

# MOSELEY PUBLIC SCHOOL



## STUDENT HANDBOOK 2024 - 2025

*[www.moseleyschool.com](http://www.moseleyschool.com)*

Moseley Public School  
7904 N Moseley Rd  
Colcord, OK 74338  
918-505-1000

*Dear Parent/Guardian:*

*Moseley School has published this handbook in order to give our parents/guardians, grandparents and students a guide to better understand the policies and activities of our school. To promote safety, structure, and routine, it is necessary to establish rules and regulations that must be followed. These guidelines will help provide a school setting in which every student has the best possible chance for success.*

*Please review this handbook and discuss it with your children. Together through cooperation and partnership, our school can provide the very best education that each child deserves.*

*Respectfully,*

***Machele Potter***

*Machele Potter  
Superintendent*

#### **MOSELEY SCHOOL MISSION STATEMENT**

The Moseley School Board and Superintendent will strive to make every day successful for every teacher so that each child will have the maximum opportunity possible to learn. The Moseley School District will prepare students for the opportunity of a quality education by providing a staff of caring, dedicated, professional teachers and staff who will strive to teach children within a well-maintained, exciting, safe, and orderly environment to facilitate educational activities. The total school program will be experiences including subject matter and skills utilized and interpreted by the school to advance the goals of education and ensure education for all children. The school program will facilitate the cooperative involvement of students, educators, parents/guardians, and community.

In addition to being concerned with the accumulation of knowledge, development of skills, and the improvement of understanding, the educational program will also focus on the development of attitudes, ideals, and appreciation. It will provide opportunities for students to develop abilities and interests essential for functioning in a democratic society.

#### **MOSELEY SCHOOL PLEDGE**

I believe I can achieve.  
I believe that if I work hard I will succeed.  
Therefore, I will work hard each day to do my best.  
I can learn, I will learn. I believe I can be a good student.

#### **CIVIL RIGHTS STATEMENT**

It is the policy of Moseley School to provide equal opportunities without regard to race, color, national origin, sex, age or qualified handicaps in its educational programs and activities.

#### **HIGHLY QUALIFIED TEACHER PROVISIONS**

All professional education staff teaching at Moseley School meet the highly qualified requirements of the No Child Left Behind Act.

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## SECTION 1: ADMINISTRATION

1-1: SUPERINTENDENT – Machele Potter

1-2: BOARD OF EDUCATION

Wenona Studards- President

Dustin Kellison- Clerk

Teresa Frazier- Member

1-3: TEACHING STAFF

Carte, Philip .....History/Geography Teacher

Fairchild, Jacke .....Special Services

Flynn, Monica .....Kindergarten

Hardin, Barry .....Assistant Admin/5th-8th Science

Kester, Carol .....KDG, 1<sup>st</sup> Grade Co-Teacher

Loper, Sonya .....2nd Grade Teacher

Mahan, Abby .....Pre-K Teacher

Morris, Marissa .....6-8 Reading & ELL

Rusk, Elizabeth .....Third Grade Teacher

Scott, Kim .....Fourth Grade Teacher

Stricker, Lara .....First Grade Teacher

Williams, Julie .....5-8 Mathematics & Science

## SECTION 2: ENROLLMENT, ATTENDANCE AND OFFICE POLICIES

2-1: ENROLLMENT -Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the “Oklahoma School Code.” Those requirements are as follows:

1. A child must have attained the age of four on or before September 1 to enroll in the 4-year old Pre-Kindergarten class.
2. A child must have attained the age of five on or before September 1 to enroll in the 5-year old Kindergarten class.
3. A first grade child must have attained the age of six on or before September 1.
4. A birth certificate or hospital record must be presented at the time of enrollment in Kindergarten or First Grade.
5. A child entering Moseley School for the first time must present a certification form signed by a physician or an authorized representative of the State Department of Health stating that the child is adequately protected against Whooping Cough, Diphtheria, Tetanus, Rubella (7 day hard measles), Rubella (3 day German measles), and Polio.
6. A survey test will be administered to all Kindergarten and new First grade students at the time of their enrollment or within a time limit set by the administrator. Placement of students may be recommended because of test performance and/or teacher recommendations.

2-2: ATTENDANCE PHILOSOPHY - Punctual, daily attendance in all classes contributes significantly to a student's positive self-esteem, feeling of security, and success in school and in the work of work. The Board of Education recognizes that Oklahoma law requires regular school attendance of a child of school age and that the school is required to accurately record all student absences and the reasons for them to report excessive absences to the proper authorities. While the Board considers regular school attendance essential for success in school, the Board believes the proper communication between schools, parents/guardians and legal authorities in school attendance matters assists students to attend school on a regular basis and to attain the maximum benefit from classroom education.

2-3: CLASS ATTENDANCE

1. If a student is absent without valid excuse for four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, he/she will be considered truant and will be reported to the District Attorney's office.
2. Approved school activity absences shall be excused absences.
3. It is the responsibility of the parent/guardian to notify the school if a student is going to be absent and the reason why. A phone call must be received by 10:00 a.m. on the day of the absence. If a parent/guardian cannot contact the school due to an emergency, contact should be made the following day before

**10:00 a.m.** Calls from parent/guardian concerning the absence of a student will only be accepted as justification for the absence to be considered as excused in limited circumstances and at the sole discretion of the school. In the event that contact cannot be made by phone, the parent/guardian may send a note regarding the absence with the student the following day. All notes from parents/guardians must be received in the office by 10:00 a.m. the day the student returns to school. Notes from parents/guardians concerning the absence of a student will only be accepted as justification for the absence to be considered as excused in limited.

4. Circumstances and the sole discretion of the school. The school will only accept notes from parent/guardians who do not have a phone, nor access to a phone. Only a parent/guardian can attempt to excuse a student from school. Notes from friends, siblings, or other relatives will not be accepted.
5. Excused absences will typically be granted for the following reasons:
  - a. Illness of a student.
  - b. Medical/dental appointments for the student.
  - c. Legal matters/court appearances requiring a student's attendance.
  - d. Observance of religious holidays.
  - e. Death and funeral in the immediate family, (not to exceed three (3) school days. Provided, however, if a student is sent.
  - f. If a student is sent home from school with lice, not more than the next two (2) calendar days may be considered excused absences for that reason.
6. The school reserves the right to grant or withhold excused absences, as it deems necessary due to extenuating circumstances. Provided, however, once a student has four (4) illnesses related excused absences in a semester, the school may in its sole discretion require a doctor's note for any further illness related absence to be considered excused.
7. Once a student arrives at school, he/she may not leave prior to the end of the school day without permission from the school.
8. A student may be released from school, through the office, if:
  - a. The student's parent/guardian calls the school office, or
  - b. The student's parent/guardian comes to the office to check the student out of school.
9. Students who leave school without following the proper procedure are considered truant.

#### 2-4: ARRIVAL AND DISMISSAL

1. Arrival Time: The cafeteria will be open accepting students beginning at 7:15 a.m.
2. Teachers are scheduled to arrive at 7:30 a.m.; students may not arrive later than 7:45 as school begins at that time.
3. Breakfast is served in the cafeteria each morning. All grade levels will attend breakfast as a class with their teachers.
4. Dismissal Time: School will be dismissed at 3:30 p.m. Students riding the bus will report to the buses. Parents/Guardians pick-up students (car riders) will report to the south side of the office main entrance taking their place in the continuously moving pick-up lane. You MUST have a car tag in your hanging from your rear view mirror with your students' name. Tags can be picked up in the front office. (If you will be leaving your vehicle to pick up your child, please park in the area adjacent to the pick-up lane or across the street.)

**NO DISMISSAL ALLOWED AFTER 2:30 p.m. NO EXCEPTION!** If a student has an appointment prior to the 3:30 p.m. dismissal they will need to be checked out by 2:30 p.m.

5. Please notify the office before 2:30 p.m. if your child's after school routine is to be different for that day. In the absence of instructions for a change, we will follow your original instructions. Please, do not depend on the child to carry a verbal message.

**NO AFTERNOON CHANGES ALLOWED AFTER 2:30 p.m. NO EXCEPTIONS!**

#### 2-5: TARDY

1. A student is considered tardy if he/she is not properly seated in the classroom and ready to begin when the bell rings.
2. Tardiness is considered truancy and will be reported to the District Attorney's Office.

**2-6: EARLY DEPARTURE** - If it becomes necessary for you to pick up your child before regular school dismissal, they MUST be picked up before 2:30 p.m. There is NO EXCEPTIONS! The parent/guardian will report to the office and sign your child out. No student will be dismissed from the classroom unless the teacher is notified by the front office. This is a protective measure to protect your child. DO NOT go directly to the classroom to get your child.

Teachers are not allowed to release a child directly to a parent/guardian. Please remember habitual early check out will be reported as truancy, as continual absence from any section of class can severely effect a student's grade.

**2-7: WITHDRAWALS** – Parents/Guardians who wish to withdraw their children from school must follow these steps:

1. Inform the office or teacher at least one day prior to leaving.
2. Make sure all school property is returned.
3. Pick up withdrawal slip and report card at the Principal or Superintendent's office.

**2-8: CONFERENCES** - Please arrange in advance for conferences. Time will be set up when the teacher is not on duty, at recess, or in the classroom.

**2-9: EARLY DISMISSAL DUE TO INCLEMENT WEATHER/EMERGENCY**

1. The Superintendent will make the decision as to whether school will be dismissed because of bad weather after consultation with administrators responsible for transportation services.
2. If it becomes necessary to dismiss school because of bad weather, an announcement will be made via:

INTOUCH – ALL CALL SCHOOL NOTIFICATION SYSTEM

FOX 23 NEWS

CHANNEL 6 TV TULSA

CHANNEL 8 TV TULSA

KRMG 102.3 NEWS RADIO

SCHOOL WEBSITE

Moseley School is equipped with a Two-way communication system and monitors Civil Defense and Emergency Weather stations. If necessary, we also have storm shelter designated areas for safety of our students. If threatening weather persists, bus routes will be delayed for the student's protection.

**2-10: SCHOOL VISITORS**

1. Any person who wishes to visit the school, or a student, teacher or other personnel assigned to the school shall sign a log sheet and secure a visitor's pass from the office.
2. This pass will be conspicuously displayed during the entire duration of the approved visit.
3. Teachers and staff members will be vigilant in their monitoring of the visitor's registration.
4. All visitors who do not have a visitor's badge will be asked to immediately return to the office.
5. Unless the administration or office personnel know the visitor, proper identification should be insisted upon.
6. The visit will be restricted to the purpose(s) stated, and the persons designated to be contacted.

**\*\*Where, because of demeanor or other reason, the administration determines that the presence of the visitor would be detrimental to the physical or mental wellbeing of a particular student or the students generally, the administration has the power under section 411 of the school law to, and should refuse admission to, the visitor.**

7. The visitor's pass will be returned to the office prior to leaving campus.
8. Students are not allowed to bring visitors to the school

**2-11: STAYING INSIDE**

1. Students must have a dated and signed note by parents to stay inside during recesses. The note is to state the reason - illness or doctor's request. Students are to stay at their desk and work or read quietly.
2. Teachers are to use their judgment in other cases.
3. In the event the weather is below 32 degrees or with a heat index above 101 degrees, students will have indoor recess.

**2-12: OFFICE/CLASSROOM TELEPHONE** - Because of the number of students enrolled, limitations must be placed on the use of the school telephone. This will apply to phones in the classroom as well.

1. Students must have permission from office personnel to use the school telephone. Students will not be allowed to use the school telephone without a telephone pass from their teacher.
2. Outgoing calls are to be made only in case of emergency. Students will be asked the nature of the call before permission is granted.
3. The principal or superintendent/superintendent will define emergency. If it is determined, the call is of a social nature (permission to visit another student, ride a different bus, etc.) permission will not be given.
4. Students will be called to the telephone in cases of emergency only. (School personnel will not deliver messages, unless it is an emergency).

**2-13: LOST AND FOUND** - All articles found are to be placed in the lost and found boxes. Please check the boxes when you lose something. Many articles are not claimed. Articles not claimed will be given to some charitable organization at the end of the school year.

**2-14: MONEY** - When it is necessary to send money to school, please send correct change or a check, in an envelope with the students name and grade level on the envelope.

**2-15: PARTIES** - The classroom teacher and the administration must approve classroom parties.

**2-16: MEDIA/PUBLISHED PHOTOS** - Throughout the school year the staff/teachers may be videotaping classes or taking pictures of events involving students for various purposes. While the primary purpose would be to share these events with parents/guardians during school programs, there may opportunities where the school would like to celebrate our students' achievements by posting their pictures on our school website or in local newspapers to share with our community the events our students may be participating in. The school utilizes the services of an approved outside vendor for school pictures and yearbook photos. If you do not want your students' pictures taken, you must elect to opt-out during registration (beginning of each school year or when transferring as a new student) or request an opt-out media release form.

**2-17: CHANGE OF ADDRESS OR PHONE NUMBER** - Please notify the office when you change your address and/or phone number. The school must be able to contact you in case of illness or emergency. Current emergency contact numbers are essential.

**2-18: VOLUNTEERS** - Moseley Public School recognizes that school volunteers provide a valuable service to the school. To protect the students and their families and to achieve a program of high quality, Moseley Public Schools set forth requirement and standards for those who participate in the Volunteer Program. Volunteer Packets may be picked up on the front office. The superintendent will determine where the volunteer is most needed. A background check is required for all volunteers at the volunteer's expense. Packets may be picked up at the front office.

## **SECTION 3: STUDENT RESPONSIBILITY AND DISCIPLINE**

**3-1: STUDENT BEHAVIOR** - One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect and self-discipline. It is the school's responsibility as part of the total educational process to assist the student in the development of self-discipline.

### **3-2: STUDENT RESPONSIBILITIES**

#### **1. SCHOOL WIDE**

- Be in designated areas.
- Follow directions of school personnel.
- No physical aggression and/or fighting.
- No profanity, abusive language, or obscene gestures.
- Obey rules for specified areas.
- No articles, which are hazardous or disruptive to others.
- No candy items brought to school from outside sources.( candy items purchased at school events or through fundraisers are acceptable during particular times and designated areas)
- No items may be sold among students other than organized fund raising items.
- No toys should be brought to school. The school is not responsible for stolen or broken items.
- No hard balls or bats will be allowed except in teacher-organized games.
- Students are not allowed out of the classroom without a hall pass issued by the teacher.
- No public display of affection (PDA).
- No body piercing other than ear lobes to be exposed.
- No Gum in School.

#### **2. CLASSROOM**

- Each teacher will have a set of classroom rules and an assertive discipline plan. This plan will be:
- Approved by the Administrator.

- Sent home to the parents/guardians.
- Posted in the classroom.

### 3. HALL AND RESTROOMS

- No running or excessive noise.
- Do not jump or hit exit signs, tops of doors, ceiling, sidewalk awnings, etc.
- If you see someone abusing a restroom, please notify a teacher.
- Do not play or climb in the restroom.
- Do not place inappropriate items in toilets or sinks.

### 4. PLAYGROUND

- Play in designated areas only.
- Play games that are not dangerous.
- Throw nothing on the playground except authorized playground equipment designed to be thrown.
- Report strangers on or around the playground to school personnel.

### 5. CAFETERIA

- Good manners are important.
- Speak softly.
- Be excused before leaving the table.
- No food or drink is to be taken from the cafeteria.
- No soda is allowed in the cafeteria.
- No Gum.

**3-3: MEALS** - Moseley Public School will be participating in the CEP (Community Eligibility Program) this school year. This program is a non-pricing meal service allowing the school to provide free meals to all students regardless of income. Parents/Guardians are still responsible for any meal account balances owed from previous school years. Moseley strives to ensure that all students are provided meals each day school is in session. The school reserves the right to withhold the transfer of student transcripts for until fees are paid in full.

#### Meal/Cafeteria Rules:

1. A hot lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent/guardian.
2. Students may bring their lunch, but they will be required to eat in the cafeteria. Students are not allowed in classrooms without prior approval.
3. Students must remain seated while in the cafeteria.
4. No glass containers are allowed on campus at any time.
5. Students should not bring pop in their lunch.
6. Students are expected to clean their eating area and dispose of any food and drink containers.

**3-4: DRESS AND APPEARANCE** – In developing a dress policy, Moseley School recognizes student appearance is not the sole responsibility of the school. It is a cooperative endeavor between the school, parents/guardians, and students, with parents/guardians and students assuming the larger share of the responsibility. **Dress and appearance must not present a health or safety problem or cause disruption.**

#### The following is NOT ALLOWED

1. BIZARRE, DISTRACTIVE OR DISRUPTIVE FASHION/DRESS that may disrupt the school day. Only ear piercing to be seen.
2. Bare shoulders.
3. See-through clothing.
4. Halter tops.
5. Tops that do not touch the lower garment at all times, thus exposing the midriff skin.
6. Backless tops or tops with excessively low necklines.
7. Clothing with writing or pictures that are suggestive or symbolic of drugs, alcohol, tobacco, sex or anything illegal or immoral.
8. Clothing that allows undergarments to be visible.
9. Muscle shirts, tank tops.

10. Hats on campus.
11. Bare feet.
12. Baggy jeans.
13. Any article of clothing or decoration which might be associated with gangs or gang activity; including but not limited to sagging jeans, headbands, coveralls, symbolic graphics worn or displayed on clothing, etc.
14. Form fitting garments (biker shorts, tights, body suits, etc.) must be covered with a main garment.
15. Shorts cannot be above the student's fingertips when arms are held at their sides. No shorts after November 1<sup>st</sup> or before March 1<sup>st</sup> of each school year. Except for athletics.
16. No body piercing other than the ear lobes may be displayed by students. Students will remove the items when requested by school officials.
17. No facial hair.
18. No shoes with wheels attached to them.

If clothing is inappropriate, the school will first attempt to locate alternate/appropriate clothing for the student, then parent/guardian will be called and asked to pick up the student or bring a change of clothing. Students who continue to dress inappropriately will be suspended from school according to the school suspension policy.

**3-5: DISCIPLINE** - In the educational process, sometimes it becomes necessary to impose penalties on students for inappropriate behavior that interferes with the educational process. Oklahoma law vests teachers and administrators with the same right as parents with regard to the control and discipline of children during the time the child is in attendance or in transit to or from school or any other function authorized by Moseley Public School. When a disciplinary measure is administered, an attempt will be made to notify the parent/guardian, via contact information in the student demographic page. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or education process or effectiveness of the school, will also result in disciplinary action. Student suspension cases may be appealed to the suspension committee. The Moseley Board of Education reserves the right to hear or not hear a student appeal.

Students will be disciplined in accordance with Moseley School's Code of Conduct:

***"RESPECT THE RIGHTS OF OTHERS"***

1. Disciplinary action may be taken for any of the following reasons:
  - a. Disobeying the rules.
  - b. Showing disrespect to teacher, student or other school person.
  - c. Damaging school property.
  - a. Student lockers may be searched by school personnel and/or the school SRO in accordance to OS 489.
2. The following are methods by which discipline problems may be handled.
  - a. Counseling: may involve the classroom teacher, counselor or administrator because of first or infrequent occasions.
  - b. Detention: students may be required to make up class time during recess or a school activity.
  - c. Ineligibility: permission to participate in extracurricular activities will be denied.
  - d. Corporal punishment
3. Suspension:
  - a. Parents/Guardians will be notified to pick up their child immediately.
  - b. Student may be suspended from school activities, clubs or organizations for a period deemed appropriate by the administrator.

**3-6: CORPORAL PUNISHMENT** – Moseley Public School recognizes corporal punishment as a means of discipline as allowed and documented in The School Laws of Oklahoma. Other means of discipline should always be used first in an effort to bring about positive behavior change. If other methods have failed and corporal punishment is deemed the appropriate next step, the following guidelines will apply:

1. Corporal punishment may be administered only under the strict supervision and approval of the building principal or superintendent.
2. Corporal punishment may be administered by any certified staff member only with the approval and in the presence of the building principal or superintendent.
3. Corporal punishment shall always be administered in the presence of a certified staff member acting as a witness.
4. Corporal punishment shall be administered in the principal's office or superintendent's office or in an area which allows some degree of privacy for the student.
5. A maximum of two (2) swats shall be given for any student per occurrence and per day.

6. Parents/ Guardians who do not wish to utilize corporal punishment must advise the building principal or superintendent of the school, on an annual basis.
7. The building principal or superintendent will document an attempt to contact the parent prior to swats being administered.

**3-7: BULLYING PREVENTION** - The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, bullying, and threatening behavior.

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Occurs on or is delivered to school property or the site of a school-sponsored or school-related activity on or off school property;
2. Occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
  4. Interferes with a student's educational opportunities; or
  5. Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.
- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
6. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
7. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school;
8. Infringes on the rights of the victim at school.

Moseley Public School is committed to providing a safe and nurturing learning environment for all individuals by educating parents/guardians, students, and community members on bullying, harassment and school threats. The board has also adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the district's plan to address it.

**\* For more information on this policy, please refer to the Complete Policy Manual on the school's website or contact the school.**

**3-8: SEXUAL HARASSMENT** - The policy of Moseley Public School forbids discrimination against, or harassment of any student based on sex. The Moseley Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including volunteers whose work is subject to the control of school personnel. You may request a copy of this policy from the Office of the Superintendent.

**3-9: STUDENT CELL PHONES/SMARTWATCHES** - As with all grade levels on campus, cell phones, phone watches, iPod, Ear Pods, and other electronic devices are NOT allowed to be used by students during the school day. Students should not be making or receiving "calls" on their watches or phones during the school day. Students will be asked to keep these items OFF and placed in designated area.

The school is not liable for any personal property. If a student is found to be using a wireless device in violation of the rules they shall be subject to the following disciplinary actions:

- 1st offense – Two (2) days In-School-Suspension/Intervention. Device will be taken and parent/guardian will be called to sign for/pick up the device.
- 2nd offense – Five (5) days In-School-Suspension/Intervention. Device will be taken and parent/guardian will be called to sign for/pick up the device.
- 3rd and subsequent offense – Ten (10) days In-School-Suspension/Intervention. Students will be prohibited from bringing the device to school the remaining school year.

\* Cell phone policy is strictly enforced. The policy can be found on the school website.

**3-10: SCHOOL TRIP POLICY** - Any student that has a referral (discipline report, notice of concern, etc.) may not be allowed to attend any school trip during the nine-week period that it was issued (or as long as deemed necessary). Disciplinary action will be at the discretion of the administration. No cell phones or electronic devices will be allowed on any school sponsored field trip or sporting activity. \* CELL PHONE POLICY ENFORCED!

### **3-11: PHYSICAL EDUCATION PARTICIPATION**

1. Students not participating in gym due to a short-term illness must have a note dated and signed by a parent/guardian. This is to be given to the gym teacher.
  2. Before an injured student will be allowed to resume physical activity, a written release from the doctor or parent/guardian must be presented to the gym teacher.
  3. Students not wishing to participate in competitive athletics will be in a physical education class.
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## **SECTION 4: ACADEMICS**

**4-1: TEXTBOOKS** – All basic textbooks are loaned to the student during the school year. The student is responsible for seeing that the books are kept clean and in good condition. The student (parent/guardian) will pay for lost, damaged, or destroyed books. Cost of textbooks will be prorated on a five-year life span. Books will need to be paid for before the student will receive their report card and/or transcripts for transfers.

**4-2: DEVICE POLICY/COMPUTER** - Moseley Public Schools is a one-to-one school, which means we are able to provide every student with a Chromebook/Laptop Computer. Parents will be required to sign an Internet User Agreement and a Device Coverage Agreement for each child. There is a technology fee for the use of the school computer each year per student. This agreement protects the student and the school from damage that may occur. If the parent opts out of the coverage agreement and does not pay the required technology fee, they are assuming full responsibility for any repairs or replacements for damaged computers. Please keep in mind that there is no legitimate expectation of privacy when using the school district's technology.

**4-3: MOSELEY PUBLIC SCHOOL POLICY, TERMS AND CONDITIONS FOR INTERNET USE "USER AGREEMENT"** - Moseley Public School would like to offer your child access to our educational computer network. Your child will have access to various software applications, hundreds of database, libraries and computer services from all over the world through Internet and other electronic information systems.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed regulation and agreement form and discuss these requirements together. Inappropriate network use will result in the loss of the privilege to use this educational tool, and, under certain circumstances, can result in disciplinary action.

The district's network will provide access to the Internet. Internet is a system, which links smaller networks creating a large and diverse network. Internet allows your child the opportunity to reach out to many other people to share information, learn concepts and research subject by the sending and receiving of messages using a computer, modem and phone lines.

After reading and discussing the Policy, Terms and Conditions for Internet Use, complete the User Agreement and Parent/Guardian Permission Form. Please return the form to your child's teacher indicating your permission for your child to be granted access to the district's computer network.

**INTRODUCTION** - The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Moseley Public School will have access to:

- electronic mail communication with people all over the world;
- information and news;
- Public domain and shared, worldwide educational projects.
- discussion groups on a wide scope of topics ranging from diverse cultures to the environment to music to politics; and
- Access to many University Library Catalogs, the Library of Congress, and other resources around the world.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Moseley Public School has taken available precautions to restrict access to controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the Moseley Public School System. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

**ACCEPTABLE USE-** The use of your access must be in support of education and research and consistent with the education and research and consistent with the educational objectives of the Moseley Public School system. Use of other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited.

**PRIVILEGES-**The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will be part of the discussion with a Moseley School faculty member pertaining to the proper use of the network. The system administrator will deem what is inappropriate use and his/her decision is final. Moseley School may request the system administrator deny revoke or suspend specific user accounts.

**NETIQUETTE-**You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to following:

- Be polite. Your messages should not be abusive to others.
- Use appropriate language. Do not swear or use vulgarities.
- Do not reveal your personal address or phone number.
- Do not reveal the personal address or phone of other students.
- Illegal activities are strictly forbidden.
- Note that electronic mail (e-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 may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network other users.
- All communications and information accessible via the network should be assumed to be private property.

**WARRANTIES-**The Moseley School system make no warranties of any kind, whether expressed or implied for the service it is providing.

**SECURITY-**Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher, who will in turn notify the systems administrator.

- Do not demonstrate the problem to other users.
- Do not use another user's account without written permission.
- Attempts to login to the Internet as a system administrator will result in cancellation of user privileges.
- Any user identified as a security risk or having a history of problems with other computers systems may be denied access to the Internet.

**VANDALISM-** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading, downloading or creation of computer viruses.

**EXCEPTION OF TERMS AND CONDITIONS -**All terms and conditions as stated in this document are applicable to the Moseley School system, in addition to the system administrator. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United State of America.

#### 4-4: MAKE-UP WORK

1. It is the sole responsibility of each student to arrange to complete all work missed due to an absence.
2. Excused Absences: Student will be allowed to receive credit for work missed due to an excused absence if the work is completed within the amount of time missed plus two days.
3. Unexcused Absences: Students will not receive credit for work missed due to an unexcused absence.
4. Activity Absences: Students who will not be attending class due to an approved school activity must notify each teacher prior to the absence in order to arrange for completing all work that is going to be missed.

#### 4-5: HONOR ROLL

1. Students who receive special services may qualify for the honor roll, but not for Valedictorian/Salutatorian.
2. To qualify for the honor roll no student will be allowed to make a grade lower than a B. The honor roll and Valedictorian/Salutatorian will be determined by the following criteria:

*Superintendent's Honor Roll: All A's with one B+ allowed.*

*Principal or Superintendent's Honor Roll: All A's and B's (no grade below a B allowed)*

3. Grade point averages will be used.
4. Semester grades will be used in determining Valedictorian/Salutatorian. In the eighth grade the 3<sup>rd</sup> nine weeks' grade will be used for the last semester's grade. (Due to Valedictorian/Salutatorian being determined prior to graduation.
5. Students entering Moseley School are responsible for providing all grades from the school they previously attended.
6. In the event of a point tie, grade percentage will be carried out to the next place until the tie is broken.

**4-6: REPORT CARDS** - Moseley School will follow state policies pertaining to the no-pass, no-play regulations required to participate in extracurricular activities.

Students are given assignments and are usually given some time to work on them in class. If they do not finish, they may take them home to complete for the next day if arrangements are made with the teacher.

Progress reports will be sent home every four weeks for students averaging below 60% unless otherwise requested by the parent/guardian.

Helpful points for concerned parents/guardians:

- a. HELP YOUR CHILD BY SEEING THAT HE/SHE DOES HIS OR HER HOMEWORK AND RETURNS IT BACK TO SCHOOL.
- b. HELP YOUR CHILD BY SEEING THAT HE/SHE BRINGS ALL THE SUPPLIES THAT THEY NEED FOR EACH DAY.

**4-7: PLAGIARISM** - If a student is caught cheating or plagiarizing on test and/or assignments, the teacher has the right to determine the consequences.

**4-8: PROFICIENCY TESTING** - Our school is currently using an achievement-testing program to evaluate the student body. The testing points out various strengths and weaknesses a student might have. In an effort to better educate our students, we are using the test information and teacher's suggestions to provide appropriate settings and materials for the child. Parents/Guardians will be notified by the school when test dates are set. As an interested parent/guardian, you should make a "special effort" to see that your child is prepared and properly rested during the test week.

**4-9: ADVANCED PLACEMENT OPPORTUNITY** - Moseley Elementary students will be offered the opportunity to advance their grade level through Proficiency Based Promotion assessments. An assessment team will be assigned to any student desiring this opportunity, and will consist of, but will not be limited to, the Principal, Superintendent, school counselor, and homeroom teacher. Proficiency Based Promotion opportunities will be offered at parent/guardian recommendation by letter. A parent/guardian meeting will then be scheduled by the academic team for consideration.

**4-10: PROMOTION AND RETENTION** - In accordance with the policy of the Board of Education, the following criteria for the selection of students to be retained in their current grade will be used in this school district. Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades First through Eighth must achieve a grade average of 60% or higher in at least three (3) major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading and social studies.

In the elementary and middle schools, a placement committee consisting of the superintendent, counselor and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

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

A parent/guardian must be made aware of the possibility of the student's retention. The school staff will make every effort to help the student improve his academic standing.

Moseley School will follow state policies pertaining to the no pass, no play regulations required to participate in the extracurricular activities.

**4-11: MEDIA CENTER** - The Moseley School administration and faculty believe that the Media Center, in addition to doing its vital work of aiding the education of its youth, should offer to every child the opportunity to have and to use any educational materials that will enrich knowledge and aid in the development of character growth of the student. The LIBRARY BILL OF RIGHTS of the American Library Association asserts and generates the understanding of American freedoms and helps to inform and develop responsible citizens of our youth.

## **SECTION 5: BUS TRANSPORTATION, WALKERS, BICYCLES**

**5-1: TRANSPORTATION** – Please make sure your student(s) understand that compliance of the school bus rules is to ensure the safety of everyone onboard. Free transportation in district-owned buses is furnished to students who reside within the school district. All buses used by Moseley School meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the student in their care. The driver has absolute authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from bus privileges for disobeying regulations.

Student riders will not be allowed to depart the bus at any other stop other than his/her designated stop, unless a note is presented to the driver signed by the main office. A note or call from the parent/guardian is required by the office for permission for any student to ride a different bus than normal, or to exit at other than their designated stop.

### **5-2: BUS RULES**

#### ***PREVIOUS TO LOADING***

1. Be on time at the designated school bus stops.
2. Stay off the road at all times while awaiting the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.

#### ***WHILE ON THE BUS***

1. Keep hands and head inside the bus at all times after entering the bus.
2. Possession of tobacco in any form is prohibited.
3. Assist in keeping the bus safe and clean at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.

5. Treat bus equipment as you would valuable furniture in your own home. The offender must pay for damage to seats, etc.
  6. Bus riders should never tamper with the bus or any of its equipment.
  7. Leave no books, lunches, or other object in the aisles.
  8. Keep books, packages, coats, and all other objects out of the aisles.
  9. Help look after the safety and comfort of small children.
  10. Do not throw anything out of the bus windows.
  11. Bus riders are not permitted to leave their seats while the bus is in motion.
  12. Horseplay is not permitted around or on the school bus.
  13. Bus riders are expected to be courteous to fellow students and the bus driver.
  14. Keep quiet when approaching a railroad-crossing stop.
  15. In case of a road emergency, children are to remain on the bus.
  16. Cell phones/electronic devices are to be kept in the students backpack for the duration of the bus ride.
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#### *AFTER LEAVING THE BUS*

1. When crossing the road, go at least 10 feet in front of the bus, stop, check the traffic, and watch for the bus driver's signal then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by the proper authorization from the parent/guardian and school official.

#### *EXTRA CURRICULAR TRIPS*

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Students shall respect the wishes of the chaperon appointed by school officials.

Bus Infractions: Consequences may include, but are **NOT LIMITED** to:

First Offense:	Assigned Seat and Parent/Guardian Notified
Second Offense:	Suspended from bus for 3 days and Parent/Guardian Notified
Third Offense:	Suspended from bus for 5 days and Parent/Guardian Notified
Fourth Offense:	Loss of bus riding privileges

\*District Administration has the ultimate authority to make disciplinary decisions based on the student offense for safety and security for the school district.

#### **5-3: WALKERS**

1. Parents/Guardians should advise their children not to accept rides, clothing, gifts, pills, food, drinks, etc. from strangers.
2. It is best if students have a definite route to follow, agreed on by parents/guardians and students.
3. Students walking from school are not allowed to leave until buses have left on their routes.
4. Students who walk to school must bring a note from the parent/guardian at the beginning of the school year giving the student permission to walk to school.
5. After school, student will report to a designated area and remain there until dismissed.

#### **5-4: BICYCLES** – A note is required for approval. Parents/guardians should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety requirements.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked upon arriving at school not ridden again until school is dismissed.
4. The school is not responsible for stolen bicycles.
5. Bicycle riders are not permitted to leave before buses in the afternoon.
6. After school, students will report to a designated area and remain there until dismissed.

## **SECTION 6: MEDICAL**

**6-1: MEDICINE** –We suggest that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to take medicine during the school day, the following procedures must be followed:

1. All medications are to be brought to the school office/nurse upon arrival at school by parent/guardian.
2. Provide the office with a physician's statement of illness, medication, dosage, and instructions.
3. Parents should complete the "Authorization to Administer Medication."
4. Medication should be in the original pharmacy bottle, labeled with the name of the medication and the time it is to be administered.

Dosage of medicine cannot be changed unless a note from the doctor is on file. We will Not dispense any over-the-counter medication (even Tylenol) without a completed "Authorization to Administer Medication" form on file. Students who become ill during the day should first tell their teacher, and if necessary, the teacher will send the student to the office/nurse's office. The office/nurse and parent will decide if the student should go home from school.

**6-2: ILLNESS** - School children sometimes complain of illness at school but are able to continue with their class work without going home. Feeling that parents may wish to know what criteria is used in making decisions about whether to send a child home or return a child to class, we are publishing this list of GUIDELINES for you:

1. A child with a temperature of 100 degrees or above is sent home.
2. A child who vomits at school is sent home.
3. A child who reports diarrhea and states that he/she is having difficulty getting to the restroom on time is sent home.
4. A child with a questionable rash is sent home.
5. A child with "pink eye" is sent home.
6. Any child who is so uncomfortable that he/she is not able to function in school is sent home.

We try to take into consideration a child's report of having been sick at home or of illness in other family members. Please consider keeping your child home from school if he/she has any of the following symptoms:

1. Fever above 100-degree Fahrenheit.
2. Uncomfortable/sore throat or Tonsillitis.
3. Rash or Skin eruption (unless diagnosed as non-contagious by physician).
4. Nasal discharge accompanied by fever.
5. Inflammation of the eyelids.
6. Head Lice.

**6-3: COMMUNICABLE DISEASE POLICY** - If a student has contracted a communicable disease, illness or infestation that would endanger the health, safety, or well-being of classmates, the student will be denied permission to attend class. The principal or superintendent/superintendent may, if they deem necessary, require certification by Health Officer, Nurse or Medical Doctor that the disease, illness or infestation is no longer in communicable stage. Parents/Guardians that fail to take appropriate steps to cure the student's condition so that the student may return to school are in violation of state truancy laws, and it shall be the principal's or superintendent's duty to report the truancy case to proper authorities.

**6-4: HEAD LICE** - Any child afflicted with head lice and/or nits is prohibited from attending Moseley School until they are free from infestation. Any child prohibited from attending school due to head lice and/or an official school representative must check nits before being allowed to re-enter school Section 2601 of Title 63 Oklahoma Statutes.

## **SECTION 7: SCHOOL CAMPUS AND SCHOOL EVENTS**

**7-1: ALCOHOL/NARCOTICS USE OR POSSESSION OF ALCOHOL OR NARCOTICS ON SCHOOL PROPERTY OR AT SCHOOL EVENTS** - In recognition of the school's obligation to our students and community, we stand ready to assist in dealing with drug related problems. Any student found possessing, using or under the influence of drugs, or possessing drug paraphernalia, will be suspended for the current semester and possibly the next semester. Authorities will also be notified. Moseley School will, to the full extent of its legal powers, attempt to insure the control of the use of alcohol or narcotics on school properties and at school events. The possession or use of beer, alcoholic beverages or narcotics of any description on the school premises, school buses, or at any school-sponsored activity will be grounds for immediate suspension or expulsion from school. Law enforcement agencies and the District Attorney's Office will be notified.

**7-2: TOBACCO/SMOKING/VAPING** - Smoking, vaping and/or possession or use of other forms of tobacco (Skoal, Copenhagen, etc.) will not be permitted in the school, on school buses or in school vehicles, or on school grounds at any time. If a student has possession of any form of tobacco or vaping device, it will be confiscated. At Moseley School, we encourage students to abstain from the expensive and injurious habit of smoking, vaping or chewing.

**7-3: WEAPONS** - Any object that could be used to injure another person may be defined as a weapon. The administration has the right to determine what might be a weapon. Weapons such as knives or other sharp objects are not allowed on campus.

**7-4: PERSONAL PROPERTY** - It is the policy of the school that no item(s) listed below is brought to school. If brought at any time, the item should be placed in the administrator's office for the duration of the school day. The school is not responsible for stolen items of personal property.

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CELL PHONES, PHONE WATCH, EAR PODS, STEREO, CASSETTES, ELECTRONIC PAGING DEVICES, CELLULAR PHONE, CD PLAYERS, I-PODS, MP3 PLAYERS, GAME DEVICES, AND ANY OTHER CELLULAR OR ELECTRONIC DEVICE. ADDITIONAL ITEMS SUCH AS LASER POINTERS, GAMES, TRADING CARDS and any item of personal value.

It is the policy of Moseley School that student not be allowed to possess any electronic communication device while attending classes, on school grounds, or at school sponsored activities or while visiting other schools. These devices will be confiscated and returned to the parents/guardians.

**7-5: STUDENT SEARCHES** - The superintendent, principal, teacher or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any student or property in the possession of the student when said student is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. Searches will be based upon reasonable suspicion, will include the student's personal belongings if reasonable suspicion exists, and be conducted in a controlled environment. Students wearing cold weather outerwear may be asked to remove the outerwear. Students have no reasonable expectation of privacy in school lockers, desks or any other school property- without notice or reason

**7-6: SURVEILLANCE CAMERAS** - For safety and security, cameras have been installed throughout the school facilities.

**7-7: EMERGENCY DRILLS** - Our school has regularly scheduled fire, tornado, earthquake, campus lockdown and intruder drills to keep our students prepared for those emergencies.

**7-8: ASBESTOS COMPLIANCE** - In compliance with the U.S. Environmental Protection agency and Asbestos Hazard Emergency Response Act, in the fall of 1988 the Moseley School was examined for asbestos, and a management plan was written. The inspection findings and asbestos management plan is on file in the superintendents' Office. The EPA requires us to perform re-inspections of asbestos materials every three years. The results of the re-inspection are also on file in the management plan. Everyone is welcome to view these anytime during school hours.

## **SECTION 8: GENERAL POLICIES**

**8-1: PARENTS/GUARDIANS RIGHT TO KNOW POLICY** - At the beginning of each school year, any district that receives funds under NCLB Title I shall notify that parent/guardian of each student attending and school receiving funds that the parents/guardians my request, and the agency will provide the parents/guardians on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications
3. Licensing criteria have been waived.
4. The baccalaureate degree major of the teacher and any other graduate certification of degree held by the teacher, and the

5. field of discipline of the certification or degree.
6. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
7. Information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and
8. Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
9. The notice and information provided to parents/guardians under this paragraph shall be in understandable and uniform format and, to the extent practicable, provided in a language that the parents/guardians can understand.

**8-2: PUBLIC NOTICE FAMILY EDUCATION RIGHTS AND PRIVACY ACT** - The Moseley School district has developed policies and procedure designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA). The Moseley School District will provide to parents/guardians and eligible students an annual notice of their rights under this policy. These rights are as follows:

1. The right of a student's parents/guardians and eligible students to inspect and review the student's education records.
2. The intent of the Moseley School District to limit the disclosure of information contained in a student's education record except: (1) by the prior written consent of the student's parent/guardian or eligible student; (2) as directory information; or, (3) under certain limited circumstances, as permitted by the FERPA.
3. The right of a student's parent/guardian or an eligible student to seek the correct parts of the student's education record which he or she believes to be inaccurate, misleading or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent/guardian or eligible student's request.
4. The right of any person to file a complaint with the United States Department of Education, if the Moseley School District violates FERPA.
5. Parents/Guardians and eligible students should come to the Principal's or Superintendent's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the School Administrator's Office
6. The district assures Child Find procedures will be conducted according to guidelines outlined within the Oklahoma Policies and Procedures for Special Education Manual.

**8-3: RIGHTS OF PARENTS/GUARDIANS AND CHILDREN REGARDING PERSONALLY IDENTIFIABLE INFORMATION IN ACCORDANCE WITH FERPA:**

1. To inspect the students' educational records.
2. To request the amendment of education records to ensure that they are not inaccurate, misleading or in violation of the student's privacy or other rights.
3. To consent to disclose education records, except where consent is not required to authorize disclosure;
4. To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, DC 20202, concerning the alleged violations of the requirements of FERPA (34CFR 99.1-99.67)
5. To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location or evaluation, schools shall provide notice to parents/guardians. Accommodations for other languages or means of communication may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents/guardians under FERPA.

**8-4: NOTICE TO PARENTS/GUARDIANS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION** - The notice is to inform parents/guardians of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally, identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

**REFERREL** - Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities, which may require special and related services, may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years

of age. The Oklahoma Area Wide Service Information System (OASIS), through a toll-free number (1-800-45-OASIS), also provides statewide information and referrals to local schools and other service providers.

**SCREENING** - Screening activities may include vision, hearing and health. Other screening activities may include review of records and education history, interviews, observations. In addition, specially developed readiness or education screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

**(1) READINESS SCREENING** - Personally, identifiable information is collected on all kindergarten students participating in school-wide screening to assess readiness prior to entering into first grade. Results of the screening are made available to parents/guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without prior notice to the child's parent/guardian or whose parent/guardian has filed a written objection with the local school district.

## **(2) EDUCATIONAL SCREENING**

- Educational screening includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Act (IDEA). Each school district in the State provides educational screening. No child shall be educationally screened without prior notice to the child's parent/guardian or whose parent/guardian has filed a written objection with the local school district.
- Educational screening is implemented for all first-grade students each school year.
- Second through eighth-grade, students shall be screened as needed upon request of the parent/guardian or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of such entry.

**EVALUATION** - Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means a procedure used selectively with an individual child and does not include basic tests administered or procedures used with all children in school, grade, or class. Written consent of the parent/guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

**8-5: COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION** - Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents/Guardians may obtain a copy of the local policy from the local school district's administrator.

**8-6: NOTICE OF LOCATION OF BOARD POLICY** - Students, parents/guardians, faculty, and any member of the community, have the right to ask to view the board policy book of Moseley Public School at any time. Board policy books are located in the following areas: front office, and superintendent's office. The administration of Moseley Public School welcomes your input on board policy. You may call 918-505-1000 if you have any questions regarding the Moseley Public School Board of Education policies.