plus the student is given in-school detention for one day; and 3) for the third offense, the cell phone is taken and must be picked up by the parent or legal guardian and appropriate additional discipline is considered and, if appropriate, implemented.

It is the policy of the Board of Education that no student shall possess or use an electronic paging device to include cellular telephones, flip phones, etc., while on the school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except that a student may possess and use an electronic paging device upon written consent of the student's parent or guardian, and the superintendent or the superintendent's designee. Such consent will be granted only upon a showing of medical necessity or other compelling reason as determined by the superintendent.

**PICTURES**

Morris Schools offer School Day pictures in the fall for each student (\*spring line pictures are usually in April or May.)

**TELEPHONE**

Pupils are not to use the telephone for social calls. Telephone calls should be made during the lunch hour.

**VISITORS**

<b>OSSBA POLICY SERVICES</b>	<b>GJ</b>
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**SCHOOL VISITORS**

It is the policy of the Morris Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any persons out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

REFERENCE: 70 O.S. §24-131  
21 O.S. § 1375,1376

THIS POLICY REQUIRED BY LAW.

1 Does not include students, officers, or employees of the district.

<b>Adoption Date:</b>	<b>Revision Date(s): 6/1/01, 10/9/2012, 12/10/2012</b>	<b>Page 1 of 1</b>
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**MORRIS SCHOOLS NON-DISCRIMINATION POLICY (POLICY NOTIFICATION)**

It is the policy of the Morris Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but not limited to,

admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to: Counselor, Compliance Coordinator, P.O. Box 80, Morris, Okla. 74445-0080, and (918) 733-4198

### **PROFICIENCY-BASED PROMOTION**

Notification regarding the availability of Proficiency-Based Promotion will be made available to parents and students on an annual basis, and to new families upon student enrollment. Guidelines, application procedures, and forms will be available at each site and in the office of the Proficiency-Based Promotion Coordinator.

### **DRESS CODE**

A student's appearance should not distract classmates from the important task of learning. Because a relationship between one's appearance and behavior does exist and because an appropriately dressed student is better accepted by his/her peers, attire for students must be reasonable, modest, and in such style that it will not cause distraction.

1. Short-shorts, bicycle and boxer shorts are not permitted. Skirt, dress and shorts hemlines should be no shorter than the tip of the longest finger with the hand hanging at the student's side.
2. Clothing should be buttoned and appropriate under- garments worn at all times. The student's torso, chest, or undergarments should not show at any time even while sitting, bending or leaning. Sleeveless blouses must cover at least two (2) inches of each shoulder. Necklines should be modest and appropriate.
3. Safety and sanitation dictate that students wear appropriate footwear. No house shoes are allowed.
4. Mesh shirts, midriffs, halters, low riders, tank tops, pajamas, clothes with holes or tears and other similar attire are inappropriate for school wear and will not be permitted.
5. Clothing displaying disruptive or suggestive lettering and/or symbols in considered inappropriate and will not be permitted. Items advertising alcoholic beverages or drug and tobacco products will not be permitted.
6. Hats, scarves, bandanas, and sunglasses are not to be worn inside the buildings at anytime. Any student wearing such in any building will be asked to give it to any employee who asks for it. It will be sent to the principal. Hoods on sweatshirts or sweaters may not be worn over the head inside the building at anytime.
7. Only uniforms that conform to the above guidelines may be worn during the school day.
8. All students participating in school activities will comply with the dress and appearance regulations of activities to which they belong and participate.
9. Any gang-related behavior, body adornment, tattoos, or clothing

is prohibited; this includes, but is not limited to, "sagging," bandannas, wearing gang/set colors, written symbols, or gestures that reflect gang affiliation.

10. Administrator shall have the authority to determine the appropriateness of any attire. In making such a determination, the administrator should be governed by whether the attire is offensive, disruptive, or distracting to the educational environment.

Penalties for violation of dress code:

- a. First offense; referral to the principal, change of clothes obtained or placed in I.S.D. for remainder of day. If change of clothing is not possible, parent/guardian contact will be made and possible disciplinary action taken. The student may also receive an unexcused absence from class (es) missed while clothes are being obtained.
- b. Second offense; same as above plus two (2) days I.S.D.
- c. Third offense; suspension, length of time determined by the principal.

#### **CAMPUS CURFEW**

In order to maintain better security, reduce vandalism, discourage loitering, and cooperate with the police, the Morris Board of Education hereby adopts the following regulations concerning campus curfew:

1. All school facilities including, but not limited to, parking lots, athletic fields, basketball courts, tennis courts, and playgrounds shall be closed at 10:00 p.m.
2. School sponsored or approved activities shall be exempt from the above curfew except that the curfew shall begin 30 minutes after the conclusion of such event.
3. The Morris Police Department and/or other law enforcement agencies shall be authorized to enforce the above curfew times on all school properties.

## HEALTH RECORDS

Each new student is required to file an immunization record immediately upon enrollment. Oklahoma law requires that all students have the following shots:

### Guide to Immunization Requirements in Oklahoma - 2013-14 School Year

PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION

Child Care	Pre-School/ Pre-Kg	Kg-6 <sup>th</sup>	7 <sup>th</sup> - 9 <sup>th</sup>	10 <sup>th</sup> - 12 <sup>th</sup>
4DTaP	4 DTaP	5DTP/DTaP*	5DTP/DTaP* 1Tdap booster	5DTP/DTaP
1-4 PCV♦	Not required	for school		
3 IPV/OPV	3 IPV/OPV	4 IPV/OPV◀	4 IPV/OPV	4 IPV/OPV
1 MMR	1 MMR	2MMR	2MMR	2 MMR
1-4 Hib◆●	Not required	for school		
3 Hep B	3 Hep B	3 Hep B	3 Hep B■	3 Hep B■
2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
1 Varicella	1 Varicella	1 Varicella	1 Varicella	1 Varicella

\* If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5<sup>th</sup> dose of DTP/DTaP is not required.

- ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose is received.
- ◀ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4<sup>th</sup> dose of IPV/OPV is not required.
- Children may be complete with 3 or 4 doses of Hib depending on the brand of vaccine used.
- Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of hepatitis B vaccine.
- The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2nd dose of Varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.
- **Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.**
- **Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools.**
- Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
- All measles, mumps and rubella (MMR), Varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday (or within 4 days before the birthday).
- For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday). This rule does not apply to doses given before 2003.
- If a parent reports that their child had chickenpox disease, the child is not required to receive Varicella vaccine.
- It is not necessary to restart the series of any vaccine if the next dose due in the series has not been given on schedule; longer than recommended intervals between doses do not affect final immunity.
- **Children may be allowed to attend school and childcare if they have received at least one dose of all the required vaccines due for their age, but they must complete the remaining dose series of vaccines on schedule. These children are "in the process" of receiving immunizations.**

If you have any questions, call the Immunization Service at 405-271-4073 or 800-234-6196 or visit our website at <http://imm.health.ok.gov>.

### **FIRE DRILL RULES AND PROCEDURES (REFERENCE 63 O.S. - 176)**

1. Fire alarms will be sounded using a long, continuous ringing of the fire alarm. In the event of power failure, a series of whistle blasts in the hallway will be used.
2. Rules for fire evacuation will be posted in all rooms. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class using the room during the first day(s) of the school year.
3. No person is to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet if possible) away from buildings and driveways.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher or other fire evacuation leader will be responsible for:
  - A. Seeing that windows are closed.
  - B. Assuring that electrical circuits and gas jets are turned off.
  - C. Maintaining order.
  - D. Assigning students to hold doors open, if their group is the first to evacuate from such doors, and instructing students holding doors to rejoin the class after the last person has passed through the doors.
  - E. Taking the roll book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal.
7. Students that set off fire alarms causing a False Alarm will be administered discipline under the school disciplinary policy.

### **TORNADO PROCEDURE**

Tornado Warning: The tornado-warning signal for Morris schools is **a continuous short blast of the bells**. This signal may be used in conjunction with the public address system (intercom) and vocal announcements in the hallways. Upon hearing any of these signals, all persons should immediately go to the area designated by the Tornado Shelter Plan. Do not panic! Teachers and staff shall take charge to facilitate an orderly transition to the designated areas.

### **SHELTER PROCEDURE**

Students should remain quiet in order to hear instructions from the teacher or principal.

Steps of Action:

1. Sound alarm (continuous short blasts of the bells).
2. Should there be a loss of electrical power; the alternate signal will be announcements in the hallways by designated personnel.



3. Students/teachers should go directly to safe room and sit in assigned areas.
4. Teachers should take class lists.
5. A radio should be kept within hearing range of office personnel.
6. Wait for all clear signals before returning to classroom.
7. During a “warning”, students will not be dismissed by phone message or by any method other than directly to the parent or guardian. During a “watch”, normal checkout procedures will be followed for release of students. The principal may elect to invoke the no checkout rule if he/she feels that conditions warrant it.
8. Parents may come to the school to be with the children but not allowed to leave unless we know that the tornado is 15 minutes away from the school.

#### **ASBESTOS INFORMATION**

Morris Public Schools has completed the Asbestos Program as required by the Dept of Labor, the Dept of Health, and Environmental Protection Agency. The following statement was taken from EPA guidelines.

Asbestos is a known human carcinogen. There is no evidence of a threshold exposure level below which the risk of cancer is not increased. While it is difficult to quantify the precise risk posed by exposure to asbestos in buildings, unnecessary exposure should be avoided.

According to the Asbestos Hazard Emergency Response Act, (AHERA), Morris School is required to notify building occupants at least once year that Morris School is in compliance with the law. This includes, but is not limited to, inspection, surveillance, abatement, and operations and maintenance of asbestos containing material.

A copy of the AHERA Management plan is available for your inspection in the Administrative Office, or in the Maintenance Supervisor’s Office.

#### **OKLAHOMA OPEN RECORDS ACT • POLICY STATEMENT**

The board of education adopts this Policy Statement in connection with the Oklahoma Open Record Act (the “Act”), effective November 1, 1985.

This school district as a tax-supported institution recognizes that the public has a right to be fully informed concerning its operations. This school district strongly believes that informed citizens are vital to the successful functioning of the democratic government process that this school district desires to

exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the School District, except those records designated as confidential in this Policy Statement, shall be open to any person for inspection, copying and/or mechanical reproduction during the regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

- Records, which can be kept confidential under federal or state law as designated in Section 5 of the Act.
- Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
- Personnel record where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired.
- If disclosure would give an unfair advantage to competitors or bidders, of the following: bid specifications for competitive bidding prior to publication; contents of software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
- Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising right secured by the Oklahoma or United States Constitution. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
- Individual student records, except for (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if pursuant to the Family Educational Rights and Privacy Act that information (1) has been designated by the School District as directory information and (2) parents have been notified of and have not exercised their non-release rights.
- Teacher lesson plans, tests and other teaching materials.
- Personal communications concerning individual students.
- Prior to taking action, including making a recommendation of issuing a report, personal notes and personally created materials of school district personnel, excluding departmental budget requests, prepared as an aid to memory or research leading to the adoption of a school district policy or school district project.

The board of education hereby designates its superintendent or if such

person is not available during regular business hours, then the principal as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

The school district shall charge reasonable fees to recover the direct cost of document copies. Reasonable document search fees shall be charged as permitted by the Act. The schedule of fees will be posted in the superintendent's office. The district will make every effort to provide public requests within five (5) working days of the request.

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the board of education.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act:

- The right to inspect and review the student's education record.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record in a hearing if necessary.
- The right to report violations of the FERPA to the Department of Health, Education and Welfare.
- The right to be informed about FERPA rights.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language. All rights and protection given parents under the FERPA and this policy transfer to the student when he/she reaches age 18 or enrolls in a post secondary school. The student then becomes an "eligible student".

**LOCATIONS OF EDUCATION RECORDS**

(Required) Study 99.5 (A)(2)(IV), FERPA Regulations

<b>Type</b>	<b>Location</b>	<b>Address</b>
Cumulative School Records	Principal's Office – High School, Middle School or Elementary School	307 S. 6 <sup>th</sup> Morris, OK 74445
Cumulative School Records – Former Students	Principal's Office – High School, Middle School or Elementary School	307 S. 6 <sup>th</sup> Morris, OK 74445
Health Records	Principal's Office – High School, Middle School or Elementary School	307 S. 6 <sup>th</sup> Morris, OK 74445
Psychological Records	Special Ed. Director – Elementary School	307 S. 6 <sup>th</sup> Morris, OK 74445
Speech Therapy Records	Special Ed. Director – Elementary School	307 S. 6 <sup>th</sup> Morris, OK 74445
Special Test	Special Ed. Director – Elementary	307 S. 6 <sup>th</sup>

Records	School	Morris, OK 74445
School Transportation Records	Superintendent/Transportation Director, Administration Office	307 S. 6 <sup>th</sup> Morris, OK 74445
Occasional Records	Principal's Office – High School, Middle School or Elementary School	307 S. 6 <sup>th</sup> Morris, OK 74445

(Student Education Records not identified above, such as those in superintendent's office, in the school attorney's office, or in the personal possession of teachers. The principal will collect and make available at the student's school).

**DIRECTORY INFORMATION • POLICY STATEMENT**

The board of education adopts this policy statement in regard to Directory Information.

- The school will maintain directory Information for the following purposes: announce student recipients of awards; announce student achievement; announce students participating in activity programs; and announce class members.
- Parents/legal guardians have the right to withhold directory information regarding their child attending this school. Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent. Forms are available through the school's administration office.
- Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public.

• **OPERATIONAL PROCEDURES**

- The personnel records officer designated by this district is the superintendent.
- The student records officer is the building principal. In the event of absence of the principal, the principal's secretary has been designated as records clerk.
- Only those individuals listed are empowered to receive requests for directory information and/or provide directory information requested.
- In order to request directory information on students or staff member of this district, an individual, representing him or an organization, must complete the Request for Information form. The form may be obtained at the superintendent's office and must be completed in person and in the presence of the records officer or designee. All requests for information directed to individual schools must be referred to the superintendent's office for processing. Following completion of the form, a search for information requested will be undertaken. The individual requesting information may review materials or receive copies of information at a

time designated by the records officer, at the superintendent's office. Every effort will be made to honor approved requests within five (5) working days.

- Fees for information will be assessed according to the school district's fee schedule.
- Parents may complete a form that prohibits the school district from releasing information about an individual student. The signed forms from parents will be placed on file in the office of the records officer.
- If a legal question concerning release of records and/or information arises, legal counsel representing the school district will be asked to render a decision in the matter. Copy of the decision will be furnished to the person making the request for information.

### **COUNSELING**

A counselor is available to help each student plan his course of study while in school as well as to help in deciding what to do in the future. Appointments may be made through the counselor's office, or if the situation is a pressing problem, a student may obtain a pass from his/her teacher to visit the counselor.

### **GUIDANCE AND TESTING SERVICES**

Guidance is considered an essential part of any good school program. Guidance and counseling services are available to all students of the Morris school system.

This school has a testing program designed to provide information to help the student know himself better (his interests and capabilities) and to help in planning his schoolwork and life work.

A well-rounded testing program has been developed that can be very valuable to teach students if the information is properly interpreted and used.

Tests are made available and the results are explained to each student taking them. Any student or parent having questions about the tests or testing program is encouraged to ask the help of the school counselor.

### **BOARD OF EDUCATION POLICIES**

These general policies recorded in this booklet become binding and a part of the Morris School Board policies to all students with their enrollment in said Morris School.

### **STUDENT RECORDS**

Only that information which is pertinent to the individual's educational progress and those items required by law are to be maintained in the student's file.

Student's records are open for inspection by the student, the parents or guardian, school officials and certified employees of the school district.

Copies of records shall be furnished to authorize agencies upon written request of parents, guardians or students of legal age.

**PROMOTION AND RETENTION**

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board. (70-24-114.1) Note: Amended by HB 1056, Sec. 1, of the 1995 Reg. Sess.

<b>OSSBA POLICY SERVICES</b>	<b>EIA-R4</b>
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**STUDENT RETENTION**  
**(REGULATION)**

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- (1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that ~~participation in the statewide criterion-referenced tests are not appropriate~~ the

student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);

- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and
- (6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be

assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

**REFERENCE: 70 O.S. §24-114.1  
70 O.S. §1210.508C**

<b>Adoption Date:</b>	<b>Revision Date(s): 6/5/95, 8/4/99, 3/27/00, 1/16/04, 6/6/11, 10/1/12</b>	<b>Page 2 of 2</b>
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**REQUIREMENTS FOR GRADUATION**

The Morris Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation. Beginning with the 2009-2010 school year, all ninth grade students, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

- 4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;
- 3 units of Mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

Beginning with students entering 9<sup>th</sup> grade in the 2009-2010 school year, 3 units of Mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9.



Beginning with the graduating class of 2012-2013 students will have to meet the pre-requisite of 80% pass rate of pre-Algebra or 8<sup>th</sup> grade Math to enroll in algebra I as a 9<sup>th</sup> grade student. Students not meeting this prerequisite will enroll in pre-algebra as a 9<sup>th</sup> grade student.

- 3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;
- 3 units of History and citizenship skills, including one unit of American History, one-half of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements.
- 2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as work processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
- 1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements; and
- 1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

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

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum. Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

#### **CORE CURRICULUM FOR HIGH SCHOOL GRADUATION**

##### **4 *Units or Seats of Competencies Language Arts***

- 1 Grammar and Composition, and
- 3 Which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.

##### **3 *Units or Sets of Competencies Mathematics***

- 1 Algebra I or Algebra I taught in a contextual methodology, and
- 2 Which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability; Computer Science I; Computer Science II; Mathematics of Finance, Intermediate Algebra; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education

and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

Beginning with students entering 9<sup>th</sup> grade in the 2009-2010 school year. 3 units of Mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9.

Beginning with the graduating class of 2012-2013 students will have to meet the pre-requisite of 80% pass rate of pre-Algebra or 8<sup>th</sup> grade Math to enroll in algebra I as a 9<sup>th</sup> grade student. Students not meeting this prerequisite will enroll in pre-algebra as a 9<sup>th</sup> grade student.

**3 Units or sets of Competencies Science**

- 1 Biology I or Biology I taught in a contextual methodology, and
- 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science; Botany; Zoology; Physiology; Astronomy; Applied Biology/Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

**3 Units or sets of Competencies Social Studies**

- 1 United States History
- ½ to 1 United States Government
- ½ Oklahoma History and
- ½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government and Oklahoma History.

Beginning with the graduating class of 2012-2013 students will have to meet the pre-requisite of 80% will pass rate of pre-Algebra or 8<sup>th</sup> grade Math to enroll in algebra I as a 9<sup>th</sup> grade student. Students not meeting this prerequisite will enroll in pre-algebra at a 9<sup>th</sup> grade student.

Beginning with the graduating class of 2012 – 2013 current 9<sup>th</sup> grade

students graduation requirements will be 1 ½ units or set of competencies for American History.

**2 Units or Sets of Competencies The Arts**, which may include, but are not limited to, courses in Visual Arts and General Music.

9 Electives

24 Total Credits (Units or Sets of Competencies)

**Oklahoma State Regents for Higher Education Policy Statement on Admission To, Retention In, and Transfer among Colleges and Universities of the State System.**

Article XIII-A of the Constitution of Oklahoma and Title 70, Section 3206 of the Oklahoma Statutes provide that the Oklahoma State Regents for Higher Education shall prescribe standards of education for institutions in The Oklahoma State System of Higher Education, including standard for “admission to, retention in, and graduation from State Educational Institutions.” In order to carry out these constitutional and statutory responsibilities, the State Regents hereby adopt this revised policy statement establishing curricula requirement, criteria and standards for admission to State System institutions, as well as standards for transfer among institutions by type.

High School Curriculum Requirements for Admission to Programs Leading to Associate in Art’s, Associate in Science, and Bachelor’s Degrees.

- 4 - units of English
- 3 - units of Math (Excluding Computer Science; applied courses may count)
- 2 - units of lab Science (excluding Ag-ed; applied courses may count)
- 2 - units of History
- 1 - unit of citizenship skills (World History, Geography, Government, Economics)
- 3 - additional units listed above. (i.e.: Foreign Language, or selected (Computer Science).

Some math and science applied courses may substitute for some of the above listed math and science requirements if certain conditions are met.

Computer Science may be used to fulfill the three additional units. Computer Science courses should include programming and convey an understanding of computer hardware. Courses that teach business computer applications (i.e. word processing, databases, spreadsheets, and graphics programs) will be accepted. Keyboarding and courses designed to teach students typing skills will not be accepted

World history may be used to satisfy the “non-western culture” option.

### **COLLEGE PREPARATION**

All students considering a college education should plan their high school courses as early as possible to meet the college entrance requirements of the particular college they plan to attend.

One of our state universities announced they would not offer any high school, or zero credit subjects. Therefore, a student seeking admittance to it and needing extra high school units in math, science, language, etc., will have to take those subjects at their own high school. Another has announced that they will require zero credit courses to be taken if a student's ACT test score is below a certain number. It is of the utmost importance that each student checks individually with his/her choice of colleges as to the particular requirements. All colleges, universities and tech schools are more than happy to send students information concerning their school. Postal cards or letters should be addressed to:

Office of Admission and Records  
Name of College  
Town and State Zip

### **OKLAHOMA HIGHER LEARNING ACCESS PROGRAM**

The Oklahoma Legislature in 1992 who offers college scholarship funds to Oklahoma students created the Oklahoma Higher Learning Access Program for families with limited income (less than \$50,000), who fulfill an agreement to meet certain academic and conduct standards in high school. The unique feature about this program is that students can only enroll in the program during the eight or tenth grade.

#### **OHLAP Graduation Requirements:**

\*2.5 minimum GPA in core and overall

- 4 units of English
- 3 units of Math (excluding computer science)
- 2 units of Science Lab
- 2 units of Social Studies (History)
- 1 unit of citizenship skills (World History, Geography, Government, Economics)
- 2 units of Foreign Language or Technology
- 2 additional units from above or Computer Science
- 1 unit of Fine Arts (Music, Drama, Art) or Speech

#### **Requirements for High School Graduation, College Admissions, and OHLAP**

- 4 units of English
- 3 units of Math (excluding Computer Science)
- 3 units of Science (excluding qualified Ag-ed)
- 1 Science will meet elective requirements for college admission and

OHLAP

- 3 units of Social Studies
- 2 units count toward Social Studies
- 1 unit counts toward citizenship
- 2 units of Foreign Language or Technology
- 2 units of Fine Arts
- 1 additional elective from four-core subject areas. (Foreign Language or Computer Science.

For additional information regarding the OHLAP program, contact the high school counselor.

**VALEDICTORIAN AND SALUTATORIAN**

The member of the senior class with the highest-grade average will be selected as valedictorian. The member of the senior class with the second highest grade average will be selected as salutatorian.

In order to be considered for either honor, students must have taken one course out of each of the following areas:

- Math -Trigonometry, Algebra II, Geometry, or Calculus
- Science - Chemistry, Biology II, Physiology/Anatomy, Botany, Zoology, or Physics
- Advanced Placement/Concurrent Course - (beginning with the graduation class of 2007-2008.
- Plus one of the following courses Foreign Language, Accounting, Computers or Psychology

Semester grades for grades 9-12 will be used in figuring grade average. The seventh semester grade will be the last semester averaged in on Valedictorian and Salutatorian Honors.

Each unit of "A"- four points; "B" - three points; "C"- two points, and "D"- one point. The total units will divide the total number of points.

**EARLY GRADUATION POLICY**

The administration at Morris Public Schools believes that while early graduation may be of benefit to some students, other options exist that may present a greater benefit to most. The administration encourages students to explore additional course offerings at Morris High School, enrollment at Green Country Technical Center, O.S.S.M. Regional Center, and concurrent enrollment at OSU-Okmulgee prior to deciding to apply for early graduation.

Courses may not be taken prior to completion of pre-requisites, out of order, or at an early grade level. Under classmen will not be allowed to take senior classes. Completion of course work early would have to be accomplished through summer school, correspondence work, or some other means.

1. The student must make an application in writing, to the Superintendent of

schools no later than sixty-days (60) prior to the expected completion date of the requirements for graduation.

2. The application must include a statement of reason for the request and the future plans of the student.
3. The parent/guardian and the student must both sign the request.
4. No later than thirty-days (30) prior to the expected completion date of the requirements for graduation, the superintendent will render his decision, in writing, concerning the granting or denying of the request for early graduation.
5. The decisions of the Superintendent may be appealed to the Morris Board of Education whose decision shall be final.
6. The following apply to all early graduates:
  - a) A transcript showing all completed course work, and a graduation date will be provided.
  - b) Diplomas will be provided only once per year in May.
  - c) Early graduates may be included in pictures, ordering of announcements, ordering of caps and gowns, and commencement along with regular graduates.
  - d) The early graduate is responsible to communicate with the high school office to facilitate item "C" above.
  - e) Early graduates MAY NOT participate in class trips, Junior/Senior Prom & Banquet, or any other class activities not directly associated with commencement.

#### **PROGRESS REPORTS**

All students will receive a progress report on Thursday of the 5th week.

#### **ELEMENTARY-THURSDAY FOLDERS**

Each student will receive a pocket folder at the beginning of the school year. The folder will be sent home each Thursday containing homework, graded work, and notes from the school and/or teachers. Parents are asked to sign and return the folder and whatever work, etc. the teacher asks to be returned. The purpose of the "Thursday Folder" is to aid students in keeping up with assignments; teachers in communicating with the parents; and parents in helping teachers help students. We appreciate our Morris State Bank for sponsoring this beneficial project.

#### **COMPREHENSIVE SEMESTER TEST**

All students' grades 9-12 will be given a comprehensive semester test at the end of the semester. The semester test will count 1/7 of the semester grade. The teacher will provide one day of structured review during the week of/prior to the semester test.

The students may earn an exemption from semester tests under the following condition, a maximum of:

- 2 - absences with an "A"

- 1 - absence with a "B"
- 0 - absence with a "C"
- 3 - unexcused tardies will count as 1 absence

Absences will be based on the semester class.

Students would take their daily average as their final grade. Students still have to attend school if they are exempt from semester tests.

**CRITERION REFERENCE TEST REMEDIATION PLAN**

Students who do not pass the Criterion Reference Test will be re-mediated within the regular classroom as well as during ENCORE. The concepts will be reviewed and areas of weakness will be addressed.

**OKLAHOMA DRIVERS LICENSE**

Beginning January 1, 1998, for a person under the age of eighteen (18) to be eligible for a driver's license, he or she must, according to Oklahoma Statute Title 47 Section 6-107.3:

- 1. Score satisfactorily on the 8th grade reading Criterion-Referenced Test (CRT),
- 2. Score satisfactorily on an alternative reading proficiency test approved by the State Board of Education, or
- 3. Be certified as a special education student documented to be reading at potential.

Every school district shall, upon request, provide documentation of reading proficiency by certifying passage of the 8th Grade CRT for any student enrolled in the school district. Districts must also offer to re-examine any student who fails to perform satisfactorily on the 8th Grade CRT.

Districts must provide testing opportunities of alternative reading proficiency tests at least six times per year. Districts must also provide documentation of reading proficiency for special education students who are excused from the 8<sup>th</sup> grade CRT.

Morris Schools will provide testing opportunities in the following manner:  
Each student will be given the opportunity to test at Morris Public Schools once at no cost. If the students must attempt further tests at a cost to the students of \$25 per test.

Fee schedule will follow S.B. 81 guidelines.

- A. There will be no charge to the individual for the initial test.
- B. There will be no charge to the individual for the first re-take. The individual school will be responsible for the cost of the test.
- C. There will be a \$25.00 fee for each additional test.



Students enrolled in school must also meet the attendance requirements, and be in good standing.

#### **BICYCLES AND SKATEBOARDS**

All bicycles are to be parked in or near the bicycle rack. Students are not to use bikes and/or skateboards except to go to and from school.

#### **DRIVING VEHICLES TO SCHOOL**

1. A student must have a valid driver's license.
2. This driving privilege is limited to High School students in grades 9-12<sup>th</sup>.
3. Do not drive over 10 MPH in the school area.
4. A student will park his/her car at school in the morning and must not move it until departure time in the afternoon.
5. No one will be permitted to sit in a car before school, at noon or anytime. When a student arrives at school, he/she should report to class.
6. Any traffic violations during school hours may result in loss of driving privileges. Cars can be parked collectively or individually for a period of time as determined by the principal.
7. Park within yellow lines and do not park in front of the gym, or in the handicapped areas.

#### **ARRIVAL-DEPARTURE TIME FOR STUDENTS**

Children arriving after 8:05 am or departing before 3:10 pm, must check in or out through the office. Students will not be allowed to leave campus during school hours unless an authorized adult checks them out.

Children will not be allowed in the school building or on the playground before 7:45 a.m., unless the child is eating breakfast, starting at 7:30, in the cafeteria. The child then may go directly to the Holding Room. Students who walk home from school are to leave the school ground as soon as school is out.

#### **CLOSED CAMPUS**

Once a vehicle enters campus, that vehicle should not be moved until 3:10 pm unless permission has been granted. The student must sign out for doctor, dentist, funerals, court, etc. with a note or phone call from parents. Students must exit their vehicles immediately upon arrival at school.

Students in grades 9-12 are allowed to leave campus at noon providing they walk. Students will not be permitted to ride around with outsiders at noon. Parents may pick up their children at noon to take them to lunch, but student must sign out before leaving.

Students who park their vehicle off campus with intentions of driving at noon

will be disciplined the same as driving from campus without signing out. Students, who are absent for any reason with intentions of returning to school after lunch, may enter campus parking, but not cruise around before hand.

Students who disrespect, abuse, destroy, deface, or litter public or private property jeopardize the freedom of leaving campus in the future.

**DISCIPLINE TO BE ADMINISTERED IF CLOSED CAMPUS RULES ARE BROKEN:**

- First offense - ISD
- Second offense - 3-day suspension
- Third offense- 5-day suspension
- Fourth offense is at principal's discretion

**LEAVING SCHOOL**

If it becomes necessary for a student to leave school during the day, a special excuse must be obtained from the principal's office. When a teacher requests a student to leave school for business, the special excuse must first be signed by the teacher before submitting to the office. The student must have the proper forms on file in the principal's office. The student must sign out when leaving, and sign in upon return.

**ELEMENTARY ABSENCES**

Elementary students will not be allowed to leave campus during school hours unless an authorized adult checks them out.

**HALLWAY AND BUILDING PASSES**

Students are not to run, scuffle, wrestle or talk loudly in the halls. While classes are in session, no pupil will be allowed in the halls without a pass slip properly signed by his teacher.

**CONCURRENT ENROLLMENT**

This program is designed to begin the summer after the student's sophomore year. Juniors and seniors who meet state requirements may enroll in college classes. For every class dropped at Morris High School, the equivalent of 3 college credit hours must be taken at the college attended. Any student enrolled concurrently at a College or University for High School credits, and who successfully passes the enrolled course will be granted Advanced Standing for the course for High School credit. The Advanced Standing would be to raise the received grade by one letter grade provided that grade is below the grade of "A". Example: The grade of "C" would be recorded as a grade of "B" on the High School transcript.

**EXTRA CURRICULAR ACTIVITY PARTICIPATION**

Participants in extra curricular activities are representatives of Morris Public Schools and the Morris community. As such, they are expected to conform to standards of conduct and appearance that project a positive image.

Therefore, Morris students may participate in extra curricular activities provided:

1. They meet eligibility standards as established by the Oklahoma Secondary Schools Activities Association.
2. They meet all Morris Public Schools eligibility and attendance regulations.
3. They abide by the coach's rules of participation for any particular sport.

Failure to abide by the above provisions may result in temporary suspension, or permanent denial of participation privileges.

### **LOCKERS**

Lockers are assigned to students by the principal's office. The school cannot be responsible for items lost from these lockers. Do not leave valuables in the locker. Lockers are to be kept clean and neat at all times. Locker inspections will be held without warning. The superintendent or principal shall have the authority to search a student, or a student's property, when there is reasonable suspicion for such searches.

### **LOST OR DAMAGED PROPERTY**

A form is available in each principal's office for reporting property that is lost or damaged.

### **WE BELIEVE THAT:**

- Mutual respect enhances learning opportunities
- Parents and teachers are partners
- All children can experience some level of success
- Trial and error is a valuable tool in the learning process
- Learning is not a job, but an experience
- Teachers are not merely "instructors"; they are guides, guiding children into learning on their own
- Motivation is internal for all person and is influenced by experiences beliefs and expectations
- All individuals are responsible for their own actions
- Education does not begin or end at school
- Higher expectations yield higher results
- The issues of education are the responsibility of everyone
- All children deserve equal opportunity for success
- All people have a desire to succeed
- The family is the primary influence in the development of the individual
- Teachers are role models
- All aspects of the community aid in the education of its children
- All individuals have worth

**MORRIS PUBLIC SCHOOLS**  
**Morris Public Schools**  
**2013-2014**  
**7:50 A.M. – 3:20 P.M.**

Aug. 5-7	Professional Days
<b>Aug. 8</b>	<b>First Day of School/Start 1<sup>st</sup> Period</b>
Sept. 2	Labor Day Holiday
Sept. 12	Parent/Teacher Conf. (P.M. only)
Sept. 13	Parent/Teacher Conf. (A.M. only No School)
Oct. 4	Professional Day
<b>Oct. 11</b>	<b>End of 1<sup>st</sup> Period</b>
<b>Oct. 14</b>	<b>Start 2<sup>nd</sup> Period</b>
Oct. 17-21	Fall Break - No School
Nov. 11	Veteran's Day
Nov. 25-29	Thanksgiving Holiday
<b>Dec. 19</b>	<b>End of 2<sup>nd</sup> Period/1<sup>st</sup> Semester</b>
Dec. 20-Jan. 2	Winter Break
Jan. 3	Professional Day
<b>Jan. 6</b>	<b>Start 3<sup>rd</sup> Period/2nd Semester</b>
Jan. 20	Martin Luther King Day
Feb. 7	Professional Day
Feb. 13	Parent/Teacher Conf. (P.M. only)
Feb. 14	Parent/Teacher Conf. (A.M. only No School)
Feb. 17	President's Day
<b>Mar. 14</b>	<b>End of 3<sup>rd</sup> Period</b>
Mar. 17-21	Spring Break
Mar. 24	<b>Start 4<sup>th</sup> Period</b>
Apr. 18-21	Easter Holiday
<b>May 14</b>	<b>End of 4<sup>th</sup> Period/Last Day of School</b>
May 15	Professional Day
May 16	Graduation

First Period	Days Taught 45	Professional Days 4
Second Period	Days Taught 40	Professional Days 0
<b>First Semester</b>	<b>Days Taught 85</b>	<b>Professional Days 4</b>
Third Period	Days Taught 47	Professional Days 2
Fourth Period	Days Taught 36	Professional Days 1
<b>Second Semester</b>	<b>Days Taught 83</b>	<b>Professional Days 3</b>

YEARLY TOTAL DAYS TAUGHT 168 PROFESSIONAL DAYS 7

- |                             |                             |
|-----------------------------|-----------------------------|
| ▲ Professional Development. | ♣ Snow Days                 |
| ● Holidays                  | ■ Parent/Teacher Conference |

**2013-2014**  
**Student Handbook**

Parent/guardian signature certifies receipt of *Handbook* of Guidelines and Policies for Students and Parents, which includes the Morris School policy relating to adoption and implementation of a drug prevention program for students.

Please cut this page out of this handbook and have your student return it to the principal's office at the middle and high schools or the homeroom teacher at the elementary school.

Students will not be eligible to participate in any extracurricular activities until this signed page is returned.

**Parent/Guardian** \_\_\_\_\_

**Student** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Date** \_\_\_\_\_