

# Mulhall-Orlando

## High School Student/Parent Handbook



## **WELCOME TO MULHALL-ORLANDO HIGH SCHOOL**

The policies and procedures contained in this handbook are designed to help the school run smoothly in order for you to have a successful year at Mulhall-Orlando High School. This information has been carefully prepared so that it will help you adjust to our school and become an integral part of it.

Your teachers are eager to help you prepare for a successful adult life, so study hard. Along with your studies, get involved in co-curricular and extra-curricular activities. These activities are designed to help you enjoy school life. Remember that your success is directly related to your efforts.

## **SCHOOL ADDRESS AND PHONE NUMBER**

P.O. BOX 8  
100 E. Main  
ORLANDO, OK 73073  
Telephone: (580) 455-2212  
Fax: (580) 455-8019

### **Administration:**

Mr. Rodney Vollmer  
Superintendent of Schools

Ms. Joline Oldenburg  
High School Principal

## **MOTTO**

PREPARING YOUNG MINDS FOR THE CHALLENGE OF A CHANGING WORLD.

**MASCOT** - Panther

**COLORS** - Black and Gold

## **MISSION STATEMENT**

To provide educational opportunities to ensure quality educational, social, and vocational development for each child taught by Mulhall-Orlando Public Schools in order to empower all our students to succeed in a constantly changing world.

The Mulhall-Orlando Public School District does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status.

**STUDENT POLICIES OF THE BOARD OF  
EDUCATION AND ADMINISTRATION  
MULHALL-ORLANDO SCHOOLS**

**I. SCHOLASTIC ACHIEVEMENT.**

**A. GRADUATION REQUIREMENTS**

The M-O School Board and administration requires twenty-four (24) or more units of regularly organized classroom instruction for graduation. Fifteen and one-half (15 1/2) of the units required for graduation shall be earned in the 10th, 11th, and 12th grades (**SENIORS ARE REQUIRED BY STATE LAW TO CARRY A FULL LOAD (7 PERIODS)**). The 24 required units should include the following:

**4 units English.** *To include Grammar, Composition, Literature or any English course approved for college admissions requirements.*

**3 units History and Citizenship Skills** *including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from--World History, Geography, Economics, Anthropology, or other social studies courses as offered by the school.*

**3 units-Mathematics** *limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I.*

**3 units-Laboratory Science** *limited to one unit of a Life Science, one unit of a Physical Science, and a third unit from either previous domain with rigor above Biology/Physical Science.*

**2 Units of the same Foreign or non-English language, or 2 Units Computer Technology**

**1 Additional Unit** *selected from the courses listed above or career and technology education courses approved for college admission requirements*

**8 units-elective courses**

College courses taken concurrently may be counted for high school credit provided that the college course covers material mandated in high school PASS skills. Each college course offered will be evaluated by the administration in order to determine if the course indeed maintains the rigor required by PASS and qualifies to be counted toward high school graduation.

**B. GRADING SCALE**

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

\*Students must be in attendance to earn a grade.

**C. MID-TERM EXAMS**

Students will be administered a cumulative mid-term exam that will be counted as a large part of the student's grade, up to 20%. Exams will be administered on two consecutive days. Day 1: 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> hours and Day 2: 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> hours.

## D. SEMESTER EXAMS

Students will be administered a cumulative exam on the last day of each semester. Semester exams will count up to 20% of the semester grade. \*All semester exams (1<sup>st</sup> – 7<sup>th</sup> hour) will be administered in one day.

**\*Any student suspended or assigned In-School-Detention will be required to take all semester exams.**

**E. A minimum of two grades will be recorded each week.**

## F. ELIGIBILITY

Grades will be checked at the end of the third week of each semester and each week thereafter. A student must be passing in all subjects. If a student is not passing all subjects at the end of a week he or she will be placed on probation for the next one-week period. If a student is failing one or more classes at the end of probationary week, he or she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. A student may regain eligibility by passing all subjects at the next grade check period. **Students on the ineligibility list will not be allowed to participate in school activities including dances, contests, class trips, etc.** Eligibility will be based on the students' cumulative grade each semester.

## G. CLASSIFICATION

Mulhall-Orlando high school students (9th-12th grade) must fulfill the following requirements to be classified as a sophomore, junior, or senior and are required to be on track to graduate.

At the end of:

- 9th grade year--must have passed 5 full credits needed toward graduation.
- 10th grade year--must have passed 11 full credits needed toward graduation.
- 11th grade year--must have passed 17 full credits needed toward graduation.
- 12th grade year--must have passed 24 credits needed to graduate.

Any student who does not meet these requirements will remain with the upcoming class.

## H. CLASS LOAD

The regular class load of high school students shall be considered seven classes. No study halls will be scheduled. Any deficiencies should be reported to the principal or to the teacher of the subject. **DURING THE FIRST WEEK OF SCHOOL AS A SENIOR, STUDENTS MUST MAKE AN APPOINTMENT WITH THE ADMINISTRATOR TO COMPLETE A GRADUATION CHECK.** Students failing subjects that are required for graduation but not offered in the schedule should inform the principal so correspondence courses may be arranged at the students' expense. SENIORS--all correspondence courses must be completed and grades received two weeks prior to commencement. **No class schedules may be changed after the first week of the semester.**

PROFICIENCY TESTS will be available for students at the beginning of each semester in the core areas. Guidelines from the State Department of Education will be used in grading.

## I. CONCURRENT ENROLLMENT

Students at Mulhall – Orlando High School have the opportunity to enroll in college courses through Redlands Community College in El Reno via our IETV Distance Learning program. Students must have a satisfactory ACT/SAT score to enroll in these courses. .

## II. ATTENDANCE

The Mulhall-Orlando Board of Education firmly believes that a student in the M-O Public Schools must attend school on a regular and punctual basis in order to benefit appropriately from the educational opportunities available. Students can miss up to 10 days with reason (excused) per semester. For an absence to be excused the student must bring a note or phone call from their parent. If the student does not have a note when they return to school the absence will be unexcused and the student will receive a "0" for the day they missed. **No late notes will be accepted.** A student who is absent excessively (10 or more absences) will be reported to the Department of Human Services (DHS). This includes students missing Career Tech. Exceptions will only be made in extreme cases and must be approved by the principal, i.e. long-term sickness, etc. Mulhall-Orlando School is required to report excessive absences to DHS.

### 1. EXCUSED ABSENCES

Excused absences are defined as absences that occur when a parent or guardian see fit for the student to miss school. Students are allowed one (1) day for each day absent to make up class work. It is the responsibility of the student to contact the teacher about make-up work.

Any project, paper, essay, examination or test announced during the student's presence in class or which is regularly scheduled (ex: chapter test, nine weeks test, semester test), which is missed because of an excused absence, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he or she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, then the test shall be administered to him or her the first day following his or her return to class.

Any exceptions to this rule shall be at the discretion of the principal. Note: Students need to remember they must not exceed ten (10) absences per semester in order to pass. Students with good attendance habits usually do better than students with poor attendance habits.

### HIGH SCHOOL SEMESTER TEST EXEMPTION POLICY

"A" class average and 3 or fewer absences	3 unexcused tardies = 1 absence
"B" class average and 2 or fewer absences	6 unexcused tardies = 2 absences
"C" class average and 0 absences	9 unexcused tardies = 3 absences

Test exemptions will be calculated per class.

Total unexcused tardies will also count when determining semester test exemptions. Students will be required to complete a semester test exemption form before being deemed eligible for exclusion from testing.

2. Any student who misses more than the 10 days or class periods allowed will be placed on the failing list. Students will be notified before their number of absences equals 10. The attendance policy of the school applies to classes that students are taking at Career Tech. (O.S.S.A.A.--RULE 2 ATTENDANCE- states that all students must be in school 90% of the time to compete in athletic events) **\*\*Any student who exceeds the 90% rule for athletic activities and becomes ineligible, may be removed and placed in another class by the principal.**
3. Students who are ill (under doctor's care) for an extended period of time should notify the principal so that arrangements can be made for homebound study.
4. Any exceptional circumstances dealing with attendance will be at the principal's discretion.

5. Being absent means that a student is **NOT IN SCHOOL (ONE PERIOD OR THE WHOLE DAY)**. A student must bring a note upon returning after being absent.
6. **EXCUSED ABSENCES: "ABSENCE WITH REASON"**- (These still count toward total allowable absences). The parent feels that it is necessary that their child miss school. Students who need to leave during the day must bring a note from their parent stating date and time student needs to leave and it must be signed by parent. (parents may call)
7. **UNEXCUSED ABSENCES:** No note from parent = Students will receive a "0" in the classes they miss. **NO LATE NOTES WILL BE ACCEPTED.**
8. **MAKE-UP WORK:** A student who has been **absent with reason (EXCUSED)** is expected to make up all work missed. He/she will be allowed one day to make up the work for each day he/she was absent. Example:" Student misses Monday and Tuesday-Their homework is due when they **ENTER** class on Friday". Exception to this rule:"If a test was scheduled for Monday or Tuesday and the student knew that the test was scheduled, **THE TEST WILL BE TAKEN THE DAY THE STUDENT RETURNS.** All make-up work caused by school activity absence must be turned in using the same guidelines as regular absences. It is the student's responsibility to request make-up work. **Make-up work is due upon returning to school after a suspension.** See section XII, J, 3 for details.
9. **ABSENCES FOR NINE WEEKS OR SEMESTER TESTS:** Students failing to take nine weeks or semester exams on specified days shall receive a zero and not be allowed to take the exams. Semester tests can be counted up to one-fifth of the total grade. **Exceptions shall be for the following reasons only:**
  - a. Exemption according to school policy
  - b. Doctor's note
  - c. Funeral of immediate family (spouse, children, parents, parents of spouse, sibling, grandparents or grandparents of spouse.)
  - d. Circumstances beyond your control as accepted by the principal
10. **TARDIES:** Students who are tardy disrupt class by arriving late. A student is tardy when not in his/her proper seat when the bell rings. If a student is tardy, his/her teacher will record the student as tardy. The student will serve one detention period per three (3) tardies at the next after school detention. The principal may assign detention to any student who is not in their classroom when the bell rings. **Three TARDIES per semester count as an absence for semester test exemptions.**
11. **CHECKING OUT PROCEDURE:** If it is necessary for a student to leave school, notification to the office by the parent/guardian is required in order to check the student out. Upon returning to school, the student is required to check in through the office. All students will be required to sign-in/sign-out when arriving/departing campus anytime between the first and last bell each day. Failure to comply with this procedure may result in disciplinary action.
12. **COLLEGE DAYS:** Seniors who have taken the ACT or SAT are allowed 2 college days for enrollment and/or visitation during the school year. All college days must be coordinated through the counselor. The student must return a form to the counselor, which is signed by a college official documenting the student's visit. These absences, when properly documented, are considered excused activity absences. All college visits must be taken prior to **May 1**, unless otherwise pre-approved by the principal.

### III. DETENTION

**Teacher Assigned Detention:** Teachers may assign detention to a student for classroom disciplinary reasons. When teachers assign detention hall, the student will serve the detention period with the teacher in his/her classroom. The rules for detention listed below will apply.

**Principal Assigned Detention:** The Principal may assign students detention. Detention is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. The detention room will be assigned on a weekly basis. **FAILURE** to do detention time within the allotted time assigned will result in disciplinary action, which may include doubling of time in detention or even suspension.

The following is a list of rules for detention hall:

1. All students must **sign in** and **be seated** in the detention room by 3:20 p.m.
2. All students must bring homework that is sufficient to last the entire detention period. The student is responsible for bringing all necessary materials (ex. paper, pencil, books, etc) for completion of homework. Any student not having work sufficient to last the full period will be given an assignment by the detention hall teacher who will be turned in at the end of the period. Reading library books, magazines, newspapers, etc. will not be allowed, except for completion of class assignment.
3. Students must stay in their seat during the entire period. Talking, unnecessary noises, sleeping, chewing gum, eating food, etc. will not be allowed.
4. Students who do not follow the rules of detention hall will be told to leave the school premises. The time they have served during that detention hall period will not count, and the student may be subject to further disciplinary action by the Principal. Students that disrupt detention hall or fail to complete detention may be subject to additional detention time and even suspension.
5. Detention hall is over at 4:30 p.m. At this time, the student must **sign out** before he/she will be allowed to leave.
6. Students will not be required to attend detention on the same day as the problem arises except when the parent is notified and agrees. The student will be given a date by which the detention must be completed. Generally this will be during the same week.
7. It is the parents' responsibility to provide a way home for the student after the completion of detention hall. Students will not be allowed to wait in the school building.

#### IV. HONOR ROLLS

1. SUPERINTENDENT'S HONOR ROLL: Students having a 4.0 grade point (all A's) in all subjects will be listed on the superintendent's honor roll.
2. PRINCIPAL'S HONOR ROLL: Students having a grade point average of 3.0-3.99 without any "Cs" in all subjects will be listed on the principal's honor roll.
3. VALEDICTORIAN and SALUTATORIAN: The Valedictorian and Salutatorian will be the two highest ranking students respectively based on the 7 semester transcript, using weighted Grade Point Average rounded to the nearest hundredth. Duplicate awards will be presented in cases where more than one student has the same grade point average and qualifies as either Valedictorian or Salutatorian. Alternate selections based upon the below requirements will be made in the event the students initially selected do not meet stated requirements. **Any student achieving either a weighted or an unweighted Grade Point Average of 4.00 or higher shall be designated as a Valedictorian to colleges and universities. Class rank will still determine graduation Valedictorian and Salutatorian.**

Additional Criteria:

1. Be in good standing in all respects with the school.

2. Enrolled as a full-time student in this district for two out of the three upper grades.
3. Must complete the following courses:
  - a. English I, II, III & IV.
  - b. 3 years of Science (from Physical Science, Biology I, Biology II, Chemistry, Botany or Zoology.)
  - c. 3 years of Social Studies
  - d. 2 courses from the following list: Spanish I, Spanish II, Physics, Chemistry, Trigonometry, any Advanced Placement Course, any IETV College Level Course.

An advanced course will receive one more point value (5 point system) when averaging grades for Valedictorian and Salutatorian. Because of the difficulty of these classes, more point value will be placed on the grade. The following classes have been identified as advanced courses: Physics, Chemistry, Trigonometry, Advanced Placement Classes, and any college course taken concurrently while student is in high school.

## **V. SB 081-LITERACY IMPROVEMENT ACT**

Beginning Jan. 1, 1998 for a person under age eighteen (18) to be eligible for a driver's license, he/she must:

1. Have performed satisfactorily on the 8th grade Criterion-Referenced Reading Test, or
2. Have performed satisfactorily on an alternative reading proficiency test approved by the State Department of Education, demonstrating 8th grade reading equivalence, or
3. Have documentation from the school district of reading proficiency if the student has learning disabilities defined in 70 O.S. 109.5, or
4. Be a special education student, an alternative education student, or a learning disability student who has an IEP and is reading at his or her expected level pursuant to the IEP.

Remediation for those students not passing the state mandated testing for Reading will be offered at a time set by a certified English teacher with the approval of the high school principal. Remediation areas will include: vocabulary, comprehension/critical literacy, literature, and research and information objectives, which may be found on the Oklahoma State Department of Education web site under PASS Skills.

## **VI. PROFICIENCY BASED PROMOTION**

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 by demonstrating through assessment or evaluation a score of ninety percent or comparable. Students who demonstrate proficiency in a core curriculum area will be given credit for their learning and be given the opportunity to advance to the next level of study in the appropriate curriculum area. Appropriate notation will be made for an elementary, middle level or high school level student satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for passing. This graduation unit will count toward meeting the requirements for the high school diploma.

## **VII. ATHLETICS**

1. The school sponsors basketball, baseball, softball, golf, bowling, track, and cross country teams. Students are expected to participate in all sports if they enroll in 7<sup>th</sup> hour athletics (fall baseball/softball, basketball, spring baseball/softball). The principal shall have discretion on approval of schedule changes for athletes who do not wish to participate in all sports. Eligibility requirements must be met at all times. A student must be regularly enrolled, passing his work, and in attendance 90 percent of the time to be eligible. All the state athletic requirements will be met at all times. Any student who conducts himself so as to reflect discredit upon the school either during school hours or on athletic trips shall be ineligible. A physician must



examine all students participating in athletics. Coaches will furnish forms for the examination. This applies to all students in grades 7-12.

2. Participants in athletic contests **WILL** ride the bus to and from the event unless released to a parent who is present at the event.
3. The Oklahoma State Athletic Association rates students, teachers, players, coaches, and patrons each year for sportsmanship. The school disapproves of “unsportsman like” conduct and asks for the assistance of all concerned to help keep our rating at a high level. Scheduling athletic events during school hours is discouraged.
4. **OTHER SCHOOL ACTIVITIES (4-H, FFA, BPA, ETC.)** We are very proud of all our activities and want to continue to have good programs. At any time that any of these activities are being conducted, the students involved represent the school and will conduct themselves in an appropriate manner. When possible, these activities will not be scheduled during school to avoid conflicts with academics.
5. Students are expected to be in class the entire day of the activity. The principal must approve exceptions.

### **VIII. AUTOMOBILES, ETC.**

1. Students are discouraged from driving cars and motorcycles to school, but if they are used for transportation they will be driven only for transportation to and from school. **CARS ARE TO REMAIN PARKED FROM ARRIVAL TIME UNTIL SCHOOL IS DISMISSED IN THE AFTERNOON.** They are not to be driven during the lunch hour. All students' vehicles will be parked in the parking lot north of the building. Vehicles will be parked facing north or south with sufficient room so that vehicles can get out should an emergency arise and the student needs to leave. Students will not park in handicap spots without certification.
2. Sitting in cars **WILL NOT** be allowed during school hours.
3. Career Technology students will be allowed to drive to the career technology center with a release from parents or guardian, signed and on file at the high school. The student and parent understand that the student may lose the privilege by driving recklessly, speeding, hauling unauthorized passengers or not returning to the high school on time (all laws must be obeyed including the number of passengers in the vehicle). Any student who does not have permission from the parent and school to drive to career tech will ride the bus to and from career tech. Any student who breaks these rules will be disciplined by the principal through loss of driving privileges for the length of time that the principal determines is appropriate or suspension from school. Any student who allows another student to ride with him/her to or from career technology without permission from the school and both students' parents will be disciplined as above. Parents who work in Stillwater may drop their child off at career technology and have the student ride the bus back to Orlando, with the permission of both the high school principal and authorities at the career technology center.
4. Career technology students **WILL NOT** be allowed to get off the bus anywhere except at career tech or at the high school without permission from the high school principal. The principal must have a note from the parent to grant permission.
5. Students caught riding with someone else will be disciplined as if they were driving.
6. Any student who violates the rules above will lose the privilege of driving for a length of time to be determined by the principal. When the school revokes driving privileges, the student will be required to ride the bus to and from school or obtain a ride from an immediate family member. Riding with another student (other than siblings) is not allowed. Arrangements may be made with the principal for athletics (practice before or after school does not necessarily mean that the student will have to ride the bus), career tech or when a student needs to be at school early or stay late. Students who do not abide by these rules or park off school property and walk to school may lose other privileges such as participation in athletics, FFA, Band, etc. Exceptions to this rule will be at the principal's discretion.
7. Mulhall-Orlando is a **CLOSED CAMPUS**. Students are not to leave the school grounds during class hours without first securing permission from the principal.

## **IX. CLASSES**

### **A. ORGANIZATION**

1. Classes will organize soon after school starts, usually the first day of school. The following list of officers should be selected: President, vice-president, secretary-treasurer, reporter, and one student council representative for grades 7-12.
2. The principal will assign class sponsors.
3. No administrative personnel (superintendent or principal) will be required to sponsor a class.
4. Sponsors for all classes and organizations are provided to assist classes and expedite approved activities. Conflicts, abusive attitudes, and uncooperative actions by students will certainly jeopardize the privilege of having a class sponsor.
5. In the top two grades (11th and 12th) a married husband and wife who are both teachers will not have to sponsor both the 11th and 12th grades. Only one of the couple may sponsor a class in the top two grades.

### **B. MEETINGS**

1. All class meetings will be set up and cleared through the office by the **class sponsors - not the students** - and approved by the principal at least 48 hours preceding the meeting.
2. Excessive numbers of class meetings will not be allowed.
3. All meetings must be on the school calendar.

### **C. SOCIAL FUNCTIONS**

1. Not more than one class party per year will be allowed or sponsored by the school. All class parties must have approval of the sponsor and the approval of the principal.
2. An activity request form must be submitted to and approved by the principal no less than two weeks prior to the function. All functions will be added to the activity calendar located in the front office.
3. Chaperones and class or organization sponsors must be present for all school functions or parties and meetings pertaining to their classes.
4. All class parties will end by 11 p.m. on weeknights and by 12 p.m. on weekends.
5. No drinking of alcoholic beverages or use of any tobacco or drugs is allowed at any school-sponsored function.
6. Transportation for these parties, unless approved by the sponsor and the principal, will be provided by school buses. The school will be responsible for the fuel. However, the class must pay for the licensed driver. No student will be allowed to ride with anyone else unless it is with the approval of both the parents and the sponsor involved.
7. Swimming will not be allowed at class parties unless in a public pool where lifeguards are stationed.
8. Students from other schools may not be invited without prior approval from the principal. All guests must be approved through the sponsor.

## **X. BUILDING AND PREMISES**

- A. Defacing or destroying school property is the mark of a poor citizen. The school district spends considerable money for operating and maintaining the school for your use. Your parents and other school patrons pay the bills. The better the care that you give the school, the less expense it is to the school district. Use school materials as economically as possible. All articles that belong to the school should be checked in, and charges to students must be paid before graduation exercises and report cards are handed out.
- B. **GUM, CANDY, and FOOD**, will not be allowed in the main building, the classrooms, or the gym. The only acceptable place for these items is the commons area or outside. Drinks will be allowed in the building, but will be at the discretion of each teacher in his/her classroom.

## **XI. CAFETERIA ETIQUETTE**

The school operates a program for lunch and breakfast that is sponsored by the state and federal governments. Every effort is made to serve wholesome meals at all times. Students will pay their lunch accounts by the week or month, preferably in advance. **Food is not allowed to be taken from the cafeteria.** The cafeteria is provided for the students' convenience and pleasure. **Students are not allowed to call and have someone deliver meals.** To keep your cafeteria clean and orderly so that you can enjoy your meals, certain things must be observed. Students who choose not to eat in the cafeteria are provided access to both healthy and minimal nutritional value foods from the vending area. You are encouraged to choose healthy!

1. The lines should be formed as you enter the cafeteria, and you should keep your place in line. Running or crowding in the line is disrespectful, rude and not allowed.
2. Do not hold a place in line for friends. This is not fair to those students already in line and may result in both of you going to the end of the lunch line.
3. Observe the rules of etiquette and order in the lunch line and at the tables as you would in your own home.
4. Please place plates, empty milk cartons and napkins into the proper place.
5. Students who cause trouble in the cafeteria **BEFORE SCHOOL** or **AT NOON** will be disciplined.
6. All students will report to the cafeteria during the designated lunch break.

## **XII. TRANSPORTATION**

- A.** Each driver of a bus has complete authority to maintain order and discipline on his/her bus, on the route, or when he/she is serving as a driver on any school activity. Prompt obedience is expected of all students as the welfare and safety of the passengers depends on the driver. Disciplinary problems will be reported to the principal or superintendent.
- B.** Students repeatedly creating discipline problems on the bus may be restricted from utilizing school transportation.
- C.** School buses will be used on activity trips. Students will use transportation provided by the school. The FFA pickup is satisfactory when the agriculture education teacher is driving it.
- D.** In some instances other transportation may be used but only with prior approval from the principal or superintendent.

### **E. BUS RIDER'S GUIDE**

#### **Prior to loading students should:**

1. Be on time at the designated school bus stops -- keep the bus on schedule
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

#### **While on the bus students should:**

1. Keep all parts of the body inside the bus.

2. Refrain from eating and drinking on the bus.
3. Refrain from using any form of tobacco, alcohol or drugs. Assist in keeping the bus safe & 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. (The life you save may be your own.)
5. Treat bus equipment appropriately. The offender must pay for damages.
6. Maintain possession of books, lunches, or other articles and keep the aisle clear.
7. Help look after the safety and comfort of small children.
8. Do not throw objects in or out of the bus.
9. Remain in your seat while the bus is in motion.
10. Refrain from horseplay and fighting on the school bus.
11. Be courteous to fellow students, the bus driver, and the patrol officers or driver's assistants.
12. Remain quiet when approaching a railroad-crossing stop.
13. Remain in the bus during road emergencies except when it may be hazardous to your safety.

**After leaving the bus students should:**

1. Proceed at least ten feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
2. Proceed home immediately staying clear of traffic.
3. Help look after the safety of small children.

**F.** For misconduct the student's parent/guardian and the principal shall be notified. Misconduct includes, but is not limited to the following:

1. Use of profanity or lewd conversation.
2. Fighting, pushing, shoving, etc.
3. Disrespect to the driver.
4. Throwing objects within or out of the bus.
5. Getting out of seat while bus is in motion.
6. Destruction or vandalism of school bus seats, or other materials.

**Consequences:**

First Offense -Warning by bus driver.

Second Offense -Removal from bus for three days.

Third Offense -Removal from bus for three weeks.

Fourth Offense -Removal from bus for three months.

**Severe Clause:** Any serious offense may result in removal from the bus for a length of time to be determined by the Building Principal. Offenses committed on the last day of school will be punished at the beginning of the next term.

**XIII. MISCELLANEOUS**

**A. DRESS**

1. All students are expected to dress in good taste at all times. This includes activity trips. Boys are asked to keep their shirts buttoned. Students who dress in an extreme manner that creates a disturbance or a problem will be sent home until they conform to proper dress standards.
2. No hats or bandannas (do-rags) will be worn by boys or girls inside the building. Failure to comply may

result in the loss of such item for the remainder of the school year.

3. Tank tops or abbreviated shirts will not be worn. Appropriate dress excludes the wearing of halters, dress that exposes the midriff, cutoffs or short shorts. All shorts must have some legs in them and a hem.
4. All writing and insignias on clothing worn to school will be limited to what is appropriate for school. The principal has the authority to determine what will be appropriate. Examples of inappropriate writing or insignias are alcohol advertisements, tobacco advertisements, drug promotions, offensive or suggestive language, etc.
5. All pants, shorts, etc. will be worn at the waistline and must meet the minimum length requirement of hands at side with fingers extended and still touching cloth. Pants should not bag excessively and no undergarments will be exposed. Any clothing worn under the shirt, pants, or shorts will be considered to be undergarments.  
\*Tights, leggings, etc. are prohibited.
6. House shoes or slippers are prohibited.
7. Sunglasses are prohibited – unless doctor prescribed for indoor use.
8. Facial piercings are prohibited.
9. Any form of dress or hairstyle which is considered contrary to good hygiene or which is a distraction or disruptive is prohibited.
10. Students dressing inappropriately may be disciplined and will be required to modify or change their clothes in order to meet the dress code. This may include going home to change clothes. Multiple violations may lead to after school detention or suspension.
11. Graduating seniors are expected to dress professionally for the graduation ceremonies. Improper dress, at the discretion of the school administration, will result in suspension from the graduation ceremonies.

**The principal shall have the power to make decisions about any type of grooming, clothing, or dress not covered in the previous paragraphs.**

## **B. ELECTRONIC DEVICES**

Student use of all personal electronic devices including cell phones, I-pods/mp3 players, video games, I-pads, Netbooks, and other similar devices will not be allowed during school hours (8:00 am – 3:30 pm). Such devices in students' possession must be turned off. A teacher or administrator can approve for a student to use one of these devices in a special and/or emergency situation.

Use of any of these devices will result in immediate disciplinary action beginning with detention. There will be no warnings. Inappropriate communications such as, but not limited to, bullying, harassment, and/or sexual messages and photos using electronic devices is a major concern and will result in a more severe disciplinary action.

The school recognizes that parents may want their children to have electronic communication devices for personal safety reasons and convenience sake. Therefore, students may have electronic communication devices in their vehicle, locker, pocket, backpack, purse, etc., but they must be turned off at all times during school. Students may turn on electronic communication devices after school hours to call home or check messages. If parents need to contact their children during the school day, they may call the high school office at (580) 455-2211. The principal or high school secretary may grant permission to students to use their electronic communication device in the office if they deem necessary.

If a student violates the electronic devices policy, the following consequences will apply:

First Offense:                   The student's cell phone, I-pod, or other electronic device will be turned over to the principal's office for any violation of this policy.  
  The device will remain in the principal's office until personally retrieved by the

student's parent or guardian.

**Subsequent Offense(s):** Students may lose the privilege of carrying or possessing an electronic device for the remainder of the school year and/or be assigned detention or suspended from school. Parents should contact the school to arrange an appointment to pick up the electronic device from the principal.

Inappropriate communications such as but not limited to bullying, harassment, and/or sexual messages and photos will not be tolerated and can lead to detention, suspension, or expulsion.

The student, by bringing the phone on school property, forfeits their expectation to privacy. School officials have the right to check call records on the phone.

Use of electronic communication devices on activities away from school must be with the sponsor's permission. For example: calling to let a parent know when the student will arrive at the school from a trip. Any use of the electronic communication device on trips without sponsor's permission will result in the device being taken. No pagers are allowed at school.

### **C. DISCIPLINE RESPONSIBILITY**

1. **Student's Responsibility:** All students are expected to follow the rules and regulations of the Board of Education, the school administration and the teacher. Students are required to be courteous and polite and contribute to a good school climate.
2. **Parent's Responsibility:** Discipline is primary the responsibility of parents. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward school. To insure student success, parents should visit the school and check with school officials concerning their child's progress.
3. **School's Responsibility:** It is the school's responsibility to provide learning experiences free from distractions and misbehavior. Administrators, teachers, and others connected with the school shall provide positive models that are observable as good examples for students to follow.

### **D. DISCIPLINING OF STUDENTS**

1. Any teacher may discipline students whether they are in his/her class at the time or not. Example: during lunch hour, before or after school, or between classes, at any school activity such as ball games, fairs, etc.
2. School staff will use a system of escalating discipline. This means that punishments increase as the behavior incidents increase. While it is impossible to list all available options for control and discipline of students, several alternative actions are listed. School staff are not limited to the following measures:

Verbal warning	Restriction of privileges
Verbal Apology assignment	Time-out
Written Apology assignment	Probation
Conference with student	On-task shadowing
Conference with parents	In-school suspension
Letter to parents	Out-of-school suspension
Referral to counselor	After school detention
Behavioral Contract	Corporal Discipline (by the Principal)
Saturday School (8:00 am to 12:00 pm)	

3. Any student who is placed in an alternative setting because of disciplinary problems may not be allowed to take part in extra-curricular activities. The principal will decide on an individual basis depending on why

the student was placed in the alternative setting.

## **E. BEHAVIOR**

1. Any student who loses or damages school property shall pay for the replacement of the property. Parents are held liable for damages.
2. Students are expected to have the same behavior as should be exhibited in a well-run home. Married students will be expected to conform to all rules and regulations that the others in the student body must.
3. The discipline of this school shall be administered to assure the best learning atmosphere of all involved.
4. A student who is continuously disturbing the teaching and learning process of the room or disregarding the word of the teacher shall be sent to the administrator for action. Should a case arise whereby a student's willful action causes a disgrace to the school or student body, the superintendent may dismiss him/her from school, and he/she shall not be reinstated until the student has appeared with the parents or guardian and shown just cause for reinstatement. In case of a second dismissal, the student reinstatement will be reviewed by the Board of Education. If reinstatement is approved, the student may return at the beginning of the NEXT semester.
5. **BEHAVE YOURSELF.** Respect yourself and others. Rules are not made to confine you, but to make the day flow smoothly. The following types of behavior will result in disciplinary action:
  - a. Fighting, disruption, or interference with curricular or extra-curricular activities.
  - b. Possession of dangerous weapons, narcotics, alcoholic beverages, tobacco, or other dangerous drugs while on school premises or while under the custody and control of the school or in the course of a school-related activity.
  - c. Stealing of school or private property while on school premises or while in custody and control of school or in the course of a school-related activity or possession or sale of said stolen property.
  - d. Violation of attendance rules and/or truancy policy.
  - e. Violation of adopted dress codes.
  - f. Abuse of driving or parking privileges including reckless operation of vehicle on or near premises.
  - g. Being insubordinate or showing disrespect toward a school employee, student, or guest of our school.
  - h. Disregard of reasonable direction or commands by school personnel.
  - i. Inappropriate display of affection while on school premises or while in custody and control of the school or in course of a school-related activity.
  - j. Leaving school grounds during school hours without proper permission.
  - k. Repeated violations - any serious behavioral violations that create a pattern of misconduct may result in suspension.

## **F. ZERO TOLERANCE BULLYING POLICY**

Bullying consists of “repeated systematic abuse, intimidations, and harassment of a person by another.” This includes but is not limited to gestures, written or verbal expressions, electronic communications, or physical acts. Unacceptable behaviors that interfere with the individual’s physical, psychological and/or social/relational and emotional wellbeing, as well as safety include all aspects of bullying. Even though it is difficult to categorize some behaviors, the following is an attempt to do so. Some acts of bullying belong to more than one category, because they often involve an array of inappropriate behaviors.

**Physical bullying** includes but is not limited to: pushing, grabbing, hitting, punching, beating, poling, strangling, shoving, pinching, scratching, spitting, tripping, slamming, inappropriate jesters, destroying or damaging personal property, hazing, threatening with a weapon, etc.

**Social/relational and emotional/psychological bullying** (includes verbal and nonverbal behaviors) includes but is not limited to: gossiping, embarrassing others, ethnic slurs, systematically excluding from a group, isolation or ostracizing, intimidating notes, threats, rude gestures, etc.

**Verbal bullying** includes but is not limited to: mocking, put-downs, using profanity at others, racist remarks,

spreading rumors and/or lies, sexist remarks, abusive language, name calling, teasing, etc.

**Cyber bullying** includes the use of electronic devices and software (e.g., cell phones, internet, email, pagers) to engage in many of the above behaviors.

Victims of bullying have responsibilities. Victims should clearly tell the bully (ies) to stop. If the bullying persists, the student should not ignore the incident(s), but immediately report the incident to someone at school. If the bullying continues after the student has clearly told the bully(ies) to stop, the student should make a written record of the incident including dates, times, witness or witnesses or parties involved in the incident. The student should report the incident immediately to a teacher, counselor, or principal. The student should also avoid being alone with the person(s) who has attempted to bully him/her in the past. The incident or threat will be dealt with as soon as possible; every effort will be made to ensure that he/she will be safe from further bullying or reprisal.

Threatening behavior, harassment, intimidation, and bullying is prohibited on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events. Threatening behavior, harassment, intimidation, and bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation,

Mulhall – Orlando Public Schools will not tolerate bullying of any kind. Intimidation, bullying, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extra-curricular activities. If bullying persists, consequences will become increasingly severe. Possible consequences include but are not limited to items listed in D-2 above.

## **G. SEARCH AND SEIZURE POLICY**

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

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

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

2. Drug dogs may be brought into the school for the purpose of drug searches. All personal items, which



students bring on school property, are subject to search. All precautions will be taken to not damage personal property during searches. The school, its employs and authorized agents of the school will not be held liable for any damage that might occur.

State law requires each local school to inform their students of state law Section 24-102 of Title 70 that reads: Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened at any time and no reason shall be necessary for such search.

## **H. TOBACCO PRODUCTS OF ANY KIND**

The Board of Education understands the concern expressed by parents, educators, students and other community members regarding the adverse effects of tobacco on the individual. Further, the board is aware of Oklahoma law that prohibits the possession of tobacco by minors. Therefore, the Board establishes the following policy:

1. In accordance with Oklahoma law and the wishes of parents, educators, and students, tobacco in any form or tobacco products of any kind, including vapes and E-cigarettes, will not be possessed by students while on the school premises, by students attending any school-sponsored event outside school premises, or while in transport to or from such an event in school authorized vehicles.
2. The Oklahoma law, enacted at Title 21, Oklahoma Statutes, Section 1241, provides essentially that any person who furnishes, by whatever means, tobacco or tobacco products to a minor will have committed a misdemeanor punishable by "a fine of not less than twenty five dollars (\$25.00) nor more than two hundred dollars (\$200.00) and confinement in the county jail of not less than ten (10) days nor more than ninety (90) days for each offense."
3. The bill further provides that any minor being in possession of "cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product" who refuses to divulge his or her source is also guilty of a misdemeanor and may be punished by fine, jail term, or both.
4. First offense for tobacco possession will result in suspension of student until such time as a conference can be held between student, parents and principal.
5. Second offense for tobacco possession will result in automatic suspension for ten days. Subsequent offenses will result in long-term suspension or other action deemed appropriate by the principal.

## **I. STUDENT SUSPENSION**

Students may be suspended out-of-school by the principal after other alternatives have been considered (placement in an alternative school setting, reassignment to another classroom or in-school detention) for the following: violation of Mulhall-Orlando school regulations, immorality, and adjudication as a delinquent for an offense that is not a violent offense. Violent offenses include the offense of assault with a dangerous weapon but do not include assault. Also, possession of an intoxicating beverage, low-point beer, wireless telecommunication device, or missing or stolen property (if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities). Possession of a dangerous weapon or a controlled dangerous substance may result in suspension also. The suspensions for the above offenses could be from **ONE DAY** to the **CURRENT AND SUCCEEDING SEMESTER**. Any student who has been suspended from school will not be allowed to attend or take part in extra- curricular activities (athletics, FFA, etc.) during the time of their suspension. (HB 2130 OUT-OF-SCHOOL SUSPENSION)

## **J. SUSPENSION FOR POSSESSION OF A FIREARM**

Any student in possession of a firearm while on any public school property or while in any school bus or other

vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one year. (HB 2130 OUT-OF-SCHOOL SUSPENSION)

Any 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 will not be allowed to enroll in the Mulhall-Orlando School until the terms of the suspension have been met or the time of suspension has expired. Student must meet all residency requirements also before he/she will be allowed to enroll. (HB 2130 OUT-OF-SCHOOL SUSPENSION)

**K. PROCEDURES OF SUSPENSION - The principal shall suspend the student in the following manner:**

1. Attempt to orally notify the student and his parents or guardian, stating the reason for this suspension, the term of his suspension, and his right of a hearing before the principal.
2. In writing, notify the student and his parents or guardian, by United States Mail stating the reason for his suspension, the term of his suspension, and his right of a hearing before the principal.

Students who have been suspended/expelled from school will not be released from school until a parent is contacted or the school day ends. A suspended/expelled student MAY NOT attend any school-related activity either on campus or at another facility during the duration of the suspension/expulsion.

Appeals for suspensions of ten days or less: The parents shall notify the principal in writing within 24 hours that they wish to appeal the suspension. The principal will then set up an appeals committee composed of administrators and teachers. A meeting time will be set as soon as possible, but the suspension will be in effect. The parent(s) and student(s) will appear before the committee and state why they believe the suspension should be dismissed or amended. The decision of the appeals committee will be final.

Appeals for suspensions/expulsions of more than ten days: In the event the student and/or his parents or guardian are dissatisfied with the outcome of the hearing before the principal, the parents shall notify the principal within 24 hours in writing that they wish to appeal to the superintendent. If still not satisfied, they may appeal to the Board of Education at the next meeting.

3. During the time a student is suspended, he/she is excluded from all school activities, including co-curricular and extra-curricular activities. Students will receive a maximum grade of 60% on all work successfully completed during the period of out of school suspension for which the student would have normally received a grade. Students must request their assignments and make-up work while they are on suspension. When students return from suspension, they will turn in all make up work. Students suspended for an extended length of time will be graded according to the educational plan that is developed for that student.

**L. ANNOUNCEMENTS**

Students wishing to make announcements in a class must obtain written permission from the office. Announcements should be made at the beginning of class or placed on the bulletin board.

**M. RESTROOMS**

Students may only use the restrooms during class intermissions or during the lunch hour. Students will not be permitted to go to the restrooms during class unless an emergency occurs.

**N. GYM**

Students are not allowed on the gym floor if they are wearing street shoes. Spectators are asked not to walk or play on the gym floor following basketball games. Please put waste materials in the containers and help keep our gym clean.

#### **O. TELEPHONE**

The telephone will not be used by students during school unless an emergency arises. No student will be called out of class to answer the telephone unless it is absolutely necessary. Messages will be given to students between classes.

#### **P. BAD WEATHER**

In the event weather prohibits holding school, the notice will be given over a variety of media outlets. When in doubt, get ready for school and wait for the bus. Please refrain from calling school personnel every time it rains or snows. We are required to make up any days we miss for bad weather, as the state department requires 175 days of school to be held.

#### **Q. GRADUATIONS**

All graduations will be planned and supervised jointly by the class, class sponsor, and the principal. The principal will have final approval of all plans.

#### **R. INITIATIONS**

Initiations may not be held for any organizations.

#### **S. MEDICATION: Administering to Students**

If a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a medication be dispensed to the student, the principal or the principal's designee may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name
  - B. name and strength of medication
  - C. dosage and directions for administration
  - D. name of physician or dentist
  - E. date and name of pharmacy
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication
2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent or guardian that indicates the following:
  - A. purpose of medication
  - B. time to be administered
  - C. whether the medication must be retained by student for self-administration
  - D. termination date for administering the medication
  - E. other appropriate information requested by the principal or principal's designee
3. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted

with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of an injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements
  - D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a proscribed inhaler at all times
4. Non-prescription medication may be administered only with the written request and permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance to the label direction or written instruction from the student's physician. The principal, or principal's designee, will:
- A. inform appropriate school personnel of the medication being administered
  - B. keep an accurate record of the administration of the medication
  - C. keep all medication in a locked cabinet except medication retained by a student per physician's order
  - D. return unused prescription medication to parent or guardian only

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

#### **XIV. MULHALL-ORLANDO SCHOOL POLICY ON SUBSTANCE ABUSE**

Attending class alert and ready to learn is a prime responsibility of students. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors:

1. Sleeping in class, drowsiness, listlessness, or inability to concentrate
2. Slurred speech
3. Poor general health, red eyes, flushed skin, etc.
4. Odor of smoke or alcohol
5. Abnormal or erratic behavior
6. Wearing jewelry or clothing that promotes drug, alcohol or tobacco use
7. Fighting
8. Possession of an illegal drug, alcohol or tobacco

A trained employee of Mulhall-Orlando Schools may check the neurological function by means of a simple examination of the pupillary reflexes and muscle functions of the eye. This procedure is frequently used in Mulhall-Orlando athletic programs to determine if injury, illness, or disease has impaired the brain function. If neurological dysfunction is suspected, regardless of the cause, the parent or guardian of the student will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search for illegal drugs, drug paraphernalia or weapons in the student's clothing, locker, or automobile.

#### **XV. PARENT REQUESTED DRUG SCREENS**

In an effort to cooperate with parents when evidence of illegal drug use is suspected or apparent, Mulhall-Orlando Schools will provide no-cost, parent-requested urine screens. The school district contracts with a

private drug testing company who independently operates the drug-testing program. A five panel screen will be administered which tests for marijuana, cocaine, meth amphetamines, morphine & benzodiazepine (tests for prescription drug abuse). This drug screen assists parents in clarifying whether students are abusing illegal or legal drugs.

Student privacy and confidentiality are a top priority. The results of the urine screen are immediately made available to the parent. If the parent-requested urine screen confirms drug abuse, the following steps will be taken:

1. The administration and counselor will assist the parents in seeking further services from Logan County Health Services or other qualified drug rehabilitation programs.
2. The student will be suspended from school until such time that they test negative. Suspended students will be provided with an educational plan, and all policies will be followed as defined in the suspension policy in Section XII, part J.
3. Further random urine screens will be made available at no cost to the parent.
4. Students who test positive will be removed from extra-curricular activities and not allowed to represent the school district in competitions or events for a specified period of time deemed appropriate by the administration.

## **XVI. HOMECOMING**

Homecoming activities will be permitted for High School students: however, the principal must approve all activities. The results of any contests in association with Homecoming will be certified and retained by the principal.

## **XVII. FUNDRAISING ACTIVITIES**

Fundraising activities will be allowed for classes and organizations according to the Board approved list. Any other fundraising activity will have to be approved by the Board at a monthly Board meeting. All fund-raising activities must be cleared through the principal's office. Only one activity per semester where items are sold will be allowed. Other activities where services are offered (such as meals served or car washes) will be allowed, but only after approval by the principal. All organizations will bear in mind that excessive fundraising activities will result in more restrictive regulations.

## **XVIII. STUDENT COUNCIL**

- A. ACTIVITIES** - The Student Council, once officially elected and organized, may plan activities during the school year that will benefit the entire student body. The sponsor and principal must approve all activities.
- B. ELECTION** - Each class, 7-12, will elect members to the council. Students should keep in mind their choice is most important to insure a good student council. Simply electing the most popular student is not always the best. It is suggested that each class elect a member that is willing and able to work and to provide leadership. Council will meet and select a sponsor as soon as possible.

## **XIX. ACTIVITY MONEY**

All monies raised by classes during school-sponsored activities must be deposited and recorded in the school activity fund. Private deposits of this type of fund-raising activity are against the state school law. They will be limited to one fund-raising activity per semester involving school facilities. Class treasurers will maintain adequate records as required by the superintendent. State sales tax will be paid on all fundraising activities.

## XX. MULHALL-ORLANDO SCHOOL INTERNET USE POLICY

Internet access is available to students and teachers in the Mulhall-Orlando School District. We are pleased to bring this access to Mulhall-Orlando and believe that it will benefit our school and our students. We hope that by offering this service to our teachers and students, it will promote educational excellence at Mulhall-Orlando public schools.

The Internet (and IETV) is an electronic highway connecting computers and students directly from Oklahoma to sites all over the world and millions of individuals use it a daily base. Students and teachers have access to:

1. Information and news
2. Electronic mail communication with people all over the world
3. Discussion groups on a wide range of topics including the environment, music, politics or cultures
4. Public domain and shareware of all types
5. Access to university catalogs as well as other public groups

With this access also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Mulhall-Orlando Schools have taken available precautions to restrict the access to inappropriate materials. However, on a global network it is impossible to control all materials, which an industrious user may discover. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities students and faculty have in using the Internet. This requires efficient, ethical and legal utilization of the network resources. If a Mulhall-Orlando School user violates any of these provisions, his/her access will be terminated and future access could be denied. When the parent and the student or school personnel sign the INTERNET USER APPLICATION it becomes legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### A. INTERNET-TERMS AND CONDITIONS:

**Acceptable Use:** School use must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that use. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

**Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges as well as other possible disciplinary action. Each student who receives access will participate in a discussion with an Mulhall-Orlando School faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend user access. Students who use the **IETV** may also lose their privileges on the Internet, as this is some of the same technology.

**Liability:** The Mulhall-Orlando Public Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. The Mulhall-Orlando Public Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption caused by negligence, errors or omissions. Use of any information obtained via the Mulhall-Orlando Public Schools is at the user's own risk. The Mulhall-Orlando Public Schools are not responsible for the accuracy or quality of information obtained.

**Security:** Security on any computer system is a 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 a system administrator. **DO NOT** demonstrate any problems to other users. **DO NOT** let someone else use your individual account code without permission from a teacher or the system administrator because you may lose your privileges on the Internet if you do so. Attempts to access the Internet as a systems administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer 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 hardware, data of another user, Internet, IETV room equipment or any agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses, use of improper language on the IETV system or the destruction of computers and discs.

## **XXI. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW

## **XXII. STUDY HALL**

The Mulhall-Orlando high school faculty feels that any student who is failing a subject or subjects needs extra help. Therefore students will have several options for study hall during the week.

Junior High Study Hall: 7<sup>th</sup> & 8<sup>th</sup> grade students who are struggling to remain eligible will have access to a study hall during the Physical Education class period. The administration will decide the frequency of this study hall option.

Pre-School or Lunch Study Hall: Students who are making D's or lower will be required to spend time during lunch period in study hall each day with the teacher of that class (or teacher's designate) to work on their assignments, spend time tutoring with teachers, or studying. Students may also voluntarily stay for this study hall each day.

Traditional After School Study Hall: Two days a week have been established so that students may receive extra help. Study will begin right after school and be at least one (1) hour. A teacher will be present in the study hall to help students. It is up to the student and parent to have a way home after study hall.

## **XXIII. DIRECTORY INFORMATION**

The District hereby designates the following personally identifiable information contained in a student's education records as "directory information," and it will disclose that information without prior written consent. A parent who does not wish any or all of the following information to be released must notify the district in writing within the first month of each school year which information should not be released without the parent's prior consent. Directory information includes:

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's date and place of birth
5. The student's likeness (i.e., yearbook photos, etc.)
6. The student's major field of study
7. The student's extra-curricular participation
8. The student's achievement awards or honors
9. The student's weight and height if a member of an athletic team
10. The school or school district the student attended before he or she enrolled in this District.

Upon enrollment in the District, parents and eligible students in the district will be given a school handbook that contains the above list or a revised list of the items of directory information it proposes to designate as directory information.

## **XXIV. OKLAHOMA HIGHER LEARNING ACCESS PROGRAM**

The Oklahoma Higher Learning Access program (OHLAP) provides resident tuition for courses needed to complete a degree or program within five years from award.



To be eligible to receive the funds provided in OHLAP, student must:

- be a resident of Oklahoma
- complete an OHLAP Application as an 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grader and follow the guidelines listed on the application\*
- make commitment to the program as an 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grader
- complete the courses required for admission to an Oklahoma college or university plus 2 units (these courses must include two units of foreign language or technology, and 1 unit of fine arts)
- graduate with 2.5 grade point average (core curriculum classes) or above within the previous three years
- have a family income of \$50,000 or less
- have been admitted and enrolled in an institution of high education or post-secondary career-tech program
- follow all requirements listed on the form

The above information is taken from the Oklahoma Higher Learning Access Program Information Material distributed through the Oklahoma State University Regents for Higher Education.

\*The ultimate responsibility for completing the OHLAP requirements must be up to the student.

\*Applications for the OHLAP are in the Counselor's Office.

## **XXV. MULHALL-ORLANDO HIGH SCHOOL CONCURRENT ENROLLMENT POLICY**

### **Concurrent Enrollment Policies**

- 1) On Campus Concurrent Enrollment (IETV classes)**
- 2) Off Campus Concurrent Enrollment (attending class on a university/college campus)**

#### 1) On-Campus College Policy (IETV Courses)

Students at Mulhall-Orlando will be offered the opportunity to attend IETV college classes through Redlands Community College at Mulhall-Orlando High School during their Junior and Senior year of high school. These college classes may be used as high school credit as well as college credit. These credits can also be used to meet Mulhall-Orlando High School graduation requirements.

Juniors will be offered 1 class per semester.

Seniors will be offered 3 classes per semester.

All students enrolled in IETV classes at Mulhall-Orlando High School will be required to enroll and attend an elective class on non-college days. Students will receive a grade for this class in addition to their college class.

#### 2) Off-Campus College Policy

Seniors who want to go off campus to attend classes on a college/university campus, may do so 2<sup>nd</sup> semester. It is strongly suggested that students meet the following criteria to go off campus for concurrent enrollment.

- Student must take 6 hours (2 classes) of college IETV classes through Redlands Community College in the fall and receive a B or higher in both classes.
- Students must have a cumulative high school grade point average of 3.5.
- Students must be enrolled in at least 6 hours at the college/university campus that he/she is attending.
- Students may only enroll in classes that are not needed for graduation (elective or otherwise). Students may **NOT** take classes off campus that are needed for graduation.
- Students desiring to take off campus classes must work with the counselor to arrange an appropriate schedule **BEFORE** enrolling at a college/university.

- Students must be enrolled in classes at the college/university of his/her choice before Mulhall-Orlando High School is dismissed for Christmas break and a copy of his/her schedule must be submitted to the office or he/she will not be allowed to attend classes off campus.

The counselor will work with the student to arrange an appropriate schedule following these guidelines.

- Students must be enrolled in at least three classes on campus at Mulhall-Orlando High School each day.
- 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 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.
- Students will be responsible for his/her own transportation to and from the college/university he/she is attending.

Final approval of concurrent enrollment will be at the discretion of the Mulhall-Orlando High School Counselor and/or Principal. Additional requests concerning concurrent enrollment may be made to the administration and/or counselor for further consideration.

I understand that it is my responsibility to read and be familiar with the Student Handbook and the policies of the Mulhall – Orlando School District. By signing this document, I have agreed to read the student handbook and make myself aware of the rules that pertain to me.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the student handbook with my child, and I am familiar with the policies and procedures of the Mulhall – Orlando School District. I agree to work with the school district in following the policies contained in the student handbook for my child.

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

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

**This page must be removed, signed and returned to the High School office by the end of the first week of school.**