



MOORE
PUBLIC SCHOOLS

MOORE PUBLIC SCHOOLS

STUDENT **HANDBOOK**

2024 -2025



MOORE PUBLIC SCHOOLS

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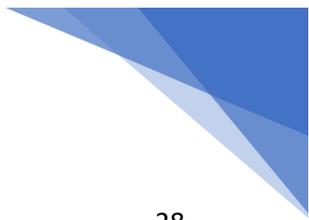
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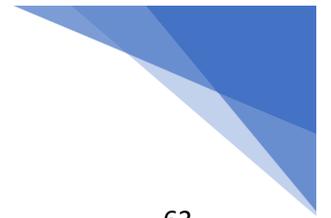
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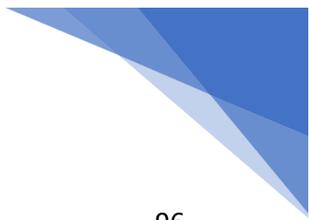
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LETTER FROM THE SUPERINTENDENT

Dear Moore Public Schools Community,

Welcome to the 2024-2025 school year! While many factors ensure a successful education, exceptional teachers and quality instruction are the foundations of student success, and we have the very best here at MPS.

We focus on providing our Pre-Kindergarten through Grade 12 students a high-quality educational experience, whether that is online or in-person instruction.

In addition to our academic commitment, we remain steadfast in ensuring our approximate 24,000+ students are provided:

- Safe facilities conducive to learning,
- understanding and support for mental, emotional, and physical health from medical and mental health professionals, and
- a solid foundation for college, military and/or career readiness.

Our schools reflect our community, and MPS has incredible community partners. The unwavering support from our dedicated staff, students, families, and volunteers is unmatched, and there is a unique and special pride within our community for the progress of our students, schools, and each other. Together we are #MooreStrong.

This handbook provides information regarding the operations of our schools and includes policies and procedures. Be sure to visit www.mooreschools.com for your school's webpage for information and resources.

Many thanks for your continued support. Here's to another great year of learning and growth!

Sincerely,



Dr. Robert Romines
Superintendent of Schools

INFORMATION

EDUCATIONAL PHILOSOPHY

Board Policy 1275

The Moore School District believes that each child is a unique individual with a distinct learning style who needs a secure, caring, and stimulating learning environment in which to grow and mature emotionally, intellectually, physically, and socially. We endeavor to enrich the lives of our students by striving to produce articulate, expressive thinkers and lifelong learners, who are socially responsible, resilient, and active citizens of the world. To this end, it is vital to keep parents and community partners informed and actively engage in the education process. At Moore Public Schools, we believe each and every child has the potential to bring something unique and special to the world. Our goal is to engage students and cultivate their abilities, so they may maximize their potential and enter the adult world with confidence and the necessary tools to be successful.

HIGH SCHOOL PHILOSOPHY

The high school believes that our primary goal is to prepare our students to be productive and responsible members of our society.

We acknowledge from the outset that each student has different talents and abilities. Consequently, our efforts to bring about productive and responsible individuals must take these differences into account.

We encourage the acquisition of academic and vocational skills that will prepare students to transmit the technology of the future. Moreover, we believe that these skills are best acquired through thinking, the management of resources, and the experience of the challenges, fulfillment and joy of learning.

We encourage responsibility among our students by exposing them to cultural artistic, social skills and moral values. We encourage respect for the human and civil rights of others by treating our students with respect and equality. Ultimately, we strive to assist the student in the development of an appreciation of one's self and others.

HIGH SCHOOL GOALS

1. Students will have the opportunity to develop proficiency in basic academic skills.
2. Students will be provided with personal and educational guidance, remedial courses, honors programs and other specialized educational opportunities.
3. Students will have the opportunity to explore career choices through personal guidance and vocational, industrial and technological education.
4. Student will be afforded the opportunity to develop a positive self-concept and sense of worth.
5. Students will be provided with an atmosphere of respect and treated with equality so that they may not only develop a sense of their own worth, but also develop a respect for the human and civil rights of others.
6. Students will be offered activities that demonstrate the constructive use of leisure time.
7. Student will be afforded an educational experience that will stimulate a desire for lifelong learning.
8. Students will be given an opportunity to learn correct methods of research and the exercise of critical thought.
9. The students will be given the opportunity to acquire an understanding and appreciation for the social, cultural, and ethnic experiences.
10. The administrators and staff will promote and facilitate opportunities for staff development in order to accomplish these goals.

INFORMATION

HIGH SCHOOLS-THAT-WORK GOALS

Key Educational Practices

1. Set higher expectations and get all students to meet them.
2. Provide challenging vocational and technical studies, utilizing rigorous mathematics, science, language arts, and problem-solving skills in the context of modern workplace practices and in preparation for continued learning.
3. Provide rigorous academics that teach essential concepts through functional and applied strategies which enable students to see the relationship between course content and future roles they may envision for themselves.
4. Have all students complete a challenging program of study with a rigorous academic core and career pathway.
5. Provide a structured system of school-based and work-based learning, corroboratively planned by educators, employers, and workers, the results of which advance students within career pathways.
6. Have an organizational structure and schedule that enables academic and vocational teachers to plan and provide integrated curriculum aimed at rigorous academics and technical contact.
7. Have all students actively engaged in the learning process.
8. Have all students in a career guidance and individualized advising system aimed at ensuring the completion of a challenging program of study that includes rigorous academic content and a career pathway.
9. Provide a structured system of extra help which enables all students to successfully complete a challenging program of study.
10. Use student and system performance data to continuously improve curriculum, instruction, school climate, organization, and management to advance student learning.
11. Using key educational practices unlocks essential elements in the development of long-term systemic change in our educational system. These practices provide a solid foundation for education, at all levels and settings, to meet the needs of all students. Using these above goals establishes a common dialog among all School-To-Work partners and opens doors for student opportunities within career pathways.

MPS Mission Statement

SHAPING TODAY'S STUDENTS INTO TOMORROW'S LEADERS

MOORE MULTICULTURAL STATEMENT

Moore Public Schools is committed to the educational development of all students, whereas we recognize the diversity of our society, as exemplified in the various cultures that comprise our student's population, we will not tolerate any form of expression which may be deemed as inflammatory or provocative towards any cultural group.

We will continue to foster the development of pride in each of our respective schools in the hope that individual behavior will extend beyond racial slurs, name-calling and other forms of behavior which deter the business of learning. We will place great value upon our diversity through intercultural exchange.

MPS / Attendance

ATTENDANCE POLICY

In order to receive credit for a course, a student cannot be absent more than ten (10) days each semester. Oklahoma State law requires school officials to keep attendance records and report excessive absences to the District Attorney's office. Ten (10) unexcused absences within a semester constitutes excessive and thereby may be reported to the District Attorney's office.

Students **with a passing grade**, who exceed ten (10) absences in a semester will receive a "no credit" (NC) on his/her transcript for the semester. Students without a passing grade will receive an F. Continued absence will fall under the district's discipline policy. Exceptions for extenuating circumstances or school-related activities may be requested through the building principal. Reasonable effort will be made to notify the parent before a "no credit" is given due to excessive absenteeism. Two unexcused tardies constitute an absence for grading purposes. **(Referenced in paragraph 2 on Board Policy 7045)**

ATTENDANCE RELATED INFORMATION

Students must be IN the classroom when the tardy bell has stopped ringing, or he/she will be counted tardy. All tardies are counted unless the student has a pass from a staff member. Records of tardies will be kept by each teacher. **Two (2) tardies constitute an absence and will be counted as such in conjunction with the attendance policy.**

If a student misses more than 5 minutes of a secondary class period, he/she will be marked in the grade book as absent from the class, and it will count toward the ten (10) days allowed per semester. Upon checking in, if a student is late to class more than 5 minutes, the student is still required to report to their class. The principal, counselor, or teacher just issue a statement of explanation in order for the tardy to be excused. Two early releases will be treated as an absence.

Absences must be confirmed by a parent contacting the appropriate attendance office on the day of the absence. Notes will not be accepted. Unconfirmed absences will be considered a truancy and will be handled with discipline by the grade principal.

EXEMPT ABSENCES

The following exceptions will not count against the student with respect to the attendance policy.

*Exempt Absences include:

1. **Any event that is approved as a school activity**
2. **Any medical treatment that is substantiated by a physician's written statement. THE PHYSICIAN'S STATEMENT MUST BE SUBMITTED TO THE SCHOOL WITHIN FIVE (5) DAYS OF THE STUDENT'S RETURN AND IS SUBJECT TO VERIFICATION BY A SCHOOL OFFICAL.**
3. **Any day a student serves as a page for the State or National Legislature (not to exceed five days)**
4. **A court subpoena**
5. **Religious holidays or activities (appropriate documentation required)**
6. **Bereavement (appropriate documentation required)**
7. **Forty-eight (48) hours to treat and clear head lice with appropriate medical documentation upon return to school**

Family vacations are not exempted, and such absences will count toward the maximum absences allowed per semester.

THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.

MPS / Attendance

ATTENDANCE/ACTIVITY ABSENCES

Board Policy 7060

As of school year 2010-2011 students in the Moore School District will not be permitted to miss more than ten (10) days for any one (1) class period of each school year unless additional days have been requested and approved by the Internal Activities Review Committee.

The maximum number of absences for activities which remove a student from the classroom shall not exceed ten (10) for any one class period.

In July of each year, the Moore Public School Board of Education shall adopt and approve an Internal Activities Review Committee (IARC). This committee will serve as the review committee for the following school year. The IARC will consist of the following member:

- A. District Athletic Director
- B. Assistant Superintendent/Secondary
- C. Assistant Superintendent/Elementary
- D. Secondary Site Athletic Facilitator
- E. Secondary Principal/Administrator

The IARC will be responsible for reviewing and approving/disapproving any addition activity absences per student request based on established criteria. No more than five (5) additional absences per class will be approved as a deviation. Any absence exceeding the ten (10) day/class period rule and not approved by the IARC will result in the student being counted absent for the specific day/class period.

The criteria used for consideration of an additional five days for a student will be:

- A. A, B, or C in all classes in which he/she is enrolled during the current semester with a grade point average of no less than 3.0. (if the student does not meet this grade requirement, the request may not be submitted for review)
- B. Absences during the regular school schedule
- C. Number of tardies during the regular school schedule
- D. Discipline record

Certain contests are excluded from the consideration of the ten (10) day/class period rule according to the Oklahoma State Department of Education Accreditation Standards. Excluded are state and national levels of school sponsored contest, more specifically defined as those state/national contest in which students earn the right to participate.

The building administrator shall inform the IARC which contests are considered State and/or National levels of participation at the time additional absences are requested. The IARC will use OSSAA and Career Technology guidelines for approved/sanctioned activities when making its determination.

(Reference: Oklahoma State Department of Education Standards of Accreditation – Subchapter 17, Co-Curricular and Extra-Curricular Programs; Oklahoma Secondary School Activities Association Regulations/Sanctioned Activities; Career Technology Regulations/Sanctioned Activities)

CARE OF SCHOOL PROPERTY

It is essential that a wholesome respect for public property must be fostered. Students who damage or destroy school property will be required to make complete restitution. Other disciplinary action may be taken to ensure the proper maintenance of school property. Please help maintain the school's campus and facilities.

DAILY ANNOUNCEMENTS

The daily announcements will be read each day. Their purpose is to give the students and teachers information and teachers information on current and future events, as well as special instructions from the administration.

DITCH RUMOR

Every year rumors circulate about DITCH DAY. There is no such thing as DITCH DAY in the Moore Public Schools. The faculty and administration encourage 100% attendance every day and do not condone truancy.

NIGHT SCHOOL

Night school courses will be accepted for credit toward graduation when taken during the senior year. (Career Education night classes are not acceptable.)

PARENT PORTAL

Parents may access their child's grades and attendance through the internet by enrolling in the Parent Portal at their child's school

SUMMER SCHOOL

A unit / semester of work earned by a student in any approved summer school in Oklahoma may be accepted, at the option of the local Board of Education as resident credit.

TARDY

Students who are not in their room when the last bell has stopped ringing will be tardy. All tardies are counted unless the student has a pass from a staff member. Records of tardies will be kept by each teacher. Two (2) tardies constitute an absence and will be counted as such in conjunction with the attendance policy. Excessive tardies may result in disciplinary action being taken.

MPS / Attendance

CHECKING IN AND OUT

Secondary Check-In

Students arriving in excess of 5 minutes after the school day starts must report to the attendance office to check in.

Elementary Check-in

Students arriving after the beginning of school must report to the office before going to class. Parents are asked to escort students to the office before going to class. For the student's protection and safety, only his or her own parent/guardian may check a student out of school. In emergency cases, students may be checked out to persons listed as emergency contacts on enrollment records or at the discretion of the principal, to a person designated by the parent/legal guardian. Identification may be requested by school personnel from the person checking out the student.

When checking out, the parent or guardian must sign the student checkout sheet in the office. If a student leaves school under any other circumstances, he or she will be considered truant and will be subject to discipline. Students returning the same day they check out must go the attendance office to sign back in. Students cannot leave school at any time during a school day without a permit from the principal's office. Failure to follow the procedure will be considered as truancy. Students who become ill at school should report immediately to the attendance office. Under no circumstance is a student to remain in a restroom during class without notifying school personnel, as doing so will be considered truancy,

MAKE-UP WORK

Make-up work for absences, which meet the attendance criteria above, will be considered for full credit. The number of days allowed to make up missed assignments shall equal at least the number of days absent. **(Referenced in paragraph 3 of Board Policy 7045)**

MAKE-UP WORK RELATED INFORMATION:

Upon returning to school, it is the student's responsibility to ask for and to make up work missed during an absence.

1. One day must allowed for each day of absence to make up work. Teachers may grant an extension with extenuating circumstances.
2. After a student is absent three or more days, the parent/guardian should call the attendance office and request assignments for the student. Contact should be made to the office by 10:00 A.M.
3. If the absence is three weeks or more, home-bound instruction should be considered. This service is free of charge and provides eligible students with tutorial instruction at home. A doctor's statement is required. Home-bound request forms are available: check with the counselor, attendance office or registrar.
4. If a student is absent for semester test, tests must be made up. A zero "0" will be average into the grade for recording purposes until his/her test is made up. If the absence is due to vacation, permission to make up work should be obtained in advance from the building principal.
5. Tests, other than the semester, may be scheduled through the year. All students in attendance should take exams as scheduled. Test dates and assignment deadlines announced when a student may be

MPS / Attendance

absent between the announcement and the deadline. It is the student's responsibility to contact the teacher to request an extension of a deadline prior to returning to class.

6. Students suspended from school for 5 days or less will follow the procedures for make-up work established in items 1, 2, 4 and 5.

THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.

PERMIT TO LEAVE SCHOOL/SECONDARY

Student cannot leave school at any time during a school day without a permit from the principal's office. Failure to follow this procedure will be considered as truancy. Students who become ill at school must report immediately to their grade office to contact a parent/guardian for permission to check out of school. Under no circumstance is a student to remain in a restroom during class. This will be considered as truancy.

Students in grades 10 through 12 may leave school during lunch. All seventh, eighth and ninth grade students are to remain on campus for lunch. Students becoming ill at lunch must have a parent/guardian call the appropriate grade office to let the school officials know that the student will not be returning to class for that afternoon. Parent/Guardian verification of an absence which took place the day before the call came into the office will result in the absence being counted as truancy concurrent with disciplinary action.

Students on campus during school hours are to be in class. Parents/Guardians may not check out students from one class for the purpose of studying or preparing for another class. Students who have been checked out are expected to leave campus. If a student is in school part of a school day that an assignment or project is due, it is the student's responsibility to turn in the work to the appropriate teacher that day.

THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.

TRUANCY

Truancy is an absence without the permission of the parents or guardian. A student is truant if he/she leaves school without checking out or if he/she fails to report to school or to an individual class. Disciplinary action will be taken.

MPS / Curriculum

CERTIFICATE OF DISTINCTION

Board Policy 7090

Students who meet the specified requirements will be recognized as graduates of distinction. Advanced placement classes in the subject areas may be substituted on a course by course basis to satisfy the academic units required for a certificate of distinction.

4 units of English

4 units of Mathematics

4 units of Social Studies

4 units of Science

Two units or sets of competencies of the same foreign or non-English language or two units of computer technology approved for college admission requirements, 1 additional unit in the areas of Technology, Humanities, or the Arts

- Must have a minimum of a 3.25 grade point average on a 4.0 scale
- Achieve a satisfactory (or advanced) score, or its equivalent, on all exams required through the Oklahoma School Testing Program (not to include tests designed to be predictive of college success, i.e. Pre ACT, PSAT, etc....)

COLLEGE PREPARATORY CURRICULUM REQUIREMENTS

Senate Bill 1380

The college preparatory curriculum shall include:

4 Units of English – Grammar, composition, Literature, or any English course approved for college admission.

3 Units of Mathematics – Algebra 1, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission.

3 Units of Science – College Prep Graduation Requirements updated (Class of 2019):

1 unit of life science (Biology – may be Pre-AP or AP)

1 unit of physical science standards (Physical Science, Physics, or Chemistry)

1 unit of any Life, Physical, or Earth and Space Science (at or above the rigor of Biology 1 or Physical Science)

3.5 Units of History Citizenship Skills – 1-unit U.S. History, 1-unit American Studies (Government), ½ unit Oklahoma History, and 1-unit World History

2 Units of World Language or Technology – 2 units of the same World Language or non-English language or 2 units of Computer Technology approved for college admission including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.

MPS / Curriculum

1 additional unit – Listed above or career and technology education courses approved or college admission.

The Arts 1 Unit of Fine Arts which may include, but are not limited to, music, art or drama, or 1 unit of Speech.

Personal Financial Literacy – ½ Unit of Personal Financial Literacy in which students demonstrate satisfactory knowledge in 14 areas of instruction as defined by the State Department of Education (beginning with the class of 2014).

Elective Units to equal a minimum of 23 total units.

If the student “opts out” of the college preparatory curriculum, with the parent/guardian’s approval, they must meet the following diploma requirements.

CONCURRENT ENROLLMENT

Senate Bill 290

Students in the District may concurrently enroll in an Oklahoma college or university as a special student if he/she has met all the enrollment criteria.

Tuition waivers are available and provided by the state of Oklahoma for qualifying seniors as determined by the participating institution of higher learning.

Approved college or university courses shall be counted as credit toward high school graduation requirements. The student must submit grades to the site registrar. The grade(s) received in the college or university course(s) will be recorded on the high school transcript when the registrar receives the grade(s) in writing from the College/University registrar. The grades will be used in the calculation of the student’s GPA

Reference: SB290

CORRESPONDENCE COURSES

No student who is in attendance shall be permitted to take by correspondence any high school course that is offered in the local school unless there is a conflict in the schedule. Students of school age while in attendance in an accredited high school may be permitted to pursue a maximum of 2 semesters by correspondence each year for 2 year.

CORRESPONDENCE FOR THE SENIOR YEAR MUST BE COMPLETED BY MAY 1ST TO BE COUNTED FOR CREDIT.

EDUCATIONAL OPTIONS

- Full-Time Internet – A full time internet student has a full load of six classes, all of which are taken virtually through Edgenuity.
- Supplemental – A student who has one or more classes in a “brick and mortar” setting, which might include concurrent enrollment, MNTC, extracurricular activity, etc. The rest of the courses are taken

MPS / Curriculum

virtually through Edgenuity. These students used to be referred to as SOP students where SOP stood for “Supplemental On-Line Program.”

- MAST – Moore Alternative School and Treatment grades 7-12 for students who are experiencing behavior, legal, and or substance abuse related problems. This program is a partnership between MPS and Moore Youth and Family Services.
- VISTA Academy – Designed for “At-Risk” students who have not been successful in the regular school setting.
- Night School – Designed for the “at-risk” student who has not been successful in the regular school setting, the student who needs evening class time, and/or a student who has dropped out of school and wants to return to pursue graduation requirements.
- Canvas – Canvas is the Learning Management System used by PreK-12th grade teachers and students. It serves as a platform where teachers can post assignments, create discussion boards, and upload content like PowerPoints and instructional videos. For students, Canvas creates a one stop shop to see assignment details, due dates, and learning resources for all their course.
- Edgenuity – is an online curriculum for students in grades 3-12 used by Moore Virtual Academy. This platform is curriculum delivery only. There is no teacher assigned to assist students with course content.
- Infinite Campus (IC) – is the student information system database where all academic records are stored.

Students demonstrating competency in district designated curriculum areas shall receive credit for the appropriate course(s). Competency in the curriculum areas designated for proficiency testing shall be demonstrated when a student completes an assessment or evaluation appropriate to curriculum area with at least 90% accuracy. Examples of assessments may include portfolio, criterion-referenced test, theses, project, product or performance. Proficiency in all laboratory science courses requires that students perform relevant laboratory techniques.

GENERAL GRADUATION POLICY MOORE SECONDARY SCHOOLS

[Board Policy 7090](#)

Graduation Requirements

In accordance with Senate Bill 1380, ALL students entering the 9th grade will be enrolled in the college preparatory curriculum.

Prior to entering the 9th grade, students will have the option to “opt out” of the college preparatory curriculum with the parent/guardians’ approval.

In order to receive a high school diploma from Moore Public Schools, the student must successfully complete the following required courses plus eight- and one-half units (seventeen semesters) of electives. The achievement score for all state given assessments 9th – 12th grade will be reported on the student’s high school transcript.

MPS / Curriculum

Individual Career & Academic Planning (ICAP)

Individual Career & Academic Planning (ICAP) is a requirement for every Oklahoma student in the class of 2023 and younger. Through the implementation of the ICAP process the graduating classes of 2022 and older will also be participating.

The 5 main components of ICAP are:

1. Take College & Career Interest Assessments – taken/retaken yearly
2. Create and Review Post – Secondary Related Goals – created & reviewed yearly
3. Develop a plan for coursework (intentional selection and sequence) – updated yearly
4. Maintain record of grade, courses, and assessments taken – transcribed and/or documented yearly
5. Participate in service learning and/or work experience activities – reflected upon yearly

Each student will be enrolled in an ICAP Canvas course that is designed to walk them through the components listed above. The spirit of the Individual Career & Academic Planning process is not just a list of tasks, it is that of a school and district-wide culture designed to help students prepare for life beyond high school. As you have questions, please reach out to your teachers, Career Specialist, Counselors and Principals. We are all here to help students to prepare for what's next!

GRADES TO BE RECORDED

Students will be given the opportunity to complete assignments and improve their overall course grade on a weekly basis with a minimum of 24 grades per semester to be recorded in the online grade book. Teachers are required to record a minimum of one grade per week to the online grade book with at least two grades or more per week being preferred. These 24 grades shall consist of meaningful assignments which may include but not be limited to daily work, homework, assessments, projects, and other assignments as deemed educationally appropriate by the instructor. (Referenced in paragraph 7 of [Board Policy 7045](#))

GRADING SCALE

(Referenced in paragraph 1 of [Board Policy 7045](#))

90 – 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

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GRADUATION CRITERIA

[Board Policy 7090](#)

- A. At least 2 units of the last 3 units of course work shall be completed in attendance in the accredited high school from which the individual expects to receive his/her diploma. A senior student from a family serving on active duty in the military who has moved from out of state or from another school in Oklahoma and has become a legal resident may complete the graduation units required from his/her previous school providing the student would be unable to meet the specific graduation requirements of the district with extending the date of graduation.
- B. All students must enroll in 6 classes per semester or be concurrently enrolled in college courses under the criteria set by the Oklahoma State Regents.
- C. Credit is given for successful completion of each semester of class work.
- D. Students who need more than 3 semesters of course work for graduation shall not be permitted to participate in graduation exercises.

Guidance Services

The High School Counseling Center offers group orientation for all students at the beginning of the school year. This orientation covers: school records, graduation requirements, credits or units, scholarships, financial aid, the ACT and SAT test requirements, the National Merit, loan programs for colleges, and career information. Much of the time in the center is spent on individual counseling. The counseling Center will be open to the students at all times. The counselors will deal with emergency situations immediately. If a counselor is not available, please sign your name at his/her office and he/she will call you as soon as possible.

Moore Public Schools has implemented a program placing shared LBHP (Licensed Behavior Health Provider) on all campuses. The purpose of the program is to provide therapeutic services to students who do not have the resources to access outside services.

MOORE PUBLIC SCHOOLS DIPLOMA REQUIREMENTS

[Board Policy 7090](#)

4 Units of English

- English I – grammar and composition, and literature
- English II – composition and World Literature
- English III* - composition and American Literature
- English IV – composition and English Literature

3 Units of Mathematics

1 Unit of Algebra 1 or Algebra I taught in contextual methodology

2 Units from course options:

Algebra II, intermediate Algebra, Geometry, Math Analysis, Pre-calculus, Calculus, Statistics & Probability I and II, Intermediate Algebra, and options approved by the State Department of Education approved course work with content and rigor equal to or above Algebra I

3 Units of Science

1 Unit of Biology 1 or Biology I taught in contextual methodology

AND

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2 Units from a lab science from State Department of Education approved course work which may include but is not limited to the following courses: Chemistry I, Physics, Physical Science, Earth Science, Zoology, Physiology, Astronomy, Applied Physics, Principles of Technology, or other science courses with content over and/or equal to the above Biology I, as recommended by the district and approved by the State Department of Education**

3.5 Units of Social Studies

- 1 Unit of World History
- 1 Unit of United States History
- 1 Unit of American Studies (Government)
- .5 Unit of Oklahoma History

Electives

Elective units to equal a minimum of 23 total units.

Computer Education

(Beginning with the class of 2019) 1 unit of Computer Technology including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses, world language.

1 Unit Fine Arts

(Beginning with the class of 2019) 1 Unit of Fine Arts which may include, but are not limited to, music, art or drama.

*All science and math offerings have received State Department of Education Approval

Advanced Placement coursework is available for many upper- level courses; these may be substituted on a course-by-course basis to satisfy the academic units required.

When a student earns college credit through concurrent enrollment, the grade will be recorded on the student's transcript and will be factored into the calculation of the student's grade point average on a 4.5 (four point five) scale. Students will receive high school credit for these courses. Academic credit will be awarded for courses that are correlated with course offered by the district's high schools. Elective credit will be awarded for courses that are not correlated.

The Board of Education may establish requirements that exceed state graduation requirements.

To meet graduation requirements, local school district options may include but are not limited to: courses taken by concurrent enrollment, advanced placement, correspondence, district approved Internet Based Instruction courses, or courses bearing different titles. The district strongly encourages students to complete two units of World languages as part of the core curriculum for high school graduation. The district requirements may exceed the state graduation requirements.

- A Carnegie Unit of credit is given for the successful completion of a course that meets 40 minutes a day, five days a week, for at least 36 weeks, or equivalent of 120 clock hours within the school year. Sets of competencies are the skills and competencies adopted by the State Board of Education. Rigor

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means a level of difficulty that is appropriate for the grade level that meets state and national standards. Contextual methodology means academic content and skills taught by utilizing real-world problems and projects to help students understand the application of knowledge.

A high school student who has transferred from another school district having complete the 14 competencies required by state law for credit Personal Financial literacy will not be required to take the course of credit in the district in order to graduate.

A high school student who completes required coursework for graduation at the end of the first semester and exits high school will still be allowed to participate in graduation activities in the spring.

OKLAHOMA COLLEGE ENTRANCE PROGRAM

Below are the courses students must take to attend an Oklahoma state college or university:

English: 4 units – grammar, composition, literature

Math: 3 units – algebra I, algebra II, geometry, trigonometry, math analysis and calculus*

Laboratory Science: 2 units – biology, chemistry, physics, or any lab science certified by school district; general science courses do not qualify*

History: 1 unit- including 1 unit of American History

Citizenship Skills: 2 units – history, economics, geography, government, civics, and/or non-Western culture**

Other: 3 units – from any of the subjects listed above: English, biology, chemistry, physics or lab science certified by the school district, mathematics, history, citizenship skill, OR select from the following; computer science, world language. Courses excluded from subject categories listed above are also excluded from the other category. Check with your counselor.

Total: 15 units

*Some applied math and applied science classes may count – check with your school counselor.

**World History will count toward this requirement.

PRE-ADVANCED PLACEMENT/ADVANCED PLACEMENT

Pre-Advanced Placement and Advanced Placement courses are offered in English, Mathematics, Science, Social Studies, Art, World Language, and Music. Moore's Pre-AP courses are vertically and sequentially aligned in order to prepare students for AP coursework. Therefore, a student not taking Pre-AP in one grade level may have his/her readiness adversely affected for the Pre-AP or AP courses at the next grade level. As a result, Moore Public Schools highly recommends the Pre-AP and AP course sequence listed on the following page.

Pre-AP and AP courses are still available to all students whether they follow the recommended sequence and will not be precluded from enrolling in Pre-AP or AP sections of any course at a different grade level provided

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the prerequisites have been met. Students who desire more information about Pre-AP or AP courses should contact their counselors

LANGUAGE ARTS

7/8	Pre-AP English
9	Pre-AP English I
10	Pre-AP English II
11	AP English Lang/Comp
12	AP English Lit/Comp

MATHMATICS

7	Pre AP-Pre-Algebra
*7	Pre AP-Algebra I
8	Pre AP-Algebra I
9	Pre AP-Geometry
10/11/12	Pre AP-Algebra II
11/12	Pre AP-Math Analysis
11/12	AP Calculus, AB & BC
11/12	AP Statistics
*By placement only	

SOCIAL STUDIES

7	Pre AP-Geography: Eastern Hemisphere
7	Pre AP US-History to 1877
8	Pre AP-World History
9	Pre AP-OK History
10/11/12	AP World History
10/11/12	AP Human Geography
11	AP US History
12	AP US Government 11/12
12	AP European History 11/12
12	AP Psychology

SCIENCE

7	Pre AP-General Science
8	Pre AP-General Science
9	Pre AP-Biology
10/11/12	Pre AP-Chemistry
11/12	AP Chemistry
11/12	Pre AP-Physics (MHS, SHS)
11/12	AP Physics B
11/12	AP Physics C (WHS only)
11/12	AP Biology
11/12	AP Environmental Science
10/11/12	Science Olympiad

COMPUTER EDUCATION

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11/12 AP Computer Science A

ART

11/12 Pre AP-2 Dimension Studio Art
11/12 AP 2 Dimension. Studio Art
11/12 Pre AP-3 Dimension Studio Art
11/12 AP 3 Dimension Studio Art

WORLD LANGUAGE

10/12 Pre AP Spanish III
11/12 AP Spanish Language
12 AP Spanish Literature & Culture
10/12 Pre AP-French Language & Culture
11/12 AP French Language & Culture
11/12 Pre AP French III

11/12 Latin III
12 AP Latin IV

MUSIC

10/11/12 AP Music Theory

ENGINEERING

9 Intro to Engineering Design
10 Principles of Engineering
11/12 Pre-Engineering

PROFICIENCY BASED TESTING

[Board Policy 7205](#)

In order to advance to the next grade/level of study, students will have the opportunity to demonstrate proficiency in the learner outcomes. In grades one through eight, students may demonstrate proficiency in a grade. In grades nine through twelve, students may demonstrate proficiency in core area subjects: mathematics, science, social studies, English, foreign languages and computer education.

Proficiency based testing will be scheduled at least twice a year, at times that allow for appropriate decisions to be made regarding the placement of students who choose to take the tests. Application for testing must be made at least 30 days prior to the testing date.

The procedure is as follows:

Step One

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A student, parent or guardian may request testing. Upon receiving the request for testing, the principal of the school shall inform the student's parent or guardian of the educational options available to the student. The student's social, emotional, physical and mental maturity shall be considered in making a recommendation regarding the student's readiness for testing and possible advancement.

Step Two

At the next scheduled testing time, students in grades one through eight will be required to take an objective test covering learner outcomes for that grade.

Students in grades nine through twelve will be required to take an objective test in the specific course(s) they have requested. Students who score at least 90% on the objective test will qualify to proceed to step three.

Step Three

Students will be required to demonstrate proficiency on tasks that involve a performance or demonstration that is appropriate to the grade/course being tested. Students who score at least 90% on the performance/demonstration test will be advanced to the next grade/level of study.

Students must complete all of the proficiency-based testing steps prior to the beginning of the grade/course.

Notation to be placed on the students' permanent records/transcripts shall be the letter grade of A.

RELEASED TIME COURSE FOR RELIGIOUS/MORAL EDUCATION

The Moore Board of Education adopts the following policy that excuses a student from school to attend a released time course for no more than three (3) class periods per week or a maximum of one hundred twenty-five (125) class periods per school year; provided, that:

- A. Such absence is for a "released time course" which means a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off school property.
 1. The student's parent or legal guardian provides written consent prior to the student's participation in the released time course;
 2. No school district funds other than de minimis administrative costs are expended and no school district personnel, equipment, or resources are involved in providing the instruction;
 3. The independent entity maintains attendance records and makes them available to the school district and its board of education;
 4. Any transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian. Standard school check-in and check-out procedures will apply to students leaving and returning to campus.
 5. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless regarding any liability arising from conduct that does not occur on school property under the control or supervision of the school district, and the independent entity maintains adequate insurance for that purpose.

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6. The student assumes responsibility for any missed schoolwork. The teacher of the regular, in person class at the home school which is being missed will bear no greater responsibility in remediating instruction than would be reasonably expected to be provided for a student attending all class sessions of the regular school course.
 7. The school district superintendent, the principal for the school site in which the student is enrolled, or their designees have reasonable discretion over the scheduling and timing of released time courses; provided, the student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70 of the Oklahoma Statutes. As such, the following courses may not be missed at the home school:
 - English/Language Arts to include Reading
 - Mathematics
 - Social Studies
 - Science
 - ACT Preparatory Courses
- B. The school district, its board of education, and the state shall not be liable for the student who participates in a released time course when the student is not under the control or supervision of the school district.
 - C. Pursuant to Oklahoma State Law, instructors hired by an independent entity to provide a released time course shall not be required to be licensed or certified teachers.
 - D. A student who attends a released time course shall be considered in attendance in the home school, and the time shall be calculated as part of the school day.
 - E. Moore Public Schools shall award a student credit for work completed in a released time course that is substantiated by a transcript from the independent entity providing the course. A student shall be awarded elective credit for the completion of each released time course. To determine whether elective credit may be awarded as provided for in this subsection, the board of education shall evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. For purposes of this subsection, the secular criteria used to evaluate, and award credit will be:
 1. A course syllabus (provided by the parent/guardian of the student; and
 2. A schedule of class times provided by parents prior to the start of the course which is provided on the same day and at the same time each week and is consistent with the approved time of the home school course being missed. (Please note home school courses which cannot be missed in the implementation of this policy; Section B.7.

STUDENT PROGRESS COMMUNICATIONS

[Board Policy 7040](#)

It is the purpose of the Board of Education to promote on-going communication with parents/guardians especially in the area of monitoring student progress. The Board supports online, integrated, secure systems

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that provide up to date feedback to parents on student progress. The district utilizes Infinite Campus Parent Portal to facilitate communication between the school and parents with regards to student progress.

Communication regarding student academic progress will be shared whenever there is evidence of the student's possible failure, whenever there is a significant decline in the student's grades, or at the request of or as scheduled by the building administrator. The teacher shall confer with parents whenever the student is failing and an appointment with the parent can be scheduled.

All secondary grades shall be averaged continuously across the semester and justified on the basis of the performance of each student.

All elementary grades shall be averaged at the close of each nine (9) week period and justified on the basis of the performance of each student. The student shall be provided the opportunity to see his/her grades at a reasonable time during each quarter in order to monitor progress.

Student grades are always available to parents and students through "In Progress" grades in the Parent and Student Portals. Parents/guardians can set up notifications within the Parent Portal system to be notified of assignment or In Progress grades.

Elementary Academic Progress

Elementary academic progress will be available through Parent Portal.

PROMOTION-RETENTION K-8

[Board Policy 7050](#)

A student who has made unsatisfactory academic achievement in light of the student's potential shall be carefully considered before being moved to the next grade or level of instruction. With the exception of retention decisions at the end of third grade, which are prescribed by state law, the age, physical development, emotional maturity, social adjustment, and attitude of the student shall be the primary factors considered. Students at the third-grade level will be promoted or retained pursuant to 70 O.S. § 1210.508C (Reading Sufficiency Act).

The parents of the student shall receive a minimum of two (2) notifications that the student's progress in class has not been adequate to meet with success at the next grade level. One of the two notifications should be in the form of a conference to determine the best interest of the student. When possible, the parents of the student shall be presented the opinion and recommendations of the teacher/school in the conference. The final notice should come within a reasonable time frame to allow the parents and teacher to attend to the retained child's needs and preparation.

For any student who enrolls after the beginning of the second semester, all notifications shall be issued within a reasonable time period prior to the recommendation for retention.

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If, in the opinion of the teacher/school, additional time is thought necessary for the best development of the student, it shall be recommended in writing that the student be retained. Only in unusual circumstances should a student be retained more than once.

If a seventh or eighth grade student fails both semesters of any two core subjects, he/she will be retained. A student must pass eight (8) semester courses to be promoted.

The principal and teacher have authority to retain a student by state law (70 O.S. 24-114). If dissatisfied with a recommendation for retention, the parent or guardian may appeal the decision as listed below. The same appeal process will be used if a parent is dissatisfied with a teacher's recommendation to promote or pass a student.

- **First Level of Appeal:** Building Principal or his/her designee
- **Second Level of Appeal:** Deputy Superintendent or his/her designee
- **Third Level of Appeal:** Board of Education

A written statement requesting an appeal is to be submitted to the Superintendent of schools by June 1 of the same school year. The Superintendent or Designee will convene an appeal hearing in a timely manner.

First Level of Appeal

1. The appeal will be presided over and conducted solely by the principal or his/her designee.
2. The appeal will serve to determine the facts of the case. It will be the responsibility of an administrator to provide evidence and/or facts that support retention of the student.
3. Each party will be given the opportunity to present its case, present the finding of facts, and make a concluding statement.
4. Background information of the student may be reviewed prior to rendering a decision on the case.
5. The principal or his/her designee may uphold, deny or modify the decision of the teacher.
6. Parents will be notified orally or in writing. The building principal or designee will immediately notify the second level appeal officer.

Second Level of Appeal

1. The appeal will be presided over and conducted solely by the deputy superintendent or his/her designee.
2. The appeal will serve to determine the facts of the case.
3. It will be the responsibility of an administrator to provide evidence and/or facts that support retention of the student.
4. Each party will be given the opportunity to present its case, present the finding of facts, and make a concluding statement.
5. Background information of the student may be reviewed prior to rendering a decision on the case.
6. The deputy superintendent or his/her designee may uphold, deny or modify the decision of the principal.

Third Level of appeal

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1. The appeal will be presided over and conducted solely by the school board.
2. The appeal will serve to determine the facts of the case.
3. It will be the responsibility of an administrator to provide evidence and/or facts that support retention of the student.
4. Each party will be given the opportunity to present its case, present the finding of facts, and make a concluding statement.
5. Background information of the student may be reviewed prior to rendering a decision on the case.
6. The Board of Education may uphold, deny or modify the retention of the student.

The decision of the School Board shall be final.

REPORT CARDS

Secondary Report Cards

Report cards are received by each student following the end of the semester. There are two (2) semesters during the school year. The report cards are for the parents' records and do not have to be returned to the school. Besides the letter grade, each card contains an attendance and tardy record. If a student feels a grade or attendance record for the semester is inaccurate, he/she should bring it to the attention of the teacher or counselor immediately.

Elementary Report Cards

All elementary grades shall be average at the close of each nine (9) week period and justified on the basis of the performance of each student. Current grades can be viewed anytime through Parent Portal. Please contact your school office to receive your log-on information. Report cards will be issued one week following the end of each quarter period.

REQUIREMENTS FOR GRADUATING SENIORS

[Board Policy 7090](#)

- A. FORTY-SIX SEMESTERS
- B. A STUDENT MUST HAVE A GRADUATION PLAN THAT WILL ENABLE HIM/HER TO PARTICIPATE IN GRADUATION EXERCISES TO BE ENROLLED AS A SENIOR.

SCHEDULE CHANGES/SECONDARY

Statement 1:

- **To Parents:** Schedules should be for the growth of the child. Therefore, changes for such reasons as "that teacher is too hard", or "to be with a friend", or to have the student moved to a class generally below the intellectual capability of the student will not be considered serious enough to cause a schedule change.

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Statement 2:

To Administration: Schedule change approval or disapproval shall be for the benefit of the child and shall be considered on an individual basis. Master schedule limitations and/or other factors may prevent some requests from being approved.

Guidelines:

1. **Administration:** If it is determined that an error has taken place in a student's schedule, the administration will approve a schedule change to meet these requirements.
2. **Staff Recommendation:** If an administrator, counselor, or teacher makes a recommendation for a schedule change, an investigation of the need for the change will be made. A conference with the teacher, parent, student and counselor will need to occur to determine if the change will be in the best interest of the student. If it is determined that the change is in the best interest of the student, the administration will approve the change. These changes may include, but will not be limited to, improper placement, disciplinary problems, or unresolved conflict.
3. **Parental Request:** Upon parental request to have a student schedule upgraded the staff will investigate the possibility and, when possible, the administration will approve the schedule change. Parental request for schedule changes which fall into other categories will follow the guidelines as listed under "staff Recommendation" above.
4. **Procedure:** The student will pick up a schedule change form from his/her counselor. The student is to fill out the form and follow the directions as stated on the Schedule Change Form.

VALEDICTORIAN AND SALUTATORIAN

[Board Policy 7090](#)

The valedictorian will be the top ranked student based on the grade point average of all courses taken for high school credit through the first semester of 12th grade. The salutatorian will be the 2nd ranked student. All students with a 4.0 grade point average and above based on the grade point average of all courses taken for high school credit through the first semester of 12th grade will be designated as honor graduates.

MPS / Discipline

DISCIPLINE POLICY

Board Policy 7115

Control and discipline in our schools depend upon the responsibility taken by the student, the parents, the teacher, the principal, and combined school personnel. When the behavior of an individual student comes into conflict with the rights of other, corrective actions are necessary for the benefit of the individual and the school. Teachers have the same authority as the parent in correcting and controlling the child while under the supervision of the school. Such discipline is administered by the principal or the administrative designee.

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

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

Standards of behavior for all members of society are generally a matter of common sense. Students are expected to treat other persons and their property with respect. Students are further expected to behave themselves in such fashion as not to infringe upon the rights of others to learn. The following examples of behavior are not acceptable in society generally and in a school environment particularly. The involvement of a student in the following types of behavior while on school grounds, on school vehicles/buses, at school sponsored or sanctioned events, or at school bus stops will not be accepted and will generally require corrective action. These examples are not intended to be exhaustive and the exclusion or omission of any particular type of unacceptable behavior is not an endorsement or acceptance of such behavior by the school.

1. Unexcused lateness to class
2. Cutting Class
3. Leaving school without permission
4. Possessing or using tobacco in school vehicles, on school premises, or at school events or activities
5. Truancy
6. Possessing, selling, using, or being under the influence of alcoholic beverages or other mood-altering chemicals and/or possessing drug paraphernalia to include vapor products (Defined in BP 2170-Drug & Alcohol Abuse Policy)
7. Stealing
8. Forgery, fraud, embezzlement, and extortion
9. Gambling

10. Assaulting (physically and/or verbally) and /or battering a student or school employee, volunteer, or any other person in school vehicles, on school premises, or at school events or other activities

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11. Assaulting (physically and/or verbally) and/or battering a school employee outside of school premises or outside of school activities if the assault has led, or is predicted to lead to a material and substantial disruption of the educational process
12. Fighting
13. Possessing a dangerous instrument or a dangerous weapon as defined in the Oklahoma statutes as the following: "pistol, revolver, switchblade knife, spring-type knife, knife having a blade which opens automatically by hand pressure applied to a bottom spring, or other device in the handle of the knife, blackjack, loaded can, billy, hand chain, metal knuckles, or any other offensive weapons."
14. Using, displaying, or possessing a destructive device capable of discharging or throwing projectiles to include, but not limited to: rifles, pistols, starter guns or shotguns of any caliber, and/or B-B guns or air pistols, and/or potato throwers, dart guns or blow guns, and/or any other destructive device, and/or any device the purpose of which is to throw, discharge or fire bullets, shells, or objects
15. Possessing or distributing obscene material
16. Destroying/defacing school property
17. Cheating and/or assisting in misrepresentation of student work
18. Using abusive or demeaning language and/or displaying abusive or demeaning behavior
19. Displaying gang membership, including but not limited to, on clothing, paraphernalia, and/or by gestures
20. Verbalizing or displaying vulgar, rude and obscene language and/or gestures, including ethnic or racial slurs or insults
21. Displaying behavior which is calculated to be materially and substantially disruptive of the educational process
22. Sexually harassing and/or displaying sexual misconduct toward a student or school employee, volunteer, or any other person. (If a student intentionally fabricates a complaint of sexual harassment against another individual covered under this policy, the student shall be subject to disciplinary action.)
23. Sexually harassing a school employee outside of school premises or outside of school activities if the sexual harassment has led, or is predicted to lead to a material and substantial disruption of the educational process
24. Possessing any ammunition, including bullets, shells explosive caps, explosive etc. in school vehicles, on school premises, or at school events or activities
25. Verbally or physical harassing, intimidating, or bullying a student or school employee, volunteer, or any other person
26. Harassing, intimidating, or bullying a school employee outside of school premises or outside of school activities if the actions have led, or are predicted to lead to a material or substantial disruption of the educational process
27. Using any electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. ("Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to a telephone, a cellular telephone or other wireless telecommunication device, or a computer.)
28. Displaying any threatening behavior, whether a pattern of behavior or isolated action, or directed at another person, that reasonable person would believe indicated potential for future harm to students, school personnel, or school property
29. Placing another student in reasonable fear of harm to the student's person or property
30. Failing to follow district policy for wireless telecommunication devices (Policy #7195) or Electronic Network Usage (Policy #2260)
31. Violating the rules of the school
32. Attempting to cause physical bodily injury, or acting in a manner that could reasonably cause bodily injury to a school employee outside of school premises or outside of school activities if the actions had led, or are predicted to lead to a material or substantial disruption of the educational process

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33. Attempting to cause physical bodily injury, or acting in a manner that could reasonably cause bodily injury to a student, school employee, or a person volunteering at a school

One of the goals of a district is to educate and develop student self-discipline in a positive manner. This means giving the student a chance to make choices, giving him/her a time to discuss his/her actions with others, and guiding the student in solving his/her problems. We believe that parental communication and support are essential parts of good discipline. High expectations and effective instruction by teachers promote self-control and responsible behavior in students.

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

consultation with parents or referral to the school counselor to determine the most effective disciplinary measure.

Students involved in on-going patterns of harassment, intimidation, or bullying will participate in activities to recognize, prevent, and intervene in bullying behavior. In all cases of disruptive behavior, the penalties in each disciplinary action should always be commensurate with the problem.

In considering alternatives for disciplinary actions, the faculty/administration of the school will consider the following:

1. Conference with student
2. In-School detention
3. Detention
4. Referral to counselor
5. Behavior contract
6. Conference with parents
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities
10. Restriction of privileges
11. Involvement of civil authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other disciplinary action as required and/or indicated by circumstances which may include, but is not limited to, removal of eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.
15. Requiring a student to perform parent/legal guardian-approved campus-site/community service in lieu of other disciplinary measures.

The school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions.

Riding school buses, whether on an activity trip, field trip, or to and from school, is an extension of the school day with students being subject to the same school rules and disciplinary actions, including forfeiting the privilege of riding the school bus.

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Parents and/or guardians and the students residing in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available to parents and/or guardians upon request at any time during the school year.

The District shall investigate all incidents of harassment, intimidation, or bullying of a student. The District shall also investigate all incidents of threatening behavior by a student that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property if the behavior is reported to a school official. If, at the end of the investigation, the incident or pattern of incidents is severe and in the opinion of school administrators there is potential to result in future violence by the student, this information shall be forwarded to the Superintendent of Schools or his/her designee.

The Superintendent or his/her designee shall review the evidence gathered by school personnel, and if the Superintendent or his/her designee agrees with the conclusion drawn by school officials, the Superintendent or his/her designee may provide the student and the student's parents and legal guardians with available community mental health care options.

If a student receives mental health care after being referred by the Superintendent or his/her designee, the District may request the disclosure of any information concerning a student who has made an explicit threat to the safety of other students or school personnel. This request for mental health care information must be in accordance with all federal and state laws, including, but not limited to, the Family Educational Rights and Privacy Act, the Health Insurance Portability and Accountability Act, 12 Okla. Stat., Section 2503 and 59 Okla. Stat., Section 1376.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

REFERENCE: 10 O.S. §7115
70 O.S. §24-101.3

Legal reference: Title 70, Oklahoma Statutes (See also board policies #7130, #7135, #7210, and #7265)

BUS CONDUCT/TRANSPORTATION

Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride that bus. Students will not be allowed to ride any bus other than their assigned bus. Pre-K students may not ride the bus. Transportation will not be provided mid-day for half-day kindergarten students. Students are assigned to busses by the transportation Department base on their recorded home address. Emergency transportation may be granted on a temporary basis in some cases.

The Transportation Director or Assistant Director must approve emergency transportation for students riding other buses. Notes from parents/guardians will not be accepted as authorization to ride a bus. Student's cooperation by giving the bus driver true identity is required. Safety of students is a major concern of the school

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district as students are transported to and from school. It is critical that students follow all instructions from the bus driver, failure to obey the driver will be considered a disciplinary matter.

In addition, students are prohibited from behavior such as:

1. Spitting
2. Excessive noise
3. Horseplay/Mischief
4. Eating/drinking/littering on the bus
5. Leaving seat/standing without permission from the driver
6. Use of any liquid containers in any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. False identification
9. Riding unassigned bus or using unassigned bus stop
10. Riding or attempting to ride any bus during a bus suspension
11. Disobedience to the driver
12. Other offenses as reported by the driver or principal

The above behavior may result in warning, parent conference, and/or suspension of bus privileges. Repeated offenses will result in long-term removal from the bus. Discipline will be assigned at the discretion of the school administration.

Serious offenses such as the following will result in severe disciplinary action including but not limited to suspension and/or long-term loss of bus privileges.

Class II Offense:

1. Hanging out of windows
2. Throwing/shooting of any objects
3. Physical aggression against any person
4. Possession/use of tobacco or any controlled substance
5. Vandalism to bus (restitution will be made)
6. Holding onto or attempting to hold onto any portion of the exterior of the bus
7. Lighting of matches, lighters, or any flammable object or substance
8. Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
9. Possession or threat of weapons/explosives/flammables
10. Other offenses as reported by the driver or principal
11. Possession/use of laser pens or pointers
12. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II first offense

Disciplinary actions will be determined at the discretion of the student's school administration.

AFTER SCHOOL

Junior High Only

After the 2:16 p.m. dismissal bell rings, students must clear the building and leave campus IMMEDIATELY. Only those students under direct teacher supervision or working in the Media Center will be allowed to remain in the building. There will be an area designated for students to wait for buses. When the weather prohibits students from waiting outside, students will be permitted to wait in a designated area in the building.

AFTER SCHOOL ACTIVITIES LATE PICK-UP

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All students must be picked up from after school activities within 15 minutes of the completion of the event. Failure to comply with this rule may result in students not being allowed to attend the next scheduled school activity.

ASSEMBLIES

School assemblies are considered a part of the school day. We will provide a place for any student not wishing to participate. We do encourage every student to attend and participate so he/she will feel a part of the high school.

Good student behavior and responsibility in assemblies are very important to school spirit. We expect that the students will always show exemplary courtesy and attention in assemblies.

BULLETINS/POSTERS/ANNOUNCEMENTS

Display of bulletins and posters NOT related to school MUST be approved by the administration. All school related materials must be sponsor and administratively approved.

DRUG AND ALCOHOL ABUSE POLICY

[Board Policy 2170](#)

IN COMPLIANCE WITH TITLE 70 SECTION 24-138

I. Purpose

To state the policy of the Moore Public Schools Board of Education concerning alcohol and drugs, specifically, but not limited to Sections 163.2 and 506 of Title 37 and Section 2 101 of Title 63 of the Oklahoma Statutes.

II. General

It is the responsibility of the student to know the laws and policies on alcohol and drug use and abuse.

It is the responsibility of the student to obey all civil and school laws and policies concerning alcohol and drug use and abuse and to report any violations of them.

It is the responsibility of the Board, through the teachers and the administrators of the schools, to make known to the student, the laws and the punishments for violations of the laws concerning alcohol and drug use and abuse.

III. Policy

1. The Board prohibits the possession of any type of drug paraphernalia to include vapor products as well as the possession, use, transmission, sale or being under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, counterfeit drugs, nonintoxicating beverage, controlled dangerous substance, uncontrolled dangerous substance, illegal steroids, any chemical or natural substance or dietary supplement capable of producing a significant reaction in the body, including all supplements which have been banned by the FDA, or any other material specified in, but not limited to, the above mentioned laws of the State of Oklahoma by any student on school grounds during, immediately after school hours, on school grounds at any other time when the school is being used by any school group, or off the

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school grounds at any school sanctioned activity, function, or during transportation in district vehicles or by district personnel for any of the above activities or events.

- "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act. (Legal reference SB-33)

2. Use of a drug or prescribed medicine authorized by a registered physician shall not be considered a violation.

3. In the general classroom situation, teachers should not attempt to diagnose symptoms of drug or alcohol abuse. If it appears to any public-school employee that a student may be violating any portion of the policy stated in Item 1 above, that person, immediately, shall report the matter to the school principal or his/her designee. The principal or his/her designee shall immediately notify the Superintendent of Schools or his/her designee and a parent or legal guardian of the student. Law enforcement officers may also be notified.

4. The principal shall remove or have the student removed from the classroom, or point of infraction, to a neutral area pending investigation. The matter shall be handled in accordance with district disciplinary, suspension, due process, and appeal policies in effect at the time of the incident.

5. School discipline will be imposed independently of any formal court action.

6. When a teacher or other staff member comes into possession of alcohol or suspected drug, the material will be placed in an envelope or other suitable container, labeled with the date, time, and how obtained, and then given to the principal who will contact the Superintendent and the appropriate law enforcement agency.

a. The student's name will not be indicated on the label when alcohol or a suspected drug is acquired by a teacher or counselor during a counseling or information seeking conference with the student.

b. The student's name will be indicated on the label at any other acquisition.

7. The law affords protection to the student who seeks information or counseling on how to overcome alcohol or drug abuse problems from teachers or counselors during information gathering sessions through the right of privileged communication.

8. In affording confidentiality to the student and providing protection to him/her during the counseling sessions, no statement, whether oral or written by the student and no observation or conclusion derived by the teacher or counselor shall be admissible against the student in any proceeding. Nor shall the disclosure of any reports, statements, observations, conclusions or other information assembled or procured by the teacher or counselor be required by any rule, regulation or order of any kind.

9. Teachers shall be instructed as necessary to be considered qualified to act in the capacity of alcohol or drug counselors or will have the option to defer any questions regarding alcohol or drug use and abuse to one who is qualified.

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No employee of the school district or member of the School Board shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

10. In an effort to prevent violations of the policy and any applicable legal requirements, the school system will maintain liaison with rehabilitation, treatment, judicial, law enforcement, and legislative agencies, gathering information for distribution to and education of students, employees, and any other interested or affected persons.

11. Teachers and all other employees of the school system are expected to convey by their actions, deeds, and teachings that they do not in any way encourage or condone alcohol or drug use by students.

12. The school system's primary business is education. The educational climate will permit discussion of controversial topics without threat of punitive action, unless there is positive evidence of violation of the law. With this in mind, students are encouraged to consult with teachers for help on alcohol and drug use and abuse problems.

13. Publications which advocate the illegal use of alcohol or drugs are prohibited from being distributed on school property.

14. Persons found to be engaged in or advocating illegal activity while on school property will be reported by the principal to law enforcement authorities.

SUSPENSION OF STUDENTS (DUE PROCESS REGULATION)

[Board Policy 7135](#)

It is the policy of Moore Public Schools to provide due process to students in accordance with State and Federal laws and to provide procedures that will ensure fair and consistent treatment of students. The following sections outline due process procedures for short-term out-of-school suspensions and long-term out-of-school suspensions.

Alternative in-school placement, in-school detention, and similar disciplinary options or correctional measures ARE NOT considered by law to be out-of-school suspensions and therefore do not require or involve the due process procedures set forth herein.

APPEAL OF SHORT TERM OUT-OF-SCHOOL SUSPENSIONS (TEN (10) DAYS OR LESS)

An appeal of the building principal's decision for an out-of-school suspension of ten (10) days or less may be made to the Appeal Committee for Short Term Suspensions.

The Appeal Committee for Short-Term Suspensions will be composed of district administrators. In addition, teachers may also serve. The composition of the committee will be determined solely by the district. Members of the appeal committee will consist of administrators or teachers who have not previously been involved in the discipline of the student for the alleged infraction(s) being considered on appeal.

In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be received by the superintendent or his/her designee within three (3) school days from the date of the imposition of the short-term suspension.

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Upon full investigation of the matter, the committee shall review the facts, determine the guilt or innocence of the student and the reasonableness of the short-term out-of-school suspension.

The decision of the Appeal Committee for Short-Term Suspensions will be final.

APPEAL OF LONG TERM OUT-OF-SCHOOL SUSPENSIONS (MORE THAN TEN (10) DAYS

First Level of Appeal: An appeal of the building principal's decision for an out-of-school suspension of more than ten (10) days may be made to the superintendent of his/her designee.

In order to appeal the building principal's decision to the superintendent or his/her designee, a written request specifying the reason or reasons for the appeal must be received by the superintendent or his/her designee within three (3) school days from the date of the imposition of the suspension. The superintendent or his/her designee will be responsible for convening the appeal hearing.

Each side will be given the opportunity to present its case by presentation of written statements and, if desired, live testimony of the student and/or building principal or his/her designee. No other witnesses will be allowed to testify at this level of appeal. Each side will be allowed to present proposed findings of fact and to make a concluding statement. Background information of the student may be considered prior to rendering a decision in the case.

The first level of appeal proceedings are informal and administrative in nature. This informal appeal hearing shall be conducted solely in accordance with procedures announced by the superintendent or his/her designee. Upon full investigation of the matter, the superintendent or his/her designee will review the facts, determine the guilt or innocence of the student and the reasonableness of the long-term suspension.

The superintendent or his/her designee may uphold, deny, or modify the decision of the building principal.

Second Level of Appeal: An appeal of the ruling of the superintendent or his/her designee of an out-of-school suspension for more than ten (10) days may be made to a Hearing Officer appointed by the Board of Education. The Board of Education has designated this statutory appeal to Administrative Hearing Officers. The Board of Education will not hear the student suspension appeal.

This second level of appeal will be presided over and conducted solely by the Hearing Officer. The Hearing Officer shall be an individual who has not previously been involved in administering discipline to the student.

In order to appeal the decision of the superintendent or his/her designee, a written request for a second level of appeal with a Hearing Officer must be submitted to the superintendent within three (3) school days from the date of the First Level Appeal decision made by the superintendent or his/her designee. The Hearing Officer shall have the sole discretion of determining a date and time to hear the appeal.

Each side will be given the opportunity to have an attorney represent them at the hearing, to present evidence, to cross-examine witnesses, to invoke the rule of exclusion of witnesses prior to testimony, to present proposed findings of fact, and to make a concluding statement. The Hearing officer will be solely responsible for ruling upon any motions and the admission of evidence at the appeal hearing.

Upon full investigation of the matter, the Hearing Officer shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.

Background information of the student may be considered prior to rendering a decision on the case.

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The Hearing Officer may uphold the decision of the building principal and/or the superintendent or his/her designee, may uphold the appeal by the student partially or in its entirety, or may modify the suspension of the student. The decision of the Hearing Officer will be final.

(Reference: School Laws of Oklahoma, Section 488.2 and Title 70, Oklahoma state Statutes, section 24-101.3) (See also board policies #7115, #7130, #7210, and #7265)

ELIGIBILITY FOR PARTICIPATION IN ACTIVITIES

Board Policy 7055

All participants, including student athletes, teachers/coaches, administrators, and any other individuals performing in leadership positions will strictly adhere to all rules and regulations of this association and Moore Public Schools.

HIGH SCHOOL STUDENTS: Semester to Semester Grades

1. A student must have received a passing grade in any five (5) subjects (that will count towards graduation) in which he/she was enrolled in during the last semester he/she attended for fifteen (15) or more days.
2. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester that he/she attends.

Week-to-Week Grades

1. A student must be receiving a passing grade in all subjects in which he/she is enrolled in during a semester. If a student is not passing all subjects that he/she is enrolled in on the day of a grade check, he/she will be placed on probation for the next one (1) week period. If a student is still failing one (1) or more classes during the probationary week on the day of the grade check, he/she will be ineligible to participate the next one (1) week period.
2. "Passing Grade" means work of such quality that credit would be entered on the records were the semester to close at the time of the grade check.

JUNIOR HIGH STUDENTS: Semester-to-Semester Grades

1. A student must have received a passing grade in any five (5) subjects in which he/she is enrolled in during the last semester he/she attended for fifteen (15) or more days.
2. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester that he/she attends.

Week-to-Week Grades

1. A student must be receiving a passing grade in all subjects in which he/she is enrolled in during a semester. If a student is not passing all subjects that he/she is enrolled in on the day of a grade check, he/she will be placed on probation for the next one (1) week period. If a student is still failing one (1) or

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more classes during the probationary week on the day of the grade check, he/she will be ineligible to participate the next one (1) week period.

2. "Passing Grade" means work of such quality that credit would be entered on the records were the semester to close at the time of the grade check.

HIGH SCHOOL AND JUNIOR HIGH

1. A student must be in school all day on the day of the activity to be eligible for participation. If the activity falls on a non-school day, a student must have been in school all day on the last school day prior to the activity. The only exception to this attendance rule is as follows:
 - A. Attendance at any event that is approved as a school activity
 - B. Any medical treatment that is substantiated by a physician's written statement
 - C. Any day a student serves as a page for the State or National Legislature
 - D. A court subpoena, religious holiday or activity, or
 - E. Bereavement

The principal and athletic director will make the final decision concerning any unusual circumstances.

2. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible for at least one contest and not reinstated until approved by the building principal. A student whose flagrant or unsportsmanlike conduct consists of fighting, cursing, or using foul language toward a game official will be automatically suspended from participating in a minimum of the next two (2) regular scheduled games or contest on the same level of competition that his/her team plays. All disqualifications must be brought to the attention of the Athletic Director and building principal within twenty-four (24) hours after the incident.
3. Any student found guilty of violating policies and procedures within the Oklahoma Secondary School Activities Association (OSSAA) Handbook could face several courses of disciplinary action to include, but not limited to loss of eligibility for participation, suspension, and/or dismissal from the team.

EXTRA-CURRICULAR/ATHLETIC ACTIVITY AFTER STUDENT TRANSFER

A: TERMS:

1. Eligibility: A student's eligibility for any semester begins with and is determined by his/her legal residency/school of attendance during his/her first day of classroom attendance that particular semester.
2. Participation: A student shall be considered as having participated when he/she actively participates with a Moore Public School in any school game, contest, or meet as a member of the varsity, junior varsity, B team, etc. A student in uniform with his/her team shall be considered as having participated. Any school scrimmage is considered to be a meet or contest.
3. School Area: That area designated by set lines, determined by the Moore Board of Education, as comprising a territory within Cleveland County Independent School District 1-2. from which a particular school will draw its students.
4. Multi Jr. High and/or High School District: When more than one junior high and/or high school is maintained by a school district, the district administration may adopt special regulations determining the student's home school within the district for academic and athletic participation and his/her right to transfer athletic eligibility to other schools within the district. A multi-junior high and/or high school district is defined as a school district that operates two or more schools that house 7th-12th grades or any combination thereof.

Since Moore Public Schools is a multi-junior/high school district any evidence gathered by the school administration relative to investigations of student athletic transfers must be referred to the district Athletic

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Director for determinations relative to student eligibility for participation. Please note: Any evidence gathered by the school administration relative to investigations of out-of-district student athletic transfers must be referred to OSSAA for determinations relative to student eligibility for participation.

B: RESIDENT AND MIGRATION:

1. To be eligible for participation in athletics, a student must enroll in the school area where his/her parent or guardian legally resides. Dual residency is not permitted.
2. If a student enrolls and participates in athletics, in a junior or senior high school in a school area in which his/her parents do not reside (without an approved transfer), he/she forfeits his/her eligibility and right to participate in all schools. To become eligible and granted permission to participate, he/she must attend two (2) full semesters in the school to which he/she is legally aligned.
3. A student whose parents move from one school area to another school area during the school year may *move* his/her rights and privileges to the new school at the time his/her parents move or he/she may remain at the school he/she is attending and be eligible without restriction. An intra-district transfer will be required yearly. **STUDENTS CHOOSING TO REMAIN AT THEIR ORIGINAL SCHOOL WILL NOT BE PROVIDED TRANSPORTATION.**
4. Proper paperwork must be submitted to the school administration to document changes of residency by the parent/guardian. Students in the 8th or in the 12th grade whose parents move during either semester may remain at the school he/she is attending and be eligible throughout the entire school year as long as they meet all other requirements.
5. Once a transfer is approved and acted upon, the new school of attendance is considered as the student's new home school (transfer request forms will still have to be processed annually). If a student's transfer is revoked for **behavioral violations, poor attendance, and/or insufficient academic progress**, it will be necessary for the student to attend ninety (90) calendar days at the school to which the student returns before he/she will be eligible to participate in extra-curricular activities and the next ninety (90) calendar days he/she will only be able to participate at sub-varsity level. Similarly, if the student decides to transfer to another school within the district or transfer back to his/her original home school after his/her first day of attendance, it will also be necessary for the student to attend ninety (90) calendar days at that school before he/she will be eligible to participate in extra-curricular activities and the next ninety (90) calendar days he/she will only be able to participate at sub-varsity level.
6. Families with multiple students are required to submit the proper paperwork on each student at the time the transfer is requested.
7. MPS employees will be allowed to transfer their children/students (one time) to their place of employment or vertically aligned school where they are employed at the time of the transfer request without restrictions if all other Moore Public Schools and OSSAA eligibility requirements are met. MPS employees will be required to follow the district's policies and procedures involving transfers except for the one move allowed based on the parent's assignment. In the event of employment change or extenuating circumstances, each situation will be reviewed individually by MPS administration.

PARTICIPATION OF STUDENTS IN 7TH THROUGH 8TH GRADES:

1. If a student transfers schools during the seventh or eighth grade and no issue has been raised about the student having been influenced to transfer for athletic purposes, the student may participate in athletics with certain restrictions, provided the student is eligible under all other OSSAA and Moore Public Schools' rules. If the student's former school or new school is aware of any issue, then the schools must investigate the issue, and the student should not be permitted to participate until the district Athletic Director arrives at a final resolution. Any evidence gathered in the investigation by the schools must be submitted to the district Athletic Director. The student will not be eligible to participate against the Moore Public Schools Junior High School he/she

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transferred from for one full year in any sport involving one team vs. other Moore Public Schools' team during all OSSAA sanctioned events. A participation exception will be granted for activities outside our school district in which multiple teams/individual student athletes all compete at the same event (i.e. cross country, track, golf. etc.) A student transferring after the first day of classes will not be eligible until the above requirements have been met, the Changing Schools/Athletic Participation Form has been completed, and the student has satisfied the mandatory 20 school attendance sit out days (school days not calendar days)

2. Any student that transfers in grades 7-12 outside of their home school/feeder pattern and serves the restrictions described in section B. 5. and remains in the vertically aligned pattern shall only serve the restriction one time.

Restrictions Summary:

A. 1st Transfer 7th and 8th:

Students in the 7th and 8th grades on their first year of transfer will not be eligible to participate against the Moore Public Schools Junior High School he/she transferred from for one calendar year in any sport involving one team vs another Moore Public Schools' team during all regularly scheduled OSSAA sanctioned events.

B. 1st Transfer 9th – 12th:

Students in the 9th - 12th grades who are on their first year of transfer WILL NOT BE ALLOWED TO PARTICIPATE AT THE VARSITY LEVEL REGARDLESS OF LIMITED TEAMS, the student will be restricted to sub-varsity competition for one calendar year. and the transfer student will not be eligible to participate against the Moore Public Schools' High School he/she transferred from for one calendar year in any sport involving one team versus another Moore Schools' team during all regularly scheduled OSSAA sanctioned events.

C. 2nd and Succeeding Transfer 7th – 12th:

Students in grades 7th - 12th who are already on a transfer who choose to transfer a second or succeeding time outside of the already established feeder pattern at any time during the 7-12 time frame, will be ineligible for competition consistent with restriction guidelines described in section B. 5.

- D. **DISCLAIMER:** The school district will assign an Administrative Hearing Officer to review and rule on all exceptional conditions, the Superintendent or his/her designee and/or the Athletic Director will be responsible for determining what cases are considered exceptional and sent forward for an administrative hearing.

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FIGHTING/ASSAULT

Students are not allowed to engage in a fight or assault on school grounds, school busses, or school activities. Additionally, students who act as "look-outs" for students who are engaged in fighting/assaultive behavior, and who can warn students of the approach of staff members may be disciplined the same as students engaged in the fight/assault. Further, students who record a fight/assault on school grounds, school busses or on school activities are in violation of school policy and may receive disciplinary action to include suspension. Posting video recordings of fights/assaults on social media may be violations of school policy and procedure if the post establishes a substantial disruption to the school environment. Such actions could subject the student(s) responsible for the post to disciplinary measures to include the possibility of suspension. Students who are present during a fight or assault should immediately find an adult and ask for assistance. Failure to follow this expectation could also result in disciplinary action to include suspension from school.

FORGERY/FRAUDULENT DOCUMENTS

The forgery of parent and/or school personnel signatures is prohibited. The creation and/or distribution of fraudulent/phony school documents and/or any alteration of school documents, such as grade cards, progress reports, attendance, dr. notes., etc. is a violation of school policy.

Any student who violates school policy regarding forgery, or the creation of an/or distribution of "fake" school documents may receive disciplinary action.

HALL PASSES/SECONDARY

Any student in the hall for any reason must have their student agenda book or hall pass signed by a teacher, principal, or counselor.

HAZINGS / INITIATIONS

There will be NO hazing / initiations permitted. Even a threat will result in disciplinary action. NO student should have to attend school where there is fear of hazing / initiation or fear of other students. All hazing / initiation cases will be dealt with by the principals and punishment for the action will follow.

HONOR CODE

Every Moore Public School student is expected to uphold the highest standard of honor with regard to academics, activities, and other school-related pursuits. Cheating, plagiarism, forgery, and other academic dishonesty are considered severe discipline problems and will be punished accordingly.

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IN SCHOOL DETENTION (ISD)

In school detention provides students with a program of in-school alternative education which will serve to modify deviant student behavior. ISD prevents short term out-of-school suspension. Students are housed in a room separate from the other students. Students receive credit for their attendance and work while in ISD. They are able to keep pace with their classes because they are doing the same assignments. Students in ISD will not participate in any extracurricular activities until the designated time is served, to include the last day.

ITEMS PROHIBITED AT SCHOOL

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission and/or use of these items will result in discipline.

Involvement with items of a serious nature will result in suspension.

1. Fireworks and Fire Materials

- A. Knives, Knuckles, or Weapons
- B. Firearms (including target, look alike replica, stun guns, B.B. guns, etc.), ammunition
- C. Incendiary or explosives
- D. Any objects used in a violent manner
- E. Gas devices such as mace, tear gas, pepper spray, etc.
- F. Projectiles

Confiscated items such as electronics, etc. will not be the responsibility of the school. Other examples of prohibited items, such as, but not limited to:

2. Electronic Equipment

- A. CD or CD players, iPods, discs and MP3 players, earbuds, Headphones unrelated to school activities.
- B. Portable speakers or amplifiers
- C. Electronic Games
- D. Electronic recorders
- E. Laser pointers
- F. Cameras

3. Toys

- A. Skateboards, razor scooters, or any motorized scooters
- B. Roller skates/roller blades
- C. Toy guns or weapons
- D. Invisible ink
- E. Personal items unrelated to school activities, such as toys, fidget spinners, collectible cards, games, and dice

*No item (candy or etc.) may be sold at school unless it is from an approved school fundraising project. Only school fundraising projects are allowed. Disciplinary actions may result from sales which are not approved. If brought to school such items will be impounded.

4. Miscellaneous

- A. Liquid paper
- B. Slime

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- C. Silly String
- D. Prank items
- E. Inappropriate magazines
- F. Noisemakers of any type
- G. Water balloons

PUBLIC DISPLAYS OF AFFECTION

The school campus is not considered a place for public display of affection (examples: holding hands, hugging, kissing, etc.). Students are asked to avoid embarrassment to themselves and others by refraining from displays of affection during the school day and at school events. Any student violating the PDA rule may receive disciplinary action.

REMOVAL OF NON-STUDENTS FROM INSTITUTIONS OF LEARNING

The chief administrative officer or anyone designated by him to maintain order at an institution of learning shall have the authority and power to direct any person to leave the institution of learning who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities at an institution of learning; or
2. Commits an act which interferes with the peaceful conduct of activities at an institution of learning; or
3. Enters the institution of learning for the purpose of committing an act which may interfere with the peaceful conduct of activities at an institution of learning.

Any person to whom this section applies, who fails to leave the institution of learning as directed or returns within thirty (30) days thereafter, without first obtaining written permission from the chief administrative officer, shall be guilty of a misdemeanor.

REPORTING STUDENTS

UNDER THE INFLUENCE OF OR POSSESSING NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, OR COUNTERFEIT DRUGS

[Board Policy 2165](#)

In keeping with the School Laws of Oklahoma it shall be the policy of the Moore Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession any of the following as defined by state law, shall immediately notify the principal or his/her designee of such suspicions.

The principal shall immediately notify the Superintendent or designee and parent or guardian of said student of the matter.

1. Non-intoxicating beverages
2. Alcoholic beverages
3. Controlled dangerous substance or
4. Counterfeit drugs

MPS / Discipline

5. Recreational drugs

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

Every teacher employed by the Moore Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his/her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. Every school authority shall immediately deliver any controlled dangerous substance, removed or otherwise seized from any minor or other person, to a law enforcement authority for disposition.

SEARCH OF STUDENTS AND STUDENT LOCKERS/DESKS

[Board Policy 7140](#)

The purpose of this regulation shall be to set procedures for searching students and student lockers/desks. Searches of students and student lockers/desks shall be conducted for the purpose of investigating behavior that might cause injury to students or damage to the educational process or is in violation of school or Board policy. General locker checks for the purpose of locating lost books and/or locker cleanup shall be excluded from this policy. 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. School personnel shall have access to school lockers, desks, and 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 premises are subject to search by canine drug detection services.

The person, personal property and locker or desk of a student attending a district school may be searched on district property or while in transit to or attending any function sponsored or authorized by the district when there is reasonable suspicion to believe that the person, personal property or locker or desk of such student contains one or more of the following (hereafter referred to as "prohibited items"):

1. Dangerous weapons, including ammunition, firearms as defined at 18 U.S.C. Section 921, any dangerous instrument that has been used with an intent to injure another person, explosives or fireworks.
2. Drugs, marijuana, stimulants, depressants, turkey drugs, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, and other substances which are controlled, dangerous substances as defined in the Dangerous Substances Act (Title 63, Oklahoma Statutes Section 2 101 et seq.) and/or drug paraphernalia to include vapor products (defined in BP 2170 – Drug and Alcohol Abuse Policy.)
3. Stolen or missing property if said property is reasonably suspected to have been taken from a pupil, employee of the school during school activities, while on school property, or in transit under the authority of the school.

II. PERSONS AUTHORIZED TO CONDUCT STUDENT SEARCHES

MPS / Discipline

The superintendent, principal, 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 those items identified in I (1) through (3) listed above. 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 practicable. 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 outerwear, shall be removed prior to or during the conduct of any warrant less search.

The superintendent, principal, or security personnel searching or authorizing the search shall have authority to detain the pupil(s) to be searched and to preserve any prohibited items identified in I (1) through (3) listed above that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any prohibited items identified in I (1) through (3) listed above.

III. THE CIRCUMSTANCES UNDER WHICH STUDENTS SHOULD BE SEARCHED

A search of a student should be conducted only where there is reasonable suspicion to believe that a specific student possesses one of the prohibited items and that such possession might cause injury to students or damage to the educational process or is in violation of state or federal law or district policy.

Reasonable suspicion must exist to justify such a search. Reasonable suspicion means that the search is reasonable under the facts and circumstances of the particular matter. The administrator or security personnel should be able to point to and articulate facts which form the basis of the administrator's suspicion that the student is in possession of one or more prohibited items.

If such a factual basis does not exist with respect to a particular student, a search should not be conducted. Group or random searches, such as a search of an entire class or school, shall not be conducted. However, there may be circumstances in which there could be reasonable justification to search more than one student. An example would be several students standing in a group in which one or more are observed to have a prohibited item and it is not possible to tell which student kept the prohibited item.

The determination of reasonable suspicion should be made by careful consideration of the following factors:

1. What is the relative danger to the students and the educational process posed by the possession of the prohibited item?
2. What is the student's age, history, record of behavior and academic achievement at the school?
3. What is the prevalence and seriousness of the problem in the school posed by the possession of such prohibited items by students?
4. What is the exigency to make the search without further delay?
5. Is the search made with good faith, honest intentions and not on the basis of curiosity or intuition?

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6. If the basis for a search is information received by confidential source, is the source of information reliable, based upon who the source is, the credibility of the source and whether the source has been reliable on previous occasions?

Reasonable suspicion can have factual basis in a student's apparent nervousness, uneasiness, fear, anxiety, furtive and suspicious movements and apprehensive expression; by the student placing an item in his/her pocket when an administrator approaches, and by the distinct appearance or smell of a prohibited item, i.e., the smell of marijuana.

IV. METHOD OF STUDENT SEARCHES

Searches are to be conducted only by persons authorized in Section II.

If law enforcement personnel have been called to a district building in regards to a student search, the search should be totally turned over to the law enforcement personnel and district personnel should not participate further in the search. This does not preclude the administrator from taking appropriate disciplinary action if the search discloses any prohibited items.

When possible, an effort should be made to conduct a search without physically touching the student. When necessary, the administrator may request the student to remove outer garments such as hats, gloves, coats, shoes and socks. The student may be requested to empty pockets and turn them wrong side out. Removal of clothing other than the outer garments described shall be done by law enforcement officials who are not district personnel.

In instances of searches for stolen property, no requests shall be made of law enforcement personnel to conduct searches by removal of clothing other than the outer garments described.

A student, pending a search for prohibited items may be detained by the Superintendent, a principal, a teacher or a district security officer.

The search of a student should be made by a person of the same sex as the student and be witnessed by another certified employee of the district, said person to be of the same sex, if practicable.

As a courtesy to parents, whenever a student has been searched, a bona fide effort will be made to contact one of the student's parents/guardians to notify him or her that a search was conducted, explain the reasonable suspicion which warranted the search, and relate the outcome of the search.

Any student refusing to agree to fully cooperate with a notification that they will be searched may be suspended consistent with item #10 listed under reasons students may be suspended in BP 7130: "10. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal educational process"

The length of suspension cannot exceed all of the current semester and all of the succeeding semester.

SHORT AND LONG-TERM SUSPENSION OF STUDENTS WITH DISABILITIES

[Board Policy 7200](#)

MPS / Discipline

Students with disabilities in the Moore Public School District have available to them the procedural safeguards provided in current federal law, state policy and guidelines, and local policy and guidelines.

SUSPENSION OF STUDENTS K-12

Board Policy 7130

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restrictions, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspensions and therefore, do not require or involve the due process procedures set forth herein.

Students may be suspended from school for engaging in any of the following while on school grounds, on school vehicles and buses, at school sponsored or sanctioned activities/events, or at designated school bus stops:

1. Creating or attempting to create a classroom disturbance
2. Disobeying a schoolteacher or administrator willfully and openly
3. Using profanity or vulgar language or expressions
4. Defying the school administrator's authority
5. Fighting
6. Assaulting (physically and/or verbally), and/or battering a student or school employee, volunteer, or any other person
7. Assaulting (physically and/or verbally), and/or battering a school employee outside of school premises or outside of school activities if the assault has led, or is predicted to lead, to a disruption of the educational process
8. Possessing or using any dangerous instrument or a dangerous weapon as defined in the Oklahoma statutes as the following: "pistol, revolver, switchblade knife, spring-type knife, 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 weapons."
9. Possessing, using, transmitting, selling or being under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, counterfeit drugs, non-intoxicating beverage, controlled or uncontrolled dangerous substance; and/or being in possession of, transmitting, or selling drug paraphernalia to include vapor products. (Vapor Products defined in [Policy # 2170](#) – Drug and Alcohol Abuse Policy)
10. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal educational process
11. Vandalizing, defacing, or causing damage to school property or any property
12. Violating the rules and/or regulations of the school persistently
13. Possessing and/or using tobacco products or vapor products
14. Stealing school property, property belonging to employees or students, or any other property
15. Possessing stolen property
16. Engaging in conduct which jeopardizes the safety of others
17. Joining or holding membership in secret clubs, fraternities, sororities or other secret organizations
18. Harassing, intimidating, or bullying (either verbally or physically) a student, school employee, volunteer, or any other person (Ref: Oklahoma State Law at 70 O.S. Sections 24-100.3 and 24-100.4)
19. Harassing, intimidating, or bullying a school employee outside of school premises or outside of school activities if the actions have led, or are predicted to lead, to a disruption of the educational process

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20. Sexually harassing and/or engaging in misconduct toward a student, school employee, volunteer, or any other person
21. Sexually harassing a school employee outside of school premises or outside of school activities if the sexual harassment has led, or is predicted to lead, to a disruption of the educational process
22. Using any electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. ("Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer.)
23. Exhibiting any threatening behavior, whether a pattern of behavior or isolated action, or directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property
24. Possessing any ammunition, including bullets, shells, explosive caps, explosives, etc.
25. Threatening bodily harm to a student, or staff member, or school volunteer, or threatening harm to school/personal property
26. Attempting to cause physical bodily injury, or acting in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school
27. Attempting to cause physical bodily injury, or acting in a manner that could reasonably cause bodily injury to a school employee outside of school premises or outside of school activities if the actions have led, or are predicted to lead, to a disruption of the educational process
28. Failing to follow district policy for wireless telecommunication devices (Policy #7195) or Electronic Network Usage (Policy #2260)
29. Violating the rules of the school

The principal shall exercise his/her discretion as to the length of time of the suspension, other than those infractions that have mandated lengths of suspension in accordance with Oklahoma State Law. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions may be considered, particularly when similar infractions have occurred in the past and other forms of discipline have not deterred such behavior. Before a pupil is suspended out of school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester.

In addition to the above, pursuant to Oklahoma State Law at 70 O.S. Section 24-101.3, students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school district:

- a. violation of a school regulation,
- b. possession of an intoxicating beverage, low-point beer, as defined by Oklahoma State Law at 37 O.S. Section 163.2, or 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, and

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- c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act,
- d. 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 (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis. For purposes of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.

Any student in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school as prohibited pursuant to Oklahoma State Law at 70 O.S., Section 6-146 shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the district superintendent on a case-by-case basis.

In accordance with Oklahoma State Law, Moore Public Schools is not required to provide education services in the regular school setting to any student who has been:

- a. adjudicated as a delinquent for an offense defined as a violent crime (reference Section 571 of Title 57 of the Oklahoma Statutes),
- b. convicted as an adult of an offense defined as a violent crime in Section 571 of Title 57 of the Oklahoma Statutes,
- c. been removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students,
- d. been removed from a public or private school in the state or another state by administrative or judicial process for an act of using electronic communication, as defined 70-24-100.3 of the Oklahoma Statutes, with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or other students.

Conference with Student Before Out-of-School Suspension

- a. When a student is alleged to have violated board policy, a school rule, a regulation, or Oklahoma State Law, the principal shall conduct an informal conference with the student.
- b. At the conference with the student the principal shall read the policy, rule, or regulation which the student is alleged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule, or regulation.
- c. The student shall be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
- d. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended, the length of the out-of-school suspension, and the violation or regulation that led to the suspension.

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The principal shall immediately notify the parent/guardian by phone and in writing that the student is being suspended out of school. Alternative in-school placement and other available disciplinary options will be considered before a suspension is imposed. The written notice for a suspension in excess of ten (10) days should state what alternative in-school placement or other available options have been considered, offered, or rejected and if rejected, the reason for the rejection. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

The parent/guardian shall be advised of the due process rights of appeal in the written notice and when it is possible in person or by phone. During the time a student is suspended, he/she is excluded from all school activities/events, including extracurricular activities/events.

Immediate Removal and Pendency of Investigation

- In situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, faculty, staff, school property, or a continued disruption of the educational process, a student will be sent home and may be asked to remain home for the pendency of an investigation.

Conference with Parents/Guardians

- The principal or designee will schedule a conference with the parent/guardian as quickly as possible after the immediate removal has been imposed. The conference will take place within three (3) days of the imposition. The parent/guardian should be advised of the right to hold a conference with the principal or designee at the time the parent/guardian is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents/guardians whenever possible.
- At the conference, the principal or designee will read the rule or regulation the student is alleged with having violated and will briefly outline the conduct on the part of the student. The parent/guardian should be asked by the principal or designee if the parent/guardian understands the rule and the charges against the student. The student shall be given a full opportunity to explain and discuss his/her conduct.
- At the conclusion of the conference, the principal or designee will determine whether the student will be returned to school or to an alternative setting or whether a long-term or short-term suspension is being imposed. If the suspension is for ten (10) days or less, the parent/guardian will be advised that the parent/guardian can appeal the suspension action to the school committee composed of administrators with no further appeal/review rights. If the suspension is for more than 10 days, the parent/guardian will be advised of the right to have the suspension reviewed by the Superintendent or designee and, ultimately, by a hearing officer.

PROVISION OF EDUCATIONAL SERVICES

(SUSPENSIONS FIVE DAYS OR LESS)

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Students suspended five (5) days or less will be allowed to make up assignments missed due to an out-of-school suspension. Students will follow the procedures assigned for make-up work as presented in the student handbook.

(SUSPENSION IN EXCESS OF FIVE DAYS)

When a student is suspended out-of-school for a term greater than five (5) days, pursuant to Oklahoma State Law at 70 O.S. Section 24-101.3, the parent or guardian of the student “shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear the responsibility for monitoring the student’s educational progress until the student is readmitted into school.”

The school district will provide textbooks and a listing of assignments which approximate the curriculum covered during the term of the suspension. The principal will provide the parents with due dates for assignments. Late work will result in no credit unless prior arrangements have been made for extensions with the principal. In addition, the principal may require that the parent or guardian bring the student to the school for administration of examinations in the curricular areas covered. Pursuant to the provision of Oklahoma State Law at 70 O.S. Section 24-101.3, the student and parent/guardian will only be provided an educational plan for English, math, science, social studies, and art units required by the State Board of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve. All arrangements for picking up assignments, turning in completed assignments, and taking examination will be conducted during regular school hours. Student assignments or examinations or both will be graded to determine the student’s grade during the term of suspension.

The pupil suspended shall have the right of appeal. **Appeal procedures are outlined in Regulation 7130R.**

If a student has a documented disability, then disciplinary action may require additional steps and considerations.

Before an out-of-school suspension is recommended, alternative placements will be considered, such as the following: internet-based instruction, night school, and alternative in-school placement (In-School Detention). Alternative in-school placements shall be considered before the district or its designated representative recommends out-of-school suspension. Such alternative in-school placement shall include but will not be limited to: In-School Restriction, day alternative school program, after school alternative program, or other available disciplinary or correctional options. Such placements shall not be considered an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used as warranted, as an alternative to out-of-school suspension. Alternative in-school placement (In-School Detention) is not eligible for appeal.

OUT-OF-SCHOOL SUSPENSION REQUIREMENTS

- a. An out-of-school suspension shall be long term or short term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
- b. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of a firearm, whereby out-of-school suspension for up to a calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the school

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district's Policy on Guns and Projectile Devices (board policy #7210). Out-of-school suspensions should have a definite commencing and ending date. Indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

Reference: 10 O.S. §7005-1.2
 10 O.S. §7303-5.3
 10 O.S. §7307-1.2
 37 O.S. § 163.2
 70 O.S. §24-101.3, §24-102, §24-1033, et seq.

VANDALISM

Every citizen of the district, students, and members of the police department are urged by the Board to cooperate in reporting to the Superintendent/designee any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report to the principal of the school and he/she in turn to the Superintendent/designee, every incident of vandalism known to him/her, and if know, the names of those responsible.

The Superintendent/designee is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges. The district reserves the right to press charges as necessary.

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ELEMENTARY SCHEDULE

Elementary children should arrive at school no earlier than 9:00 a.m., (5) five minutes prior to classes. (8:15 a.m. at Apple Creek, Fairview, Kelley, Red Oak and Winding Creek). The school is not responsible for students who arrive more than 15 minutes prior to the start of class.

Elementary school is dismissed at 3:45 p.m. (3:00 p.m. at Apple Creek, Fairview, Kelley, Red Oak and Winding Creek). All students are encouraged to go directly home. After 4:00 p.m. (3:15 p.m. at Apple Creek, Fairview, Kelley, Red Oak and Winding Creek) the school is not responsible for children who are not picked up. Parents must make arrangements for their children to be picked up by dismissal time.

JR. HIGH SCHOOL BELL SCHEDULE

ALL Junior Highs will start and end at the following times: 7:40 a.m. – 2:10 p.m. For the Junior High bell schedule please refer to the individual school site or website.

High School HOURS

Zero Hour 7:18

8:20am – 3:05pm

For bell schedule please refer to the individual school site or website.

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ENROLLMENT INFORMATION

All children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school in the district in which they reside.

ELIGIBILITY TRANSFERS WITHIN DISTRICT I-002

(Grades 7 through 12) [Board Policy 7075](#)

Under certain circumstances, Oklahoma law allows students who reside within the Moore Public Schools boundary to transfer from their assigned school site to any site within Moore Public Schools, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district can accept in each grade level for each school site. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

Students granted in-district transfers must provide their own transportation to and from school.

An intra-district transfer may be requested at any time in the school year. If the school site's capacity at that grade level is insufficient to enroll all eligible students, selection for enrollment of intra-district transfer students will be based on the following preferences and then in the order in which the intra-district applications were received:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district; and
5. Students who change residence during the school year and who wish to attend the school site where the student began the school year.

Grades 7-12th: Students who wish to pre-submit an intra-district transfer request for the upcoming school year may do so beginning January 15th but must be filed no later than April 1st of the year preceding the school year for which the transfer is requested.

Any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the requested grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation or policy,
 - b. possession of an intoxicating beverage, low-point beer. as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or 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, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property. or at a school event, as defined in the Uniform Controlled Dangerous Substances Act; and

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3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. Doctor verified absences for illness will be excused.

CAPACITY:

For grades PK through grade 1, student capacity is up to 20 students per classroom.

For grades 2 – 3, student capacity is up to 22 students per classroom.

For grades 4 – 6, student capacity is up to 24 students per classroom.

For grades 7 – 12, capacity is set based on student enrollment in the regular education required core classes for each grade level. The student capacity is up to 25 students.

Because virtual students have access to return to in-person instruction, capacity for virtual programs will be consistent with school in-person capacity calculations.

EXTRA-CURRICULAR/ATHLETIC ACTIVITY AFTER TRANSFER

Once an intra-district transfer request is approved based on the criteria outlined above, extra-curricular activity and athletic eligibility is determined by rules set by the Oklahoma Secondary Schools Activity Association. All participants, including student athletes, teachers/coaches, administrators, and any other individuals performing in leadership positions will strictly adhere to all rules and regulations of this association and Moore Public Schools. Exceptions granted will be in reference to those rules that differ within our district due to having multi-schools at the same level and the need to provide guidance for intra-district procedures and rules. **Reference Moore Public Schools Board Policy 7055 for eligibility determinations for intra-district transfer students.**

IMMUNIZATION REQUIREMENTS FOR SCHOOL ADMISSION

Board Policy 7010

According to Oklahoma School immunization law all children must present

1. Current, up-to-date immunization records; or
2. A completed and signed exemption form

The immunizations requirement and the frequency of their administration is prescribed by the State Board of Health.

Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Reference: Oklahoma State Law Title 70, Section 1210.191-193 and Oklahoma State Department of Health/Guide to School Administrators

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PROCEDURES FOR WITHDRAWAL FROM SCHOOL

Parents moving, or transferring should notify the school office twenty-four (24) hours prior to the withdrawal of a student if possible. Transfer information such as grades, records, and immunization records will be required for entry into the new or receiving school. Textbooks, library books, etc. must be cleared through the office on the withdrawal date.

1. The attendance secretary or registrar must receive authorization for withdrawal from a parent or legal guardian by telephone, in writing, or in person. The principal may exercise his/her discretion regarding requirements for the method of notification. Early notification of a withdrawal from school is appreciated.
2. The appropriate form for withdrawal must be picked up by the student in the attendance secretary's office as early as possible the last day of attendance. The form must be signed by:
 - A. Each teacher – textbooks should be turned in
 - B. The school librarian – library books should be turned in and any fines paid.
 - C. The grade attendance secretary/elementary office secretary
 - D. Payment must be made to the financial secretary/elementary office secretary for all debts, lost textbooks/materials, and locks.
 - E. A principal
 - F. I.D.'s and Extra Curricular items, Choir dress or band instrument.
3. When the form is completed with all required signatures, it must be returned to the attendance secretary for final clearance.

Any books/equipment not returned (especially athletics, band, etc.) and any outstanding fees must be cleared before a transcript will be released to the requesting school. The attendance secretary will give the student a copy of the withdrawal form. Students need to see the registrar for transcripts and immunization record.

STATE DEPARTMENT OF EDUCATION

IMMUNIZATION REQUIREMENTS

Pre-School/Pre-KG	KDG thru 12th
4 DTaP	5 DTP/DTaP
3 IPV/OPV	4 IPV/OPV
1 MMR	2 MMR
3 Hep B	3 Hep B
2 Hep A	2 Hep A
1 Varicella	1 Varicella
7 th -12 grade students will need a Tdap booster	

STUDENT RESIDENCY POLICY

[Board Policy 7235](#)

MPS / ENROLLMENT

The Moore School District is established for the purpose of serving the educational interest of resident students.

I. Definitions

1. Residency. As used in this policy, the terms, “residence,” “residency” and “legal residence” shall mean the student’s present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified in paragraph III. 1 and III.3 below.
2. Person having legal custody. As used in this policy, the phrase “person having legal custody” means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

II. Policy Statement

1. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) court-appointed guardian, or (3) person having legal custody and who has assumed the permanent care and custody of the child holds legal residence.
2. State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district and does not fit into the categories described in paragraph II.1 above if such adult has assumed permanent care and custody of the child and provides a major degree of support.
3. Information or documentation to prove student residency in the school district shall include, but not be limited to, proof of provisions of current utilities (gas, water or electric only), payments of ad valorem taxes, local agreements or contracts for purchasing/leasing a house, mortgage or any other source of proof which is not in conflict with statutory provisions relating to the residence of students.

A. Lease holder/resident must provide documentation reflecting acknowledgement by leaser stating names of all occupants residing at residence to include minors. Such documentation can be presented in the form of the lease agreement, official letterhead signed by property manager, or other documentation as determined acceptable by the school district’s residency officer.

4. The Board of Education of the Moore Public School District has determined that is in the best interest of the School District to allow a child to establish residency in the School District by residing with an adult who is a legal resident of the School District and has assumed permanent care and custody of the child but does not fit into any of the categories listed in paragraph II.1 above.
5. Definition: Court appointed. As used in this policy, the phrase “court-appointed guardian” means legal documents signed by a judge appointing guardianship.
6. Definition: Permanent care and custody. As used in this policy, the phrase “permanent care and custody” means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches the age of majority.
7. Definition: Major degree of support. As used in this policy, the phrase “major degree of support” means a substantial contribution to the cost of the child’s care, but it need not be in excess of one-half of all monies expended in the care and support of the child.

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8. In order for a child to establish residency in the School District by residing with an adult who is legal resident of the School District and has assumed permanent care and custody of the child but does not fit into any of the three categories listed in paragraph II.1 above, the following criteria must be met.
 - A. The adult with whom the child is residing must file a request for determination of residency with the Residency Officer of the School District. The request must include an affidavit in which the adult attests under oath that he or she has assumed permanent care and custody of the child and states the reasons for assuming permanent care and custody of the child. A form affidavit is attached to this policy.
 - B. The Residency Officer shall make an initial residency determination pursuant to the procedures outlined in Section III below. The person seeking to establish the child's residency in the School District shall have the right to request the Board of Education to review the Residency Officer's determination pursuant to paragraph III.4C below.
 - C. The Residency Officer and Board of Education shall consider the facts and unique concerns of each case and shall approve residency only if it is demonstrated that the adult has assumed permanent care and custody of the child and contributes the major degree of support to the child.
9. Pursuant to Oklahoma law, knowingly filing a false affidavit of residency is a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than \$500 or both.

III. Procedure for Resolving Residency Disputes

1. The School District recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system, the School District will verify that the student is a resident of the School District or is otherwise entitled to attend school in the School District for any reason authorized by law. As a part of this verification process the School District will obtain an address from each student or the student's parent, court-appointed guardian, or person having the permanent care and custody of the child. In providing an address to the School District that is within the School District's boundaries the student and student's parent, guardian, or person having the care and custody of the child represent that this address is the student's residence. The School District may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information deemed relevant by the School District.
2. If any time an administrator of the School District has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having the care and custody of the child that there is a question regarding the legal residency of the student. The student's parent, guardian, or person having care and custody of the child shall be given an opportunity to submit information regarding the student's residency to the School District's Residency Officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.
3. Any question or dispute as to the residence of a student shall be determined by the Residency Officer and the School District's Board of Education pursuant to the following procedures:
 - A. The student's parent, guardian, or person having the care and custody of the child must notify the Residency Officer in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the School District. Upon receipt of a request for review, the Residency Officer shall allow the parent, guardian, or person having the care and custody to provide additional pertinent information in accordance with the School District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.
 - B. The Residency Officer must render a decision and notify the student's parent, guardian, or person having the care and custody of the child of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.
 - C. In the event the student's parent, guardian, or person having the care and custody of the child disagrees with the Residency Officer's decision, such person shall notify the Residency Officer in writing within three (3) school days of his or her receipt of the Residency Officer's decision. The Residency Officer will submit his or her findings and all the documents reviewed to the Board of Education. The Board of Education of the District will review the decision and the documents submitted on behalf of the School District and the student and will render a decision at the next board meeting the decision of the board of Education shall be the final administrative decision.

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D. In an effort to place students in school as quickly as possible, timelines shall be followed, unless due to emergency circumstances, both parties agree to an extension of timelines.

IV. Miscellaneous Policy Provisions

1. Hearings involving more than one student where students are related or residing in the same household may, at the discretion of the Residency Officer and the Board of Education, be consolidated.
2. In the event the residency dispute involves an 18-year old student all notices will be delivered to the student because at 18 the student ceases to be minor.
3. If already enrolled and attending school in the School District, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having the care and custody of the child has filed an appeal in the manner and within the time permitted by this policy.
4. The Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.
5. The Residency Officer of the School District is the Superintendent or his/her designee.
6. The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the School District. For any period during which a student is enrolled in the School District, but is not a resident of the School District, The School District may charge tuition if it is established that the student's parent, guardian, or person having the care and custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the School District. The tuition shall be based on a per capita cost of educating a student in the School District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.
7. The School District shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.
8. The Moore School District will require residency verification during pre-enrollment each year. Verification can be accomplished by attending a current copy of a utility bill (gas, water, or electric only) to the pre-enrollment form. Service must be listed in the name of the parent, court-appointed guardian, or person having legal custody of the child. If this does not apply, please refer to the residency affidavit.
9. A copy of this policy shall be given to the student's parent, guardian, or person having the care and custody of the child as soon as possible following the inception of any residency dispute.
10. If at any time school mail is returned, the district may request an additional proof of residency.

MPS / ENROLLMENT

11. If enrolling a student on a residency affidavit ALL drivers' licenses and/or IDs must match the enrollment address. (State Law 47-6-11)

MPS / GENERAL INFORMATION

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION POLICY AND GRIEVANCE PROCEDURE

[Board Policy 1280](#) (Check out the entire Board Policy-Click Here)

The Moore Public School District does not discriminate on the basis of race, color, national origin, sex disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Allegations regarding disability harassment, discrimination, and retaliation under Section 504 of the Rehabilitation Act and/or Title IT of the Americans with Disabilities Amendments Act (ADAA) grievance procedures may be filed with the Moore School District's civil rights coordinator(s). Allegations of violations under Section 504 and/or Title IT of the ADA may also be filed with the United States Department of Education, Office for Civil Rights (OCR) Region VII. The address is 8930 ward Parkway, Suite 2037, Kansas City, MO. 64114-3302

Students:

Name and/or Title: Kim Heard

Address: 1500 S.E. 4th Street, Moore, OK 73160

Telephone Number: 405-735-4310

Email address: kimheard@mooreschools.com

Employees:

Title: Deputy Superintendent (Human Resources), Michelle McNear

Address:

1500 S.E. 4th Street

Moore, Ok 73160

Phone No. 405-735-4203

email: michellemcnear@mooreschools.com

Section 504/Title II Grievance Procedure

Allegations regarding disability harassment, discrimination, and retaliation under Section 504 of the Rehabilitation Act and/or Title II of the Americans with Disabilities Act (ADA) grievance procedures may be filed with the Moore Public Schools District's civil rights coordinator(s).

Upon receipt of a complaint alleging violation, the district's 504 coordinators will begin a process that includes:

1. An adequate, reliable, and impartial investigation of complaints, including the opportunity for the complainant to present witnesses and provide evidence;
2. Evaluation of all relevant information and documentation relating to a complaint of discrimination, harassment, or retaliation;
3. Specific, reasonably prompt time frames at each state of the grievance process;
4. Written notice to the complainant within 10 working days of the outcome or disposition of the grievance;
5. The complainant may appeal the findings through the Moore Public School Complaint Policy (#3010) beginning at step 3.

Impartial mediation is encouraged as an option to facilitate an early resolution of complaint issues but is not required and is only offered at no cost to the parent.

MPS / GENERAL INFORMATION

AUDIO/VIDEO-TAPE RECORDING

[Board Policy 2245](#)

Students and teachers have an expectation of privacy in their conversations at school, and Moore Public Schools will take actions to protect those privacy rights. Students and parents are strictly prohibited from recording or listening to conversations they are not a party to. Such actions are in violation of state and federal criminal laws and will not be tolerated. If any Moore School District official becomes aware of any such situation, it will be reported to state and federal law enforcement for investigation and possible prosecution. If a student is found to have such a secret recording or listening device on his or her person, it will be considered as grounds for disciplinary action.

In addition, it is the policy of Moore Public Schools not to audio or videotape record meetings between parents and school personnel when confidential information is discussed.

Parents who wish to make audio or videotape recordings of meetings between themselves and school personnel in which confidential information is discussed must provide written notice to the school principal of their intent to record the meeting at least one school day prior to the meeting. This is to ensure that the school is able to maintain educational records as required by Federal statutes.

Exceptions to the notice requirement may be considered by the school principal when recording is necessary for the parent to understand the meeting or otherwise implement any Federal right to which they are entitled.

BICYCLES

From 30 minutes prior to a student's day to 30 minutes after the school day, all bicycles are to be walked across school grounds. Parents are responsible for instructing their child in bicycle safety and security practices. Each school has a designated area to secure bicycles. The school assumes no responsibility for safety or safeguarding. The school suggest as a security precaution that a lock be used, and all bicycles be registered with the local police department.

BREAKFAST AND LUNCHES / FOOD AND BEVERAGE

[Board Policy 2005](#)

Students may eat in the cafeteria by paying cash on a daily basis or by maintaining a cafeteria account. Deposits may be made into student accounts at the cafeteria between the hours of 7:30 a.m. and 12:30 p.m. each day. This money can be used for breakfast/lunch and ala-carte items. In addition, parents can now log on to <https://mooremeals.com/> and make payments by check or credit card, view your child account history, or set up auto pay and e-mails alerts for low balance. The parent support number for MealpayPlus is (877)237-0946. This number is for questions, or problems. Information regarding the price of lunches and an application for the "Free and Reduced Lunch Program" may be obtained from the cafeteria manager, the school office or on the district website, www.mooreschools.com/Page/512.

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Students are allowed to bring lunches from home. The breakfast and lunch program shall be provided without regard to race, color, or national origin. Security and responsibility of lunch money rest with the parent and child.

Parents are requested to discuss the lunch program with their children and stress the importance of being responsible for their lunch money. Visitors are not permitted to join students for lunch at school sites.

Students who bring their lunch may purchase milk from the cafeteria.

No food or beverage of any kind is to be brought into any of the academic buildings on campus, gymnasium, the portables, classrooms, or hallways. All food and beverages are to be consumed in the cafeteria, student store area, or designated areas immediately outside of these locations. This includes food and beverages purchased on campus during lunch periods and of campus before school in the morning. Any food and/or beverage other than a sack lunch found in a student's possession inside the buildings or in the student's locker will be confiscated and disciplinary action may be taken.

Failure to Pay for Meals

As stated in the Oklahoma State Department of Education Child Nutrition Programs School Food Service Compliance Documentation section XVIII entitled, STUDENT ISSUES, paragraph A. Failure to Pay for Meals, "the school district is not obligated to continue providing meals without receiving payment." Therefore, the Moore Public School District shall recognize and adhere to the following charge policy at the secondary and elementary levels:

A. Secondary Level:

No "a la carte" items may be charged. A student may only charge up to one (1) "Type A" breakfast meal and two (2) "Type A" lunch meals. Once the student has charged the total number of meals allowed the student will be provided as a courtesy a complimentary breakfast of milk and toast and for lunch, a jelly and peanut butter sandwich with milk each day until the charges are paid in full. Adults/teachers will not be allowed to charge any meals or "a la carte" items.

B. Elementary Level: No "a la carte" items may be charged. A student may only charge for meals up to an amount equal to that of five Type "A" lunch meals. Total charges may be represented by lunch charges (or breakfast charges or a combination of both. Once the accumulated charges total an amount equal to the five lunch meals or the amount of charges that will result when the last charge makes the total charge exceed the five "Type A" threshold), the student will be provided as a courtesy a complimentary breakfast of milk and toast and for lunch, a jelly and peanut butter sandwich, with milk each day until the charges are paid in full. Adults/teachers will not be allowed to charge any meals or "a la carte" items.

It is the responsibility of the parents(s)/guardian to pay all charges promptly to insure their student(s) is provided a "Type A" meal.

MPS / GENERAL INFORMATION

CELL PHONES

All school organizations hold learning as a core value. It is imperative that school districts be sensitive to changes in technology and culture which increase the probability of student academic growth. All secondary students are provided a school owned device to meet digital learning requirements. Naturally, cell phones possess functions which if used inappropriately can disrupt the learning environment and create the possibility for other problematic behavior. Ultimately, in a changing world, we must be willing to respond by embracing innovation but also limiting potential risks. Realizing the undeniable benefits, Moore Public Schools adopts the policy of acceptable cell phone usage at school while creating reasonable expectations for limits of use that do not provide a benefit to the school environment. Possession and use of a cell phone must fall within these guidelines:

1. A device (chrome book or computer) will be checked out to students for use. In nearly all circumstances, cell phone usage is no longer required for class learning activities. Therefore, the expectation is that student cell phones will remain on silent and be put away and not used during class time.
2. Teachers will have students use the district provided digital device for class activities. The use of cell phones will only be allowed in special circumstances, for specific learning activities, and at the direction of the teacher.
3. Cell phones must be on silent upon entering the site building, unless directed by the teacher, and remain on silent through the remainder of the class day.
4. Access for charging will vary from building to building.
5. Cell phone cameras and audio recorders may be only used for specific educational benefit and only with prior permission of the teacher or administrator.
6. Considerable leniency for cell phone use will be allowed in emergency situations. However, cell phone use should not interfere with the student's ability to follow directions or adhere to safety advisement from school personnel.
7. Cell phones may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration. Designated areas may vary from school to school with the district.
8. Students who choose to bring cell phones to school do so at their own risk. The school district assumes NO LIABILITY for lost or stolen cell phones.
9. Watches that possess activated functionality as a cellular device (cell phone) will fall under the provisions of this policy.

Student use of cell phones at Moore Public Schools is a privilege not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or banning of cell phones. Cell phone abuse will result in the following punitive measures:

- **1st Offense:** Phone taken away until end of day (to be picked up by student). Offense logged on infinite Campus with warning.
- **2nd Offense:** Phone picked up by parents during school hours and or consequence deemed adequate by the site administrator.
- **3rd Offense:** Loss of privileges to use any electronic device on District property.

*Certain steps may be bypassed, and other punitive measurements may be enacted based on the severity of the offense.

*Under NO circumstances will a student be academically punished for not owning or possessing a cell phone.

MPS / GENERAL INFORMATION

CELLULAR DEVICE GUIDELINES FOR ELEMENTARY (PRE-K-6th ONLY)

Possession and use of a cellular device must fall within these guidelines:

1. Elementary students' cellular device must be turned off and put away upon entering the school building.
2. Teachers have the authority to allow phone usage in their respective classrooms for educational purposes.
3. Use of cellular devices will not be allowed during cafeteria or recess.
4. School electrical outlets will not be used as charging stations for student cellular devices.
5. Cellular device cameras and audio recorders may be only used for specific educational benefit and only with prior permission of the teacher or administrator.
6. Considerable leniency for cellular device use will be allowed in school emergency situations, however, cellular device use should not interfere with the student's ability to follow directions or adhere to safety advisement from school personnel.
7. Students who choose to bring any cellular device to school do so at their own risk. The school district assumes NO LIABILITY for lost or stolen cellular devices.

Student use of cellular devices at Moore Public Schools is a privilege not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or banning of cellular devices. Cellular device abuse will result in the following punitive measures:

- **1st Offense:** Verbal warning – student turn off phone in presence of teacher and allowed to put away.
- **2nd Offense:** Device is taken away and sent office – parent will be notified – device may be picked up at the end of the day.
- **3rd Offense:** Logged in Infinite Campus with a loss of privileges (loss of recess, detention, site-based work detail). Further consequences will be determined by the Site Principal

*Certain steps may be bypassed, and other punitive measurements may be enacted based on the severity of the offense.

*Under NO circumstances will a student be academically punished for not owning or possessing a cell phone.

COMPLAINT POLICY

[Board Policy 3010](#)

The Board of Education recognizes that situations of concern to parents/guardians or the general public may arise in the operation of the school district. The purpose of this policy is to set out procedures to secure a resolution at the lowest possible administrative level. Persons wishing to file a formal complaint will be given a copy of this policy and the complaint form by the principal or designated administrator.

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Progressive Complaint Process beginning with Lowest Administrative Level

Concerns are best resolved through communication with the appropriate staff members and officers of the district, such as the faculty, the principals, the directors, assistant superintendents and the superintendent. Concerns regarding individual schools should be directed to the principal of the school or director of the department. Concerns regarding the school district as a whole should be directed to the superintendent's office. The complaint process begins with the lowest administrative level and systematically progresses through the chain of command, if necessary and applicable.

Time and Timelines

Any reference to days means "school/student" days, which are days that students are in school attendance. Each timeline begins on the next ensuing school day. At each step, the complainant has no more than five (5) school days to submit an appeal to the next step. An untimely (or late) appeal will be denied and the complaint will be dismissed and considered final at the current Step's decision.

At each appeal, the administrator or designee has up to ten (10) school days to consider the complaint and available information to decide whether the complainant's relief sought should be granted. The time limits specified may be extended or limited by the written mutual consent of the parties involved.

Step One: Informal Complaint at Lowest Administrative Level

Whenever feasible, a complaint will first be discussed by the complainant and the person or persons against whom the complaint is registered with the objective of resolving the matter informally. If the complainant does not feel comfortable addressing a complaint with the person or persons against whom the complaint is registered or if the complaint is not satisfactorily resolved at Step One, the complainant may proceed to Step Two.

Step Two: Formal Complaint to Administrator

If the complaint is not resolved informally through Step One, then the complainant may formalize a complaint by submitting MPS COMPLAINT FORM 3010.1 to the building principal or appropriate supervisor. The complaint contents must include identification of alleged violation of board policy or other MPS administrative rule, specific relief sought, and any supporting documentation or information. Upon receipt, the reviewing administrator will consider the complaint contents and provide a formal written response within ten (10) school days to the complainant. The response will provide a decision as to whether or not relief sought is granted with supporting reasons. If relief sought is not granted, the response will direct that any further appeal should be sent to the Superintendent's Administrative Assistant and provide the deadline for a Step Three appeal.

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Step Three: Appeal to Superintendent or designee

Upon timely receipt by the Superintendent's Administrative Assistant of a Step Three appeal, the superintendent or his/her designee will review the initial complaint contents and all decisions and documents considered up to and including Step Two. The superintendent or his/her designee may then meet with the complainant and the building principal or appropriate supervisor, separately or together as appropriate, as soon as possible after receipt of the written appeal. Within ten (10) school days of receipt of the Step Three appeal, the superintendent or his/her designee will provide a written decision to the complainant and building principal or appropriate supervisor as to whether or not relief sought is granted and with supporting reason(s). If relief sought is not granted, the response will direct that any further appeal should be sent in writing to the Clerk of the Board and provide the deadline for a Step Four appeal. All prior Step's decisions must be provided with the appeal to Step Four.

Step Four: Appeal to Board President

Upon timely receipt by the Clerk of the Board of a Step Four appeal, the President of the Board of Education will review the complaint contents and all appeal information in consultation with the Superintendent and legal counsel, when appropriate. The Board President will determine whether or not the complaint should be heard by the full Board of Education at a regularly scheduled meeting of the Board. Such consideration of the Board President must be relative to the school board's role and responsibilities and ensure the most appropriate process is utilized to address the complaint and relief sought.

1. If the Board President determines the complaint is not within the scope of the school board's role and responsibilities, the Clerk of the Board will provide a written notification within ten (10) school days to inform the complainant and administrators (at each prior Step) that the Step Three decision of the Superintendent or designee will be upheld as final. There are no further appeals available.
2. If the Board President determines the complaint will be heard by the full Board of Education for final consideration, the Clerk of the Board will provide written notification within ten (10) school days to inform the complainant and administrators (at each prior Step) of the Board of Education regular meeting date, time and place for the Step 4 appeal. The agenda item(s) will be placed on the agenda and heard in either open session or in an executive session as outlined in state law (25 O.S. section 307(b)).

At the board meeting, the Board President will address the complaint following the agenda item language. The Clerk of the Board will ensure each board member receives a copy of the complaint contents and all subsequent decisions and documents from prior Steps. Unless the complaint is addressed in executive session, all documents presented to and considered by the Board of Education are also open to the public pursuant to the Oklahoma Open Meetings Act. At the complaint hearing, the Board President will provide the Complainant an opportunity to be heard, and the board members may ask questions and have discussion. The Board will vote in accordance with the agenda item language, and that board decision will be the final action on the complaint. Within ten (10) school days of the board meeting at which the complaint was decided by the Board of Education, the Clerk of the Board will provide a written notification of the board's decision. That decision is final, and there are no further appeals.

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BOOKS, BELONGINGS AND MONEY

All money brought to school is the responsibility of the parent and child. The school will not assume responsibility for individual books, purses, or personal belongings left unattended in classrooms, in lockers (including P.E. and athletics) or on school grounds. At the discretion of the building principal, book bags, gym bags, backpacks, etc. may be prohibited at school and/or required to remain inside the student's assignment locker throughout the school day. See also items Prohibited at School.

BUS REGULATIONS

In the interest of safety, bus regulations must be followed. Improper student conduct may result in loss of bus transportation privileges.

CHEATING/PLAGIARISM

Cheating/Plagiarism will be considered the act or intent of gaining or giving knowledge or information for assignment or test answer by fraudulent means. The penalty will be a zero for the assignment or test and may result in further disciplinary action.

CHEERLEADER, POMPOM SQUAD TRYOUTS

High school student must have passed five (5) classes the previous semester that the Moore School District offers for graduation credit. Students wishing to try out for a cheer/pom/mascot position must have a cumulative grade point average of 2.0 to include the first semester preceding tryouts. The grade point average is rounded to the nearest hundredth.

DELIVERIES

Due to personal limitations and to avoid interruptions of the school's academic environment, Moore Public Schools must prohibit the delivery of food, flowers, balloon bouquets, or similar items intended to acknowledge individual students.

PARENT CONFERENCES

Parents are encouraged to meet or email (www.mooreschools.com) with any staff member regarding a concern or to check on the progress of their student. Communication with parents is vital to the educational process. Conferences may be arranged by notifying the grade office, the counselor's office, or the teacher.

MPS / GENERAL INFORMATION

DISTRIBUTION OF INFORMATION AND MATERIALS TO AND BY STUDENTS

Board Policy 7220

It is the policy of the board of education that students, school personnel, and school facilities may not be used in any manner for advertising, selling, fundraising, or promoting the interests of any not-school agency, organization, or individual without the prior written approval of the **superintendent or the superintendent's designee(s)**.

The purpose of this policy is to provide for the exercise of the right to distribute information to or by Moore Schools District students and patrons and at the same time to inform Moore School District students and patrons of the conditions which the Moore School District's Board of Education deem essential to prevent interference with the mission of the district.

Requests for schools to use or distribute materials must be submitted to the superintendent's office. The superintendent or designee(s) will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school. The educational program of the school is understood to include instruction, extracurricular activities, athletics, assemblies, and other similar activities carried out in accordance with the written mission and class/program offerings. Of the school.

Announcements of events sponsored by non-school and or non-profit community organizations that have worthwhile activities for children must meet the criteria listed above. Community for this purpose is defined as an activity or event sponsored by an institution of higher education that serves as a part of the educational community or events and activities carried out within the boundaries of the district which contribute in a meaningful way to the educational programs of the school (as defined above).

Commercial materials will not be distributed through the school unless they are of benefit to the overall educational program of the school and are approved by the superintendent or designee(s). these materials include but are not limited to, equipment, supplies, printed matter, logos, slogans, trademarks, symbols, individuals and programs which are recognizable as representing a commercial firm, product or service.

Any plans by an organization for distribution of materials or publications which would involve students in any manner must have the prior approval of the superintendent or designee(s).

Non-school related information notices, literature, or communications in any form may not be distributed through the schools without prior written approval of the superintendent or his/her designee(s). Written approval will only be given when the definitions and provisions of the policy are met.

An electronic copy of each issue of any publication or other printed material must be submitted to the superintendent or designee(s) who may take three (3) school working days, exclusive of the day of request and the day of the activity, for the purpose of reviewing such publication or material before its general distribution. If in the opinion of the superintendent or designee(s), the publication contains libelous or obscene language or art, advocates illegal action or disobedience, or contains material which encourages disruptive behavior, the superintendent or designee(s) shall notify the individual or sponsors of the publication that it cannot be published. Materials for publication or distribution must meet all provisions cited earlier. If approved, the place and time for distribution shall be established by the superintendent or designee(s). The publication must contain the names of the individual contributor, editors, and or publishers.

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Will be electronically displayed on the school's webpage and electronically distributed by email.

The Board reserves the use of school time, personnel, and resources to conduct the district's curricular and activity programs, Fee paid advertising is subject to approval but is permitted in school newspapers, yearbooks, athletic programs, and or athletic facility billboards.

DRESS CODE – STUDENTS

It is the intent to permit students to dress according to current fashions and at the same time restricts extremes and indecencies which distract disrupt the main purpose of the educational program. Due to the relationship between one's appearance and behavior, students must be dressed in reasonable and modest appropriate attire that will not cause distraction disruption.

Any attire which materially and substantially disrupts the educational process is prohibited. The student dress code applies at school, on school vehicles, and to participants at school-sponsored or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes they miss.

Violations of this policy may result in disciplinary action. The principal may make exceptions for spirit days or special activities; however, preapproval is required.

The following is a general guide regarding proper dress.

1. Apparel should be appropriate length to assure that areas where typical undergarments are located are not visible.
2. No frayed, shredded, holey, ripped or torn garments that expose skin above the minimum length requirements for shorts and skirts may be worn.
3. Leggings and tights must be covered by an opaque top that covers the essential hip/pelvis area of the student.
4. Halter tops, off-the-shoulder tops, bare midriff tops, backless garments, mesh shirts, muscle shirts, or outer garments that have the appearance of underwear or sleepwear are prohibited. Clothing that is too tight or loose (including "sagging") is not to be worn. The student's torso, chest, or undergarments should not show at any time, including while sitting, bending, or leaning. Necklines should be modest and appropriate.
5. Slogans or logos which pertain to beer, liquor, drugs, or tobacco, or carry connotations of vulgarity, obscenity, or nudity, or promotion of violence on any person or article of clothing, belt buckles, jewelry, school materials, etc. will not be allowed.
6. Students must wear shoes. Cleats, house shoes, roller shoes, or shoes that limit physical activity or safety should not be worn. Exceptions will be provided for those with a documented medical issue.
7. Headgear may not be worn in or around the school buildings. Examples include, but are not limited to caps, hats, bandannas, and sunglasses. Hoods on sweatshirts or sweaters may not be worn over the head inside the buildings at any time. Exceptions for approved school activities are at the discretion of the building principal. Automatic exceptions will be provided for documented religious or medical reasons.
8. Any known gang related attire is prohibited. Students may not wear colors, clothing, or identified articles denoting gang membership.
9. Biker or animal chains/collars/spikes may not be worn. Jewelry or personal items or manner of dress which could cause harm to self or others may not be worn.

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10. Clothing normally worn when participating in a school sponsored extracurricular activity or sports activity may be worn to school when approved by the school administration.

REFERENCE: 70 O.S.§24-100.4

DRESS CODE FOR SENIOR ACTIVITIES

Information sheets will be distributed to all seniors concerning the proper attire for senior activities and graduation. Confirmation signatures will be required to receive this material.

EQUAL ACCESS ACT POLICY

The Moore School District has adopted a limited open forum. This policy will provide guidance to faculty, patrons, students, and administrators concerning clubs and organization.

SECONDARY SCHOOLS:

School Club is defined as a club in which:

- A. The subject matter is taught or will soon be taught in a regular course;
- B. The subject matter concerns the body of courses as a whole;
- C. Participation is required for a particular course; or
- D. Participation results in academic credit.

Student Club is defined as any club whose subject or purpose is not included in the definition of school club and which complies with the criteria outlined in items A-G below:

- A. Meetings are voluntary and student-initiated.
- B. There is no sponsorship of the meetings by the school or district employees.
- C. Employees of the district are present at meetings only in a non-participatory capacity.
- D. The meetings do not interfere with the orderly conduct of educational activities within the school.
- E. Non-school persons do not direct, conduct, control or regularly attend activities of the student club.
The student club has obtained approval from the principal or the principal's designee before non-school persons attend meetings at the school.
- F. The meetings have a lawful purpose.
- G. All students are eligible to be members subject to the provisions of this policy.

The district maintains the right at all times to protect the well-being of students and faculty and to assure that attendance of students at a student club meeting is voluntary.

Authorization for School Clubs

Student proposing student clubs must submit written application for authorization of the District Student Club Authorization Form no later than October 1 of each year. The building principal will review and respond to all timely applications no later than November 1 of each year. Appeals must be received by December 1 of each year. Appeal of the principal's decision will be handled in accordance with **Board Policy 3010, Complaint Policy**.

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If an application is submitted after October 1, it will not be considered, and the club will not be authorized. Student clubs that were authorized in the preceding year may continue to meet until October 1 and, if a timely application is submitted, until November 1. Otherwise, newly proposed clubs shall not meet until their applications have been authorized.

Application for formation Clubs

Written applications for authorization of school and student clubs must be submitted on the current district application form approved by the superintendent and must include items A-D below:

- A. Recommended club name
- B. Statement of proposed purpose, goals, and activities
- C. Indication of whether the club application seeks authorization as a school club, and if so, documentation of curriculum relatedness (e.g. related course descriptions and disclosure statements)
- D. Recommended meeting times, dates, places, and estimated number of student members; and the proposed club charter, constitution, or bylaws which shall include at least the following:
 - The rules of organization
 - The election of officers
 - Objective membership criteria
 - Meeting rules of order
 - Procedures for amending the rules
 - A statement that the club will comply with Moore School District policies and procedures and all other applicable laws, rules, or policies
 - Suggested names of faculty or staff who would be willing to serve as the sponsor for a school club or a monitor for a student club

The building principal has discretion to allow a suggested person to sponsor or monitor the club or to ensure that another suitable individual acts as the sponsor or monitor. If not faculty or staff person volunteers for the position of sponsor or monitor, the building principal shall use his or her best efforts to locate a staff or faculty member who would be willing to accept the position of sponsor or monitor.

Purpose and Activities for Clubs

The building principal shall deny authorization to any club or require changes prior to granting authorization if the building principal finds that its purpose or activities would:

- A. Violate the law or administrative rules or advocate such imminent violation. This restriction does not apply to appropriate discussions concerning the changing of laws or rules, or to actions taken through appropriate channels or procedures to effectuate such changes;
- B. Harass or denigrate any person or advocate such imminent action;
- C. Intend to cause a person to fear to freely exercise or enjoy any right secured by the Constitution or laws of the United States or the State of Oklahoma, or advocate such imminent action;
- D. Advocate or approve sexual activity outside of marriage, or involve presentations in violation of laws or regulations governing sex education or privacy rights of individuals or families; or
- E. Include any effort to engage in or conduct mental health therapy, counseling, or psychological services for which a license would be required.

The building principal may request information and shall require changes in a club's proposed purpose or activities which the building principal finds necessary to:

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- Prevent any material or substantial interference with the orderly operation of the school;
- Protect the well-being of students and faculty;

- Ensure compliance with all applicable laws, rules, regulations and policies;
- Maintain order and discipline;
- Protect the rights of parents and students; or
- Restrict activities harmful to the school's educational mission.

Facilities

The building principal will determine and assign facilities for school clubs and student clubs consistent with the needs of the school. In assigning facilities, the building principal may give priority to school clubs over student clubs. No preference or priority shall be given among student clubs.

Funding

The school may provide financial or other support to school clubs. The school shall provide only the space for student club meetings. No other expenditure of public funds is authorized. Each school may establish in writing the non-instructional times during which student clubs may meet. Non-instructional times are times established before school, after school and during lunch. Each school may establish in writing the maximum number of hours student clubs may meet per month except that all student clubs must be treated equally.

Communications and Fundraising

School clubs will have access to communications in the school as authorized by the building principal, subject to the reasonable time, place and manner restrictions set by the building principal. Student clubs will have access to communications in the school as set by the building principal, subject to the reasonable time, place and manner restrictions set by the building principal. The building principal must ensure that every student club is entitled to equal rights as every other student club in reference to communications in the school.

School clubs will have access to school sponsored fundraising and a school activity account. Student clubs are not sponsored or sanctioned by the school district and may not represent to individuals or groups that they are a sanctioned organization.

Review of Authorization

The building principal shall investigate any report or allegation that an authorized school club or student club is participating in activities beyond the scope of its charter, constitution or bylaws, or is in violation of any applicable law, rule, regulation or policy.

The building principal shall assist the school club sponsor or student club members to correct any compliance issues. The building principal shall report the allegation, results of the investigation, and the corrective actions to the superintendent. After meeting with the faculty sponsor or monitor and the students involved, the building principal may do any of the following:

- A. Allow the original charter, constitution, or bylaws to be modified to include the activities if they are in compliance with the law, rules, regulations or policies
- B. Instruct the sponsor or monitor not to allow similar violations in future
- C. Suspend the club's authorization pending further corrective action as determined by the building principal or superintendent
- D. Terminate the club's authorization

Appeal of Decisions Affecting School Clubs and Student Clubs

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Any student directly affected by a decision made under this policy may appeal the decision by writing to the superintendent or his or her designee.

Notification of School Clubs and Student Clubs (Elementary and Secondary)

Each site will provide a listing of school clubs and student clubs for inclusion in the student handbook. Information for each club will include:

- Name of the club;
- Mission of purpose of the club; and
- Name of faculty sponsor or monitor, if known.

Parents shall also be notified of any clubs formed after the annual notification provided in the student handbook.

The district shall provide the parents or guardians with an opportunity to withhold permission for a student to join or participate in one or more clubs or organizations. This policy shall only apply to participation in clubs and organizations that are extracurricular and shall not apply to participation in clubs and organizations that are necessary for a required class of instruction.

Parents or guardians shall be responsible for preventing their student from participating in a club or organization in which permission is withheld. Parents or guardians shall also be responsible for retrieving their student from attendance at a club or organization in which permission is withheld. Nothing in this policy shall prevent a club or organization from meeting when a student who is not authorized to be in the club or organization is present as such meeting.

Authority to Control

The building principal, the superintendent, or his or her designee reserves the right at any time to take any and all immediate action necessary to prevent any material or substantial interference with the orderly operation of the school; protect the well-being of students and faculty; ensure compliance with all applicable laws, rules, regulations and policies; maintain order and discipline; protect the rights of faculty, parents and students; and/or restrict activities harmful to the school's educational mission.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notification of Rights under FERPA for Moore Public Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age "eligible students" certain rights with respect to the student's education records.

They are:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
- Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
- If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest school officials is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The school district routinely discloses students' names, addresses and telephone number to military recruiters unless a parent or eligible student who has reached the age of 18 requests not to disclose such information.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605**

The Moore School District designates the following personally identifiable information contained in a student's education record as directory information:

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

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The district will disclose the above items without prior consent, unless the school principal is notified in writing by the parent or eligible student that any or all of the above information should not be released. If you have questions contact Kim Heard, 735-4310.

INTERNET-ELECTRONIC NETWORK USAGE POLICY

[Board Policy 2260](#)

A. Purpose Statement

School District No. 02 of Cleveland County, Oklahoma (the "District") offers its students and employees access to network resources (the "Network") that may include but not be limited to:

- Network storage for files and communication
- Email accounts for communication between district employees, patrons, and when applicable, students
- Internet access for research and presentation
- Software programs for instructional and productivity purposes
- Availability of hardware to access network resources

While these resources provide the District with a means to communicate and inform in an efficient manner, the opportunity exists for abuse. The purpose of this document is to provide a guide to proper legal and ethical usage for employees and students. All individuals, student or other, who seek access to the District's network technology resources must read and agree to comply with the following policy. This policy will be made available to individuals through the internet and through the publication of a student handbook made available to all students.

The District believes that it is primarily a parents' responsibility to communicate what is acceptable to view with their students. For this reason, all parents must read and accept the District's acceptable use policy prior to their student gaining access to District network resources. Acceptance of this policy is not permanent, and the parents can voluntarily revoke their students' access at any time.

B. Responsible Use Guidelines/Internet Safety Requirements

These procedures are written to support the Responsible Usage Policy of this district and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions.

1. Use of Personal Electronic Devices

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Gaming systems that have Wi-Fi capabilities, such as Game Boys and PSP are prohibited.

The district is not financially liable for loss or damage of personal equipment or software.

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2. Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Authorized users of personal devices will log into the MPS Wireless network provided to ensure mandatory filtering CIPA requirements are being met. Moore Public Schools will not be held responsible for data charges incurred on personal devices.

3. Acceptable Use of District technology Resources include but are not limited to:

- A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and Web pages that support education and research;
- C. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or schoolwork must be cited appropriately.
- D. Staff use of the network for incidental personal use in accordance with all district policies and procedures.
- E. Connection of personal electronic devices to district network will be limited to wireless portable devices that support educational and research.

4. Unacceptable Use of District Technology Resources includes but is not limited to:

- A. Personal gain, commercial solicitation and compensation of any kind without permission or approval from the Superintendent or designee.
- B. Actions that result in liability or cost incurred by the district.
- C. Downloading, installing and use of audio files, video files, games or other non-curricular approved applications (including shareware or freeware) without permission or approval from the Superintendent or designee.
- D. Support for or opposition to ballot measures, candidates and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of malware, viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools, and any other malicious intent to disrupt, damage, or harm district resources;
- F. Unauthorized access to other district computers, networks and information systems;
- G. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- H. Information that could endanger others (e.g., bomb construction, drug manufacturing) not related to educational objectives of our district;
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexuality explicit material;
- J. Attaching unauthorized personal devices to the district network. Any such device will be confiscated, and additional disciplinary action may be taken.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own

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negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

5. Internet Safety: Personal Information and Inappropriate Content

- A. Students and staff should not reveal personal information, including a home address and phone number on Websites, blogs, podcasts, video, social networking sites, wikis, e-mail or as content on any other electronic medium;
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

6. Filtering and Monitoring

- A. Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.
- B. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- C. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- D. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- E. The district will provide appropriate adult supervision of Internet use.
- F. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- G. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.
- H. The district reserves the right to prioritize the use of, and access to, the network.

7. CIPA UPDATE/Internet Safety Instruction

- A. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.
- B. Age appropriate materials will be made available for use across grade levels.
- C. Training on online safety issues and materials implementation will be made available for administration, staff and families.

8. Copyright

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Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

9. Ownership of Work

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

C. Network Security and Privacy

1. Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

- A. Change passwords according to district policy;
- B. Do not use another user's account;
- C. Do not insert passwords into e-mail or other communication;
- D. If you write down your user account password, keep it in a secure location
- E. Do not store passwords in a file without encryption;
- F. Do not use the "remember password" feature of internet browser; and
- G. Lock the screen or log off if leaving the computer.

2. Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the family educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act. For further information please see student handbook concerning digital images and publishing student information.

3. No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- A. The network;
- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folder, and electronic communication;
- E. E-mail;
- F. Internet access; and
- G. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third

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parties as appropriate. All documents are subject to the public records disclosure laws of the State and Federal Government.

4. Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recover. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

D. Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures in addition to the Moore Public School Electronic Responsible Use agreement. Violation of any of any of the conditions of use explained in the district's user agreement and Responsible Use Policy or in these procedures would be cause for disciplinary action in accordance to disciplinary policy and/or revocation of network and computer access privileges and/or legal actions.

LIBRARY – MEDIA CENTER

The Library/Media Center collection consists of books, magazines, audiovisual materials, internet access, computer lab, and audio-visual equipment. Materials in many different forms have been selected for their value in supporting the curriculum of the school in providing information that may develop students' educational and personal experiences. Students are welcome in the Library/Media Center from 7:15 a.m. until 3:00 p.m. Mondays through Fridays to do class work, to work on individual projects or interest or to use the computers.

LOCKER/SECONDARY

Lockers are provided for storage of school materials. Each locker is equipped with a built-in combination lock to which only you and your locker mate have access. Do not give your combination to other students. Keep your locker locked at all times and do not leave money or personal valuables in the.

EACH STUDENT WILL BE RESPONSIBLE FOR THEIR ASSIGNED LOCKER.

The school will not assume responsibility for individual books, purses, or personal belongings left unattended in classrooms, lockers (including P.E. and athletics) or on school grounds. At the discretion of the building principal, book bags, gym bags, backpacks, etc. may be prohibited at school and/or required to remain inside the student's assigned locker throughout the school day.

Intentional damage to a locker will result in discipline measures and the student paying for the cost of the repairs. Students are not allowed to "rig" lockers for easy opening or to place padlocks on the handles.

LOST AND FOUND

Students who find lost articles are asked to take them to the "Lost and Found Department" in the school before or after school. Wallets, purses, jewelry, glasses or money are to be brought to the office. Lost articles which are not claimed will be discarded or given to charitable organizations. Any lost items is the student's responsibility. The school cannot be held responsible.

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MOORE PUBLIC SCHOOLS SURVEYS OF STUDENTS (PROTECTION OF PUPIL RIGHTS AMENDMENT)

[Board Policy 7275](#)

The Moore Public School District provides parents and students notice of their rights under the Protection of Pupil Rights Amendment (PPRA) and amendments to PPRA under No Child Left Behind (NCLB). Notification of parental and student rights is provided at the beginning of each school year and after any substantive change in policy. Notification may be provided by mail or email.

8 Protected Areas:

Parental notification and requirements under PPRA and Moore Public Schools' Board Policy apply to surveys, analyses, or evaluations that contain questions about one or more of the eight protected areas listed here (as specified by PPRA and NCLB):

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex or behavior attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have a close family relationship
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

Notifications

- Surveys that contain questions about one or more of the eight protected areas and that are funded in whole or part by the federal monies allocated through the U.S. Department of Education require prior written consent from parents.
- Surveys that contain questions about one or more of the eight protected areas but are not funded in whole or part by federal funds from the U.S. Department of Education may be described in an annual general notice provided at the beginning of the year. Such notice must include a description of the proposed survey(s) and specific or approximate date(s) during the school year when the survey(s) would be administered. Parents will be provided the opportunity to opt out or provide active consent prior to participation in such surveys.

Parent's Rights to Notification

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Notifications will inform parents/students of their rights as well as the process to access such rights. Parent/student rights are described below.

1. Parents have the right to be informed of the district's procedures to protect students' identity in the event of administration of a survey containing one or more of the eight protected items of information noted above. Provisions for student privacy will be addressed in written notifications to parents. Parents have the right to inspect, upon request, a survey created by a third party before that survey is administered or distributed by a school to students. Such request may be made in writing to the school principal or the superintendent's designee. Access to the survey will be granted within five working days of a request and prior to the administration of the survey.

2. Parents have the right to inspect, upon written request, any instructional material(s) used as part of the educational curriculum for students. "Instructional material" is defined as material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). **The term does not include academic tests or academic assessments.** (Source: PPRA) Such request must be made in writing to the principal or superintendent's designee. Access will be granted within five days of the written request and prior to administration of the survey.

3. Parents have the right to informed consent prior to the administration of physical examinations or screenings to include any non-emergency, invasive physical examination or screening that is

A. Required as a condition of attendance

B. Administered by the school and scheduled by the school in advance

C. Not necessary to protect the immediate health and safety of the student or of other students. "Invasive Physical Examination" is defined as any medical examination that involves exposure of private body parts, or any act during such examination that includes incision, insertion, or infection into the body. Hearing, vision, and scoliosis screenings are not considered invasive under the PPRA definition. An opt-out provision for hearing, vision, and scoliosis screening is available to parents during enrollment. Physical examinations and screenings required by State law are permitted without parental notifications are not applicable.

4. Parents will receive annual notification of the collection, disclosure, or use of personal information (including items such as a student's or parent's first and last name, address, telephone number, or Social Security Number) collected from students for the purpose of marketing or selling or otherwise providing the information to others for that purpose. The district's arrangements for protecting student privacy in the event of such collection, disclosure, or use will also be provided on the notification. The district will provide for privacy by restricting vendor sale or by other use of student/parent information except as covered in written agreements, the parent notification, and as necessary to provide services to students.

Exceptions/Exclusions

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

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- A. College or other postsecondary education recruitment or military recruitment.
 - B. Book clubs, magazines, and programs providing access to low-cost literary products.
 - C. Curriculum and instructional materials used by elementary schools and secondary schools.
 - D. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
 - E. The sale by students of products or services to raise funds for school-related or education-related activities including yearbook and student picture sales.
 - F. Student recognition programs. *Source: U. S. Department of Education memo 2/7/03*
5. Parents have the right to inspect, upon request, any instrument used in the collection of personal information, as described in Item 5, before the instrument is administered or distributed to a student. Parents/students make such a request in writing to the principal or superintendent's designee. Access will be granted within five days of the parents'/ students' request.

The district follows all applicable provisions of federal or state law that require parental notification.

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MOORE PUBLIC SCHOOLS

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHT AMENDMENT (PPRA)

PPRA affords parents, students who are 18, or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to

- *Consent -*

Prior written consent is required before students submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student’s parent
2. Mental or psychological problems of the student or student’s family
3. Sex or behavior attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

- A. College or other post-secondary education recruitment, or military recruitment.

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- B. Book clubs, magazines, and programs providing access to low-cost literary products.
- C. Curriculum and instructional materials used by elementary schools and secondary schools.
- D. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
- E. The sale by students of products or services to raise funds for school-related or education-related activities.
- F. Student recognition programs.

• *Inspect, upon request and before administration or use -*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Moore Public School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy, the administration of protected surveys, and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Moore Public School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Moore Public School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution (except as discussed above).
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

OUT OF TOWN TRIPS

Should it become necessary that a student be absent from school because his/her family is going out of town, it is required that the parent/guardian of the student contact a building administrator regarding the absence.

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Once the parent/guardian has contacted one of the principals, IT IS THE RESPONSIBILITY OF THE STUDENT TO:

1. Get a note from his/her grade principal regarding the upcoming absence and take the note to each of his/her teachers.
2. Get all homework assignments that will be missed during the absence and a deadline date from each teacher for turning the work in after the absence.

Should the student fail to make arrangements with his/her teachers about making up work missed BEFORE the absence, no make-up work will be accepted. The final decision regarding the making up of work will be made by a building administrator according to circumstances.

PARTIES/ELEMENTARY

School-sponsored class parties for grades pre-k through sixth cannot exceed (2) per year. At the beginning of the school year the determination shall be made as to what parties shall be held per grade level. Parties may be held by members of school organizations when approval is granted by the administration and when a sponsor assumes responsibility. Distribution of invitations for parties held outside of school will not be allowed. Prior arrangement should be made for any special snacks. All snacks must be store bought.

PARTIES/SECONDARY

There will be no parties in the classrooms during school hours. Teachers wishing to sponsor after-school parties must have prior approval of the building principal.

RESTROOMS/CHANGING ROOMS

Moore Public Schools will be fully compliant with all provisions of Senate Bill 615 (2022 Session). The excerpt below outlines guidelines for student use. Students who need reasonable accommodations described in the above should contact the school Principal for further guidance and assistance.

"...To ensure privacy and safety, each public school and public charter school that serves students in prekindergarten through twelfth grades in this state shall require every multiple occupancy restroom or changing area designated as follows:

6. For the exclusive use of the male sex; or
7. For the exclusive use of the female sex.

Each public school or public charter school in the state shall provide a reasonable accommodation to any individual who does not wish to comply with the provisions of subsection B of this section. A reasonable accommodation shall be access to a single occupancy restroom or changing room...."

Reference: SB 615 (2022).

*Only one student at a time are allowed to be inside bathroom stalls or single occupancy restrooms. Students violating this rule are subject to disciplinary action to include the possibility of suspension from school."

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RETURN OR PAYMENT FOR TEXTBOOKS

[Board Policy 7175](#)

The student and/or parent or guardian of each student is responsible for the return of textbooks issued to the student. Payment for books which are not returned to the school district is required. In keeping with state law, Title 70, O.S. Section 342, subsection B, Part 2, transcripts, grades or records may be withheld until books are returned or payment for books not returned is received. Consideration may be given to parents unable to pay for non-returned books.

SCHOOL DANCES/SECONDARY

The rules and regulations contained herein shall govern school sponsored dances.

When seeking approval for a school sponsored dance, there must be an affirmative agreement between a majority of the sponsoring clubs or organization's executive officers and the principal.

1. The omitting of a scheduling conflict with the regular calendar of school activities shall be one of the building principal's primary concerns when scheduling a school dance.
2. All school dances will end at midnight or before. The principal is the only person who can make an exception to this rule.
3. The organization or club sponsoring a school dance must show evidence that they can meet contractual obligation.
4. Definition: A school organization is any school club that has a written charter or a class which organizes and elects' officers.
5. The sponsoring organization or club must provide adult chaperons.
6. In addition to the above, sponsoring organizations or clubs must provide the following:
 - A. Band or music
 - B. Publicity
 - C. Decorations
 - D. Refreshments
 - E. Janitors
 - F. The sponsoring organization is responsible for enforcing the rules.
 - G. Security
7. Students will dress in accordance with acceptable school attire.
8. Only students can attend their home high school dances along with their dates. If the date attends another school, they must complete a form and get their principal to approve. These forms are available in the school office. All tickets must be pre-sold. None will be sold at the door.
9. Students are responsible for the behavior of their out-of-town or out-of-school dates.
10. Alcoholic beverages will not be allowed on the premises.
11. Students may not leave the dance and return the same evening.

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12. Violators will be referred to the principal and he/she will make a decision as to the disposition of the case.
13. Violators could be dismissed from positions in club and organizations. Violators may be barred from attending future functions.
14. Smoking will not be permitted.
15. The above rules and regulations apply to all school-sponsored events.
16. No school sponsored dances are allowed in Junior High.

SOCIAL MEDIA

Moore Public Schools urges extreme caution in the use of social media platforms by our students. Many social media platforms allow users to create multiple accounts. This allows students to create accounts that are not readily identifiable. This means that a student could create an account where other students are targets of comments and media which might be demeaning, embarrassing, disrespectful and even illegal. Often it requires a police report filed on the part of the parent to attempt to secure assistance in finding out the real identity of an account. Moore Public Schools staff will attempt to investigate all claims; however, parents should be advised that our ability to identify person(s) using the account for inappropriate purposes may be impossible. We would encourage parents to monitor their student's social media presence and even consider limiting their child's use of social media to responsible platforms.

STUDENT DRIVING AND PARKING REGULATIONS

A student wishing to drive a vehicle to school must have it registered in the high school office and must have school sticker displayed in the designated area on the vehicle. Stickers may be obtained in the principal's office. Each vehicle a student drives to school must have a sticker unless temporary arrangements are made with the principal ahead of time to park the vehicle on the lot.

Each student must have a valid driver's license before a sticker will be issued.

Seventh, eighth or ninth grade students will not be allowed to drive motorized vehicles to or from school property.

All vehicles improperly parked or without a valid sticker are subject to a citation or impoundment and removed at the owner's expense.

STUDENT PARENT POLICY

Students who are parents are not to bring their children to school without permission from their grade principal.

TRANSPORTATION-STUDENT ACTIVITY TRANSPORTATION POLICY

[Board Policy 2010](#)

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Oklahoma law does not require district-provided transportation. However, the Moore School District provides some transportation for the convenience of its students when district funds are made available.

For purposes of clarification, the following terms are defined:

Director of Transportation: The person hired by the Board of Education who is responsible for the operation of student transportation services.

School bus driver: Any person who operates a vehicle transporting students under the direct auspices of the district.

School bus: Any vehicle owned or leased by the district and used to transport students to and from school and related events as defined by the Oklahoma State Department of Education (OSDE).

SCHOOL BUS MAINTENANCE POLICIES

A. All school buses purchased and/or used by the Moore School District will meet or exceed any and all state and federal minimum safety construction standards.

B. Annual inspections: Each school bus will be mechanically inspected as required by state law.

C. Pre-trip inspection: A driver shall perform a pre-trip inspection of the vehicle prior to each route or trip. The inspection shall include, but not be limited to, brakes, lights, tires, exhaust system, gauges, windshield wipers, steering and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. The transportation office will provide forms for this report with listing of the minimum inspection items. This report is to remain on file with the Director of Transportation for a period of 90 days.

D. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a duly qualified automotive technician.

E. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation following departmental procedures to accomplish these tasks. It is furthermore the responsibility of all bus drivers to complete a work order for repair or maintenance to any vehicle they should operate when such repair or maintenance is needed.

F. The transportation department shall adopt and maintain a preventative maintenance schedule to prolong the life of all school buses and assure their safe operation.

SCHOOL BUS DRIVER POLICIES

A. Any person employed as a school bus driver, whether full or part time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus.

B. Any person employed as a school bus driver, whether full or part time, shall hold a school bus driver's certificate as required by the OSDE.

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C. The driving records of all school bus drivers shall be checked annually, and all drivers must meet the requirements of the OSDE for school bus driver's records. All new drivers shall have a felony check as required for other district personnel.

D. All school bus drivers shall have on file in the transportation office an annual health certificate signed by a physician licensed by the state. The certificate shall attest that such physician has examined the applicant and/or bus driver and that the applicant and/or bus driver has no sign or symptoms of ill health and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus.

E. The use of tobacco by a school bus driver is not permitted during the operation of the bus while transporting students and use of tobacco in any form is prohibited while on any district property, including district vehicles.

The use of any intoxicating alcoholic beverage by the driver eight hours prior to or during the operation of a school bus is strictly prohibited. The use of any controlled dangerous substance 72 hours prior to or during the operation of a school bus is strictly prohibited. The possession of any controlled dangerous substance on a school bus is strictly prohibited.

F. The district will follow at a minimum the OSDE guidelines on accidents involving school buses. The district may require tests on any accident.

G. All school bus drivers shall be evaluated annually for job performance purposes as prescribed by district personnel policies. Any school bus driver may be suspended with pay pending the outcome of an investigation into any charge of recklessly endangering the safety of persons or property while operating a school bus or any charge of moral turpitude involving children.

H. All school bus drivers shall comply with requirements of the Director of Transportation regarding attendance and participation in periodic in-service safety meetings for the purpose of increasing student safety. Non-attendance at such scheduled meetings shall be subject to district employee leave policies and chargeable to the employee's accumulated leave.

I. Substitute and activity school bus drivers shall meet all the requirements prescribed for regular bus drivers.

SCHOOL BUS ROUTING

A. Transportation may be provided for and shall be restricted to the students of the district who reside within the boundaries of the district.

B. The district may elect to not transport any student whose home is within one and one-half miles from the school attended by a commonly traveled road. Students who reside in areas where walking to school is deemed hazardous by the Director of Transportation may be provided transportation service. Parents are encouraged to accompany students to the bus stop and see to their safety prior to the arrival of the bus.

C. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the Director of Transportation or his/her designee.

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D. School bus drivers may not deviate from established school bus routes and/or move school bus stops without the permission of the Director of Transportation.

E. It is the duty of the parents or legal guardians to insure their students are at the bus stop at the proper time. No student may board any school bus at any place other than at a designated bus stop.

F. No students shall be discharged from their school bus at any point except the designated bus stop without a bus pass. Passes are obtained from the office of the school attended through a written note or other communication with the parent.

TRANSPORTATION TO GATED COMMUNITIES OR PRIVATE ROAD COMMUNITIES

A. Gated communities and private roads are considered private property. Transportation to gated communities and private roads will be provided under the parameters of this policy. A bus stop will be established at the entrance to a gated community or private road.

B. Gated communities and private roads that wish to apply for a bus stop within their boundaries must submit a letter of request to the district's Transportation Department. The letter must be accompanied by a document from the homeowners' association on official letterhead stating that the school district has permission to enter and exit the community for all grades K-12 as well as a copy of the Homeowners' Association By-Laws. This letter should also state the protocol for accessing the gates (i.e., guard on duty, programming of gates to accommodate pick up/drop off times or leaving the gate open during transportation times.) In addition, a "Hold Harmless" agreement (attached to this policy) must also be completed by the Homeowners Association along with a statement from the homeowner's association or management company that outlines a plan so that if a bus breaks down in the designated area the school district's service trucks or wreckers/contracted services can have access to the community and will be covered with the same "Hold Harmless" agreement as referenced above.

C. The evaluation will be conducted by personnel from the Transportation Department of Moore Public Schools. Accessibility of a school bus within the gated community or private road will be considered during the evaluation (i.e., ability for a school bus to easily maneuver within the designated area, locations of entrances and exits of the designated area and any other factors that may be relevant to a school bus entering a gated community or private road as decided by the Director of the Transportation Department.

D. Requests, with supporting documentation, for bus transportation within the gated community or private road will be reviewed and evaluated in a timely manner and notice as to the status of the request will be made, in writing, to the applicant within fifteen (15) business days.

AUXILIARY OR ACTIVITY TRANSPORTATION

A. School transportation is recommended for school activities whenever possible. A school car or van is recommended for small groups. If an employee wishes to use a private vehicle to transport students, he/she must have written permission of the Superintendent or designee.

B. All students participating in athletic contests are required to use school transportation to all away athletic contests.

C. Principals and sponsors may require school transportation to school activities.

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D. If activities are scheduled which do not require students to report to school, parents will accept full responsibility for transportation when their child attends that activity.

E. The employee has the primary insurance if his/her vehicle is being used to transport students.

F. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or designee.

G. No student will be sent on school errands with his/her vehicle, any employee's vehicle or a district owned vehicle.

H. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.

I. No school buses will be utilized for any activity trip prohibited by OSDE regulations.

J. It is the responsibility of the parents or legal guardians of all students riding activity buses to have their students at the designated site for departure and arrival of all activity trips.

K. All adults transported in connection with activity trips must be the designated school sponsors. Any additional outside sponsors may ride on a "space available" basis.

L. Adult groups wishing to utilize school buses or student groups wishing to utilize buses in non-school activities must be approved by the Superintendent prior to bus use. Buses will only be operated by bus drivers employed by the district and in good standing as bus drivers. Transportation costs for all activities of this nature must be reimbursed at a standard rate.

M. All requests for auxiliary transportation must be received by the Director of Transportation or his/her designee ten days prior to the activity. Requests received less than ten days prior to the activity may be denied.

N. The primary purpose for which the district maintains a school bus fleet is to transport students to and from school classes. Auxiliary transportation shall not interfere with the safe operation of these bus routes; therefore, activity trips are subject to denial or cancellation based on availability of buses and/or drivers.

STUDENT DISCIPLINE

A. Due to the serious nature of student transportation, disruptive behavior on any school bus that might endanger the wellbeing of transported students will not be tolerated. The same level of behavior that is expected in the classroom is expected on the bus. Behavior that is specific to bus safety is also expected.

B. The Transportation Department will establish disciplinary procedures for bus drivers to follow when dealing with disruptive students. Bus rules and discipline procedures will be made available to all students each year through handbooks and/or flyers. In addition, rules will be posted conspicuously in the bus.

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C. Students are subject to the same disciplinary measures for behavior on the bus as for behavior in the classroom or on school grounds. In addition, students are subject to denial of bus privileges for a specified length of time at the discretion of the administrator imposing the discipline.

D. Bus drivers are authorized to assign any and/or all seating in the school bus.

E. School bus behavior rules and discipline shall apply to both school bus routes and activity trips.

SCHOOL BUS ACCIDENTS AND EMERGENCIES

A. All students transported in school buses shall receive instructions concerning safe riding practices and shall participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall also receive instruction on emergency procedures. These drills shall be conducted on school grounds and documentation of these drills shall be kept on file in the transportation office.

B. All bus drivers shall receive instruction in emergency and evacuation procedures at least once per year.

C. The Director of Transportation shall develop specific accident procedures for reporting and investigation of accidents. All school bus accidents shall be investigated, and the proper reports shall be submitted to the State Department of Public Safety and the OSDE per state law and regulations.

TRANSPORTATION OF SPECIAL-NEEDS STUDENTS

A. All students requiring transportation services that are specific to the student or beyond the scope of regular transportation services shall be provided such transportation only after an Individual Education Plan (IEP) is completed which specifically describes the transportation needs of the student.

B. Determinations regarding the need for special transportation are made by the IEP team. The building administrator completes the form, "Request for Special Transportation" and sends the form to the Director of Special Services or his/her designee for review. After reviewing the form, the Director of Special Services or his/her designee will forward the request to the transportation office and transportation will then be arranged.

C. Special transportation is a related service to a student on an IEP. Special needs students are subject to disciplinary action for behavior while being transported. Moore Public Schools will utilize all disciplinary options available under state and federal law to ensure the safety of all students and staff on the bus.

TRANSPORTATION OF ADULTS AND NON--STUDENTS

School buses may be used to transport adults and/or non-students when the activity for which the transportation is provided is of benefit to the education or welfare of district students. Such adult and/or non-student groups transported in school buses must receive prior approval by the Superintendent or his/her designee. Reimbursement of all expenses for such transportation shall be made at a reasonable cost not less than the actual cost for operation of the school buses unless waived by the Superintendent.

Adults and/or non-students who are assigned as school sponsors by a principal for non-athletic events, or by the Director of Athletics for athletic-related activities may ride on a bus which is providing transportation for student activities.

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WORK PERMITS

Students interested in employment outside of school hours must hold a work permit to avoid violation of the State Department of Labor regulations. Forms are available in the grade offices.



COMMUNICABLE DISEASES POLICY

[Board Policy 2175](#)

The Board of Education is concerned for the health and well-being of students and staff of the district. While the general health and physical well-being of a student is the responsibility of the parent, the Board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease. Children may be excluded from school when it is believed necessary by a building administrator to promote the safety and well-being of all students and staff. The board of Education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease which may or may not be life threatening.

This policy will include all communicable diseases. On the basis of present medical information, the term infected would apply to both carrier and those having been diagnosed as being infected. If there is reasonable cause to believe that a student or school employee is an infected individual an appropriate medical examination may be required. Students suffering from a contagious or infectious disease, or one who is not in compliance with the State of Oklahoma immunization law, may be excluded from school. A student may be sent home until medical evidence indicates that the student no longer poses a threat to the spread of the contagious disease.

Exclusion from school shall be made by the principal upon recommendation of the school nurse for any of the following communicable diseases and/or conditions:

Chicken Pox	Meningitis, bacterial
Pediculosis (head lice)	Strep Throat, Scarlet Fever, Scarletina
Conjunctivitis (Pink eye)	Meningitis, viral
Pinworms	Trachoma
Influenza	Venereal Disease, Gonorrhea
Rashes-etiology unknown	Mononucleosis
Hepatitis, Infectious	Mono-syndrome
Ringworm, Athlete's foot	Syphilis, Herpes Simplex II
Hepatitis, serum	Mumps
Rubella	Pertussis (Whooping cough)
Impetigo	Fever of >100.0 degrees
Scabies	Skin infections
Measles	Vomiting/diarrhea
Shingles	

DIABETES

BOARD POLICY 2270

The following policy and procedure have been set forth for caring for the student with diabetes in accordance with the Diabetes Management in Schools Act, Title 70, and Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act.

Each student with diabetes shall have a personal health care team that sets out the health services that may be needed by the student at school. This health care team shall be comprised of the parent/guardian of the student, the principal, the school nurse, the classroom teacher, the diabetes care assistant and the physicians responsible for the diabetes treatment of the student, to the extent practical.

The diabetes care assistants will assist the student in the management of their diabetes according to the diabetes medical management plan.

A current diabetes management plan and orders from the physician managing the student's diabetes should be present prior to a child's entrance into school. This plan may be updated as often as needed. In addition, each qualified student will have a Section 504/Title II plan or IEP which will specify diabetes care services and accommodations also. The parent/guardian is responsible for notifying the school if any changes are made by the physician responsible for the diabetes treatment of the student. All decisions related to the diabetic care for a student with diabetes will be based on the individual needs of the student.

A student with diabetes has the right to attend their home school and shall not be assigned to a different school based on the presence of a school nurse, or contract school employee. To ensure student safety, and to be compliant with the Oklahoma Nursing Practice Act, a physician ordered Diabetes Medical Management Plan must be in place prior to the student's attendance at school.

Each diabetes care assistant shall be trained according to the Diabetes Management in Schools Act and must show competency annually in the care of diabetes. Moore Public Schools will ensure that appropriate in-person training is provided by qualified medical personnel to the district staff who educate, serve, supervise or transport student with diabetes, including but not limited to, teachers, substitute bus drivers, and staff supervising students on field trips or other off-campus locations, for the provision of diabetic care and emergency medical services, if necessary. In addition, the training shall occur in advance of educating, serving, supervising, or transporting students with disabilities. Moreover, it is not appropriate training for the district to simply provide the diabetes care plan or Section 504 plan for students with disabilities to District staff or place plans and training information in the classroom or on a bus for personnel to review with appropriate in-person training. The head nurse shall maintain a copy of the training guidelines and any records associated with the training.

Each student shall have a kit to be maintained by the parent/guardian that will include: blood glucose meter, testing strips for the meter, lancets, an insulin deliver system with the necessary supplies needed, and snacks for low blood sugar. The school shall notify parents when supplies are getting low. The parent/guardian shall be responsible for all insulin pump and site maintenance. If insulin is to be administered at school for lunch, the district will provide the parent a school lunch cycle menu which will provide the parent the information necessary to calculate accurate carbohydrate count for children who eat school lunches and predetermine the amount of insulin to be given.

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Each student, unless deemed incapable, shall be provided the opportunity to attend to the management and care of their diabetes, based on the individual needs of the student which may include: performing blood glucose level checks; administering insulin through the insulin delivery system the student uses; treating hypoglycemia and hyperglycemia possessing on the person of the student any supplies or equipment necessary to monitor and care for the diabetes of the student with the exception of an insulin pen which is to remain in the office during school hours; and otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. Each school shall provide a private area where the student may attend to the management and care of the student's diabetes.

Allegations regarding disability harassment, discrimination, and retaliation under Section 504 of the Rehabilitation Act and/or Title II of the Americans with Disabilities ACT (ADA) grievance procedures may be filed with the Moore School Districts civil rights coordinator(s). Allegations of violations under Section 504 and/or Title II of the ADA may also be filed with the United States Department of Education, Office for Civil

Rights (OCR) Region VII. District notices of non-discrimination. The address is 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.

GUIDELINES FOR COMMUNICABLE DISEASES

Students who have been excluded from school with any of the commendable conditions listed below must be cleared by a physician and have a doctor's written release before re-entering school.

If your child has had a fever of >100.0 degrees, they must be fever free for 24 hours without medication before returning to school. If your student has been vomiting/and diarrhea, they must not have had an episode for 24 hours before returning to school.

Hepatitis	Ringworm (Scalp)
Conjunctivitis (Pink eye)	Scabies
Measles	Skin infections
Impetigo	Meningitis
Head Lice	Pinworms
Mononucleosis	Strep Throat
Influenza	Scarlet Fever, Scarletina
Rubella	Pertussis (Whooping cough)

HEALTH SERVICES

Emergencies, illnesses, and any accident occurring on the way to, from, or at school should be reported to the office as soon as possible.

If an accident does occur, first aid will be administered. First aid implies an ice pack, simple bandage, or washing of a cut. If further treatment is needed, parents are notified. The office maintains emergency procedure information that the parent completes at enrollment time for these accidents or illnesses. Any change which would alter the information (new phone number, change of employment, address, etc.) must be promptly reported to the school office. In the event of a serious accident and the parent or guardian cannot be

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located, the principal or designee will follow appropriate course of action. An accident form will be completed by the teacher immediately after the accident, so the office has a record of the accident and how it happened.

The Health Services Staff strives to promote preventive health by making constructive contributions to the health curriculum as they work with students, faculty, and parents. Related areas of service include classroom presentations, teacher and parent in-services, workshops and participation in community programs.

The school nurse also works with the Special Services Department in evaluation children with mental, physical, or emotional difficulties and is a part of the team for determining proper placement for students.

INFORMATION ABOUT MENINGOCOCCAL MENINGITIS

Information regarding Meningococcal Meningitis may be found on the district's webpage www.mooreschools.com or a copy may be obtained from the front office.

POLICY ON DISPENSING MEDICATION

[Board Policy 7150](#)

This policy outlines the procedures for managing and administering medicine within Moore Public Schools in accordance with state law.

I. Medication Dispensed/Administered by School Personnel

The term "medicine" as used in this policy means "nonprescription medicine" and "filled prescription medicine". Only medication that has been prescribed for a student by a physician/dentist will be administered by school personnel. The rules listed below must be followed:

A. The medicine must be in a prescription vial with the pharmacy label that states: physician's name, the name of the medication, and the directions for the administration of the medication to a particular student. This applies to over-the-counter (OTC) medication, such as cough medicine, acetaminophen or other domestic remedies, ONLY if a physician has made a diagnosis and has directed that a specific medication be given to that student.

B. Non-prescription medicines must be in the original container and accompanied by the physician's written request and instructions for the administration at school. In the event a physician provides sample medication for the student, a signed statement from the physician must accompany the medication, stating the name of the medication and directions for administration.

C. All medications must have written authorization that includes: student's name; name of the medication; dosage; route of administration; frequency and time interval of administration; conditions under which PRN medications should be administered; reason for medication; date written, prescriber's name, title, signature, and telephone number; self-administration orders if indicated and appropriate; parent/guardian signature.

D. The pharmacy label does not constitute a written order and should not take the place of a written authorization.

E. The parent/guardian must sign a Moore Public Schools Medication Consent Form which states the name of the medication, the amount to be given and the time it is to be given. This must be the same information supplied on the prescription bottle or prescription information from the physician. No medicine shall be administered unless a completed Medication Consent Form is supplied to the school with the medication.

F. Medication that is to be given for longer than ten (10) days or “only when necessary” (PRN) will require a written and signed statement by the physician.

G. Only FDA approved medication will be given at school.

H. Herbal and homeopathic supplements will not be given at school

I. Aspirin or medications containing aspirin will be given at school only with a physician’s written order. (Example: Pepto-Bismol or any similar generic brands).

J. Requests from a parent/guardian to change the dosage of any medication beyond that listed on the label will not occur without the written confirmation from the prescribing physician.

K. No medication will be sent home with Elementary, Junior High or High School students at the end of the school year. The parent/guardian must pick up the student’s medication. For all levels, medication not picked up at the end of the school year will be destroyed.

Only the following personnel shall be authorized to administer medicine at school: the school nurse, or in the absence of such nurse, the school principal, or school employees who have been designated in writing by the school principal as authorized to administer medicine. All prescription/non-prescription medication shall be properly stored and kept in a central location that can be secured. This central location shall be designated by the principal of each school site.

Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine, which was administered, the dosage of the medicine, which was administered, and the time the medicine was administered. Each school site within Moore Public Schools will maintain a student “Medicine Administration Log” to record all medicine administered during the school year.

II. Self-Administration of Inhaled Asthma or Anaphylactic Medication and / or Replacement Pancreatic Enzymes

In accordance with 70 O.S. 1984, Section 1-116.3, Moore Public School employees will allow the self-administration of inhaled asthma or anaphylactic medication by a student for the treatment of asthma or an anaphylactic emergency and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis under the following conditions:

1. The parent or guardian of the student shall authorize in writing the student’s self-administration of the medication. This authorization will be documented on the Moore Public Schools Medication Consent form.

2. The parent or guardian of the student shall provide to the school a written statement from the physician treating the student that the student has asthma, anaphylaxis or requires pancreatic enzymes and is capable

of, and has been instructed in the proper method of, self-administration of medication; This authorization will be documented on the Moore Public Schools Medication Consent form.

3. The parent or guardian of the student shall provide the school an emergency supply of the student's medication to be administered pursuant to the provisions of section 1-116.2 of Title 70 of the Oklahoma Statutes and this policy.

4. The school district shall inform the parent or guardian of the student, in writing that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration by the student; this authorization will be documented on the Moore Public Schools Medication Consent form.

5. The parent or guardian of the student shall sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student. This authorization will be documented on the Moore Public Schools Medication **Consent** form.

6. The permission of self-administration of asthma, anaphylactic medications and/or pancreatic enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year for the fulfillment of the requirements of this policy.

7. As used in this section:

a. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician; and

b. "Medication" means a metered dose inhaler, or a dry powder inhaler used to alleviate asthmatic symptoms or a prefilled syringe of an anaphylactic medication such as EpiPen or Twin Jet prescribed by a physician and having an individual label.

8. A student who is permitted to self-administer asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler at all times. A student who is permitted to self-administer anaphylactic medication pursuant to this policy shall be permitted to possess and use the medication when the appropriate emergency arises. A student who is permitted to self-administer pancreatic enzymes pursuant to this policy shall be permitted to possess and use the medication when they are needed.

The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1984, Section 1 116.2 and O.S. 1984, Section 1-116.3. Under this statute a school nurse, administrator, or designated school employees are not liable to the student or his/her parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

Protocol for EpiPen, EpiPen Jr., and TwinJet (anaphylactic medication) Auto-Injector Administration in School

EpiPen, EpiPen Jr., and TwinJet (epinephrine) auto-injectors are self-injection systems than can provide a dose of epinephrine for students needing protection from potentially fatal allergic reactions also referred to as anaphylactic reactions.

The EpiPen auto-injector is a disposable drug delivery system that works with a spring-activated concealed needle. Epinephrine by injection is the treatment of choice for anaphylactic reactions, because it begins working to reverse symptoms of an anaphylactic reaction. Epinephrine constricts vessels, relaxes smooth muscles in the lungs to improve breathing, stimulates the heart and works to reverse hives and swelling around the face and lips. The effects of epinephrine usually lasts 10-20 minutes.

The emergency anaphylactic medication delivery system shall be stored in a central location (preferably the office of the school) for easy accessibility by the staff or may be carried on the student with written physician permission and parental consent.

Staff members trained by the district nursing staff as First Aid responders shall be the designated individuals to administer the EpiPen/TwinJet auto-injector, except in the event the student carries the EpiPen/TwinJet to be able to self-administer the medication.

In the event that a student is determined to be having an acute anaphylactic reaction, staff members that shall administer the drug shall include, but not be limited to, school nurses, paraprofessionals, and physical education teachers. If the student self-medicates, they shall notify a school employee immediately. Emergency medical services (911) shall be called immediately prior to administration of any emergency anaphylactic medications.

III. Possession and Self-Administration of Sunscreen

Students may possess and self-apply sunscreen that is regulated by the Food and Drug Administration (no homemade sunscreen) without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying the sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students are not allowed to apply sunscreen to other students. Any abuse of this policy by a student may be subject to disciplinary action.

School District Prescribed Epinephrine Injectors and Respiratory Inhalers

The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission but without a health care provider order, an Epinephrine injection or respiratory inhaler to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction or is in respiratory distress, respectively, requiring immediate action. Parents or guardians of a student shall be notified as soon as possible after the administration of a stock inhaler to their child.

Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered an Epinephrine injection. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction or is in respiratory distress.

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 medication to the parent or guardian only

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Any 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.

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

REFERENCE: 10 O.S. §170.1

59 O.S. §353.1

70 O.S. §1-116, et seq.

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ASBESTOS HAZARDOUS EMERGENCY RESPONSE ACT

In compliance with the Asbestos Hazardous Emergency Response Act (AHERA), all buildings have been inspected for asbestos containing materials. Management plans are located @ 1500 SE 4th Street. Questions should be addressed to Michael Harlan @ (405) 735-4206. Management plan will be available during normal school business hours.

BOMB THREATS

In the event a call or notice that a bomb threat has been placed in a school or any other building or establishment, the individual school site plan will direct actions taken by building administrative staff.

BULLYING POLICY

I. Prohibition of Incidents of Bullying

It is the policy of the Moore Public Schools to prohibit all bullying of any person at school. This policy shall extend to all schools in Moore Public Schools. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel.

II. Definitions

The following words and terms used in this policy shall have the following meaning:

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

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

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

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

III. School Bullying Prevention and Intervention

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Every school site in this district shall ensure compliance with the following strategies for bullying prevention and appropriate intervention when incidents of bullying occur at school:

A. Bullying Preventing Officers.

The principal (or principal's designee) of each school site shall be the primary point of contact to receive reports of incidents of bullying. The duties of the principal/designee shall be as follows:

1. To receive, promptly review, and track reports of incidents of bullying;
2. To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
3. To establish a method for receiving anonymous reports of incidents of bullying;
4. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
5. To assist in educating the school and community about bullying prevention measures; and
6. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
7. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of 70 O.S. § 24-100.4(F) and accompanying regulations at 210:10-1-20;
8. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures pertaining to bullying prevention; and
9. Any other duties deemed necessary by school administrators to facilitate bullying prevention at the school site.

B. Training and education in school bullying prevention and intervention.

All school administrators and school employees at each school site shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. § 24-100.4(A) and 210:10-1-20.

Every school site in this district shall implement a research-based educational program for students and parents in preventing, identifying, responding to and reporting incidents of bullying.

C. Safe School Committee

Every school site in this district shall establish a Safe School Committee that meets the requirements of 70 O.S. § 24-100.5(A). At least one of the members of the Committee shall be a principal or designee who participates in the investigation of reports of bullying as required by subsection A of Section 24-100.4 of the School Safety and Bullying Prevention Act. The duties of the Committee shall be the duties set forth in 70 O.S. § 24-100.4(B).

IV. Reporting Incidents of Bullying

A. District Bullying Reporting.

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Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the Bullying/Harassment Incident Report Form, which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, and at all times on the website of the school and school district. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the Bullying/Harassment Incident Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.). The Bullying/Harassment Incident Report Form shall be designed to facilitate reporting of incidents by all ages, and shall, at a minimum, include all of the following items:

1. Date and approximate time of incident;
2. Location of incident;
3. Name(s) of all individuals at whom the incident was directed;
4. Name(s) of all individuals who participated in the bullying behavior;
5. Name(s) of all individuals who witnessed the incident or may have information pertaining to the incident;
6. Description of the incident;
7. A provision that permits a person to report an act anonymously. (No formal disciplinary action shall be taken solely on the basis of an anonymous report.)
8. Identification of any physical evidence of the conduct (e.g., written notes, emails, property destruction, voicemail messages, audio or video recordings);
9. Any other information which could potentially assist school officials in investigation of the incident;
10. Name of individual reporting the incident and contact information at which the individual reporting the incident may be reached to seek additional information (unless the form is for the purpose of anonymous reporting);

B. Individuals Who May Report Incidents of Bullying

Incidents of bullying at each school site in this district may be reported by any student, parent, school employee, or member of the public.

C. Individuals Who Are Required to Report Incidents of Bullying

Any school employee who has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall be required to report the information to the school's principal or designee.

D. Privacy and confidentiality.

Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.

E. Anonymous reporting.

In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in this district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.

F. Tracking reports of incidents of bullying.

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All reports of bullying shall be tracked using methods that will enable the principal or designee of each school site to identify emerging patterns of bullying over extended periods of time.

V. Investigation, Determination, and Documentation of Reported Incidents of Bullying

The principal of each site shall be the individual responsible for investigating incidents of bullying unless the principal designates another school official at the site as the individual responsible for investigation of the incident.

A. Initiation of Investigation.

Upon receipt of a report of an incident of bullying, the school principal or designee shall initiate an investigation of the reported incident. The investigating administrator will follow procedures outlined on the Bullying/Harassment Site Investigation Report Form.

B. Documentation of Investigation.

All investigations shall be documented on the Bullying/Harassment Site Investigation Report Form. Investigations shall include at a minimum, all of the following information:

1. The date that the report of the incident was received by the principal or designee;
2. The date investigation of the report was initiated;
3. The name and title of the individual(s) assigned to conduct the investigation;
4. Identification of all individuals involved in the incident;
5. Identification of all individuals who witnessed the incident;
6. A summary of the details of the alleged incident;
7. A list of documentation available to investigate the incident; (e.g., written statement of student victim, written statement of student witnesses, medical information, incident forms, police reports);
8. A summary of action taken to investigate the incident (e.g., interviews with alleged victim, offender, perpetrator, and/or witnesses; review of incident reports; review of history of prior student behaviors; review of evidence);
9. A determination of whether sufficient evidence exists to verify occurrence of the alleged conduct;
10. Identification of follow up actions taken with the victim(s) and offender(s);
11. Identification of consequences implemented for the offender(s);
12. Identification of remediation measures (if implemented) to address harm to the victim(s);
13. Date and method of notification of parents/legal guardians of victim(s) and offender(s) of completion and findings of investigation.

C. Findings and Determination of Alleged Incident.

Upon completion of review of all facts alleged and available evidence, the school administrator shall:

1. Issue a determination as to whether the occurrence of the incident could be verified based upon the available evidence as follows:
 - (i) Occurrence of the incident was verified;
 - (ii) Occurrence of the incident was unverified due to lack of proof (e.g., inability or unwillingness of victim to assist investigation or provide evidence in support of the allegations); or

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(iii) Evidence exists beyond reasonable doubt to support a conclusion that incident was falsely reported by an individual as a means of bullying or retaliation or reprisal against a student for reporting an act of bullying.

D. Notification of Results of Investigation.

Upon completion of an investigation, the school administrator shall promptly notify the parents/legal guardians of the students involved:

1. The findings of the investigation; and
2. Any proposed consequences and remedial measures provided to the individual(s) affected by the incident.

E. Follow up Referrals for the Purpose of Student Support Services. Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care pursuant to paragraph 13 of this subsection that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

VI. Remediation and Consequences for Incidents of Bullying

A. Consequences for Individuals Who Commit Incidents of Bullying.

Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

1. Verbal or written warnings;
2. Conferences with the parent(s)/legal guardian(s) of the students involved in an incident of bullying;
3. Detention;
4. Loss of school privileges;
5. Course and/or teacher reassignment;
6. Prohibition or suspension of participation in school activities;
7. In-school or out-of-school suspension in accordance with the provisions of 70 O.S. § 24- 101.3 and district policies and procedures pertaining to student discipline;
8. Restitution of a victim's property that has been damaged as a result of the bullying incident;
9. Reassignment, suspension, and/or termination of school employment;
10. Referral to law enforcement.

B. Factors for Determination of Consequences for Incidents of Bullying Behavior.

Every school administrator shall determine consequences for incidents of bullying behavior on a case-by-case basis in a manner that is proportionate to the severity of the conduct. Consequences for verified acts of

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bullying behavior shall be applied in such a manner as to ensure fair and impartial application of consequences (e.g., student's academic or athletic status shall not be considered as a factor for determination of appropriate consequences). In determining what consequences are appropriate for an individual determined to have perpetrated an incident of bullying, every school administrator shall include the following factors in the consideration:

1. If the individual who perpetrated the incident was a student:
 - (i) The age of the student;
 - (ii) The life skills of the student;
 - (iii) The grade level of the student;
 - (iv) The mental, physical and emotional development level of the student; and
 - (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
2. The existence of any previous bullying behavior or continuing or ongoing pattern(s) of behavior by the perpetrator;
3. The circumstances in which the incident occurred;
4. The nature and severity of the bullying behavior involved in the incident;
5. The nature and severity of harm to the victim of the incident, including:
 - (i) Consideration of documented physical, mental and emotional distress resulting from the incident; and (
 - ii) The existence of any mental, physical, or health conditions of the victim exacerbated by the incident;
6. The relationship between the individuals involved; and
7. The potential for future violent conduct.

C. Factors for Determination of Consequences for False Accusations.

Every school administrator shall determine consequences for incidents in which an individual intentionally and knowingly reports a falsified accusation of a bullying incident as a means of bullying or as a means retaliation or reprisal against another student in response to a previous reported incident of bullying. Consequences shall be sufficient to deter false reports of conduct, but not so severe as to deter credible reports of bullying incidents. All of the following factors shall be considered in determining appropriate consequences for a falsified accusation:

1. The status of the individual (i.e., student, employee, volunteer, etc.);
2. If the individual who made the false accusation was a student:
 - (i) The age of the student;
 - (ii) The life skills of the student;
 - (iii) The grade level of the student;
 - (iv) The mental, physical and emotional development level of the student; and
 - (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
3. Whether the individual who falsely accused another student of bullying has been the perpetrator of previous bullying incidents;
4. The nature and severity of the bullying behavior involved in the incident; and
5. The circumstances in which the incident occurred.

D. Determination of Remediation Measures in Response to Incidents of Bullying Behavior.

Every school site shall implement appropriate remediation measures in response to incidents of bullying. Remediation measures shall include strategies for the protection of all persons involved in incidents of bullying,

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including targets and perpetrators of the bullying incident, and family members affected by the bullying incident. Such remediation measures shall be designed to prevent further incidents of bullying and to increase safety for the individuals involved in incidents of bullying as well as all individuals at each school site. Examples of appropriate remedial measures in response to incidents of bullying may include, but shall not be limited to, one or more the following:

1. Referral of students involved in incidents of bullying to appropriate support services, including school or community counseling services, mental health treatment, or therapy services;
2. Academic intervention;
3. Programs of age-appropriate instruction for students to support a student's life skills (e.g., conflict resolution, problem solving skills, life skills, social skills, anger management).
4. Parental education programs;
5. Peer support groups;
6. Modifications of student schedules;
7. Modification of hallway traffic at the school site;
8. Increased supervision;
9. Increased use of monitors or monitoring equipment in school facilities, hallways, cafeterias, playgrounds, and/or buses.

VII. Annual Notice of School Bullying Prevention Policy

Every school site shall implement a strategy for publicizing and distribution of this policy and procedures for reporting and investigation of incidents of school bullying. Publication and distribution shall comply with the provisions of 70 O.S. § 24- 100.4 and 210:10-1-20, and shall at a minimum meet all of the following requirements:

- A. An annual written notice of the bullying policy shall be provided to parents, guardians, staff, volunteers, and students at each school. Notice of the policy shall be posted at various locations within each school site, including, but not limited to school cafeterias, bulletin boards, and administration offices. The written notice provided to students shall be written in age appropriate language to ensure comprehension by younger students and provided with accommodations as necessary to ensure accessibility to students with disabilities.
- B. A copy of this policy shall be posted on the Moore Public Schools website. In addition, each school site that has its own separate website shall post a copy of this policy and procedures on its website.
- C. Each school site shall include a copy of this policy in its student handbooks.

VIII. Coordination with The Safe School Committee

Every year each public-school site shall establish a Safe School Committee to be composed of at least seven (7) members. The Safe School Committee shall be composed of teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying as required by subsection A of Section 24-100.4 of the School Safety and Bullying Prevention Act. The Committee may include administrators, school staff, school volunteers, community representatives, and local law enforcement agencies. The Committee shall assist the school board in promoting a positive school climate through planning, implementing and evaluating effective prevention, readiness and response strategies, including the policy required by Section 24-100.4.

The Safe School Committee shall study and make recommendations to the principal regarding:

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1. Unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student bullying as defined in Section 24-100.3 of this title;
3. Professional development needs of faculty and staff to recognize and implement methods to decrease student bullying; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff and use of problem-solving teams and resources that include counselors and other behavioral health resources within or outside the school system.
5. In its considerations, the Safe School Committee shall review the district policy for the prevention of bullying and the list of research-based programs appropriate for the prevention of bullying of students at school compiled by the State Department of Education. In addition, the Committee may review traditional and accepted bullying prevention programs utilized by other states, state agencies, or school districts.

Ref: (70 O.S. §§ 24-100.4 and 24-100.5)

CHANGE OF ADDRESS AND / OR TELEPHONE

Any change of address or telephone number must be reported to the registrar's office. This is important in case of emergencies.

CHILD ABUSE REPORTING PROCEDURES

[Board Policy 7100](#)

Oklahoma law states that any person is required to immediately report suspected cases of physical abuse or neglect involving students to the statewide toll-free hotline of the Department of Human Services (DHS) and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student aged eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement.

The Board of Education of Moore Public Schools fully supports State law. Further, the Board believes that the welfare of ALL students in our schools deserves the utmost care. Therefore, every individual who is contracted to work at Moore Public Schools, as well as every school employee, who has reason to believe that a student under the age of eighteen (18) is a victim of abuse or neglect shall report the matter immediately to the Department of Human Services and Local Law Enforcement. Every individual who is contracted to work at Moore Public Schools, as well as every school employee, who has reason to believe that a student aged eighteen years (18) or older is a victim of abuse or neglect shall report the matter immediately to Local Law Enforcement. The report will be made with the principal or counselor in attendance if possible. If the principal or counselor are not in attendance for the report, the employee should notify DHS and/or law enforcement, as prescribed above, as soon as possible.

If the suspected abuse involves the principal or counselor, the employee should notify the superintendent or his/her designee immediately following the report to DHS.

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Every individual who is contracted to work at Moore Public Schools, as well as every school employee, will be provided a copy of the law and district board policy concerning child abuse and neglect reporting procedures. Annual training is required in the identification of reporting child abuse and neglect. Failure to report child abuse or neglect is indicative of unsatisfactory job performance and subject to disciplinary action. Employees will keep reports of child abuse confidential.

Reports of abuse shall be maintained by the Director of Student Services, the building principal or if necessary, the superintendent or his/her designee. The counselor will notify the Director of Student Services when a report of child abuse has been made to the DHS for documentation of the abuse report. This report will include:

- School
- Student's Name
- Grade
- Name of Person Reporting Abuse
- Name of Person Taking Report
- Case Number
- Date and Time of Day

Should the suspected child abuse be reported to the school, the principal, teacher/staff member, or counselor should inform the caller of his/her responsibility in reporting the abuse in accordance with State law (reference the first paragraph of this policy).

When DHS and/or the police come to school to talk with the student, the counselor or designee will be present during the investigative conference (if possible.) The counselor is present to act as a witness only.

If the police or DHS decide to remove a student from school, the principal or counselor will ensure that the Student Removal Receipt is completed and signed by the person removing the student from school property. A copy of this form should remain at the school site, and a copy should be sent to the Director of Student Services for documentation.

Investigations of child abuse pertaining to school personnel will be reported promptly to the superintendent or his/her designee and are to proceed with thorough and timely documentation by the appropriate supervisor or building principal.

Child Abuse and Neglect shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;

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6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly, or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child sexual abuse material or knowingly possessing, procuring, or manufacturing child sexual abuse material, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child sexual abuse material as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;
13. Causing, inducing, persuading, or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and
15. Making any oral, written, or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of the Oklahoma Statutes.

The reporting obligations under this section are individual, and no employer, supervisor, or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be subject to disciplinary action and/or may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report or makes a report that the person knows lacks factual foundation may be reported to local law enforcement by the Department of Human Services for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or

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imposed. Any such participating shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

In reports of suspected abuse or neglect required by state law, local law enforcement shall keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. A school employee with knowledge of a report of suspected abuse or neglect required by state law, shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

CRISIS MANAGEMENT PLAN

[Board Policy 2190](#)

A primary responsibility of public schools is to provide a safe and secure environment for students, employees, and patrons. The Moore Public Schools Board of Education believes it is necessary to have a comprehensive plan to deal with crisis.

A school crisis is defined as an event that threatens the safety and security of staff or students, is likely to escalate in intensity, interfere with normal functioning of the school, involve the media, interfere with learning, and/or jeopardize the school's image. It is the policy of Moore Public Schools to respond quickly and effectively to crisis in each of our schools. To accomplish this to the best of our ability, the district crisis management plan includes mitigation, preparedness, response, and recovery procedures relevant to natural and man-made disasters. The crisis management plan provides general guidance for emergency management activities and applies to all district officials, staff, and students. It describes how the district responds to emergencies and assigns responsibilities for various tasks. It empowers employees in an emergency and clarifies emergency roles and responsibilities, describing who does what, when and how.

The crisis management plan for the district and site level is a living document that is frequently reviewed, tested, and updated through various feedback loops (community leaders, first responders, safe school committees) and drills designed to test the plan's effectiveness. These drills include (but are not limited to) fire, lockdown, lockdown plus, and severe weather drills.

District and site plans will be filed annually with the emergency management offices in both Moore, OK and Oklahoma City, OK.

FIRE/TORNADO/LOCKDOWN DRILLS

Safety drills will be practiced periodically throughout the school year to comply with all local and state drill reporting requirements. Individual school site plans will direct actions taken by building administrative staff.

GPS TRACKERS and AUDIO/VIDEO RECORDING POLICY

[Board Policy 7305](#)

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Students and teachers have an expectation of privacy in their conversations at school, and Moore Public Schools will take actions to protect those privacy rights. Students and parents are strictly prohibited from recording or listening to conversations they are not a party to. Such actions are in violation of state and federal criminal laws and will not be tolerated. If any Moore School District official becomes aware of any such situation, it will be reported to state and federal law enforcement for investigation and possible prosecution. If a student is found to have such a secret recording or listening device on his or her person, it will be considered as grounds for disciplinary action.

In addition, it is the policy of Moore Public Schools not to audio or videotape record meetings between parents and school personnel when confidential information is discussed.

Parents who wish to make audio or videotape recordings of meetings between themselves and school personnel in which confidential information is discussed must provide written notice to the school principal of their intent to record the meeting at least one school day prior to the meeting. This is to ensure that the school can maintain educational records as required by Federal statutes.

Exceptions to the notice requirement may be considered by the school principal when recording is necessary for the parent to understand the meeting or otherwise implement any Federal right to which they are entitled.

GPS tracking devices are becoming readily available for parents to purchase and place on their children. The District has seen an increase in GPS trackers being worn by students during school hours. Moore Public Schools recognizes the valid safety concerns and the peace that these devices can give to parents/guardians, however, most, if not all these devices, now contain a "listen in" function. Because of the privacy concerns and violation of confidentiality laws that arise with the "listen in" function enabled, the District has established these rules for the use of such devices:

1. Prior to the use of a GPS tracking device, a parent/guardian must complete a written request. The request must provide the name of the manufacturer of the device and a copy of any instructions or directions that came with the device. A written request must be made for each school year that the parent/guardian is requesting permission for use of the GPS tracker and submitted to the principal of the school site where the student attends (or will attend) school.
2. The principal of the school site will forward the written requests to the Director of Safety and Security for his/her review and to determine if there is a "listening in" function on the GPS tracker.
3. If there is no "listen in" function, the GPS tracker will be approved for use for the current school year by the Director of Safety and Security. The notice of approval will be forwarded by the Director of Safety and Security to the parent/guardian and to the school principal.
4. If there is a "listen in" function, the Director of Safety and Security will require an e-mail from the manufacturer stating that the "listen in" function is disabled during school hours, during any school transportation, and during any scheduled school events. After receipt of the e-mail from the manufacturer, the Director of Safety and Security will approve the use of the GPS tracker. The written approval will be forwarded to the parent/guardian and to the school principal, with the noted limitation that the tracker can only be used on those days where there is an e-mail that the "listen in" function of the GPS tracker is disabled during school hours, while being transported by Moore Public Schools, and during school scheduled events.
5. Any student who wears a GPS tracking device to school without prior approval from the Director of Safety and Security, beginning with the 2017-2018 school year, will be given a written warning from the Director of Safety and Security that the device must not be worn to school, at school functions or

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on school transportation. After two written warnings from the Director of Safety and Security, the GPS tracker will be removed from the student and will be kept by the site principal until the parent comes to retrieve it.

6. All approved requests for use of a GPS tracker will be forwarded by the Director of Safety and Security to the principal of the site as well as the Director of Special Services.
7. In the case of an emergency the parent will be notified and given permission to contact the manufacturer to enable the “listen in” function of the GPS tracker.
8. Any recordings made in violation of this policy will be reported to local law enforcement and will be prosecuted.

GANGS / CULTS

[Board Policy 7215](#)

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited. Moore Public Schools has zero tolerance for gangs/cults and their activities.

Gangs/cults which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupts the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including long-term suspension.

PHOTO I.D. BADGES

In a continuing effort to increase security at all Moore Public School Secondary Sites, new Student Identification Badge procedures will be enforced for the 2019-2020 school year. The faculty and administration want to take all measures to ensure the safety of our students, teachers, staff, and patrons. In this endeavor, we ask for your help in encouraging your child to wear his/her student ID when they arrive at school.

Beginning in the 2018-2019 school year, all secondary schools will have door locks that require scan card entry. The student's I.D. badge will act as a scan card entry for building access. Further, the student will be using his/her I.D. badge to access lunch accounts for payment in the cafeteria line. Finally, the I.D. badge will also serve as the student's card for accessing materials in the media center.

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Please note enforcement procedures established for junior high students and for high school students outlined below. Please read carefully as procedures have changed to accommodate our increased level of security and expanded use for student identification badges.

Students will be issued ONE photo ID during schedule pickup or during registration. Duplicate copies of I.D. badges will not be allowed to provide for a higher level of access control and security. Subsequent IDs may be purchased in the event an ID is lost, but the prior I.D. will be deactivated and unusable. All lost IDs must be immediately reported to the site's main office.

Students not in compliance with the District ID policy will be subject to the following ID infractions steps:

Junior High Only

To accommodate the developmental needs of junior high students learning to wear students' IDs, the disciplinary steps are extended to include the following:

- Junior High students will be required to wear and display a valid I.D. badge before entering the building.
- Teachers are responsible throughout the school day to ensure students are in compliance with wearing their Student Identification Badge.
- Students not in compliance will be immediately removed from class and parents will be contacted. A temporary I.D. sticker will be issued, and the student will return to class. (All Junior High ID infractions will be recorded, including violations that are corrected by a parent retrieving an ID or student purchasing a new ID.)
- The Junior High steps outlined above will be followed for the first three ID infractions. After the third ID infraction, students will be subject to the disciplinary steps of the high school policy as stated below.
 - 1st Offense – One day OSS
 - 2nd Offense – Two day OSS
 - 3rd Offense – Pre-Disciplinary conference to determine the length of suspension

High School Only

- Students will no longer receive 2 I.D.'s in their initial registration.
- Students will be required to wear and display a valid I.D. badge before entering the building.
- Teachers are responsible throughout the school day to insure students are in compliance with wearing their Student Identification Badge.
- Students not in compliance will have his/her parents contacted and the student will be suspended for the remainder of the day.
 - 1st Offense – One day OSS
 - 2nd Offense – Two day OSS
 - 3rd Offense – Pre-Disciplinary conference to determine the length of suspension

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The administration realizes that an immediate suspension on a first violation is serious. However, immediate compliance with the policy is vital to school safety.

- To be readmitted the student must present and display appropriately his/her Student Identification Badge to his/her grade office.

RESOURCE OFFICERS

In an effort to keep our schools safe for all students and employees. Moore Public Schools employs on site resource officers from the Oklahoma City Police Department and the Moore Police Department. These officers have the authority to issue citations for any unlawful activity (i.e., truancy, fighting, drug/alcohol abuse, etc.)

SAFE SCHOOL COMMITTEE

In accordance with state law, the Moore Public Schools Board of Education has established that each school site shall select a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee. The committee will be composed of at least seven members. The committee will include an equal number of teachers, parents of children enrolled at a particular site, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior and may also include administrators, health care professionals, and business community representatives. The committee will be selected not later than October 1 of each school year.

SEXUAL HARASSMENT BETWEEN STUDENTS

[Board Policy 7225](#)

This policy defines the rules and regulations to be followed by all students with regard to the issue of sexual harassment. All students are strictly prohibited from engaging in any form of sexual harassment against any other student.

Sexual harassment violates school policy. For the purpose of this policy, sexual harassment by students is defined as any consensual or non-consensual sexual advance, request for sexual favors and other verbal, written, or physical conduct of a sexual nature. Sexual harassment may occur between students of the opposite or same gender.

Sexual harassment includes, but is not limited to, the following:

1. **Written** – consensual or non-consensual sexually suggestive or obscene drawings, letters, notes, invitation, graffiti that identify an individual, email, or internet postings
2. **Verbal** – sexually derogatory comments, solicitation, epithets, slurs, degrading jokes, teasing, kidding, and stereotyping

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3. **Physical** – unwelcome touching of an individual including but not limited to pinching, patting, repeated brushing against a student's body, pulling at clothing, and blocking one's passage
4. **Visual** – sexually oriented gestures or drawings or displaying sexually suggestive or derogatory objects, pictures, magazines, or cartoons
5. **Electronic** – the communication of any of the above by means of an electronic device including but not limited to a telephone, a cellular telephone or other wireless telecommunication device, or a computer

Any student who has been subjected to sexual harassment or knows of any student who has been subjected to sexual harassment is encouraged to report all such incidents to his or her principal, assistant principal, counselor, or teacher. It is the responsibility of any employee of the Moore Public Schools who has knowledge of possible sexual harassment of a student to report the incident(s) to the school principal. A report should not be made to a person who is allegedly initiating the harassment.

While every attempt will be made to maintain confidentiality, absolute confidentiality cannot be guaranteed because of due process requirements in sexual harassment investigations.

No reprisals or retaliations will be allowed to occur as a result of good faith reporting of sexual harassment.

Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the school district's Behavior Policy which may include verbal warning, suspension from school, in school detention (ISD), or reassignment. If a student intentionally fabricates a complaint of sexual harassment against another individual covered under this policy, the student shall be subject to disciplinary action. (See also board policy #2300 Sexual Misconduct Policy.)

TOBACCO FREE-SMOKE FREE ENVIROMENT

Smoking, distribution, and use of tobacco products in any form, as well as the use of simulated tobacco products, are prohibited on school district property. This prohibition includes school premises and school-owned vehicles. 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 apply to students, employees, visitors and anyone providing service to the schools.

Additionally, all individuals are prohibited from possessing or distributing tobacco products, vapor products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Employees are prohibited from the use or distribution of tobacco products, vapor products, or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Simulated tobacco products are products that imitate or mimic tobacco products, including (but not limited to) electric cigarettes, vapor products, cloves, bidis, and kreteks.

"Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor

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cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act. (Legal reference SB-33)

The Moore School District prohibits the advertising of tobacco products on school property, in school publications, and in any video productions. In addition, tobacco product industry of gifts of money or materials or participating in any type of service event or program is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc., that display and/or promote tobacco products.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

Students

Any violation of this policy by students will be referred to the building administrator or his/her designee. Students who violate the provisions of this policy will be subject to student discipline procedures.

Employees

Any violation of this policy by staff members will be referred to the appropriate building administrator or supervisor. Continued violations will constitute willful neglect of duty and will be dealt with accordingly. Any disciplinary action taken will be based on established policies and procedures for suspension, demotion, dismissal or non-renewal of employee's contract.

Visitors and General Public

Visitors who are observed smoking or using tobacco products, vapor products, or simulated tobacco products on school district property will be asked to refrain from such activity. If the individual fails to comply, his/her violation of school district policy may be referred for disposition to either the building principal or his/her designee, supervisory personnel responsible for the area/program, or security personnel assigned to the activity during which the violation occurred. These designated individuals shall make a decision as to action required that may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent or his/her designee to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by the school administration, local law enforcement officials may be called upon to assist with enforcement of this policy with regards to the removal of individuals in violation of this policy.

***Students may also be subjected to a citation.**

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TRESPASSING – ORDERS TO LEAVE SCHOOL PROPERTY

The superintendent or principal of any secondary, middle, or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

Any person who refuses to leave the school buildings or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment.

VISITORS

Board Policy 2155

Parents are always welcome and are encouraged to acquire a better understanding of our school program.

District Safety Procedures requires that all parents and/or visitors check in with the office before going to any class during the school day. Parents/Guardians who wish to make classroom visitations must contact the office 24 hours prior to visiting the school per negotiated agreement. The procedure is used to protect each and every student during the school day. In order not to disrupt classroom instruction visitation will be kept to a minimum.

Visitors are not permitted to be on any campus of any other school in the Moore School system unless they have permission from the principal of that school. Any student who does not get permission to visit another school campus in Moore Public Schools and who is reported to administrators for failure to comply with this requirement or any other disruptive behavior will face disciplinary action. Students who do not report to the office when sent or summoned and student who fail to give school personnel their correct names will face disciplinary action.

WEATHER

Weather is monitored by district officials. Individual school site plans will direct actions taken by building administrative staff in the event of severe weather.

There may be times when school will be dismissed because of weather conditions. This decision will be made at the earliest possible time, and you will be notified accordingly. School closing will be announcing via the district's telephone emergency notification system, on the district website at mooreschools.com, televised over local news channels, and broadcast over radio outlets such as WKY, KOMA, KTOK, etc.