

MUSKOGEE PUBLIC SCHOOLS
Secondary Student/Parent Handbook

Dr. Jarod Mendenhall, Superintendent

B. E. S. T. CENTER - ADMINISTRATIVE OFFICES
202 WEST BROADWAY, MUSKOGEE, OKLAHOMA
PHONE: 684-3700

MUSKOGEE HIGH SCHOOL

Kimberly Fleak, Principal

ASSISTANT PRINCIPALS

NORMAN SEDILLO-12th Grade
LISA CHARBONEAU-11th Grade
ANAYAI COOPER-10th Grade
STEVE BARTON-9th Grade

3200 EAST SHAWNEE ROAD, MUSKOGEE, OK 74403
PHONE: 684-3750

Muskogee High School Vision

- ❖ *Muskogee High School exhibits an environment in perfect unison with Muskogee Public Schools' mission. The Muskogee Way; Every Heart, Every Mind, Every Day! Where educators, students, parents, and the community work collaboratively to achieve the highest academic standards. MHS strives to provide a multi-faceted culture where all stakeholders are physically and emotionally safe, allowing them to achieve their maximum potential and where student success is geared to the needs of an ever-evolving global society in which they live. Through these efforts, we work continuously to create a premier learning community for the 21st century and beyond.*
-

It is the Policy of Muskogee Public Schools to provide equal opportunities without regard to race, color, religion, national origin, gender, age, qualified disability or veteran status in its educational programs and activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding the ADA, Section 504, Title VII, ADEA, and/or Title IX may be forwarded to the designated ADA, Section 504, Title VII, ADEA, and/or Title IX compliance coordinators, the site principal or other district administrator. Students or parents may also bring complaints to the assistant principal, counselor, or teacher. The administrator or staff member shall immediately report the complaint to the site principal. The site principal shall immediately notify the appropriate director listed below:

Exec. Director of Federal Programs and Exec. Director of Teaching and Learning K-12

***Muskogee Public Schools
Muskogee BEST Center
202 West Broadway
Muskogee, OK
8:00 a.m. – 5:00 p.m. Mon. – Fri.
(918) 684-3700***

MUSKOGEE PUBLIC SCHOOLS

DISTRICT POLICY GUIDELINES FOR SECONDARY STUDENTS

(GRADES 9-12)
2018 - 2019

MHS MISSION STATEMENT

The Mission of Muskogee High School is to develop students into independent learners who are strong in the fundamental curriculum areas, but who also have the necessary social skills to work together as members of a common community. MHS has high expectations for its students, its teachers, and all other members of its organization.

STUDENT/PARENT HANDBOOK

The student/parent handbook is not intended to create a contractual relationship with the student and/or parent; rather, it is intended to describe the school, its current practices, procedures, rules and regulations. In support of the aims of public education, all students are expected to behave in a manner reflective of good citizenship standards. Failure to maintain such standards of conduct or the commission of an act, which disrupts the educational process, shall result in disciplinary action. To maintain an atmosphere conducive to learning, the following guidelines have been developed for student behavior. These guidelines will be followed as uniformly as possible while taking into account extraordinary circumstances, which may cause a deviation in the discipline plan. Parents and/or guardians and students residing in the school district shall be notified of the district's discipline policy and regulations at the beginning of each school year through the student handbooks. A copy of the discipline policy and regulations will be made available to parents and/or guardians upon request during the school year.

A Parent's Right to Know"

Parents have the right to request information on the professional qualifications of their children's teachers.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a discipline handbook; however, we expect students to follow reasonable rules and not violate the rights of others. Appropriate consequences will be administered for violating these rules. Failure to read the handbook and not know the rules cannot be used as an excuse to not follow the rules.

BELL SCHEDULE: Lunch depends on student schedule for 4th Hour.

<p>Monday, Tuesday, Thursday, Friday</p>		<p>WEDNESDAY</p>
<p>7:50.....First Bell 7:55-8:50..... 1st Period 8:50-8:55.....Pass 8:55-9:46..... 2nd Period 9:46-9:51.....Pass 9:51-10:42.....3rd Period 10:42-10:47.....Pass 10:47-11:07.....A LUNCH 11:07-11:12.....Pass 11:12-12:03.....4th Period 10:47-11:38...4th Period 11:38-11:43.....Pass 11:43-12:03 ...B LUNCH 12:03-12:08.....Pass 12:08-12:59.....5th Period 12:59-1:04.....Pass 1:04-1:55.....6th Period 1:55-2:00.....Pass 2:00-2:50.....7th Period</p>		<p>8:10.....First Bell 8:15-9:03..... 1st Period 9:03-9:08.....Pass 9:08-9:56..... 2nd Period 9:56-10:01.....Pass 10:01-10:49.....3rd Period 10:49-10:54.....Pass 10:54-11:14.....A LUNCH 11:14-11:19.....Pass 11:19-12:07.....4th Period 10:54-11:42...4th Period 11:42-11:47.....Pass 11:47-12:07 ...B LUNCH 12:07-12:12.....Pass 12:12-1:00.....5th Period 1:00-1:05.....Pass 1:05-1:53.....6th Period 1:53-1:58.....Pass 1:58-2:50.....7th Period</p>

Teacher PLC's will be held Wednesday Mornings 7:30-8:10 a.m.

PRIDE

SHOW PRIDE IN YOURSELF AND YOUR SCHOOL!

PRIDE is a tradition at Muskogee High School. We are proud of our students, our faculty, and our facilities. We are proud of what goes on in the classroom and what goes on outside the classroom in our activities.

As a student at Muskogee High School, you become a part of this tradition and are expected to do only those things which will bring credit to you, your school, and your community.

Be proud of your school and do your part in keeping the campus clean and the building in excellent condition. **BE RESPECTFUL TO OTHERS!**

NEW ENROLLEES OR LATE ENROLLEES

New enrollees must have the following information to complete enrollment at the BEST Center:

1. Copy of transcript for grades 9-12 (Freshmen-copy of the last 8th grade report card.)
2. Two Proofs of residency, for example, a gas, electric, or water bill. One of the two must be a utility bill.
3. Copy of shot records and birth certificate.
4. Withdrawal grades from previous school.

Incoming Late Enrollees

* Students who enroll at MHS within the first 18 school days of the new semester with no transfer grades will be given the opportunity to make up missed assignments to earn semester credit.

* Students who have not been enrolled in any school and enter the district after the 18th school day of the new semester will be referred to Rougher Alternative Academy for possible placement.

* Students who do not have compatible transfer grades for 7 classes at MHS will receive no credit for those classes if enrolling after the 18th school day of the new semester (Parents and students will be asked to sign a “no credit” contract to acknowledge this policy.) These students will have an opportunity to take proficiency tests to earn credit for those classes in which they have no transfer grades.

ACADEMICS

HONOR/CHEATING POLICY

Cheating is considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. The penalty will be a zero for the assignment or test. Parents will be notified immediately. No provisions are made to "make up" or otherwise receive credit when cheating is involved.

ACT/SAT Exam

End of Instruction Tests are no longer required for graduation due to a change in state law. Students will now be required to take the ACT or SAT during their spring semester of their 11th grade year. There may be exceptions and/or additions to this as the Oklahoma State Department releases the new testing rules.

STUDENT EVALUATION AND GRADING SYSTEM

The Board of Education believes that grades and grading practices should be administered in a fair, equitable, and consistent manner.

The Muskogee Public School District provides an instructional program through which all students can learn. High priority is given to learning experiences which serve as a foundation for a child's total educational development (reading, writing, computing, etc.) as well as the stimulation of intellectual curiosity, critical thinking, problem solving abilities, and aesthetic appreciation.

Student evaluation and grades are based on daily classroom performance, homework, classroom tests, attendance, and other required activities and projects. Students who do not meet district standards will receive "NG" (No Grade) until all requirements are met.

Generally "NG" needs to be made up by the end of the subsequent quarter.

Grading System

Semester grades will be cumulative throughout the semester with the semester test counting a maximum of 20% of the semester grade.

Students earn letter grades in grades 9-12 based on the following scale:

Let. Grade	Num. Grade	4Pt.	Av. 4 Pt.
A	94-100	4.00	3.89---4.00
A-	90-93	3.67	3.50---3.88
B+	87-89	3.33	3.17---3.49
B	83-86	3.00	2.89---3.16
B-	80-82	2.67	2.50---2.88
C+	77-79	2.33	2.17---2.49
C	73-76	2.00	1.89---2.16
C-	70-72	1.67	1.50---1.88
D+	67-69	1.33	1.17---1.49
D	63-66	1.00	0.89---1.16
D-	60-62	0.67	0.50---0.88
F	59-	0.00	0.00---0.49

WEIGHTED GRADES (High School)

Muskogee High School uses a 5 point weighted grade scale for certain high level courses.

Letter Grade	5 Pt.	Av. 4 Pt.
A	5.00	4.89---5.00
A-	4.67	4.50---4.88
B+	4.33	4.17---4.49
B	4.00	3.89---4.16
B-	3.67	3.50---3.88
C+	3.33	3.17---3.49
C	3.00	2.89---3.16
C-	2.67	2.50---2.88
D+	2.33	2.17---2.49
D	2.00	1.89---2.16
D-	1.67	1.50---1.88
F	0	0.00-1.49

Grade Levels by Credits at Muskogee High School

With the traditional 7 period day, MHS students can earn seven (7) credits per year, 28 credits in four years. Additional credits may be earned in the seventh & eighth grade. Per State laws and school board policy, social promotion is not possible at the high school level.

Credits needed for classification by grade levels:

Senior.....	18
Junior.....	12
Sophomore.....	5
Freshman.....	<5

Reclassification is done after the first semester, second semester and after summer school.

Students who do not meet credit requirements will remain in their current classification.

Student Schedule Change

Course offerings are determined by student's request at the time of spring enrollment. After students choose their courses, a master schedule is prepared of the classes to be offered, and teachers are employed and assigned to teach the classes. Then that students' selection of classes for the school year is set.

Students can only request a schedule change during the first two weeks of the semester.

The first two weeks of the school year are set aside for these scheduling conflicts. The counselors and assistant principals may make changes during the first five days of school.

Reasons to change a schedule:

1. To make up previously failed classes
2. To correct computer errors
3. To award outside credit earned, such as summer school
4. To correct placement due to lack of prerequisite or background information
5. To implement changes in an I.E.P.

****Students should contact their counselor if they feel that they are not in the appropriate classes.**

****Any student physically entering a classroom must be enrolled in that class. This means that students should not go to any class that is not on their current schedule even though the student has requested the schedule to be changed . Once the request has been reviewed and resolved, the student will be notified by the counselor. Until the student is notified, they should attend each class on their schedule.**

PARENT/TEACHER CONFERENCE DAY

September 25, 2018, 4:00 p.m. - 7:05 p.m.

September 27, 2018, 4:00 p.m. - 7:05 p.m.

February 5, 2019, 4:00 p.m. - 7:05 p.m.

February 7, 2019, 4:00 p.m. - 7:05 p.m.

REPORTING TO PARENTS

Conference times are regularly scheduled throughout the year. At any time a student, parent, teacher, counselor, or administrator may request a conference to discuss progress or any other matters of concern.

HOMEWORK

Believing that homework and practice of instruction are essential to perfecting the skills of learning, the administration and Muskogee Board of Education endorse the use of homework as an academic teaching strategy. The result of incomplete homework or failure to do homework may result in a teacher detention and/or possibly failing the class.

TUTORING

Teachers will assign tutoring or remediation for students who are failing, or have not grasped a concept. This may also be assigned before school or during ROAD time. Failure to attend tutoring when assigned could result in disciplinary action. Tutoring information is available through the counselors or classroom teachers.

Final Exams

All students are required to take final exams. Students who have a cumulative grade of “C” or better and three or fewer semester absences will have the option to be exempt from the semester exam grade. School related absences will not count against exemption. All other absences including doctor/legal and suspension will count against exemptions. For this policy only, excessive tardies (6 or more in a class) will constitute an absence in a specific class. Students will be required to attend school during scheduled semester exams.

PROGRESS REPORTS

With the progression of technology, all parents of Muskogee High School students now have the ability to view their student’s grades through a digital app named Powerschool Parent Portal. This allows parents or guardians to view assignment grades, class averages, email teachers, and check attendance. This is a very efficient and cost effective process to stay informed of student performance. If a parent or guardian cannot access Powerschool Parent Portal, the grade-level attendance secretary should be notified and a progress report can be mailed home or sent home with the student.

In the event that a student's grade in any class drops below a "C", the teacher for that class will notify the parent/guardian for the student through mail, email, or by phone and will continue to do so every 3 weeks until the grade is a "C" or above. Any changes in parent/guardian phone numbers, emails, or addresses should be promptly reported to the grade-level attendance secretary so that the teacher can contact the parent in a timely manner.

A student or parent may request a conference with the teacher, a counselor and/or a building administrator whenever he/she feels the need; individuals should contact the grade-level secretary or appropriate counselor to schedule a conference.

REPORT CARDS

While PowerSchool Parent Portal is the preferred option for viewing student grades, semester report cards can be mailed to the residence of the student if a self-addressed stamped envelope has been provided. In order to receive a report card, any fee, overdue library books or lost materials must be returned or paid in full.

HEALTH RELATED EDUCATION PLAN (Formerly HOMEBOUND SERVICES)

The provision of homebound services to pregnant students and students with chronic or acute illness is no longer required due to the loss of state funding of the Homebound Program. However, districts continue to afford such students with the opportunity to continue their education. Therefore, a revision of Board Policy IGBD will provide for the development of building level Health Related Education Plan to students who are pregnant or have chronic or acute health condition. Students served on a Health Related Education Plan are still considered to be enrolled by the district and may be counted in the district's ADM. The following summarizes changes to the policy:

PREGNANCY

1. Pregnant students will be provided an educational plan based on the student's voluntary request.
2. The student must present the building principal with a Medical Report from her attending physician.
3. The Health Related Education Plan will then be developed by a building level team consisting of the student's principal, guidance counselor, and a classroom teacher(s).
4. The Health Related Education Plan shall include transitioning the student back into the regular school environment by no later than the sixth week following the birth of the baby.
5. Failure of the student to complete and return assigned work within the established timelines outlined by the plan, will result in termination.

CHRONIC OR ACUTE HEALTH CONDITION

- Chronic or acute health condition is defined as: Students who are not pregnant or not disabled under IDEA, but whose chronic or acute health condition is so severe that it prevents them from attendance in school for a minimum of two weeks or more and would otherwise place them at risk of school failure as a result of the health condition. The condition does not include children with behavior or conduct disorders.
- Students with chronic or acute health conditions, as previously defined, may be eligible for a Health Related Education Plan upon request to the building principal and by presenting a Medical Report from the attending physician. The Medical Report must diagnose and state the severity of the condition.

- The Health Related Educational Plan will then be developed by a building level team consisting of the student's principal, guidance counselor, and classroom teacher(s).
- The Health Related Education Plan shall include an ending date for transitioning the student back into the regular classroom environment.

HOMEBASE SERVICES FOR STUDENTS WITH DISABILITIES

- Homebase services are education services provided to student with disabilities under IDEA. The IEP team will continue to determine the appropriateness of Home-based services. This determination is based on the individual needs of the student.
- Failure by the student to complete and return assigned work within the established timelines outlined by the plan will result in termination.

PROFICIENCY BASED PROMOTION

Students in Muskogee Public Schools will be permitted to receive credit in any academic curriculum area, by course, by scoring at least 90% on a criterion-referenced assessment designed for that specific curriculum area.

Proficiency Based Promotion Procedures

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
2. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product, or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
3. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S.S. 11-103.6:
 - a. Social Studies: Okla. History, U.S. History, World History, Government, World Geography, 7th Grade Social Studies, 8th Grade Civics.
 - b. Language Arts: English I, II, III, IV, 7th Grade English, 7th Grade Reading, 8th Grade English 8th Grade Reading.
 - c. The Arts: Performance.
 - d. Languages: Spanish I, French I.
 - e. Mathematics: Gen Math, Pre-Algebra, Algebra I, Geometry, Algebra II, 7th Grade Math, 8th Grade Math.
 - f. Science: Physical Science, Earth Science, Biology I, Chemistry I, Physics, 7th Grade Science, 8th Grade Science.
4. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
5. Qualifying students are those who are legally enrolled in Muskogee Public Schools.
6. Tests will be offered the second week of the following months: **June, July and December**. Students will be required to register for the proficiency assessment one month in advance of the assessment date.
7. Students will be allowed to take proficiency assessment in multiple subject areas.
8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
9. Exceptions to standard assessment may be approved for those students with disabling conditions. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
10. The school will confer with parents in making such promotion/acceleration decisions. Factors as social and mental growth will be considered in promotion/acceleration decisions.

11. If the parent or guardian requests promotion/acceleration contrary to the recommendation of the school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
12. Failure to demonstrate proficiency will **not** be noted on the student's transcript.
13. Students must progress through a curriculum area in a sequential manner. Elementary, 7/8 Grade level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
14. If proficiency of at least 90% is demonstrated in a 9-12 curriculum area, the student will be granted an A or the percentage earned on his/her report card and his/her high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
15. If a student earns units by proficiency assessment, these units will become a part of the official transcript and will be accepted by other public school districts within Oklahoma.

Proficiency assessment will measure mastery of the Priority Academic Student Skills (PASS) in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:

1. Individualized Instruction.
2. Independent study.
3. Concurrent enrollment.
4. Cross-grade grouping.
5. Cluster grouping.
6. Grade/course advancement.
7. Individualized education programs.

Students should see the school principal to make application for taking proficiency tests.

PRIVATE/HOME SCHOOL TESTING

Grades 9-12

- A. Students in grades 9-12 enrolling in Muskogee High School from private schools accredited by the Oklahoma State Department of Education will be admitted into their corresponding grade level and will receive transcript credit for course work passed at the private school.
- B. Students in grades 9-12 enrolling from Private Schools/Home Schools that are **not** accredited by the Oklahoma State Department of Education will be admitted into the 9th grade (freshman) classification pending completion of the placement testing process.
- C. Private School/Home School students will be offered the opportunity to demonstrate proficiency of documented course work above the 9th grade level, using the MPS Proficiency Test. This test will be offered, upon request, during the months of June, July, and December of each year. Credit will be posted to the transcript provided the student demonstrates mastery of at least 60% on the Proficiency Test. At that time, a student may be reclassified based on credit earned through demonstrating mastery in specific areas. Muskogee Public Schools offers proficiency tests in the following areas: Social Studies, Language Arts, The Arts, Languages, Mathematics and Science.
- D. In grades 9-12, an S shall be recorded on Muskogee Public School transcripts for courses in which a student earns a score of at least 60 percent on the proficiency examination. A U shall be recorded for any

course failed in the non-accredited school; and no course or grade shall be recorded for a course in which a student did not earn a score of at least a 60 percent on the proficiency examination.

Proficiency Test scores **will not** be averaged into the grade point average. Grade point averages will be generated only for those students who have attended the high school for a minimum of four semesters. The transcript from the non-accredited school shall be attached to the transcript from the Muskogee Public Schools. The site principal and the Administrative Assistant at the B.E.S.T. Center shall review the transcript of students from a school outside the United States which are not operated by the Department of Defense Office of Dependent Schools. The number of credits and appropriate placement of the student will be decided as a result of the review.

SUMMER SCHOOL

Muskogee High School operates summer school based on student need and funding. Classes may be taken by students who need to make up credits. A variety of subjects are offered in many fields; however, a minimum of ten students must be enrolled for a class to be held. The State Department of Education regulates the number of subjects a student may take in summer school. Only one (1) unit of credit may be earned during the summer session. Year-long courses must be taken in the sequence of first semester-second semester.

An additional credit may be earned with an online course, and an elective credit may be earned for community service if approved through the principal of summer school.

A student should work closely with his/her counselor in making the choice of summer school subjects. Summer School enrollment forms are available in the counselor's offices.

Correspondence Course - See your respective counselor for information.

COLLEGE ENTRANCE INFORMATION

The entrance or admission standards and requirements vary from college to college. Current college catalogs are available in the College and Career Center. However, the student is encouraged to write and ask for information relative to admission.

TRANSCRIPT REQUESTS

Students currently enrolled in the Muskogee Public Schools District I-20 are entitled to receive a maximum of five (5) copies of their transcript without charge; a fee of two dollars (\$2.00) will be charged for each additional copy.

After termination of enrollment in the Muskogee Public Schools because of graduation or for any other reason, an individual will be charged two dollars (\$2.00) for each copy of his/her transcript regardless of the number of transcripts ordered.

TESTING FOR COLLEGE ADMISSION

The majority of colleges and universities require students to take either the ACT or the SAT exams for admission and possible scholarships. Students are urged to complete the exam at either the end of their junior year or before December of their senior year. It is strongly recommended that students take these exams on the national test dates. Residual tests (those not taken on national test dates) are not valid on many college campuses.

ADVANCED PLACEMENT (AP) EXAMINATIONS

May 6-10 (Monday - Friday)

May 13-17 (Monday - Friday)

Estimated cost - \$95.00 each exam. Cost is responsibility of each testing student unless notified otherwise.

Students who are enrolled in Advanced Placement classes have the opportunity at the end of the course to take the corresponding exam which can earn the student 3 hours of college credit. If a student takes 2 or more AP exams a discounted price will be applied. These prices are set by the College Board not Muskogee Public Schools.

If the budget allows for Advanced Placement tests to be paid for by Muskogee Public Schools, the following guidelines must be followed.

- 1. The student must be currently enrolled in the AP course for that test subject.**
- 2. The student cannot have below a C in the AP course.**
- 3. The AP instructor must sign his/her agreement that the student is academically capable of passing the exam.**

*****Because the AP exams are costly, if a student signs up to take the exam, but fails to show up for testing, the student will be required to reimburse the district the fee paid for the pre-ordered exam.**

PSAT TEST DATES/NMSQT TESTING

Wednesday, October 10, 2018

Recommended for all college-bound students. Two percentile scorers will become National Merit Semi-Finalists, and Finalists may receive a scholarship. See the Junior Counselor in "C" Unit for information about the PSAT.

ACT OR SAT TESTING DATES

All colleges and universities require one of these tests for admission. Please refer to the respective websites for a calendar of registration deadlines. Registration fees are due well in advance of exams and can be completed online. The MHS office of College and Career located in G Unit, can be contacted for extra information or help in registering and preparing for these and other possible exams.

ACT TEST DATES https://www.act.org	SAT TEST DATES https://collegereadiness.collegeboard.org/sat
September 8, 2018	August 25, 2018
October 27, 2018	October 6, 2018
December 8, 2018	November 3, 2018
February 9, 2019	December 1, 2018
April 13, 2019	March 9, 2019
June 8, 2019	May 4, 2019
July 15, 2019	June 1, 2019

CONCURRENT ENROLLMENT

Seniors who lack fewer than six units of credit to graduate may be eligible for concurrent enrollment in a college or university. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of nineteen semester credit hours. For the purpose of calculating workload, one high school unit course shall be equivalent to three semester credit hours of college work. MHS and Connors State College work closely for concurrent enrollment.

TEXTBOOKS AND SUPPLIES

Students in Muskogee Public Schools are provided free textbooks for all classes where required. Once a student is issued a textbook, he/she is expected to keep and care for the book until it is returned. In the event a textbook becomes lost or damaged beyond use, another will **not be issued until the first one is paid for**. The same is true for books not returned to the library. A student may temporarily lose check-out privileges of library books for failure to return books already checked and not returned. A debt statement will be attached to student transcripts for any legitimate debt owed the school. Failure to clear such debts may result in a student being unable to participate in activities at the close of the school year. Senior students who owe the school money are expected to pay the debt prior to graduation exercises. Certain materials, such as gym clothes, accounting practice sets, etc. will be purchased by the student.

STUDENT RECORDS

The Principal of each school is the legal custodian of all student records for that school. Students and parents have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept.
2. The procedure for inspecting and copying these records.
3. The right for interpretation.
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement.
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student which a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled may request the student's education records from any district in which the student was formerly enrolled. The records, **including the student's disciplinary records**, will be forwarded to the requesting district within **three (3)** business days.

When schools transfer records to new educational institutions, **the school will notify parents of the transfer**, and of their right to review and contest the material.

GRADUATION

PARTICIPATION IN GRADUATION CEREMONIES

Students attending Muskogee High School must complete twenty-four units of credit (as defined under graduation mastery requirements subsection C of this policy) or have completed twenty-three units of credit (as defined under graduation mastery requirements subsection C of this policy) and passed three of the state required academic content standards in order to participate in senior activities and the commencement ceremony. **It is noted that participation in the ceremony does NOT denote graduation or receipt of a diploma.**

A student becomes eligible for participating in the next regularly scheduled commencement after completing the credit requirements above

GRADUATION REQUIREMENTS

To graduate from Muskogee High School, a student must earn a total of twenty-four (24) units of credit.

A. The state of Oklahoma designates the minimum number of credits and/or requirements that student must meet to be eligible for an Oklahoma High School Diploma. In addition, local school districts may establish graduation requirements appropriate for the individual districts. No student will be allowed to graduate mid-term with the exception of 5th year seniors. We expect and encourage all students to stay in school for 4 full years. Students should capitalize on four free years of public education necessary to be successful and compete in today's global economy.

Any classes taken by correspondence must be completed and verification received by MHS no later than (10) school days prior to graduation.

B. Diplomas

A student will receive a diploma when he/she has completed all the requirements for graduation from high school as prescribed by the State Department of Education, the North Central Association of Colleges and Secondary Schools, and the Muskogee Board of Education. All graduating seniors are expected to attend commencement exercises.

C. Units/Mastery Requirements

The requirement for graduation is twenty-four (24) units of transcribed credit.

College Prep/Work Ready Requirements:

4 Units Credits	English
3 Units Credits	Math (grades 9-12)
3 Units Credits	Science
1 Unit Credit	American History
½ Unit Credit	Oklahoma History
1 Unit Credit	World History
½ Unit Credit	Government
1 Unit Credit	Fine Arts
2 Units Credits	Technology or Foreign Lang.
1 Unit Credit	From any of the above disciplines
7 Unit Credits	Electives

Total 24 Unit Credits

Core curriculum Requirements:

4 Units Credits	English
3 Units Credits	Math(9-12)
3 Units Credits	Science
1 Unit Credit	American History
½ Unit Credit	Oklahoma History
1 Unit Credit	World History
½ Unit Credit	Government
2 Unit Credits	Fine Arts
1 Unit Credit	Technology
8 Unit Credits	Electives

Total 24 Unit Credits

***Required credits for OKPromise, see grade level counselor

D. Individualized Education Programs For Students With Disabilities

Local individualized education program teams may, for individual students, use a modified set of competencies, minimal competencies for high school graduation, and requirements permitting credit for career education and supervised work experience. This allows for a realistic

educational program which helps youth with disabilities to make the transition from school to the world of work with a maximum chance for success as self-supporting citizens.

HONOR GRADUATES - VALEDICTORIAN

Students being considered for Valedictorian must have attended the two full terms of their junior year and through the first semester of their senior year at Muskogee High School. All secondary classes (9-12) which count toward graduation requirements will be used for calculating the recognized honors list. The Valedictorian will be determined by a 5.0 grade point scale based on the cumulative grade point ranking at the end of the 1st semester of the senior year.

Seniors with a 3.25 grade point average on a 4.0 scale will be considered Graduates With Distinction. They must have earned four units each in English, Mathematics, Social Studies, and Science; earned two additional units in the areas of technology, the humanities, or the arts; earned two units in a foreign language; and achieved a satisfactory score on all end-of-instruction tests required by the Oklahoma Statutes. **Applicable vocational-technical classes offered by comprehensive high school vocational-technical programs shall qualify for technology, science, and mathematics units.**

Honor graduates are those seniors who have earned a 4.0 and above on a 5.0 scale, and they will receive the “honor” of having their names sent to colleges for the **sole** purpose of consideration of the valedictorian scholarship offered at colleges. They will also receive the “honor” of leading their senior class in the graduation procession, and their names will be marked with an asterisk “*” in the graduation program. The registrar will send the transcripts and a copy of the MPS honor graduates policy to the colleges. The class rank and grade point average for this purpose will be calculated at the end of semester one of the senior year. However, at the end of the school year, the transcripts will reflect the student’s final ranking and grade point average, which is a cumulative grade point average for eight (8) semesters.

The top 3% will be recognized as Summa Cum Laude with medal/colors presented at the Senior Scholarship and Awards Assembly. The top 3% will sit on the stage at graduation and have the opportunity to plan and participate in the graduation ceremony. The next 5% will be recognized as Magna Cum Laude with medal/colors presented at the Senior Scholarship and Awards Assembly. The next 10% will be recognized as Cum Laude with medal/colors presented at the Senior Scholarship and Awards Assembly. To graduate Cum Laude, Magna Cum Laude, or Summa Cum Laude, a student must have taken a minimum of 4 AP, Pre-AP, or Honors Classes.

Students who have three hundred (300) service hours within the Muskogee community will be recognized as “Rougher 300” with a double asterisk “**” in the graduation program.

DRESS REQUIREMENT AT GRADUATION

Muskogee High School students and staff **shall not wear** extraneous items to graduation unless they are recognized by the Muskogee Board of Education. The only acceptable items are those honoring Stern Award, McEntee Award, Summa cum Laude, Magna cum Laude, Cum Laude, Rougher 300 and senior presidents of school sponsored organizations. Any other robes, shawls, collars, cords, or article of any kind will not be worn over gowns during graduation exercises. Students wearing such articles will not be permitted to walk across the stage. Additionally, students may wear only one (1) tassel and only one (1) medal and one cord. Violations of this policy will result in a summer placement in ISP for 8 days with diplomas held until all requirements are completed.

HIGH SCHOOL HONORS

Muskogee High School ranks students according to their cumulative 5.00 grade point average after Semester 1 to determine Valedictorian, Salutatorian, Summa Cum Laude, Magna cum Laude, Cum Laude, Oklahoma Honor Society, National Honor Society, and Academic Honors Banquet.

HONOR ROLLS

The honor roll recognizes academic achievement. In an attempt to create an enthusiasm for scholarship, each secondary school shall publish a Superintendent's Honor Roll and a Principal's Honor Roll at the end of each semester.

Superintendent's Honor Roll

Those students having a semester grade point average of 3.66 or above, who have no grade lower than a C will be placed on the Superintendent's Honor Roll.

Principal's Honor Roll

Those students having a semester grade point average of 3.00 to 3.65, inclusive, and who have no grade lower than a (C) will be placed on the Principal's Honor Roll.

HIGH SCHOOL National Honor Society

Students in the 10th, 11th, & 12th grade with a 3.3 average or better are eligible for consideration. For Seniors, the average is derived from the ninth, tenth, eleventh, and the first term of the twelfth grade. For juniors, the average is based on the ninth, tenth, and the first term of the eleventh grade. Consideration of sophomores is based on their ninth grade and the first term of the tenth grade with no grade lower than a C. Character, leadership, and service are also major considerations. Students are NOT accepted in the honor society unless they have participated in school and community activities as well as demonstrated positive citizenship. Students who have been suspended (OSS) or placed in an alternate educational setting due to discipline will automatically be excluded from consideration in the year in which the suspension (OSS) or placement occurs. In order to be considered for membership, students who meet the above criteria must make application at the appropriate time. The completed application is to be returned to the sponsor(s) no later than the deadline date which will be announced through the daily bulletin and public address system. The following is a list of criteria for National Honor Society membership:

1. Scholarship
 - a) The student must maintain a minimum of 3.3 grade point average on all work attempted in the ninth, tenth, eleventh, and the twelfth grade.
2. Character
 - a) The student must obey all school policies. Excessive disciplinary actions will be grounds for dismissal from NHS.
3. Leadership and Service
 - a) School Activities may include the school-sponsored organizations and/or activities. A minimum of 3 are required.
 - b) Community Activities may include church related activities, Boy Scouts and Girl Scouts, (the activities in the literary societies,) DeMolay or Rainbow, 4-H, Candy Strippers, American

Red Cross, any gainful employment, community choir or orchestra, and any other activity approved by the review committee. A minimum of 2 are required.

c) Leadership qualifications may be fulfilled by serving as an officer of an organization or having had demonstrated leadership by having run for an office in an organization. One may also fulfill this requirement by being a teacher or an assistant teacher in Sunday School or Bible School. A minimum of 1 is required.

If a student has any question regarding activities qualifying for items 1, 2, and 3 above, he/she needs to communicate with his/her sponsor(s).

Oklahoma Honor Society

The top ten percent of the freshmen, sophomores, juniors, and seniors are eligible. Membership will be based upon work done during the first term of the current year and the second term of the preceding year. No student who has been suspended (OSS) or placed in an alternate educational setting due to discipline during the terms under consideration will be granted membership that year.

Oklahoma Academic Scholar

Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an *Oklahoma Academic Scholar*.

1. Accumulate over Grades 9, 10, 11, and the first semester of Grade 12, a minimum grade point average of 3.7 on a four-point scale or be in the top 10 percent of their graduating class.

2. Complete (or will complete) 23 units for graduation which consist of at least:

·English - 4 units (Grammar; Composition, Literature).

·Mathematics - 3 units (Algebra I, Algebra II, Geometry, Trigonometry, Analysis, Calculus) or (Applied Math I and II and Algebra II) NOTE: One unit for the mathematics requirement may be completed prior to the 9th grade.

·Science - 3 units (Biology I, Biology II, Chemistry II, Physical Science, Botany, Zoology, Physics, Physiology) NOTE: One unit of Applied Biology/Chemistry or one unit of Principles of Technology may substitute for one unit of required lab science.

·Social Studies - 3 units (History, Government, Sociology, Psychology, Economics, Anthropology, Geography) or (a combination of 2 units of social studies and 2 unit of the same foreign language may be used to satisfy the requirement).

3. Achieve a composite score of 27 on the ACT or 1220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation.

COLLEGE PREPARATORY CURRICULUM REQUIREMENTS

Senate Bill 982 - Section 8 which was passed by the Oklahoma legislature and signed into law by Governor Henry on June 7, 2005. Beginning with students who are ninth graders in the 2006-2007 school year, students are to complete college preparatory curriculum in SB 982, unless the student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements. Parents must complete and sign a form during pre-enrollment to indicate their choices.

4 English: Grammar, Composition, Literature, or any English course approved for college admission requirements.

3 Laboratory Science: limited to Biology, Chemistry, Physics, Physical Science with lab or any lab science course with content and /or rigor equal to or above Biology and approved for college admission requirements. *Note: Science courses above Biology I may be taught at a high school or technology center.*

3 Mathematics: limited to Algebra I, 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 requirements. *Note: Math courses above Algebra I may be taught at a high school or technology center.*

3 History and Citizenship Skills, including 1 U.S. History, and 2 units from the subjects of History, Government, Geography, Economics, Civics or Non-Western Culture.

2 units of the same Foreign Language or non-English language or 2 units of Computer Technology approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding Keyboarding or Typing courses.

1 additional unit selected from any of the above or career and technology education courses approved for college admission requirements.

1 unit or set of competencies of Fine Arts, such as Music Art, or Drama, or 1 unit of Speech.

6 electives

A local school board's graduation requirements may exceed the state graduation requirement of 23 units.

NOTE: Additional requirement information for specific universities and colleges may be obtained in the MHS College and Career Center. Also, students who plan to attend college are encouraged to take honors, pre-advanced placement, and advanced placement courses because these classes are designed as college prep courses.

SELF-REFERRED STUDENTS TO RAA

Admittance to the R.A.A. Program from sending schools must have administrative and review committee approval. Students are allowed to do a self-referral to RAA, but may do so only upon agreement of **both** the sending and receiving principal along with review committee approval. Parental notification is

required before self-referred students attend RAA. Students will be required to stay for the entire semester and follow all rules and regulations of the Alternative program which will include being on level and passing a drug screening test - (for self-referred students - if recommended by the administration) before returning to the sending school. Returning to the sending school requires the approval of the administration of both schools.

Students with IEP's may NOT be self-referred to RAA unless an IEP conference is held, the objectives identify how the special education goals will be met (the reason(s) for the placement MUST NOT be related to his/her Special Education needs), who will be responsible for instructing the student, and the Director of Special Services approves the placement. The principals, the student's counselor, the parent/guardian, the special education teacher(s) of the student and other staff (as requested) MUST attend the IEP conference and sign the IEP.

Participation in the Career technology programs offered at the Indian Capital Career Technology Center is expected for students in grades 11 and 12; participation for students in other secondary grade levels is strongly encouraged.

While attending R.A.A., **self-referred** students **may** attend and/or participate in the sending school's extracurricular (after school) activities with the approval of the administration of both schools. All rules and regulations of the Oklahoma Secondary Schools will be followed in order to participate in extracurricular activities.

ONLINE PROGRAM

Muskogee Public Schools offer an online educational program. Students interested in full or part-time online placement must see their grade level counselor and be referred to the counselor at the Rougher Alternative Academy. Students placed online must complete the semester in which they are enrolled before returning to MHS.

GENERAL INFORMATION

ONE MINUTE OF SILENCE

A state law, passed in 2003 requires school districts to observe 'one minute of silence' each day for students to: "*reflect, meditate, pray or engage in other silent activity*" that does not disrupt the classroom or the school day.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Muskogee Public Schools, District 1-20 of Muskogee County, OK, is in full compliance with the Family Education and Privacy Regulations of 1988. Parents and eligible students (over the age of 18) have the following rights under the Family Education Rights and Privacy Act (FERPA) and the School District Policy;

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records.
3. The right to consent to disclosure of the records (except to the extent of FERPA).
4. The right to file a complaint with the U.S. Department of Education.
5. The right to obtain a copy of FERPA policy from the B.E.S.T. Center 202 W. Broadway, Muskogee, OK 74401

6. The right to have translation provided for parents who have a primary home language other than English.

7. The forwarding and disclosure of disciplinary records or other education records to a school district in which a student seeks or intends to enroll shall be in accordance with the annual notification requirements and provisions of the Family Education Rights and Privacy Act of 1974 (FERPA).

All rights and protection given to parents under the FERPA policy, transfer to the student when he or she reaches the age of 18 and enrolls in a post-secondary school. The student then becomes an "eligible student."

Annual notice of the Family Education Rights and Privacy Act will be included with enrollment information at the beginning of each year. A copy of the Muskogee Public Schools Student Records Policy and Procedures can be obtained from the Director of Special Programs.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (I.D.E.A)

In keeping with the philosophy, "All students can learn", students with disabilities are a primary concern of Muskogee Public Schools. In accordance with Public Law 101-476 and amendments, Muskogee Public Schools, District I-20, provides the opportunity for a free and appropriate public education for disabled individuals from birth through 21 years of age. If you are the parent of an individual with established or suspected disabilities, or are aware of such individuals, please contact us regarding our programs.

For further information contact the building principal of your child's school or Debbie Winburn, Administrator of Special Programs, Muskogee B.E.S.T. Center, 202 West Broadway, Muskogee, Oklahoma, 684-3700,

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

Muskogee Public School buildings have been inspected for asbestos-containing materials and a report of this inspection, laboratory analysis of the samples, and other pertinent data are included in the AHERA management plan. A copy of the AHERA management plan for each school is on file in the school office and the master AHERA management plan is on file in the office of the superintendent and the school district's maintenance department. All AHERA management plans are available for public review; please contact the Director of Maintenance at 918-684-3710 to set up an appointment to review documents.

COUNSELING - GUIDANCE SERVICES

Counseling services are available to every student in the school. These services include: assistance with educational planning; interpretation of test scores; college and scholarship information, career information; study help; help with home, school, and/or social concerns; or any question the student may feel he or she would like to discuss with the counselor. The counselors believe that parent conferences are important and encourage parent input and involvement. They assist in developing with the parents and the student a four-year high school course plan for graduation (documented). They annually review and document the student's academic credit received for graduation with parents and students.

Counselors may meet students when an illness or injury occurs at school, the student should request a pass from the teacher to their counselor or the building administrator. As a rule, we do not administer first aid, however, we maintain a first aid supply kit. Parents will be called. Parents are required to provide the school with emergency information and to notify the school if name, address, and telephone numbers change during the school year. School personnel will call for emergency medical help if parents cannot be reached.

Counselors may meet students on an individual basis or through group guidance sessions. Computer input for schedule changes is an administrative/designee function. Since minimum computer time will be

required from counselors, the counseling philosophy of helping ALL students in ANY way possible is standard practice.

BREAKFAST AND LUNCH PROGRAMS

Muskogee Public Schools currently serves free breakfast and lunch to its' students. This is made possible by federal grants awarded to the district after the completion of the yearly application process.

FIELD TRIPS-General

All field trips are to have an instructional basis or will be used to recognize good behavior, attendance, or academic performance. All requests shall be made through and approved by the building Principal or their designee. Students will not be marked absent while attending field trips. Student participating in school sponsored field trips are required to ride in transportation provided by the school to and from the event. Any alternative transportation request must be made in writing by the parent/guardian at least one day prior to the trip. Students participating in non-competitive activities (field trips) during the school day must be passing all classes at the time of the trip.

FIELD TRIPS-OSSAA

Students participating in field trips, approved by the principal/designee or non-competitive activities (which do not involve school time) will not be subject to the OSSAA academic eligibility standards unless required by the particular school activity. If the approved field trip or non-competitive activity involves school time, then the OSSAA academic eligibility standards will apply. Any exception to the above eligibility requirements for the High School must be approved by the principal.

DEPOSITS (FEES) FOR FIELD TRIPS

Students are to be informed of the requirements to participate in field trips or non-competitive activities and if any fee paid to participate in an activity is non-refundable in the event the student becomes ineligible to participate in or attend the activity. This information is to also be included on the parent permission form.

Students are to be informed that deposits paid to vendors for services for students participating in field trips or non-competitive activities will not be refunded.

TELEPHONES

The office telephones and those in the different departments are for school business. Students may ask for permission to use their respective grade level Attendance Secretary's and/or their respective Counselor's phone in case of an emergency.

FOUND PROPERTY/FUNDS

Any found property or funds are to be turned in to the security office. Such property or funds not identified by the original owner within 60 days becomes property of the school.

"ROUGHER" STORE

The PTSA sponsors a store for the convenience of the faculty and students. The store has various items ranging from Rougher T-shirts, gifts, pencils, paper, candy, balloons, etc. No longer will you be caught without needed supplies for class or without that special gift for a Rougher fan! The store will be open during the lunch hours each day. Help support your PTSA!

SALES (FUNDRAISING)

All sales of any type must have the permission of the building principal and Board of Education before they can be conducted.

MESSAGES TO STUDENTS

Only messages considered to be of an emergency nature will be delivered to students. Students are NOT called to the office telephone. Please do not ask schools to deliver messages that are "not once a year" type emergencies. Parents are also reminded that flowers cannot be delivered to students during the instructional day. In order to honor Instructional Time, messages, visits, and non-essential deliveries will not be made during class time of students. This includes the delivery of food to students for lunch.

PROCESS FOR ADDRESSING PUBLIC CONCERN

The Board of Education recognizes the right of individuals and groups to have input and to express their concerns regarding such matters as school personnel, the curriculum, instructional materials, school services, discrimination and school facilities. In the interest of handling all concerns fairly and expeditiously, the Board of Education is committed to the philosophy that an equitable resolution of concerns regarding the schools be handled at the lowest possible level and in this connection has formulated the following procedure:

Step One:

A concern will first be discussed by the individual and the staff member directly involved, with the object of resolving the matter informally.

Step Two:

If the concern is not satisfactorily resolved at Step One, the individual will submit his/her concern in writing to the building principal/site supervisor, stating the reasons for the concern and the relief desired. The principal/site supervisor will meet with the individual at a mutually convenient time within 10 working days of receipt of the concern. Within five working days of this meeting, the principal/site supervisor will provide a response in writing to the individual, stating reasons for his/her decision. All written documents will be signed and dated.

Step Three:

If the matter is not resolved at Step Two, the individual will file an appeal to the Superintendent/Designee at the B.E.S.T. Center within 10 working days of the receipt of the principal/site supervisor written response. The appeal to the Administrative Assistant at the B.E.S.T. Center will include the reasons for the concern and the relief desired. The Administrative Assistant at the B.E.S.T. Center will then meet with the individual and the building principal/site supervisor within 10 working days of the receipt of the appeal. Within five working days of this meeting, the Administrative Assistant at the B.E.S.T. Center will communicate his/her decision, in writing, with the supporting reasons, to the building principal/site supervisor and the concerned individual.

Step Four:

In case the matter is not resolved at Step Three, the individual will file an appeal with the Superintendent within 10 working days of the final Step Three meeting. The appeal of the Superintendent will include reasons for the concern and the relief desired. The Superintendent will then meet with the individual and the building principal/site supervisor within 10 working days of the receipt of the appeal. Within five working days of this meeting, the Superintendent will communicate, in writing, his/her decision, with supporting reasons, to the building principal/site supervisor and to the concerned individual.

Step Five:

Within 10 working days of receiving the decision of the Superintendent, the individual may appeal to the Board of Education. This appeal will be in writing and directed to the Superintendent of Schools.

In spite of the above recommendation, there will be occasions when concerns will be taken directly to the Board of Education, which has established these guidelines for handling such cases:

1. Answer the question if he/she definitely knows the answer.
2. Advise the superintendent of the conversation if the Board member believes the question has policy implications.
3. Advise the individual or group of the proper channeling of concerns, which is as follows:
 - a. Supervisor or teacher.
 - b. Building principal/Site Supervisor.
 - c. Director/Administrative Assistant.
 - d. Superintendent.
 - e. Board of Education.
4. When a Board member receives a concern, and has reason to believe that the person or persons involved will not go to the source of the problem, he/she should inform the superintendent of the situation. In no case should the Board member go to the source of the problem himself/herself unless directed by a quorum of the Board in legal session.

The agenda of each regular Board of Education meeting provides an opportunity for any resident of the Muskogee Independent School District I-20 to address the Board of Education relative to action items on the agenda.(Please refer to Board policy #BDDH).

The Board of Education encourages parents and other citizens to express their concerns, to ask questions, and to take an active interest in the school's educational program and environment by attending Board meetings, visiting the schools, and meeting with teachers.

PROCEDURE TO RELEASE INFORMATION, INTERVIEW, PHOTOGRAPH, OR TAPE STUDENTS

In accordance with this policy all attempts will be made to minimize the loss of instructional time for interviews, photographing, or taping students. All guidelines contained in the Family Education Rights to Privacy Act (FERPA) and Individuals with Disabilities Act (IDEA) P.L. 101-476, will govern the release of information by staff. All interviews, photographs or taping of students will be supervised by Muskogee Public School personnel. (MPS policy JO).

The school district is excited about the innovative academic programs offered for students. The local newspaper has suggested that we submit articles from time to time about these programs, by providing news releases and pictures of the children in our district at work. However, in order to comply with this request, the district would like to have parental permission in order to have our students' pictures and or interviews appear in print or on film. Any parent who does not wish to have their child's picture taken or interview taped, must submit their request in writing to the school's administrator. The district seeks your continued cooperation and support.

INTERNET ACCEPTABLE USE POLICY

The Muskogee Public Schools exist to create and provide educational opportunities in a success based educational environment to empower all students to become lifelong learners and participants in an ever changing world.

Definition and Purpose of Service

Electronic resources include local area networks within each school building, a wide area network linking all Muskogee Public School facilities, and Internet and E-Mail links to the world. Internet is an

electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Thus it offers vast, diverse and unique resources. The goal of this project is to promote educational excellence by enhancing student and educational research activities, providing a conduit for the transmission and sharing of educational information, providing access to appropriate national and international resources, and preparing students for a technology rich society.

Acceptable Use

All users of electronic resources must comply with this policy and the stated purposes. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. Each organization/school is responsible for the activity of its users and for ensuring that its users are familiar with this Use Policy. Each school/office will maintain and enforce this policy. Using the network is a privilege, not a right, and the privilege will be revoked when students do not follow these strict guidelines.

It is possible for all users of the world wide Internet to access information that is intended for adults. Although Muskogee Public Schools has taken all reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, and educational objectives of the district, the district or school cannot prevent the availability of, nor even begin to identify inappropriate material everywhere on the Internet. Computer security cannot be made perfect and is likely that a determined student could make use of computer resources for inappropriate purposes. Students must remember using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.

Student, Staff, and Community Member Use

The Muskogee Board of Education supports the rights of students, staff, and community members to have reasonable access to various information formats and believes it is incumbent upon students, staff, and community members to use this privilege in an appropriate manner.

Permission/Agreement Form for Students

A written parental request shall be required prior to any student being granted independent access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent/designee with a written request.

Agreement for Staff and Community Members

A written request/agreement form, shall be required of all staff and community members being granted independent access to electronic media involving district technological resources. The required request/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by each staff member or community member at each school building. This document shall be kept on file as a legal, binding document.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media. (Muskogee Public School Policy IIAD)

Access Privileges to Electronic Materials

In the Muskogee Public Schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, Muskogee Public Schools maintains the right to limit access to software and/or documents found either on Muskogee Public Schools Wide Area Network or the Internet, via technical or human barriers.

General Standards - Users

The following standards are used as a general structure for student, staff, and community member access to electronic resources:

Acceptable Use

Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, unlicensed computer programs, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is inappropriate. Illegal activities are strictly prohibited. Using Internet to play games (including MUDs or multi-user games) is not accepted use. Muskogee Public School instructors and administrators have the right to determine what is appropriate.

Rights, Responsibilities, & Privileges

This document of the terms and conditions for the use of Electronic resources must be signed by all students and adults to get an individual user account. It is designed to enable all users to understand the responsibilities clearly as a user of the Internet. If you have any questions about these responsibilities, please contact your Building Administrator.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access.

Network and Internet Regulations

1. The use of Internet must be in support of education and research and consistent with the educational objectives of Muskogee Public School District I-20.
2. Schools will not offer Internet access to anyone who has not placed on file the suitable agreement form.
3. You may not break in or attempt to break into other computer networks.
4. You may not create or share computer viruses.
5. You may not destroy another person's data.
6. You may not monopolize the resources of Muskogee Public School's Network by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using resources for games.
7. You may not use MUD (multi-user games) network via the Muskogee Public School's Network.
8. You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene materials.
9. Purposefully annoying other Internet users on or off the MPS system, is prohibited. This includes such things as continuous talk requests, vandalism, and harassment.
10. No illegal activities may be conducted via the network.

11. Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
12. Encouraging the use of or promoting the sale of controlled substances or drugs.
13. Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
14. Using unlicensed computer programs.
15. Redistributing a copyrighted program or copyrighted material without express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading materials.
16. All communications and information accessible via the network should be assumed to be private property. Students should assume that all network correspondence is open to staff supervision and censorship.

Electronic Mail Regulations

Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not reveal your personal address or phone numbers of students or colleagues. Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities. Parents and students must sign the form (attached) in order to use the Internet at Muskogee Public Schools.

ATHLETIC ELIGIBILITY

Grades 9-12 You are NOT eligible:

1. If you were 19 years of age before September 1st.
2. If you have not attended classes 90% of the time for the current semester.
3. **A** - If you did not pass a minimum of 5 subjects counted toward graduation in which you were enrolled during the last 18 week grading period. Eligibility may be regained after the first six weeks of each semester by achieving passing grades on the weekly eligibility check in ALL subjects in which you are enrolled.
B - If you are not passing all subjects enrolled in at the time of the weekly eligibility check. This begins during the third week of each semester. If a student is not passing all subjects enrolled in at the time of the eligibility check the week after being on probation, he/she will be ineligible to participate during the next one week period. A student who has lost his/her eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains his/her eligibility with the first class of the new one week period (Monday through Sunday).
4. If you have been disqualified from a contest because of unsportsmanlike conduct or a flagrant foul or if you are under school discipline. (Principal may reinstate the student following a conference and after a written report of details and action taken has been filed with the OSSAA.)
5. If you have participated in a contest where professionalism is being practiced or cash or merchandise prizes were offered.
6. If you have participated in a contest under an assumed name.
7. If you have attended school 8 terms in grades 9-12.
8. If you have participated in the sport 4 seasons, or have had 3 seasons or opportunity in the sport after attending 2 semesters in the 9th grade.

9. If your parents are not bona fide residents of the high school district where you are attending. (If a transfer student, the state rules for eligibility apply.)
10. If you have participated in athletics at any school other than the public school of the district where your parents reside.
11. If you have participated in organized practice of a game of football or basketball before the season opens or after the season closes.
12. If you do not have on file in the principal's office a Physician's and Parent Certificate for the present school year.
13. If you belong to a fraternity, sorority or secret society in violation of the State Laws of Oklahoma or the regulations of the local Board of Education.
14. If you are not a legal student or if you do not meet the residency requirements of the Oklahoma Secondary Schools Activities Association.
15. Class schedule change may affect eligibility.

SECONDARY EXTRACURRICULAR ACTIVITY ELIGIBILITY

Oklahoma Secondary School Activities Association (OSSAA) eligibility standards are required of all students participating in competitive extracurricular activities, athletic and non-athletic. Local school boards may make exception only for those students participating in non-competitive activities.

Concussions

Students who have experienced a head injury and symptoms of a concussion should consult with their coach, trainer, or a medical professional. If they are given instructions from this professional they need to provide those to their grade office.

CLUBS AND ORGANIZATIONS

Muskogee High School has a vast number of clubs and organizations tailored to meet the interests and needs of students. Students are strongly encouraged to join a school sponsored club or organization. Research show that engaged students are more apt to have a positive educational experience and finish high school. Clubs and organizations at MHS must have a certified staff member as a sponsor. Clubs and organizations may not have but one president at a time. Approved clubs and organizations may conduct fundraisers if approved by asst. principal in charge of activities and have a district approved activity account.

Clubs may include the following:

NASA (Native American Student Association)	Robotics
MHS Character Club	Engineering
RAA Character Club	DECA
Movie Club	BPA (
All School Musical	FFA/Agriculture

German Club	HOSA (Health Occupation)
Spanish Club	Skills USA
Rougher TV/Broadcasting	FCCLA
Pickleball Club	AFJROTC
MHRT/Repertory	MAG (Gamers)
Band	Library Club
Choir	Academic Pursuit Team
Dungeons & Dragons	OK Honor Society
FCA	Nat'l Honor Society
Teens for Christ	Science Club
HALO/LASO	Math Club
Young Republicans	Data Analysis
Young Democrats	History Club
Student Council (Stu-Co)	Chess Club
African Am Heritage Club	Senior Class
Drama/Speech/Debate	Junior Class
The Scout (Newspaper)	Sophomore Class
Social Justice Club	Freshmen Class

RIGHTS AND RESPONSIBILITIES

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students Have the Right to:

1. A system of public education which meets the needs of the individual student.
2. Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
3. Physical safety and protection of their personal property.
4. Free student elections for organizations within the school.
5. Consultation with teachers, counselors, administrators, and other school personnel.
6. Examination of their own personal school records. Students under 18 are required to obtain parental/guardian approval.
7. Involvement in school activities without being subject to any form of discrimination.
8. Know if homework was completed correctly.

9. Respect from other students and school personnel.
10. Present complaints or grievances to proper school authorities and receive replies from school officials in a timely manner regarding the disposition of their complaints or grievances. See “Equal Opportunity” on pg. 20 for procedures to report complaints and grievances.
11. Be involved in the implementation and evaluation of the Discipline Management Plan.

Students Have the Responsibility to:

1. Attend classes on a daily basis and be on time for all classes.
2. Follow directions of all supervisory adults in the building, on the playground, in eating areas, on buses, and during school-sponsored activities.
3. Behave in a manner that does not interfere with the learning process of other students.
4. Be prepared for each class with appropriate materials and assignments.
5. Pursue and attempt to master the essential elements of the curriculum as prescribed by the district and the state.
6. Respect individuals and property and conduct him or herself in a responsible manner.
7. Dress in accordance with district standards of propriety, safety, health, and grooming.
8. Pay required fees and fines, except as exempted by law.
9. Obey all school rules, regulations, and policies.
10. Seek changes in school policies and regulations in an orderly and responsible manner, through approved channels.
11. Report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents have the right to:

1. Send their student to a school with a positive school climate.
2. Expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
3. Be provided with an educational program with high academic and disciplinary standards for their students.
4. Review the student's academic progress and other pertinent information which may be contained in the student's personal records.
5. Address a question concerning their student to the proper authority and to receive a reply in a reasonable time period.
6. Be involved in the implementation and evaluation of the Discipline Management Plan.

Parents Have the Responsibility to:

1. Instill in their child the necessity for appropriate behavior at school and school-sponsored activities.
2. Ensure their child's compliance with school attendance and requirements and promptly report and explain absences and tardies to the school.
3. Encourage the child to develop proper study habits at home. Keep informed on school policies, administrative decisions, and academic requirements of any school program.
4. Participate in parent / school organizations.
5. Ensure their child is appropriately attired at school and school-sponsored activities.
6. Discuss report cards and work assignments with their child.
7. Bring to the attention of school authorities any learning problem or condition that may be related to their child's education.

8. Maintain an up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
9. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
10. Ensure their child's attendance at school tutorials as required or as the need arises.
11. The school district shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the school. (SCHOOL LAWS OF OKLAHOMA, SECTION 658)
12. Submit a signed statement that they understand and consent to the responsibilities outlined in the district discipline management plan.
13. Participate in meaningful parent / teacher conferences to discuss their child's school progress and welfare.

RIGHTS AND RESPONSIBILITIES OF TEACHERS

Teachers Have the Right to:

1. The support of fellow teachers, administrators, parents, and students.
2. Work in a positive school climate with a minimum of interruptions.
3. Expect all assignments, including homework, to be completed and turned in as requested.
4. Remove any student from class whose behavior significantly disrupts a positive learning environment.
5. Safety from physical harm and freedom from verbal abuse.
6. Provide input to aid in the formulation of policies and curriculum that relate to their relationships with students and school personnel.

Teachers Have the Responsibility to:

1. Strive to perfect discipline management techniques developed in the district discipline management plan.
2. Be in regular attendance, on time, and prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
3. Respect other individuals and property, and conduct them in a responsible manner.
4. Comply with district and school policies, rules and regulations and directives.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Teach to the standards of performance required by the district.
7. Establish rapport and effective working relationship with parents, students, and other staff members.
8. Inform students if homework was completed correctly or not.
9. Teach students to strive toward self-discipline.
10. Encourage work habits that will lead to the accomplishment of both short term and long term goals.
11. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.
12. Inform parents of serious student misconduct and create appropriate counseling sessions to help parent, student and teacher come to some understanding.

RIGHTS AND RESPONSIBILITIES OF COUNSELORS

Counselors have the right to:

1. The support of fellow counselors, teachers, administrators, parents and students.
2. Provide input to staff members that relates to their respective students.
3. Safety from physical harm and verbal abuse.
4. Provide input to aid in the formulation of counseling services that relate to their relationships with students and school faculty.

Counselors Have the Responsibility to:

1. Provide appropriate support for students in dealing with curriculum areas.
2. Complete annual reviews with parents and students regarding academic credit received for graduation.
3. Set up conferences with parents, students and teachers relating to students grades.
4. Keep the building principal informed of all physical and psychological conditions that may affect particular students while in school.
5. Be sensitive to the behavior of students and alert to changes that require additional counseling services for students.
6. Be guided by professional ethics in relationships with others.
7. Show concern and respect for each student and fellow staff member.
8. Plan and conduct an effective and motivating counseling program.
9. Promptly report undesirable school situations to the building principal.
10. Inform parents of serious student misconduct and create appropriate counseling sessions to help parent, student and teacher come to some understanding.
11. Serve as appropriate role models for the students they serve, in accordance with the standards of the profession.
12. Develop a cooperative working relationship between all counselors and staff.
13. Encourage parental participation in parent/teacher/administrative conferences.
14. Encourage all the students they serve to be self-directed learners, helping them to know how to pursue knowledge independently and collaboratively.

RIGHTS AND RESPONSIBILITIES OF PRINCIPALS

Principals Have the Right to:

1. Have the support of students, parents, teachers, other administrators, and the school board in carrying out the educational programs and policies established by the school system.
2. Provide input for the establishment of rules and procedures that relate to school.
3. Safety from physical harm and verbal abuse.
4. Develop the school environment to provide the proper learning environment.

Principals Have the Responsibility to:

1. Provide leadership for the implementation and evaluation of the Discipline Management Plan.
2. Provide appropriate support for teachers in dealing with student discipline problems sent to the office.
3. Implement a flexible curriculum to meet the needs of all students.
4. Encourage parents to maintain regular communication with the school and encourage parental participation in parent/teacher conferences.
5. Develop a cooperative working relationship between staff and parents.

6. Serve as appropriate role models for the students on their campus, in accordance with the standards of the profession.

DIRECTORY INFORMATION

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

1. The student's name & address.
2. The student's class designation (i.e., first grade, tenth grade, etc.).
3. The student's extracurricular participation.
4. The student's achievement awards or honors.
5. The student's weight and height if a member of an athletic team.

Parents or eligible students have two weeks after receiving the student handbook to advise the school district in writing (a letter to the Building Principal's Office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two week period, each student's record will be appropriately marked to indicate the items they refused to permit the district to designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

MHS ATTENDANCE POLICY

SCHOOL ATTENDANCE REQUIREMENT

The Department of Public Safety shall deny a driver's license to any person under (18 years of age) who is:

1. Not enrolled in a public or private secondary school (with satisfactory attendance)(NO Unexcused absences).
2. Not making satisfactory progress in a program leading to a Diploma or a Certificate of High School Equivalency.
3. Suspended 10 or more days.

To reinstate a driver's license a student must:

- A. be in attendance, equal to the time absent from school, and
- B. be making satisfactory progress in their course work for one semester.

**Should a student's driver's license be revoked, it will result in the loss of parking/driving privileges at Muskogee High School until they are restored by administrative guidelines.

I. Expectations/Notifications

In the Muskogee School District, regular attendance is important to ensure that students have the opportunity to maximize their learning experiences as well as to learn positive behavior patterns for future life. Students are expected to be in classes on time each day of the school year. When students miss school, parents are responsible for notifying the school's attendance office regarding the reason for the absence. This notification may be communicated by phone or written note dated and signed by the parent/guardian. Regardless of parent contact, upon the student's 5th absence in a 4 week period, the

student will be considered truant without proper documentation. **If notification is not made the day of the absence, it should be received by the school before the end of the school day immediately following the absence, or the absence(s) will be considered a truancy.** The student must provide written documentation in order to be granted relief of the absence from the following:

- A. Doctor**
- B. Dentist**
- C. Therapist, etc.**
- D. Court related**

The school will notify parents in writing upon the 4th day a child is absent without valid excuse. If within five (5) days after a warning has been issued, and the parent, guardian or custodian of such child does not comply with the provisions of attendance, the attendance officer shall make a complaint against the parent, guardian or custodian of such child in a court of competent Jurisdiction for the attendance violation. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period, or is absent without excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the city attorney. Parents are encouraged to meet with school officials regarding the attendance records of their student at any time during the school year.

II. Absences

1. An absence at the secondary level is defined as being more than 15 minutes late to an assigned area or not being present for an assigned class/activity. Once a student reaches 6 unexcused tardies in a 9 week period a citation will be issued.

Absences are documented on appropriate school records, and accumulate toward the maximum allowable by the district.

The absence limit per semester (18 weeks) for students in grades 9 through 12 is nine (9) days per semester. The teacher will notify parents, and the teacher will refer the student to the counselor in writing upon the fifth (5th) absence. If a student should miss ten (10) days during the semester, another letter will be sent to the student's parent/guardian and to the counselor to alert the family and counselor that the student's absence count for the semester is beyond the nine (9) day limit. Counselors and/or administrators will visit with the student and/or parent/guardian to determine if the school can be of assistance in any way.

In accordance with this policy, a student in grades 9–12 with more than nine (9) absences for the semester will receive a grade of “F” at the time of the tenth (10) absence unless the time is made up. Exceptions are obviously made when a hospital confinement or being under the care of a physician exceeds nine (9) days.

2. School related activities within the school day are defined as not being present in assigned classes due to participation in school sponsored events (i.e., Music, Speech, Drama, Athletics, Field Trips, etc.) and documented on appropriate school records. Students who are participating in school related activities are not considered absent.(see the Ten Day Activity Rule)

The principal may excuse an absence upon the receipt of verified medical /legal documentation pertaining to the specific absence. Documentation of this nature should be received by the site attendance office within three (3) consecutive school days after returning from an absence.

III. Truancy

Definition - Includes but is not limited to the following actions:

1. Not being present for all or any part of a school day without previous knowledge or consent of a parent or guardian.
2. Leaving the campus during any part of the school day without receiving written permission from the administrative/designee in advance of the departure time.
3. Failing to return or remain in a designated area (i.e. classroom, counselor/administrator's office, library, gymnasium, etc.)
4. Failing to attend assigned classes or school-sponsored activities whether or not the offending student is on the school campus.

Consequences - Students who are truant face the following consequences in addition to those outlined above:

1. All truancies will result in parent contact and disciplinary consequences.
2. Notification of the Department of Public Safety to deny driver license.
3. Out-of-school suspension may be used if the student refuses to comply with disciplinary consequences, refuses to attend specific classes, or fails to change his/her behavior.
4. The school has the responsibility to refer chronic attendance problems to the District Attorney, the district truant officer, as well as other appropriate juvenile authorities. The site principal or the district truant officer will file with the District Attorney's Office whenever a student is truant for four (4) or more days or parts of days within a four-week period or is absent without medical/legal documentation for ten (10) or more days or parts of days within a semester or term.
5. Truancies, which include odd-period, will still receive the mandatory two (2) days detention.

IV. Absences - Make Up Work

1. Students may request, complete, and receive credit for make-up work for any absence during any school day or partial school day. Truancy make-up work must be approved by the grade-level administrator.
2. Make-up work will be granted for absences upon the student/parent's request. These requests for make-up work shall be initiated within two (2) consecutive school days after returning from an absence. Make-up work shall be completed and returned to the respective teacher(s) within five (5) school days following the absence(s), unless additional time is granted by the principal.

V. Tardies/Unexcused Tardies

Definition

A student not within his/her assigned area when the tardy bell begins to ring is considered tardy (T). A secondary student more than five (5) minutes tardy to class, but less than 15 minutes tardy, and without the proper clearance will have an unexcused tardy (UT). Students who are chronically tardy will be referred to the dean/administrator by the classroom teacher and to the counselor. Tardies will be considered on a per-classroom semester basis.

Consequences

Tardies to a classroom shall be dealt with by the classroom teachers, in the following manner:

Tardy 1-2 -Student warning by the teacher.

Tardy 3 -Teacher will make a documented parent contact

Tardy 4/5-Teacher will assign detention and make a documented parent contact with intervention by Dean.

Tardy 6-Teacher will refer student to the Dean, Principal may refer for citation.

ATTENDANCE CONTRACT

Those students who have more than nine (9) absences but no more than fifteen (15) days may be placed on an attendance contract at the request of the student or the parent/guardian. This contract allows the student the opportunity to pass the current semester. The idea of the attendance contract is to encourage a student to maintain his/her grades as well as follow school rules. Students placed on the contract must meet specific conditions to pass their courses. Parents or students should schedule a conference with the building principal to initiate this option.

TEN DAY ACTIVITY RULE

The Muskogee Board of Education encourages students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility and self-discipline. Since the educational merit of the co-curricular program is recognized, the goal of the Muskogee Board of Education is to facilitate a balanced education for each student. It is with this goal and philosophy that the Muskogee Board of Education established the following Attendance/Activities Regulations:

REGULATION 1:

It is the intent of the Muskogee Board of Education that the superintendent, or his/her designee, annually review the scheduling of activities and comply with the Oklahoma State Department of Education Attendance/ Activities Regulations.

REGULATION 2:

The maximum number of absences for activities, which removes the student from the classroom, shall be ten (10) for any one class period of each school year. In addition, any deviation from the ten days absence rule shall not exceed five days. Excluded from this number are these activities and/or contests:

- State and National Contests sanctioned by the Oklahoma Secondary Schools Activities Association.
- Academic field trips approved by the building principal.
- Assembly programs involving all enrolled students.
- Administration of group or individual tests, as approved by the building principal or district administrators.
- Scholastic competitive contests in science, mathematics, social studies and English, as approved by the Superintendent of Schools.

Final Exams

All students are required to take final exams. Students who have a cumulative grade of “C” or better and three or fewer semester absences will have the option to be exempt from the semester exam grade. School related absences will not count against exemption. All other absences including doctor/legal and suspension will count against exemptions. For this policy only, excessive tardies (6 or more in a class) will constitute an absence in a specific class. Students will be required to attend school during scheduled semester exams.

BEHAVIORAL EXPECTATIONS

DRESS CODE

HEAD COVERINGS

Head coverings of any sort whatsoever shall not be worn by students to class or within school buildings unless (1) prescribed by a physician licensed by the State of Oklahoma; (2) previously approved by the School Board upon written application for a bona fide religious reason; (3) approved by the School's administration for a special school activity.

The dress code includes, but is not limited to: hats, caps, hoods on sweatshirts or sweaters, do-rags, scarves, bandanas or any other head-gear.

PROCEDURES FOR RELIGIOUS EXCEPTIONS TO DRESS CODE

1. Any student who requests permission to wear any head covering for religious reasons shall submit a written application on the form provided by the School District. The form will be located in the School Superintendent's office.
2. The School Superintendent will submit the application to the School Board for consideration at the next regularly scheduled School Board meeting.
3. The School Board will review the application and will approve it unless the School Board finds the religious reasons are not sincerely held beliefs, or that the exception would be likely to cause a material danger to safety and security.
4. Until such time as the School Board approves the application, the student will conform to the dress code as published. The Superintendent has the authority to approve such application on a temporary basis until the next regular School Board meeting.
5. If the application is approved by the School Board for an exception to the dress code, there shall be no change in the approved head wear without further application and approval by the School Board.
6. Any deviation by the student from the head wear previously approved by the School Board will result in disciplinary action as provided by the disciplinary guidelines

Clothing

The guidelines below are minimum standards, and it is recognized that students will continue to dress and groom themselves in appropriate fashion. Should there be a question regarding clothing or grooming, a principal will make the final determination.

Generally, male and female students are affected by these similar rules of dress and grooming.

1. Shoes shall be worn at all times. NO HOUSE SHOES OR PAJAMAS PERMITTED.
2. Sunglasses shall be worn outside only.
3. Clothing which advertises alcohol, drugs, tobacco, the occult, or gangs is not permitted.
4. Clothing/decor that is lewd, offensive, vulgar, contains obscene language, or is distracting is not permitted (see matrix).

Students **shall not wear:**

1. See through apparel, clothing above the 5” rule with holes or mesh that expose skin.
2. Sleeveless articles of clothing that show off undergarments.
3. Distractive clothing such as costumes, lighted or sound equipped clothing, skate shoes, etc...
4. Half, tank, halter, tube tops, midriff, or spaghetti strap tops.
5. Hats, caps, hoods on sweatshirts or sweaters, do-rags, scarves, bandanas or any other head-gear inside the building during school hours.
6. Short dresses or shorts. (Dresses and shorts should not be shorter than 5 inches above the top of the knee).
7. Sagging pants or oversize clothing (must wear pants at waistline).
8. Any clothes which imitate gang activity as deemed by school administration.
9. Chains.
10. Blouses, tops, t-shirts, or shirts that show excessive cleavage or have armholes large enough to see a student's bare torso or undergarments.

****5” RULE--** Skirts or Shorts cannot be shorter than 5” above a student’s kneecap-while standing in a relaxed posture. If the skirt or shorts rise above 5” while walking and cannot remain at or below the 5” mark, the student will be directed to change into appropriate clothing.

****5” RULE--** Jeans or Pants that have holes in them, either by natural distress or intentional fashion, must not show any skin above 5” from the kneecap.

*****If** the student does not have appropriate clothing to change into, the student’s parent or guardian will be contacted to pick the student up from school. The student will receive an unexcused absence for any academic time lost.

CELL PHONES

Cell phones are not to be disruptive during to the learning environment at any time. If a student is disruptive with a cell phone during this time, consequences could result as follows:

- Parent contact, Administrator intervention, confiscation of phone with parent pick up, ISP
- Chronic abuse of cell phone will result in loss of cell phone privileges.

Streaming videos during the school day is prohibited.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with the school instructional program.

Such items include, but are not limited to:

-electronic devices, skateboards, chains, or any other item deemed as inappropriate.

These items will be taken from the student if these items are used by the student during the school day, in the school building, or if items are used inappropriately on school grounds. If these items are taken from the student, the parent may request and pick up the item in the school office. **If these items are at school and are stolen or lost, the school is not responsible for the loss.**

FINANCIAL OBLIGATIONS

Students are expected to take care of any financial obligation within two weeks that they may incur. If a student does not, the following may occur:

1. Students will lose their parking privilege.
2. Students are restricted from participating in future school events.

Check Policy:

For your convenience, if your check is dishonored or returned for any reason, your account will be debited electronically for the amount of the check plus a processing fee of \$30.00 (or legal limit).

HALL PASSES

When class is in session, a student should **NEVER** leave the classroom without a hall pass. Instruction and student participation are considered the keys for classroom success. Attendance is an essential characteristic for success. Teachers are not to release students during the class period without a written hall pass with the student's name, date, time, and teacher's signature. Students in the halls or on the school grounds and not in class during the class period without a hall pass will be considered truant.

DESTRUCTION OF SCHOOL PROPERTY

All students are responsible for proper use of Muskogee Public school facilities and property. Students who cause damage to or destroy any property or facility will be required to make financial restitution in the amount of damage or destruction and the costs of the labor required to replace the items.

Prom Attendance Guidelines

Muskogee High School Prom is and shall continue to be a privilege for students classified as Juniors and Seniors in the Spring semester of each school year. Preparation and expense for prom should be thought out in advance for students who wish to attend. Students may only attend if they are in good-standing and adhere to the following guidelines:

- ONLY Junior and Senior students of Muskogee High School are invited to attend prom.
- Junior and Senior invitees may bring one (1) guest to accompany them to prom.
- Guests must be classified as a Sophomore, Junior, or Senior. No Freshmen may attend.
- Guests invited from outside the district must be approved by the Principal through the application process. The application must be turned in to the Principal's office no later than two weeks before the date of the prom.
- Guests shall adhere to all the guidelines set for MHS students.
- Guests cannot be over the age 21.
- Students on the ineligible list for the week of prom MAY NOT ATTEND PROM.
- Students on the ineligible list during the time that prom tickets are being sold MAY NOT PURCHASE A PROM TICKET and therefore MAY NOT ATTEND PROM.
- Students owing money to the district or school MAY NOT PURCHASE A PROM TICKET and therefore MAY NOT ATTEND PROM.
- Students serving ISP or OSS during the time that prom tickets are being sold MAY

- NOT PURCHASE A PROM TICKET and therefore MAY NOT ATTEND PROM.
- Students serving ISP or OSS the week preceding prom MAY NOT ATTEND PROM.
 - Students having purchased a prom ticket and then not being able to attend prom WILL NOT RECEIVE A REFUND OF THE PURCHASE PRICE FOR THE TICKET.
 - A student may enter the prom ONCE with their guest. Once any student or guest leaves the prom, they may not re-enter.
 - MHS CODE OF CONDUCT GUIDELINES SHALL BE FOLLOWED WHILE ATTENDING ANY SCHOOL SANCTIONED EVENT. DISCIPLINE FOR INAPPROPRIATE BEHAVIOR WILL BE AT THE DISCRETION OF MHS ADMINISTRATION UTILIZING THE DISCIPLINE MATRIX AS A GUIDE.

SAFETY INFORMATION

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available to each student on the first day of classes. Purchase of this program is optional. **Only students playing in sports must provide signed evidence that they are covered by adequate insurance, if they choose not to purchase the school package.** Physicals are required to be on file before students can participate in sports.

CLOSED CAMPUS at Muskogee High School

Muskogee High School is a closed campus. A policy of "Closed Campus" for all students in Muskogee Public Schools will be adhered to at all times. All visitors must obtain permission to visit the school by calling the grade level principal's office for an appointment. Parents are encouraged to support the school curriculum and activities by requiring their children's attendance at all classes and functions scheduled during the day.

PARKING/TRAFFIC REGULATIONS

A. All students who drive cars to the Muskogee High School campus must purchase or secure a parking permit in order to park on campus. All parking permits must be purchased during the first four weeks of school. After this time, all cars without parking permits will be subject to tow and fine.

B. Student drivers are subject to all rules, regulations and policies found within the Automobile Registration/Parking/Traffic Regulation letter required to obtain a MHS parking permit.

NOTE: Since Oklahoma Law now ties the maintaining of a Driver's License to school attendance and academic progress, students and parents should refer to the specifics of this Law as stated in the 2017-2018 STUDENT/ PARENT HANDBOOK. Should a student's DL be revoked, it will result in the loss of parking/driving privileges at MHS until they are restored by administrative guidelines. If an automobile driven by a student is found to be parked on campus during the school day after that student's parking privileges have been revoked, the student's vehicle shall be towed without further notice and at the owner's expense.

Students transporting unauthorized students off campus during the school day will lose their parking privilege for one calendar year. During the school day students cannot ride with one another unless they are siblings.

No students should be in the student parking lot during the school day. Students found in their cars without a pass are subject to loss of driving privileges on school grounds, for up to one school year.

New Parking Regulations

Parking Violation- no permit or in unassigned area \$15.00 fine

Parking in Handicapped Space- \$20.00 fine

Once a student arrives on campus and has left their vehicle in the parking lot they are not permitted to be back to or in a vehicle without administrative approval unless leaving school property. No student will be allowed to leave campus for lunch, or have other persons in their vehicle to leave campus, unless request is made to and approved by administrative staff or Law Enforcement.

Parking Permits will cost \$20.00

Senior Permit - Gold Areas only

Junior Permit - Silver Areas only

Sophomore Permit - Green Area only

Freshman permit - Black Area only

ALL OTHER TRAFFIC CITATIONS AND FINES WILL BE FILED AS CITY CHARGES

Any student found driving inappropriately or reckless on school property or within 500 ft. of Muskogee Public Schools will lose driving privileges for 30, 60, or 90 days, depending on violation.

****Speed Limit on Muskogee Public School Property will not exceed 10 MPH. All persons will abide by all traffic and parking regulations.**

****All students leaving campus for off campus activities, will be required to have an off-campus pass and a parking permit before said student will be allowed to leave. (Off-campus pass is good for one car and its driver).**

****Any student found hiding or transporting unauthorized student(s) off campus will lose their driving privileges up to 180 days, but not less than 30 days of said school year.**

****Any person driving a vehicle on Muskogee Public School Property, automatically is authorizing it to be searched at any time. This is for the overall safety of the students, staff, and visitors in attendance.**

· All regulations are in effect 24/7, 365 days a year.

Violation of any POLICY can and will restrict future visits to MPS Property and/or criminal charges.

VISITORS

Muskogee Public Schools encourages visitation by parents, guardians, media and interested citizens. The following guidelines should be observed by all:

1. All visitors must register in the front office and state the purpose of such visitation.
2. The building principal and/or his/her designee will have the prerogative to approve or disapprove a visit based on the stated purpose for the visit.
3. Visitors must wear name tags while at school generated through lobby guard system.
4. All visits by pupils from other schools or persons interested only in personal visits with Muskogee Public School students or teachers must be approved by the building principal.
5. Infants are not allowed beyond the main office.

DISSEMINATION OF INFORMATION

Any and all literature/information disseminated in school or on school grounds must have the permission of the building principal prior to the release of said literature/information. Students who disseminate unapproved information on school campuses will be subject to disciplinary action.

PETS OR ANIMALS IN SCHOOL

For safety reasons, students or teachers may NOT bring animals to school. If a parent or staff member wants to bring an animal to school, they must first have the permission of the Building Principal and Superintendent or his/her designee. If permission is granted, the animal must be brought to school just before the presentation and taken home when the presentation is finished. The animal must be maintained in a cage or container approved for transportation of the animal, which prevents the animal from interacting with students or staff. The cage or container must be in direct sight of the teacher at all times while on school property. Pets or animals which have the potential for infectious or poisonous bite may NOT be brought on school property.

CAMERA SURVEILLANCE FOR SAFETY

For safety reasons, video recordings will be used to monitor student behavior. Cameras record student activity in the hallways, lunchroom, activity rooms, etc. For safety and security reasons, metal detectors, electromagnetic field analyzers may be used.

Only school officials and school security officers are permitted by law to view video recordings which have been recorded to monitor student behavior.

ACCESS TO STUDENTS BY NON-SCHOOL PERSONNEL

In order to ensure the safety of students, to preserve the property of the School District, maintain proper security at the school facilities, and for the general welfare of the schools, non-school personnel shall be permitted to communicate at school facilities with students only in accordance with the following procedure:

1. Non-school personnel, immediately upon arrival at a school facility, shall check in with the school office. Such non-school personnel shall provide identification and state the purpose for the visit to the school facility.
2. The principal will determine whether access should be granted, under what conditions the visit may be made, and whether permission from the parent/guardian is needed.
3. Non-school personnel shall be defined as any person not enrolled in the Muskogee Public Schools, or not employed by an accredited educational institution.

These guidelines may not be applicable to the following, if prior approval has been given by the Superintendent or his designee:

1. School Board members of Muskogee Public Schools I-20.
2. Any guest speaker/performer appearing at the school for approved school program or sponsored by a teacher for a visit.
3. PTSA.
4. School volunteers.
5. Participants in extracurricular activities, including but not limited to, athletic events.
6. Judges of school sponsored competitive events such as debate tournaments, science fair competitions, FFA projects and activities of similar nature.

7. Representatives of local agencies as identified in Board policy #JFG-Interrogations and Searches and #JHG - Child Abuse and Neglect.

INTERROGATIONS AND SEARCHES

Teachers, administrators and school security personnel (school officials) are authorized to detain and search a student or a student's vehicle where the school official has reasonable suspicion that the student is in possession of:

1. Contraband and nuisance items.
2. Dangerous weapons.
3. Controlled dangerous substance.
4. Beverage containing alcohol.
5. Missing or stolen property.

Reasonable suspicion means that there must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. Metal detectors may be used either at random without cause at times to be determined by the principal or otherwise prescribed by the district or they may be used for minor reasonable suspicion on a selective basis.

Location of Search

The search shall be conducted by a person of the same sex as the student, and witnessed by a certified person of the same sex as the student, if practical. The search shall be conducted outside the presence of other students and the public.

Scope of Search

The extent of the search shall be reasonable and related to the objective of the search. The search shall not be excessively intrusive considering the age and sex of the student, and the nature of the infraction. No strip search of a student is permitted. No clothing of a student will be removed prior to or during the search, except for cold weather wear.

Locker Searches

Students do not have an expectation of privacy towards school officials regarding the contents of school lockers, desks; or other school property. School lockers, desks and other school facilities may be opened and searched by school officials, and no reason shall be necessary for such search.

Law Enforcement Officers

Searches of students and property by certified law enforcement officers shall be conducted in accordance with the rules and regulations of the agency that employs the officer and with applicable state and federal law. It shall be the responsibility of the agency employing the officer to ensure compliance with the foregoing. School officials must witness any such search by the officer.

Any notice to the parents or guardian of a student who is searched by a law enforcement officer shall be the responsibility of the agency that employs the officer. School officials may notify the parents or guardian if requested by the law enforcement officer or student.

Interrogation of Student by Law Enforcement Officer

School officials will cooperate with law enforcement agencies. The principal or appropriate administrator will make students available to law enforcement officers for questioning or detention in

accordance with the following guidelines. High school students may be questioned by certified law enforcement officers in accordance with the rules and regulations of the applicable law enforcement agency.

School officials will not compel students to answer the questions of law enforcement officers. School officials may notify parents and must be present during the time the student is being questioned.

Releasing Students to Law Enforcement Personnel

When an officer with police authority comes to the school for the removal of a pupil by arrest (legal warrant), the pupil is released to the officer. The **police and school administration** will make every effort to notify the parents/guardian before the student is removed from the school site. The school will record the name and the title of the arresting officer so follow-up attempts by the school may be facilitated. An officer is allowed to come to the school for the purpose of questioning a pupil, but the interview must take place at the school and in the presence of school personnel. Until a pupil is under arrest, he is under jurisdiction of the school, and the school is responsible for him.

A student of Muskogee High School may be subject to suspension for violations of regulations covered by civil and school laws of Oklahoma.

SEARCHES BY TRAINED DOG

In order to respond to the drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the District shall use specially-trained dogs to sniff out concealed contraband, drugs, or alcohol on school property.

1. Search of Property - Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property. If the dog alerts to a particular locker, a car, or any item in classrooms or other common areas, it may be searched. If the dog alerts to a car, the student shall be asked, if necessary, to unlock the car doors and the trunk for an internal inspection. If the student refuses, the parents shall be notified. If the dog alerts to a student's outer garments, he shall be subject to search.
2. Search of Students - The dogs may be allowed to sniff an individual student only if there is reasonable cause to believe that the student possesses illicit substances. If the dog alerts to student, the student's outer garments shall be subject to search. If illicit substances or drug paraphernalia are found, the student will be subject to procedures and due process as stated in Board Policy and in this handbook.
3. Notice - Students shall be notified at the beginning of each school year that:
 - a. The lockers remain under the jurisdiction of the District, even though possessed by the students and are subject to sniff search at any time.
 - b. Students will be subject to a sniff search if there is reasonable cause to believe that the student possesses illegal substances.
 - c. Classroom and other common areas are subject to a sniff search at any time when students are not present.
 - d. If any prohibited substances are found, the student shall be subject to appropriate private disciplinary measures, including suspension. The parents or guardian shall be notified if prohibited substances are found in searches conducted under this policy. Students found to be in violation of Board Policy shall be subject to appropriate disciplinary measures as defined in this handbook.

STUDENT ID

Students may obtain a school ID for \$5.00. Students must first pay the \$5.00 fee in the school bank and take the receipt to Mr. Cobb in A154/55. If a picture of the student doesn't exist in Powerschool, one will be taken. The student may pick up the ID from Mr. Cobb the following day.

LOCKDOWN

According to law, there will be 2 lockdowns done per year.

FIRE AND TORNADO DRILLS

Fire drills will be practiced monthly in compliance with Board policy and state requirements. It is important to note the drills must be held during the school year. The first drill of each school year is to be an "unobstructed" drill; drills conducted during the remainder of the school year are to have one or more exits blocked, requiring teachers and students to follow an alternate route, as established for "obstructed drills".

INCLEMENT WEATHER

When weather conditions exist; information regarding school closing will be broadcast on the early morning news of local TV and radio stations. There may also be occasions whereby students are required to remain in buildings, delaying dismissal, because of severe weather conditions. Parents may pick up **only** their children if they want to leave the school during these weather conditions. The Central Office will notify the Building Principal when the "all clear" signal is given and students are dismissed for the day.

STUDENT DISCIPLINE POLICY

The Board of Education recognizes that students do not surrender the rights of citizenship while in attendance at Muskogee Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the **responsibilities** that inclusion demands, including respect for obedience to school rules. The primary goals of Muskogee Public Schools are to educate and to develop student self-discipline in a positive manner. This school district has the responsibility of maintaining a high quality program of education for its students. The Board of Education, through its school officials, has the obligation to issue policies to ensure order as students pursue their education in an atmosphere free from disruptions or distractions which might interfere with this process. The school's' primary responsibility is to those students whose behavior falls within the accepted limits and to be fair and consistent in dealing with those students whose behavior falls outside the accepted limits of these policies.

DISTRICT STUDENT DISCIPLINE REGULATIONS

The Board of Education believes that the school's primary goal is to educate, not discipline. However when behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school.

Oklahoma Law, Title 70, Section 6-114, provides teachers and administrators with the same rights as parents to control and discipline school children within local school policies.

Disciplinary Procedures

Every student is entitled to due process in any situation which requires out-of-school suspensions. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

Standards of behavior for all members of society are generally a matter of common courtesy. 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 involvement of a student in certain types of behavior will not be accepted and will generally require corrective action.

In administering discipline, consideration will be given to alternative methods of correction to ensure that the most effective discipline is administered in each case. The staff may consider consulting with parents to determine the most effective disciplinary measure. In all cases of disruptive behavior the penalties in each disciplinary action should be **commensurate with the problem, consistent, and equitable** across the district. Administrators may use discretion in creating other appropriate disciplinary interventions. A discipline matrix has been developed to ensure equity and is part of these regulations. The discipline matrix is intended to be a guide to appropriate disciplinary action. All disciplinary actions must be documented to include the date, time, the student's specific actions and the teacher/administrator's specific actions.

Riding school buses 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.

All persons involved in student supervision should report inappropriate student behavior to the building principal or his/her designated teacher/administrator.

Student Rights in Relation to Disciplinary Procedures

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, color, or creed. Students have **responsibilities and rights** as individuals. The school disciplinary procedures should not violate those rights and the students should uphold their responsibilities.

The essential rights involved in disciplinary procedures stem from the concept of due process. **Due process is required at each level of the discipline procedures.** A student may exercise his/her right:

- a. To know what the rules and regulations are
- b. To know what charges are brought against him or her
- c. To present his/her point of view and/or evidence about the charge
- d. To have a notice of and hearing on the charges
- e. To have counsel
- f. To appeal a decision about the charges to a higher level
- g. To have the charges or penalties removed from the record if the evidence demonstrated his/her innocence or non-involvement

In the administration of the district's uniform disciplinary procedures the student should be made to feel that his/her value as a person is not questioned, although his/her behaviors are.

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for each other. They should also have respect for school property; take good care of books, desks, and other furniture and equipment.

Disciplinary action may be imposed for misconduct or gross disobedience which includes but is not limited to the matrix:

Offenses

Tardiness
Classroom disruptions/misbehavior
Misbehavior outside the classroom
Failure to adhere to classroom rules
Failure to attend teacher detention
Using vulgar/profane language
Truancy
Verbal confrontation toward staff/student
Failure to attend or to adhere to the rules of ISP
Being in an unauthorized area
Pushing /shoving/ unruly behavior
Gambling
Maximum placement in ISP for semester
Uncooperative/ Failure to follow directives
Extortion/Endangerment Hazing/Bullying
Smoking paraphernalia/Tobacco
Inappropriate/Physical sexual misconduct
Distribution or possession of obscene/pornographic material
Disruptive electronic devices
Stealing/Possession of stolen property
Vandalism/Destruction of property
Grand theft
Firecrackers/ flash paper/ caps (Possession Only)
Fighting
Alcohol/Drugs possession /consumption/distribution
Aggravated assault toward student
Vulgar/ profane / threatening language toward staff / falsely accusing staff of misconduct
Excessive disciplinary infractions for semester
Failure to adhere to accelerated discipline plan or behavior contract
Verbal harassment (sexual, racial, fear)
Assault on staff member
Weapons/Firearms/Explosive devices
Arson

Discipline Levels and Responsibilities

Student Responsibility

Any student may face disciplinary action for failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

Teacher Responsibility

The individual teacher has the primary responsibility for maintaining discipline in the classroom. The teacher has the discretion to establish specific requirements that are consistent with the building's rules and regulations. Classroom rules may come from general classroom conditions, the subject matter being taught, and/or the management philosophy of the teacher. The teacher is responsible for seeing that

students understand what the rules are and why these rules are limited to a specific classroom. If teachers establish specific requirements for their own classrooms, then these requirements should be put in writing. A copy of their individual rules and regulations should be given to **each** student, a **copy given to the principal**, and a **copy posted in the classroom**. Each teacher will develop a classroom discipline plan that includes both infractions and consequences. This plan should include, but is not limited to, the following consequences that will be implemented by the teacher:

Conference with student
Telephone call to parents
Written note to parents
Conference with parents.
Mandatory teacher tutorials (for incomplete or failure to do homework)
Teacher detention
Behavioral contracts
Referral to counselor/school based social worker
Parent/teacher counselor /administrator conference

DISCIPLINE INTERVENTIONS

Counseling

When unacceptable student behavior is observed, the staff member concerned with the behavior should confer individually with the student. This conference should focus on what behavior changes the student must make to eliminate future problems.

The counselor will be informed of the emerging behavior pattern and intercede as a preventive measure. If the behavior persists, the teacher and the counselor should alert the parents about the issue. Parent assistance in resolving the issue is highly encouraged. A telephone call is appropriate at the early stages, but personal conferences should also be utilized early in the process.

Restorative Practices

Muskogee Public Schools is a restorative practices district. Restorative practices will be used to resolve conflicts and help students understand the effects of their behavior on others. Restorative practices will be used where applicable in the matrix.

Classroom Detention:

A classroom detention is the keeping of a student before, during, or after the regular school hours for a reasonable period of time. A student may be assigned to a detention by a teacher to complete past due assignments or because the student has violated school rules. Teachers will document the Classroom Assigned Detention.

IN SCHOOL PLACEMENT (ISP)

High School

In-school placement is a disciplinary action that is assigned to a student. Assignments to ISP are made by the **building administrative staff**; ISP assignments will be for 1 or more school days. The student **will**, during ISP, complete the assigned work and will be given credit for the work. ISP begins at 7:50 a.m. and

ends at 2:50 p.m. Cell phones, electronic devices, food, and drinks are prohibited in ISP and will be collected upon entering.

If a student fails to report for ISP, he/she will NOT be permitted to attend class until the ISP is served. In this case the student will be considered truant from school until the ISP is served. Failure to follow ISP rules may result in further disciplinary activity.

Administration - Short-term suspension

Short-term suspension is a temporary **exclusion** of a student from school, from riding the school bus, or from a class or classes for a period of time not to exceed ten (10) school days. A student may be suspended from school and/or riding the school bus in excess of ten (10) school days for safety reasons. Prior to or during a pre-suspension/placement conference, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the administrator must also follow the procedures set forth under the Special Education Discipline Procedures (JG-R3.Reg). Written notice of short-term suspension recorded on the Suspension Notification form will be given to the student and also mailed home to the parent/guardian of record. A copy of the suspension notice will be sent to the office of the superintendent. All suspended students must be dropped from the student enrollment list and reentered when they return to school at the end of their suspension.

Administration - Long-term suspension

Long-term suspension is the exclusion of a student from school for a period of time greater than ten (10) school days, but for no longer than the balance of the current semester/term and next full semester/term. Prior to or during a pre-suspension/placement conference, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the administrator must also follow the procedures set forth under the Special Education Discipline Procedures (JG-R3.Reg). Written notice of long-term suspension recorded on the Suspension Notification form will be given to the student and also mailed home to the parent/guardian of record. Copies of the suspension notice will be sent to the office of the superintendent, the District Attendance/Truant Officer and to the Secondary Administrative Assistant. Parents /guardians will also be mailed a copy of the appeals process policy for long-term suspensions. All suspended students must be dropped from the student enrollment list and reentered when they return to school at the end of their suspension. The District Attendance/Truant Officer will file the necessary paperwork with the Department of Public Safety to withhold driver license for student under 18 years of age for students suspended longer than ten (10) days.

Corporal Punishment Guidelines

Corporal punishment is NOT an option in Secondary Schools.

Discipline Process - Due Process

Any student involved in the discipline process in the Muskogee Public Schools shall be afforded due process. Students suspended out of school will be offered the following procedures:

IMMEDIATE CONFERENCE

As soon as possible, the student shall be informed, orally or in writing, by the appropriate administrator of the following:

- a. What he/she is accused of doing.

b. The factual basis for the accusation.

After receipt by the student of the foregoing notice, the student shall be permitted to report, both orally and in writing, his/her side of the story to the administrator and produce witnesses if applicable.

ILLICIT DRUG, ALCOHOL, OR TOBACCO USE/ABUSE BY STUDENTS

Students under the Influence of, possessing, or distributing low point beer, alcoholic beverages, illicit drugs, tobacco, and/or other controlled dangerous substances shall be reported to campus police and the appropriate administrator.

Standards of Conduct

It shall be the policy of the Muskogee Board of Education that the use/abuse, possession and/or distribution of illicit drugs, low point beer, alcohol, tobacco (as currently defined by state law), controlled dangerous substances, and/or imposter drugs/Look-alike drugs on school premises or as a part of any school activity is prohibited.

Definition:

1. Low point beer means and includes beverages containing more than one-half of one percent (2 of 1%) alcohol by volume, and not more than three and two-tenths percent (3.2%) alcohol by weight.
2. Alcoholic beverages.
3. Controlled or illicit dangerous substances includes, but are not limited to, controlled, illegal, addictive or harmful substances, including anabolic steroids, prescription and over-the counter drugs and household products such as paint and glue.
4. Imposter drugs/Look-alike drugs are those being sold/distributed/used as real drugs.

WITH PARENT PERMISSION, STUDENTS MAY BE SUBJECT TO DRUG TESTING, WHEN THERE IS REASONABLE SUSPICION.

Penalties for violation of Standards of Conduct:

Students who violate the standards of conduct may be suspended by the principal per discipline Matrix requirements. The police MUST be called when students are involved in the use/abuse, possession and/or distribution of illicit drugs on school premises or as a part of any school activity. Illicit drugs include prescription and over-the-counter drugs.

Interscholastic Drug Testing Policy

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form and Policy" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities.

A participating student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

HARASSMENT/BULLYING

Premise:

“When individuals are afraid to attend school or come to work, they cannot function. Bullying prevention programs can help provide a safe environment in which teachers can teach and students can learn. When an individual is bullied his/ her ability to participate in and benefit from the school’s educational programs or activities is adversely affected.”

Policy:

The Muskogee Public Schools Board of Education believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation and bullying are each forms of dangerous and disrespectful behavior that will not be tolerated.

Definitions:

Bullying means any **repeated** and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more persons in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to: hazing, harassment, intimidation, or menacing acts of a student, employee or volunteer which may, but need not be based on a person’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

Harassment means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.

With the exception of **sexual bullying and sexual harassment**, any detrimental behavior that targets another person shall be considered bullying when **repeated** or upon the second incident. **Sexual bullying and sexual harassment** are considered so **heinous** that they will be dealt with severely upon the first occurrence.

Disability Harassment is defined as intimidation or abusive behavior toward a person based on disability that creates a hostile environment by interfering with or denying an individual’s participation in or receipt of benefits, services, or opportunities in the district.

Harassment and Disability Harassment include but are not limited to:

- Verbal acts, teasing, use of sarcasm, jokes;
- Name-calling, belittling;
- Nonverbal behavior such as graphic or written statements;
- Conduct that is physically threatening, harmful, or humiliating; or
- Inappropriate physical restraint by adults.

Racial Harassment consists of physical or verbal conduct relating to an individual’s race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance, or
- Otherwise adversely affects an individual’s academic opportunities.

Sexual Harassment means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term of condition of obtaining an education or doing a job; or
- Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual's education or job; or
- Interfering with an individual's education or job, or creating an intimidating, hostile or offensive educational/ work environment.

Hazing means committing an act against an individual, or coercing an individual into committing an act, that creates a risk of harm to a person in order for that individual to be initiated into or affiliated with an organization, or for any other purpose.

- Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the individual to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the individual.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the individual to an unreasonable risk or harm or any conduct that adversely affects the mental or physical health or safety of the individual.
- Any activity that intimidates or threatens the individual with ostracism, that subjects the individual to extreme mental stress embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the individual or discourages the individual from remaining in school or coming to work.
- Any activity that causes or requires the individual to perform a task that involves a violation of state or federal law, or district policies.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs and social media) which have the effect of:

- Physically, emotionally or mentally harming an individual;
- Placing an individual in reasonable fear of physical, emotional or mental harm;
- Placing an individual in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with an individual's educational/ work opportunities.

Physical Bullying means causing harm to another's body, or property. It also encompasses threatening physical harm or making threatening gestures. It includes, but is not limited to:

- Tripping,
- Hitting,
- Starting fights,
- Destroying property, and
- Extortion.

Sexual Bullying means committing sexual harm to another including unwanted sexual comments and behaviors such as

- Dating violence,
- Domestic violence, and
- Sexual assault.

Social bullying means causing harm to another's self worth, including but not limited to

- Gossiping,
- Playing mean tricks,
- Spreading rumors,
- Insulting race,
- Excluding from the group,
- Arranging public humiliation, or
- Ruining a reputation.

Emotional bullying means causing harm to another's self-worth, including but not limited to

- Insulting remarks,
- Insulting gestures, or
- Negatively impacting one's ability to do one's job.

1. The prohibition against bullying shall be publicized by including the following statement in the student/ staff handbook(s):

"Bullying behavior by any person in the Muskogee Public School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/ or expulsion from school or in the case of school employees, disciplinary action. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more individuals in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of an individual which may, but need not be based on the individual's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know would have the effect of:

- Placing an individual in reasonable fear of physical harm or damage to the individual's property; or
- Physically harming an individual or damaging an individual's property; or
- Insulting or demeaning any individual or group of individuals in such a way as to disrupt or interfere with the school's educational mission or the education/ work of any individual.

Students, parents, or employees may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly investigated, with possible consequences up to and including alternative placement, suspension, and/or expulsion, or in the case of employee's, termination."

- A. Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.**
- B. The Anti-Bullying Policy will be available on the Muskogee Public Schools website, and in all student, staff, and parent handbooks.**
- C. This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).**

Reporting Intimidation, Harassment, or Bullying Behavior:

- Any person who believes he/ she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may

constitute harassment, intimidation, bullying, or hazing toward an individual should immediately report

the alleged acts.

- The report may be made to any certified staff member. The staff member will assist the individual in reporting to the principal or other district personnel.
- Teachers and other school staff who witness acts of bullying or receive a report of bullying are required to promptly notify designated staff.
- Complaint Form. A copy of this form will be submitted to the principal.
- The school principal or his/ her designee is **required** to accept and investigate all reports of intimidation, harassment or bullying.
- The principal or designee is **required** to notify the parent or guardian of a student who commits verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying.
- A report of any form of bullying must be accompanied by a completed Complaint Form and a Completed Investigative Document.
- Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent.
- Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.
- The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.
- If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending due process.
- To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) school staff is **required** to notify the parent or guardian of a student who is a target of an act bullying of the action taken to prevent any further acts of bullying.

Investigating Intimidation, Harassment, or Bullying Behavior:

The Principal or designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the individual's history, and the context in which the alleged conduct occurred will be investigated.

- The administrator shall inform the parents/ guardians of any victims under the age of majority and the accused of any report of harassment, intimidation, bullying, or hazing.
- The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.
- The district may take immediate steps to protect the complainant, student, teachers, administrators, or other school personnel pending the completion of an investigation.
- The investigation shall be completed as soon as possible. The principal (or investigator) shall make a written report to the Superintendent **or designee** upon completion of the investigation. If the complaint involves the Superintendent, the report shall be reported to the Muskogee Public Schools Board of Education and filed directly with the Oklahoma State Department of Education. The report shall include

a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the district Director of Security.

Mental Health Care and or Counseling:

Upon completing an investigation of harassment, intimidation, bullying or cyberbullying or threatening behavior, a school may recommend that available community mental health care or counseling or any other care options be provided to the student(s), if appropriate. School may request the disclosure of any of the above information concerning student(s) who have received mental health or other counseling or other care 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.

Consequences of Student Bullying (to include student to student bullying and student to adult bullying):

Verified acts of bullying involving students shall result in age appropriate interventions, intended to ensure that the prohibition against bullying behavior is enforced. Bullying behavior can take many forms and can vary dramatically in severity, and in the impact it has on the targeted individual and others. Accordingly, there is no one responds to bullying. While conduct that rises to the level of “bullying” as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action is a matter for professional discretion of the building principal, with the MPS Discipline Matrix *being the guiding document*.

Consequences of Adult Bullying (to include adult to student bullying and adult to adult bullying):

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Consequences for Knowingly Making False Reports:

False charges shall also be regarded as a serious offense and will result in disciplinary action commensurate with the MPS Discipline Matrix, or other sanctions as deemed appropriate.

Threats of Violence:

Threats of violence toward other students, school staff, or facilities generally are prohibited and may result in suspension or expulsion, other disciplinary action as appropriate, regardless of whether the individual has previously engaged in such conduct.

- All employees and students are required to report evidence of threats of violence to their principal. Such reports shall be investigated by the principal or designee. All such reports shall be documented by the principal.
- In cases of threats that may constitute a violation of criminal law, the principal, superintendent or designee shall notify the MPS Director of Security, who may report the incident to the Muskogee Police Dept. The principal/ superintendent shall not be precluded from contacting the Muskogee City Police Department, if warranted.
- Individuals who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due process hearing, to have violated this regulation shall be subject to discipline, including long-term suspension or expulsion, or other

disciplinary action as deemed appropriate. For Special Education students, administrators will consult with the Director of Special Education regarding the appropriate process, pending investigation of the alleged incident.

Restorative Practices

Muskogee Public Schools is a restorative practices district. Restorative practices will be used to resolve conflicts and help students understand the effects of their behavior on others.

Restorative practices will be used where applicable in the matrix.

ENROLLMENT OF SUSPENDED STUDENT WHO MOVES INTO ANOTHER SCHOOL DISTRICT

A student who is suspended from the resident school may move into another district and seek enrollment. 70 O.S. Sec. 24-101 was amended in 1992 to provide in Section B that a student suspended for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students has no right to enroll in another district, and no district is required to enroll such pupil, until the terms of the suspension had been met or the time of the suspension has expired. This discretion of the new resident district applies not only when the suspension was imposed by another public school district in Oklahoma, but also when the suspension was imposed by a private school, or by a public or private school in another state.

CONDUCT AT ACTIVITIES

Students will be held accountable for their behavior at all school activities. Alcohol or drug usage will not be tolerated at school sponsored activities. Students should never come onto the athletic field or playing surface during an athletic contest. Students who come onto the playing surface to initiate or enter a fight WILL be issued a Juvenile Citation and will be assigned to disciplinary action for the length of time specified by the building administrator. Students involved in fighting will have their opportunity to attend other school activities **revoked**. Athletic Events: Effective November 1, 1995, HB1459 allows a school superintendent or his/her designee to maintain order at a secondary school athletic event by directing any person to leave the premises who commits an act which materially or substantially interferes with the peaceful conduct of the athletic event.

EXTENSION OF SCHOOL AUTHORITY

The school has jurisdiction over student behavior. A student may be suspended from school (OSS) for the misbehavior that occurs outside of the school day off the school campus which may affect the school in a negative way.

For Bus Students: From the time they board the school bus to the time they exit the school bus at the bus stop;

For Non-bus Students: From the time they enter the school grounds to the time they leave the school grounds. The school also has authority over students at all school activities (home or away) or whenever students are participating in a co-curricular or extracurricular activity. Fighting, use of alcohol or illegal substances, or other forms of misbehavior will be considered as school problems* and dealt with by the school administration.

*ALL students involved in fighting WILL be issued a Juvenile Citation. This may involve a police investigation.

DISCIPLINE PROCEDURE for In/Out of School Suspension

The following procedures provide for out-of-school suspensions and placement in a school setting. When a student is suspended, the student and his/her Parent/Guardian must receive a written notice - *Suspension Notification* of the suspension. A copy of the completed form should be given to the student at the time of the suspension and a copy provided to the parents/guardian **via the U.S. regular mail. Students who are on an out-of-school suspension will not be allowed on any school campus or to attend any school functions during the suspension period or enroll in any other Muskogee Public School.**

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state. No public school shall be required to enroll the student, until the terms of the suspension have been met or the time of the suspension has expired.

No public school of this state shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for an offense defined in 57 O.S. as an exception to a nonviolent offense or convicted as an adult of an offense defined in 57 O.S. or who has 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 until the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students or faculty. Until the school determines that the student no longer poses a threat to self, other students or faculty, the school may provide education services through an alternative school setting, home-based instruction education plan, or other appropriate setting. (Reference 70 O.S.1997 24-101.3)

SUSPENSIONS OF FIVE OR FEWER DAYS OUT OF SCHOOL

A student suspended for five or less days will be provided an education plan **only at the request of the parent/guardian.**

Suspended Five or Fewer Days - NO Education Plan

In order for a student suspended for five or less days with NO Education Plan to receive credit, the student, upon returning to school, will be responsible for obtaining assignments from each teacher, completing the assignments and returning them to the teacher by the date designated by the teacher at a rate of 1 day makeup for 1 day out. Student or Parent must request assignments the day the students returns to school.

Suspended Five or Fewer Days - With an Education Plan

The Plan will include class work assignments **only for the core areas** in which the student is enrolled. Core units shall consist of the English, Mathematics, Science, Social Studies and Arts units required by the State Board of Education for grade completion in grades six through eight and for high school graduation in grades nine through twelve. The student who completes the assignments and returns them to the teacher on the day he/she returns to class will receive academic credit.

SUSPENSIONS OF SIX OR MORE DAYS OUT OF SCHOOL

The school shall provide an education plan designed for the eventual reintegration of the student into school.

The Education Plan

The Educational Plan includes providing class work assignments **only for the core areas** in which the student is enrolled. Core units shall consist of the English, Mathematics, Science, Social Studies and Art units required by the State Board of Education for grade completion in grades seven through eight and for high school graduation in grades nine through twelve. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. (Reference: 70 O.S. 1997 24-101.3)

Assignments and Examinations

The education plan will be provided on the *Student Education Plan-OSS Suspensions* Form and any additional attachments necessary for class work assignment details, forms and procedures. The plan will include class work assignments. The school administration will notify the parent/guardian when the parent/guardian may receive the Student Education Plan.

Grades and Credit

A student completing the assignments and returning them to the teacher by the date designated will receive academic credit.

Structured Environment

The parent/guardian of a student suspended out-of-school shall be responsible for the provision of a supervised, structured environment in which the parent/guardian shall place the student and shall bear responsibility for monitoring the student's educational progress until the student is readmitted to school. (Reference: 70 O.S. 1997 24-101.3)

The parent/guardian shall be responsible for providing a supervised, structured environment for the student which:

1. Is void of telephone, radio, VCR and television access.
2. Is supervised by the parent/guardian or other responsible adult who monitors the student's academic progress until the student is readmitted to school.
3. Has study periods and lunch break/passing period/restroom times similar to the regular school environment of that student.
4. The student is confined to the supervised, structured environment during the entire length of the total school day unless accompanied by the parent/guardian.

Suspension of Students with Disabilities

1. Prior to any disciplinary action, the principal must determine if the student they are investigating is served on an IEP or 504 Plan.
2. If the student is served on an IEP or 504 Plan, the principal must determine if the student has had a total of 10 days out of school placement and/or in school suspension for the current school year.
3. If the considered disciplinary removal in combination with all previous disciplinary removals for the school year will exceed 10 total days, you must convene the IEP or 504 Plan team and follow established procedures for disciplining students with disabilities.
4. If the considered disciplinary removal in combination with all previous disciplinary removals for the current school year will not exceed 10 total days, the principal may proceed to the next phase of the suspension process.

Due Process for Short Term Out-of-School Suspensions

Short term out-of-school suspensions are from one to ten days. The length of the out-of-school suspension will be commensurate with the severity of the violation.

Before an administrator assigns a student a short-term suspension, due process will be afforded the student. The elements of due process are as follows:

1. The student will be given written notice of the charges which state the rule or regulation the student allegedly violated.
2. The student will be given a written explanation of the factual basis for the charge(s) against him/her.
3. The student will be given the opportunity to present his/her side of the story to the administrator. These requirements can be satisfied by discussion immediately after the alleged misconduct occurs. The student is given the opportunity to explain his/her version of the facts as shown in writing what he/she is accused of doing, and what the factual basis of the accusations are. Required written notice shall be set forth on the *Notice of Suspension Form*. A copy of the completed form should be given to the student at the time of the suspension and a copy will be provided to the parents of the student via the U.S. regular mail. Suspended students are not allowed on any Muskogee Public School campus or at any school activity during the time of the suspension.
4. A parent/guardian has a right to appeal to the building principal within twenty-four hours or one school day of the student's short-term suspension. Upon notification by the parent/guardian to the building principal of the intent to appeal, the building principal will set up an appeal hearing at the building level within twenty-four hours or one school day.
During the appeal process, the student will remain in school (placement in ISP) until final disposition is rendered, unless it is determined by the administrator that the student's presence on campus endangers the student, others, or school property. Failure of the parent/guardian during the appeal process to stay within the specified time limits for requesting the appeal shall constitute a waiver of the right to the appeal.
Any out-of-school suspension of ten days or less (short-term) which prevents a student from taking final exams, graduating, or completing his/her course of study within the normal time, shall not be effective unless and until all due process hearing procedures for long-term suspensions are met, unless it is determined by the administrator that the student's presence on campus endangers himself, others, or school property.

Due Process for Long Term Out-of-School Suspensions

A long-term suspension is any suspension which exceeds ten school days. A long-term suspension may extend to the remainder of the semester/term or to the end of the next succeeding semester/term.

During the appeal process, the student may remain in school (placement in ISP) until final disposition is rendered, unless it is determined by the administrator that the student's presence on campus endangers the student, others, or school property. Failure of the parent during the appeal process to stay within the specified time limits for requesting an appeal to the next level shall constitute a waiver of the right to further appeal.

In the event of the long-term suspension, the written notice for the suspension will contain:

- A. Specific charge or charges.
- B. Length of suspension, inclusive of beginning and ending dates.
- C. Statement of impact on course credit.
- D. Statement of the factual basis supporting the charge(s).

- E. Suspended student's statement of incident.
- F. Statement of the student's right to appeal the disciplinary action before a long-term suspension takes place and an explanation of the appeals process.

Level One Appeal

A parent or guardian has a right to appeal to the building principal within twenty-four hours or one school day following the onset of the student's long-term suspension. Upon notification by the parent/guardian to the building principal of the intent to appeal, the building principal will set up an appeal at the building level. Only after the building level appeal has taken place and only if differences cannot be resolved, will the next level of appeal be scheduled. Parents/guardians will receive a written decision of the building Principal. The Principal must include: A statement of the parents'/guardians' right to request or waiver a review of the suspension/placement to the Administrative Hearing Committee.

The parent/guardian must request the level two appeal, in writing, directed to the building principal and the Superintendent or his/her designee within three school days following the building level appeal decision. Failure of the parent /guardian during the appeals process to stay within the specified time limits for requesting an appeal to the next level shall constitute a waiver of the right to further appeal.

Level Two Appeal

If a Level Two Appeal is requested upon completion of the building level appeal, the Superintendent or his/her designee will forward the request to the District Administrative Hearing Committee who will schedule a hearing within five school days. A Level Two Appeal shall ensure compliance with the following due process rights:

The parent/guardian and the student will be advised that at the due process hearing:

1. The school has the burden of proving the charges by substantial evidence.
2. The student may be represented by a person of the parent's choosing (who may be an attorney); if represented by a person other than the parent, the parent must notify the Administrative Hearing Committee Chairperson of this fact no later than noon or prior to the school day before the hearing.
3. The parent or representative will have the right to confront and cross-examine, in a reasonable manner.
4. The parent/representative will have the right to present witnesses and other evidence on behalf of the student.
5. The student has the right to remain silent.
6. The testimony, evidence, and statements of the parties will be recorded by an electronic device. A transcript of the hearing will only be prepared if requested by the Superintendent of Schools.
7. The student will have the opportunity to present his/her case before the Administrative Hearing Committee.
8. All parties, representatives, and witnesses will be expected to conduct themselves in a respectful, orderly and non-disruptive manner.
9. The Administrative Hearing Committee, at the conclusion of the evidence, will make written findings of facts which will form the basis of the decision regarding the appeal.

ADMINISTRATIVE HEARING COMMITTEE

The administrative hearing committee shall be composed of three or more members.

The committee will be composed of the following members:

1. District Hearing Officer

2. Two district administrators not on the staff of the student's current school.

APPOINTMENT AND TERM:

The members of the administrative hearing committee shall be appointed each year by the Board of Education based upon the recommendation of the Superintendent. Each member shall serve for the school year and shall be eligible for reappointment. A committee member shall excuse (remove) himself/herself if he/she has any personal involvement in the matters to be decided. Any issues involving a conflict of interest shall be decided by the Superintendent.

CRITERIA FOR APPOINTMENT:

The committee shall consist of one classroom teacher/counselor (as defined by state law), a building administrator and an administrator from the B.E.S.T. Center.

TIME FOR APPEAL:

The parent/guardian must submit the request for appeal to the Superintendent /designee within three school days of the final decision of the building principal.

ALTERNATIVE PLACEMENT:

The committee shall hear and decide appeals from students of student placement in an alternative school program where the placement is for student misconduct.

OUT-OF-SCHOOL SUSPENSION:

The committee may also hear and decide out-of-school suspension cases of a student for student misconduct. **The decision of the committee shall be final with respect to all suspensions of less than 10 days.** The decision of the committee shall be appealable to the Board of Education in accordance with the School District's Discipline Policy and Regulations for level three hearings where the out-of-school suspension is for 10 or more days.

PROCEDURES:

The committee shall conduct the appeal in accordance with the procedure set forth in Policy/Regulations JG for Level Two due process hearing for out-of-school suspensions. One of the three members shall serve as chairperson of the committee on each appeal. The chairperson position shall be rotated among the three members. Three members of the committee must be present to conduct the appeal. The committee shall decide the guilt or innocence of the student and shall decide the reasonableness of the term of the placement. The decision of a majority of the committee shall control. The committee shall prepare written findings and conclusions within two working days after the hearing is concluded. All proceedings on appeals shall be confidential.

A student may be represented by attorney or by his parent or guardian. Because of right to privacy concerns, no person other than an attorney or a parent or guardian may represent a student.

APPEALS TO THE BOARD OF EDUCATION:

Any decision by the Administrative Hearing Committee that results in a student placement in an alternative school program for more than 30 days may be appealed to the Board of Education. Any reversal or modification of the building principal's decision with respect to a long term alternative school student placement may be appealed to the Board of Education.

If a Level Three Appeal is requested, the parent/guardian must submit a written request to the Superintendent or his/her designee within three school days of receipt of notice of the decision of the administrative hearing committee for the Board of Education to hear the appeal. The Superintendent or his/her designee will forward the request to the President of the Board of Education.

The Board of Education shall decide the appeal, if the notification has been received by the Board at least five days prior to the next regular meeting, no later than the next regular Board meeting, based upon the record made in the hearing before the Administrative Hearing Committee. The record shall consist of a transcript of the hearing, any physical evidence presented to the committee, and the written findings and conclusions of the committee. Additionally, the student and the school administration may, within 5 school days after the notice of appeal is filed, submit a written argument to the Board which is not to exceed 15 typewritten pages in support of their position.

No additional evidence shall be presented to the Board, nor will the Board hear any oral argument from the parties.

The Board may affirm, reverse or modify the decision of the Administrative Hearing Committee. The Board may also remand the case back to the committee for further evidence. All deliberations by the board shall be in executive session, however, the Board will vote on its decision in public. The name of the student involved in the appeal shall not be disclosed to the public.

PLACEMENT PENDING APPEALS PROCESS

The decision of the building principal shall be effective during the pending of any appeal process. The Superintendent, in his/her sole discretion, for what he/she believes to be in the best interest of the student and the School District, may direct that the student placement be delayed until the appeals process or any part of the same is concluded. The decision of the Superintendent is not appealable. The Board of Education believes that only in rare and unusual cases should student placement be delayed pending appeals.

RECORDS AND REPORTS

The principal will keep written records for two years containing the date of the conference, the names of the persons present, and the time duration of each discipline assigned.

Record of Discipline Referrals

A file of referrals will be maintained for each student in the building office. Parental review of their child's or children's records will be in accordance with district policy and relevant Oklahoma law.

The discipline referral files remain active **only** during the current school year. Non-current year discipline records are maintained until the students leaves the 7/8th Grade Center or High School.

CONSEQUENCES FOR FIGHTING

Fighting will not be tolerated by Muskogee Public Schools. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. As soon as possible after a fighting incident, any student participating in the fight will meet individually with an administrator. At that time the student will be informed of the charges against him/her, the factual basis for the charges, and shall be given an opportunity to tell his/her side of the story. If the student participated in the fight, the student

will be immediately suspended, unless the administrator finds that the student acted in self-defense. When a student uses self-defense as an excuse for fighting, the student must be able to prove **all** of the following:

Self-Defense

Students are subject to disciplinary action for misconduct. Based on the criteria used in the judicial system for a claim of self-defense to apply, the following conditions should be met:

1. the claimant must not have provoked or behaved in a manner to cause the incident;
2. the claimant must have had reasonable fear of danger of harm; and
3. the claimant used no more force than needed for protection from the threatened harm.

Such incidents should be reported immediately to school officials. When claims of self defense have been established, the administrator shall:

1. allow the student to present his version of what occurred and
2. review circumstances and relevant information from others pertaining to the incident, including relationships and previous patterns of interaction among the students involved.

Findings from the review of circumstances and other relevant information should be considered in determining appropriate corrective disciplinary action. Claims of self defense do not constitute a valid defense against possession or use of a weapon on school property or at any school-sponsored activity. Weapons are prohibited on school property and at school-sponsored events.

Fighting

In a case involving fighting, excessive violence or physical damage, if the student is suspended, the suspension may be extended into the succeeding semester/term or the entire school year. Any student who strikes another person on a Muskogee Public School campus, on the bus, or during a school sanctioned activity shall be subject to the following consequences:

Fighting on campus and sanctioned activities

- Listed in the discipline matrix for fighting.
- City Citation **WILL** be filed by the building administrator or the building security officer on **ALL** students involved in fighting unless the student acted solely in self defense.
- Administration will determine the number of counseling sessions the student (and parents if so determined) **MUST** attend on anger management and conflict resolution.

Fighting on the bus

- Loss of bus riding privileges for the number of days as determined by the building administrator.
- City Citation **WILL** be filed by the building administrator or the building security officer.
- Administration will determine the number of counseling sessions the student (and parents if so determined) **MUST** attend on anger management and conflict resolution.

DISRUPTIVE ACTS AT THE END OF THE SCHOOL TERM

Disruptive acts at the end of the school year will be disciplined at the discretion of the grade-level principals. Discipline timeframes could extend into the next school year.

BUS BEHAVIOR

PHILOSOPHY

Student behavior on the bus plays a major role in determining just how safe the bus ride will be. It is essential that the bus driver be able to concentrate on driving the bus and not be distracted by disruptive behavior. **THE RIGHT OF ALL STUDENTS TO RIDE THE BUS IS CONDITIONAL ON THEIR GOOD BEHAVIOR AND OBSERVANCE OF THE SAFETY AND BEHAVIOR CODE FOR BUS RIDERS.** Students who violate any of the bus behavioral codes will be reported to the appropriate building administrator/principal. If the administrator determines that the action of the student endangered the safety of the bus or other students, students will lose their bus privileges. If the student is denied bus privileges, **PERMISSION TO RIDE AGAIN MAY BE GRANTED** when:

1. the student completes all special assigned requirements, and
2. the parent/guardian agrees that the conditions set forth will ensure the misbehavior will not happen again.

If the student is denied bus privileges, the principal will prepare a written notice and send a copy of the suspension notification to:

1. The parent/guardian,
2. The Director of Transportation, and
3. The Superintendent.

Riding school buses 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. Video and audio recordings will be used to monitor student behavior. Only school officials and school security officers are permitted by law to view video recordings which have been recorded to monitor student behavior.

Incident Weather Transportation Policy

The Transportation Department may contact parents to ask for children to be picked up or dropped off at a point closest to their assigned bus stop which is deemed safe for bus travel.

Bus Safety and Student Behavior

All passengers are expected to comply with the following rules and guidelines. Students, parents, and school personnel who are involved in or witness an infraction of these rules and guidelines should report such incidents, complaints, or problems to the school grade level principal or the transportation office.

All persons involved in student supervision should report inappropriate student behavior to the building principal or his/her designated person.

POSTING OF RULES

THE FOLLOWING RULES WILL BE POSTED INSIDE EACH BUS:

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep your head, hands, and feet inside the bus.
10. Do not fight, push, or shove.
11. Do not tamper with bus equipment.

12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. No weapon or any other items contrary to school policy will be allowed on the bus.
16. Have bus rider forms on file at the school office.

DISSEMINATION OF RULES TO PARENTS AND STUDENTS

The following safety and behavior code for bus riders will be given to all eligible bus riders each year and acknowledged by parent(s) through return to the bus driver, the signed application for school bus transportation. Students who do not return the safety rules will not be allowed to ride the bus.

SAFETY AND BEHAVIOR CODE FOR BUS RIDERS

Permission for any student to ride on a bus is dependent upon his/her good behavior and observance of the following rules and regulations.

1. Be on time at bus stop, avoid running to catch the bus as you may slip and fall under the vehicle. The bus cannot wait for those who are not on time. While waiting for bus, stay clear of roadway to avoid being hit by passing cars. (Line up in single file.)
2. Wait for the bus to come to a complete halt before trying to board; if you must cross a road, wait for your driver to signal you across with his hand. Always cross at least 10 feet in front of the bus.
3. When necessary, there will be at least three persons in a seat, and the practice of saving seats for students getting on at other stops will not be allowed.
4. After boarding the bus, you must remain in your seat until the bus reaches your designated stop. Don't ask your driver to let you off at such places as a store, job, etc. All bus stops must be approved by the Transportation Office.
5. Please use handrails when getting on or off the bus. Be extra careful when the weather is wet or icy.
6. Treat bus equipment as you would the furniture in your home. Any damage to bus seats, window, etc., must be paid for by student/students responsible for the damage. (Bus privileges will be denied until payment for damages have been made.)
7. Keep the aisles clear of items such as musical instruments, etc. If you must carry personal items with you on the bus, please hold them on your lap or store them under the seat.
8. At no time will a student place hands, head or other parts of the body out of the window.
9. Don't be loud or boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.
10. Absolute quiet during railroad crossings is required. The driver needs to listen for oncoming trains and you're talking could drown out all warning signals.
11. Do not throw paper or other objects on the bus or out bus windows. This could obstruct the view of oncoming vehicles and result in an accident, or cause the driver to stop very suddenly, causing injury to passengers
12. No consumption of food or beverages is permitted on the bus. (On field trips, special arrangement may be made for eating on the bus with the Transportation Department and the rules, as defined by the driver, are followed). Loose papers or food on the floor may cause a slipping hazard.
13. A driver has the responsibility to correct any student on the bus for improper conduct. This includes, but is not limited to: improper language, use of tobacco, and unnecessary noise, etc.

14. Drivers have the authority, given by the School Board, to enforce all rules for the safety and welfare of all bus riders. Any student refusing to obey these rules will be reported to the appropriate school authorities, and the student may lose his/her riding privilege.
15. Students have the responsibility to inform the bus driver about any problems he/she is having on the bus.
16. Remember your driver is human; greet him/her cheerfully each time you board the bus and give him/her the same respect you would like to receive.
17. Any complaints by drivers or parents should be reported promptly to the Transportation Office (684-3730), or to the student's school administration.
18. Riding the bus is a privilege, not a right; therefore, students should be aware that privileges may be lost if they are abused.
19. School rules and regulations apply to students while riding a bus.
20. Inflated balloons are not permitted on the bus (unless special arrangement have been made with the Transportation Department and the rules, as defined by the driver, are followed).

RESPONSIBILITIES OF BUS DRIVER, PRINCIPALS AND PARENTS

1. It will be the responsibility of the Transportation Office to work with the building administration, drivers, teachers and students on discipline infractions.
2. The bus driver shall be responsible for the conduct of students on his/her bus. Infractions are to be reported (**on the bus conduct referral form**) no later than at the conclusion of the run to the Transportation Office. The infraction will be dealt with in a timely manner (if possible the same day the referral is delivered to the building) by the building administrator.
3. It is also the responsibility of the principals to publish the safety and behavior code for bus riders and consequences for violations in the student handbook.
4. It is the parent's responsibility to discuss with his/her child the provisions of the safety and behavior code for bus riders and to support the Transportation Office and the school administration.
5. The parent must assume responsibility for the behavior of his/her child while riding the bus. If permission to ride is revoked, the parent must provide transportation to and from school for his/her child until such time as reinstatement may be made.

TRANSPORTATION TO ACTIVITIES

Students who are participating in a school activity must travel in school transportation. Students may be permitted to return home with their parents if they have the approval of their advisor. Students are not permitted to return home with friends or other families. Students who are riding an activity bus to a student function or who are participating in a field trip are expected to use school transportation for the return trip to Muskogee. Any exceptions to this rule must be approved by the principal and the advisor/chaperone of the activity.

High School students may choose to provide their own transportation but are restricted to riding with parent(s) or sibling(s). Students may face disciplinary measures for unauthorized travel in private vehicles. Adult supervisors will ride the bus with students on all field trips.

School day field trips are expected to maintain strict time guidelines so that route buses are not delayed. Failure of students/supervisors to return to the bus on time, causing the route bus to be late may result in cancellation of future field trip requests.

Discipline Matrix

MPS SECONDARY MATRIX - GUIDELINE FOR CONSEQUENCES				
<p><i>* Muskogee Public Schools is a restorative practices district. Restorative practices will be used to resolve conflicts and help students understand the effects of their behavior on others. Restorative practices will be used where applicable in the matrix.</i></p>				
TYPE	CODE & DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Level 1	Teacher/Student Conference (Minor Student Misconduct). Teacher Detention shall be 20 minutes.			
	SCA = Tardies	Teacher Warning	Personal Contact w/parent	Teacher Detention P.C.
	SCB = Classroom Disruption/Misbehavior	Teacher/Student Conf	Teacher Detention/P.Contact	Teacher Detention P.C.
	SCD = Misbehavior outside the classroom/school related	Teacher/Student Conf	Teacher Detention/P.Contact	Teacher Detention P.C.
	SCE = Failure To Adhere to Classroom Rules	Teacher/Parent Contact	Teacher Detention/P.Contact	Teacher Detention P.C.
TYPE	CODE & DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Level 2	Administration			
	ISA = Using Vulgar/Profane Language	1 Detention (PC)	2 Detention (PC)	1 Day ISP (PC/BC)
	ISB = Failure to adhere to dress code	1 Detention (PC)	2 Detention (PC)	1 Day ISP (PC/BC)
	ISC = Verbal confrontation toward student	1 Detention (PC)	1 Day ISP (PC)	2 Days ISP (PC/BC)
	ISD = Failure to Attend Teacher Detention	1 Detention (PC)	2 Detention (PC)	1 Day ISP (PC/BC)
	ISE = Failure to Adhere to ISP Rules	C.I.C. (supervision)	C.I.C./3 Days OSS (BC)	C.I.C./5Days OSS
	ISF = Uncooperative/Failure to follow directions	1 Detention (PC)	2 Detentions (PC)	1 Day ISP (PC/BC)

	ISG = In an Unauthorized Area	1 Detention (PC)	2 Detentions (PC)	1 Day ISP (PC/BC)
	ISI = Pushing/Shoving/Or unruly Behavior	1 ISP (PC)	2 ISP (PC/BC)	3 Days OSS
	ISJ = Continued Classroom Disruption	1 Day ISP (PC)	2 Days ISP (PC/BC)	3 Days OSS
	ISK = Gambling	1 Day Detention (PC)	2 Detentions (PC)	1 Day ISP (PC/BC)
	ISP = Violation of Electronic Devices/Laptop Policy	1 Day Detention (PC)	1 ISP	2 Days ISP (PC/BC)
	ISL = Smoking/Violation of Tobacco Policy/Paraphernalia	1 Day Detention/Fine/(PC)	2 Days Detention/Fine/(PC)	1 Day ISP/Fine (PC/BC)
	ISS = Stealing, Vandalism/Possession of stolen property	1 Day ISP/Fine/PC	2 Days ISP/Fine (PC/BC)	9 Days OSS
	(+Restitution <\$50)			
	IST = Truancy	2 Detention (PC)	1 Day ISP (PC)	2 Days ISP (PC/BC)
	ISU = Excessive Tardies/Unexcused Tardies	1 Detention (PC)	2 Detentions (PC)	1 Day ISP (PC/BC)
	ISV = Failure to Adhere to Student Code of Conduct (forged passes, false names, lying, etc.)	2 Detention (PC)	1 Day ISP (PC)	2 Days ISP (PC/BC)
	ISX = Inappropriate Sexual Behavior-Public Display of Affection	1 Detention (PC)	2 Detentions (PC)	1 Day ISP (PC/BC)
	IS2 = Failure to attend Mandatory Tutoring	1 Detention (PC)	2 Detentions (PC)	1 Day ISP (PC/BC)
TYPE	CODE & DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Level 3	Administration			
	OTA = Grand Theft/Possession of Stolen Property (+Restitution >\$500.00)	20 Days OSS Arrest/Fine	80 Days OSS Arrest/Fine	180 Day OSS Arrest/Fine
	OTB = Firecrackers/Flash Paper/Caps, Gaseous Spray, etc.	10 Days OSS	20 Days OSS	80 Days OSS
	OTD = Alcohol, Drugs, Synthetic Cannabis & or Bath Salts	police not./20 Days OSS	40 Days OSS	80 Days OSS
	Use/Possession or consumption	\$100 Fine	\$300 Fine	\$500 Fine

	OTG = Physical Sexual Misconduct	20 Days OSS	40 Days OSS	80 Days OSS
	OTH = Continued Disregard for Tobacco Policy	10 Days OSS	20 Days OSS	80 Days OSS
	OTI = Excessive Disciplinary Infractions per Semester	10 Days OSS	20 Days OSS	40 Days OSS
	OTJ = Failure to adhere to disciplinary contract	10 Days OSS	20 Days OSS	40 Days OSS
	OTR = Gang Related Activity	20 Days OSS	80 Days OSS	180 Days OSS
	OTW = Weapon (Simple Possession)	20 Days OSS	80 Days OSS	(Weapon Use) 180 Days OSS
	Possession of a Gun	180 Days OSS/1 calendar year.		
	Out of School Suspension: All OSS greater than 10 Days will result in suspension of driver license.			
	OSC = Disorderly conduct including fighting, acts of violence, angry threats, abusive conduct, riotous conduct, etc.	20 Days OSS/Fine	80 Days OSS /Fine	180 Days OSS / Fine
	OSE = Aggravated Assault & Battery towards a student	180 Days OSS/Fine		
**	OSF = Vulgar/Profane/Threatening Language towards staff	80 Days OSS/Fine	80 Days OSS/Fine	180 Days OSS / Fine
	OSK = Vulgar Harassment (sexual, racial, fear)	10 Days OSS	20 Days OSS	80 Days OSS
	OSL = Blatant Disregard for Authority	10 Days OSS	20 Days OSS	80 Days OSS
	OSM = Assault & Battery	80 Days OSS/Fine	180 Days OSS	
	OSN = Sexual Abuse	180 Days OSS / Fine		
	OSQ = Bullying/Extortion/Endangerment/Hazing	10 Days OSS	20 Days OSS	50 Days OSS
	OSS = Assault on Staff Member	180 Days OSS/Fine		
**	OST = Alcohol/Drug Distribution	80 Days OSS/Fine	180 Days OSS	180 Days OSS
**	OSV = Vandalism/Destruction of property (+ Restitution >\$500)	20 Days OSS Arrest/Fine	80 Days OSS Arrest/Fine	180 Days OSS Arrest/Fine
	OSO = Threats/Vandalism/Possession of stolen property >50 & <500 plus	10 Days OSS Arrest/Fine	20 Days OSS	80 Days OSS

	restitution			
	OSY = Planning or participating in riotous behavior	180 Days OSS/Arrest/Fine		
	OSA = Arson	180 Days OSS/Arrest/Fine		
	<i>** Court appearance required.</i>			
	<i>*Excessive disciplinary infraction constitutes any discipline infraction beyond the 3rd ISP placement in a given semester.</i>			
	<i>PC = Parent Conference. BC = Behavior Contract. CIC = Community Intervention Center</i>			

DEFINITION OF TERMS

ALTERING OR DESTROYING SCHOOL RECORDS - Changing or ruining school related information regarding student progress, attendance, legal accounts, or any other information which is important to the operation or administration of a school.

ASSAULT - Regular physical or verbal attack or intentional touching or applying force to another person done in a rude or angry manner and causing immediate anxiety or bodily harm.

BATTERY - The act of battering or beating. Unlawfully beating or using force on a person without their consent.

BEHAVIORAL CONTRACT - A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both the student and school official are required; in some instances, parent or guardian will also be expected to sign, indicating agreement to terms of the contract.

BLACKMAIL - Obtaining money or other objects of value from an unwilling person or forcing a person to act through the use of force or threat of force.

BOMB THREATS - An expression of intention to use an explosive device to hurt, destroy, or punish actions, or in retaliation or intimidation.

COERCION - Obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.

CONTRACT - An agreement between two or more people to do something.

COPYING - To reproduce the school work of another student with the intent to represent it as one's own.

DEFACING SCHOOL PROPERTY - Destroying, damaging, or stealing school property including buses, either during school hours, out-of-school hours or during vacation time.

DEFIANCE OF SCHOOL PERSONNEL/AUTHORITY - Refusal to comply with a reasonable request from school personnel.

DETENTION - An enforced confinement or delay.

DETENTION/WORK DETAIL - Detention is mandatory time spent in an assigned location, either studying or performing supervised work for the school. Rules for detention vary by assignment, and always require full cooperation with the supervisor. Detention or work detail may be assigned before school, during school, during lunch period or after school. Parent/guardian will be notified prior to a student serving a before or after school detention or work detail.

DISRUPTION ON SCHOOL BUS - Disobedience or misbehavior on a school bus.

DRESS CODE - Maintaining high standards of dress, grooming, and appearance.

ENDANGERMENT - Any dangerous activity or behavior that could harm another whether intentional or unintentional.

EXTORTION - Obtaining money or other objects of value from an unwilling person or making an individual act through the use of force or threat of force.

FALSE FIRE ALARMS - Knowingly make, aiding in the making, sounding of a fire alarm when the alarm is not needed or sounding when there is no fire.

FORGERY / FORGING - Imitating an original piece of writing with the intent to deceive.

HARASSMENT - Annoying or bothering someone.

HAZING - means committing an act against an individual, or coercing an individual into committing an act, that creates a risk of harm to a person in order for that individual to be initiated into or affiliated with an organization, or for any other purpose.

INSUBORDINATION - Persisting in serious acts of disobedience, defying authority of school personnel, unprovoked display of disrespect toward school personnel.

LANGUAGE ABUSIVE TOWARD STAFF - Using profane, violent, abusive or insulting language toward staff shall be considered a breach of the peace. A police report shall be filed which may result in the student being fined.

OFFENSIVE- Using language which is outside the standards of acceptable language of the school.

LOITERING - Linger about the school premises in an aimless fashion.

MISBEHAVIOR - Behavior which is contrary to expectations. Behavior which prevents the teacher from carrying out the teaching process.

IMMORAL CONDUCT - Lewd or indecent acts.

INAPPROPRIATE DISPLAYS OF AFFECTION - Physically displaying affection at inappropriate times and places around the school campus contrary to standards of behavior accepted by the majority of the community.

INDECENT EXPOSURE - Displaying private parts of the body with the intent to shock a bystander.

IN-SCHOOL-SUSPENSION - Eliminating a student from class for a specified period of time and placing the student under supervision in the school building during the regular school hours.

NEGLECT OR REFUSAL TO COMPEL CHILD TO ATTEND SCHOOL - It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine. Each day the child remains out of school the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

OBSCENE MATERIAL - Material which is offensive to the acceptable standards of the majority in a community.

PRESCRIPTION AND OVER-THE-COUNTER DRUGS - The police MUST be called when students are involved in the use/abuse, possession and/or distribution of illicit drugs on school premises or as a part of any school activity. Illicit drugs include prescription and over-the-counter drugs.

RECKLESS CONDUCT - Acting in a manner that is careless and without proper caution, regard or consequences which may prove detrimental to the school, harmful to health and safety, and inhibiting to the rights of others.

RIOTOUS CONDUCT - Behavior that creates a dangerous and unsafe situation in a crowd. (hallways, cafeteria, gym, ball games, classroom)

RESTITUTION - Making good or restoring objects that have been lost or damaged, returning to the former condition.

SCHOOL OR COMMUNITY SERVICE - School or community service may be assigned when a school official determines that the most meaningful consequence of misconduct would be a contribution to school and community. School or community service requires parental agreement and must be done through a cooperating agency or individual.

SELF DEFENSE - See page 52.

SEVERITY - Seriousness or gravity of a situation.

STEALING - Taking and carrying away the personal property of another without the consent of the owner.

SUSPENSION - Removing a pupil from privileges of the school for any given period or time not to extend beyond two semesters.

TAMPERING WITH FIRE ALARMS AND EQUIPMENT - Interfering with or meddling with fire alarms and equipment.

THREAT/INTIMIDATION Use of disrespectful and/or profane verbal or nonverbal behavior to threaten, harass or intimidate another person(s).

THEFT - Unauthorized possession and/or sale of the property of another without consent of the owner.

TRESPASSING Muskogee Secondary Schools maintain a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to our law enforcement officer on campus.

TRUANCY - Staying away from school without permission. Failing to attend classes and/or school sponsored activities or leaving campus without permission.

VANDALISM - Willful or ignorant destruction which results in destruction, damage, or defacement of property belonging to or rented by the district.

VIOLATIONS - Failing to keep or observe the correct forms of behavior.

WEAPONS - Instruments used to cause bodily harm and/or intimidate. Articles designed for other purposes, but could easily be used to inflict bodily harm and/or intimidate are included. See definition (Matrix).

Index

Absences	Page 35
Academics	Page 7
Acceptable Use	Page 27
Access Privileges-Electronic	Page 27
Access to Students	Page 43
ACT/SAT	Page 7
Activity Rule-10 day Rule	Page 37
Alcohol	Page 51
Animals/Pets at School	Page 43
AP (Advance Placement) Exams	Page 14
Appeal Process	Page 61
Appeal to BOE	Page 62
Appeal-Student Placement	Page 63
Asbestos (AHERA)	Page 22
Athletic Eligibility	Page 29
Attendance Contract	Page 37
Attendance Policy	Page 35
Authority of the School	Page 57
Behavior-Bus	Page 65
Behavioral Expectations	Page 38
Bell Schedule	Page 5
Breakfast/Lunch Program	Page 23
Bullying	Page 52
Bullying-Consequences	Page 56
Bullying-Emotional	Page 54

Bullying-Investigating	Page 55
Bullying-Physical	Page 53
Bullying-Reporting	Page 54
Bullying-Sexual	Page 53
Bullying-Social	Page 54
Bus Rules and Safety	Page 66
Camera Surveillance	Page 43
Cell Phones	Page 39
Cheating Policy	Page 7
Check Policy	Page 40
Chronic Health Conditions	Page 11
Closed Campus	Page 41
Clothing	Page 38
Clubs/Organizations	Page 29
College Entrance Information	Page 13
College Prep Curriculum	Page 20
Concurrent Enrollment	Page 15
Concussions	Page 29
Conduct at Activities	Page 57
Counseling	Page 22
Credit Requirements	Page 16
Cyberbullying	Page 53
Definition of Terms	Page 72
Destruction of School Property	Page 40
Detention	Page 49
Diplomas	Page 16
Directory of Information	Page 34
Disciplinary Procedures	Page 47
Discipline Conference	Page 50
Discipline Matrix	Page 68
Discipline Referral Records	Page 63
Discipline- Levels and Responsibility	Page 48
Discipline-Due Process	Page 50
Discipline-Interventions	Page 49
Discipline-Student Rights	Page 47
Dress Code	Page 38
Drug Testing	Page 51
Drugs	Page 51
Due Process-Discipline	Page 50
Due Process-OSS	Page 60
Electronic Mail	Page 28

Electronic Media Agreement	Page 25
Electronic Media Concerns	Page 26
Electronic Resources-Standards	Page 27
End of School-Disruptive Acts	Page 64
Enrollment-OSS Students	Page 57
Exemptions	Page 38
Extension of School Authority	Page 57
Extracurricular-Secondary	Page 29
False Reports-Consequences	Page 56
FERPA	Page 21
Field Trips	Page 23
Fighting-Bus	Page 64
Fighting-Campus Activities	Page 64
Fighting-Consequences	Page 63
Fighting-Self-Defense	Page 64
Final Exams	Page 9
Final Exams/Exemptions	Page 38
Financial Obligations	Page 40
Fire Drill	Page 46
Fundraising/Sales	Page 24
Grade Level Credits	Page 8
Grading Scale-Regular	Page 7
Grading Scale-Weighted	Page 8
Grading System	Page 7
Graduation	Page 16
Graduation-Dress Requirements	Page 17
Graduation-Participation	Page 16
Graduation-Requirements	Page 16
Hall Passes	Page 40
Harassment	Page 52
Harassment-Investigating	Page 55
Harassment-Racial	Page 52
Harassment-Reporting	Page 54
Harassment-Sexual	Page 52
Hazing	Page 53
Head Covering	Page 38
Health Related Ed. Plan	Page 10
Homeschool Testing	Page 12
Homebase Services	Page 11
Homework	Page 9
Honor Graduates	Page 17

Honor policy	Page 7
Honor Rolls	Page 18
I.D.E.A.	Page 22
IEP Programs	Page 17
Inclement Weather	Page 46
Inclement Weather-Transportation	Page 65
Information-Permission	Page 43
Inappropriate Items	Page 39
Internet Acceptable Use	Page 25
Interrogations	Page 44
Intimidation-Investigating	Page 55
ISP-In School Placement	Page 49
Late Enrollees	Page 6
Law Enforcement-Releasing Students	Page 45
Lockdown	Page 46
Lunch/Breakfast Program	Page 23
Make-up Work	Page 36
Messages to Students	Page 24
Mission Statement	Page 4
National Honor Society	Page 18
New Enrollees	Page 6
Offenses (not exclusive)	Page 48
Oklahoma Academic Scholar	Page 19
Oklahoma Honor Society	Page 19
One Minute of Silence	Page 21
Online School	Page 21
Organizations/Clubs	Page 29
OSS (Out of School Suspension)	Page 58
OSS Due Process	Page 60
OSS Education Plan	Page 59
Parent's Right to Know	Page 4
Parent/Teacher Conference	Page 9
Parking Fines	Page 42
Parking Permits	Page 42
Parking/Traffic	Page 41
Pregnancy	Page 10
Pride	Page 6
Principal's Honor Roll	Page 18
Private School Testing	Page 12
Proficiency Testing	Page 11

Proficiency-Based Promotion	Page 11
Progress Reports	Page 9
Prohibited Items	Page 39
Prom Guidelines	Page 40
Property Found	Page 23
PSAT Exam	Page 14
Public Concern	Page 24
RAA	Page 20
Reclassification	Page 8
Release of Information	Page 25
Release of Student Media	Page 25
Report Cards	Page 10
Restorative Practices	Page 49
Restorative Practices	Page 57
Rights and Responsibilities	Page 30
Rights and Responsibilities-Counselors	Page 33
Rights and Responsibilities-Parents	Page 31
Rights and Responsibilities-Principals	Page 33
Rights and Responsibilities-Students	Page 30
Rights and Responsibilities-Teachers	Page 32
Rougher Store	Page 23
Safety Information	Page 41
Sales/Fundraising	Page 24
SAT/ACT	Page 7
Schedule Changes	Page 8
School Insurance	Page 41
Searches	Page 44
Searches by Trained Dog	Page 45
Self-Defense	Page 64
Student Discipline Policy	Page 46
Student Evaluations	Page 7
Student ID	Page 46
Student Records	Page 15
Student Rights and Responsibilities	Page 30
Student Rights-Discipline	Page 47
Summer school	Page 13
Superintendent's Honor Roll	Page 18
Suspension-OSS-Long Term	Page 50
Suspension-OSS-Short term	Page 50
Tardies	Page 36

Telephones	Page 23
Testing Dates-ACT/SAT	Page 14
Testing-College Admission	Page 13
Textbooks	Page 15
Threats of Violence	Page 56
Tobacco	Page 51
Tornado Drill	Page 46
Traffic Citations	Page 42
Transcript Requests	Page 13
Transportation to Activities	Page 67
Transportation-Inclement Weather	Page 65
Truancy	Page 36
Tutoring	Page 9
Valedictorian	Page 17
Visitors to Campus	Page 42

INDEX

Muskogee High School Vision	2
DISTRICT POLICY GUIDELINES FOR SECONDARY STUDENTS	4
VISITORS	43