



MARIETTA STUDENT-PARENT HANDBOOK 2023-24 School Year

All students and parents are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Marietta Board of Education, Oklahoma State Department of Education, and Oklahoma Secondary School Activities Association. All personnel hired by the Marietta Board of Education are authorized to enforce these rules and regulations. The administration reserves the right to use their discretion in relation to this handbook and/or any other matter concerning students of this school.

SCHOOL COLORS: Black & Gold
SCHOOL MASCOT: Indian

MARIETTA BOARD OF EDUCATION

Judy Sanchez-Fernandez - President
Frank L. Lornes - Vice President
Allen Woody - Board Clerk
Jon Willis - Member
Denice Halstied - Member

Handbook Board Approved: August 8, 2023

MARIETTA ADMINISTRATION

408 INDIAN WAY, MARIETTA, OK 73448

580-276-9444

| | | |
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Site Counselors

Tonya Bucher - High School - Juniors/Seniors

Thelesa Taylor - High School - Freshmen/Sophomores

Alyson Stokes - Middle School - 6th - 8th Grade

Heather McMahon - Primary & Elementary - PK - 5th Grade

[LINK TO 2023-24 SCHOOL CALENDAR](#)

HOURS OF OPERATION

School is in session each school day from 8:00 a.m. to 3:10 p.m. at each site. Teachers report at 7:45 a.m. Parents/Guardians are asked not to drop off students before the scheduled teacher reporting times since teachers are unavailable for supervision of students. The school is not responsible for students who are dropped off before teacher reporting times.

MARIETTA PUBLIC SCHOOL PHILOSOPHY

We believe that all students should be provided a clean, comfortable, pleasant and safe environment in which to learn to their fullest potential.

We believe that all students should be provided a wide range of experiences through a balanced program including the development of cognitive, psychomotor, and affective skills as they are developmentally ready.

We also believe that the teachers and administration are engaged in a labor of love and understanding while striving toward the goal of the full educational development of each student.

We believe that all students can learn, and to this end we believe it is absolutely essential for the parents and teachers to cooperate in order for the learning process to continue as planned. We therefore encourage participation and solicit suggestions from students, parents, staff, and the community in order to serve our students better. We will accept and appreciate volunteers willing to share their time and talents with our students.

We believe we are teaching the future and have the responsibility for equipping our students with knowledge, skills and understanding to be able to participate in and improve life on our planet in a democratic society.

We believe that sacrifices on the part of all may be necessary to properly fund, staff, and equip with the resources and facilities necessary to provide excellent schools, but we cannot afford to do less.

FOREWORD

We solicit your cooperation in our efforts to make this year both productive and happy. Please read the online handbook carefully. It has been prepared to better acquaint you with all phases of the schools, and through this knowledge, to better unify our work together. Also, we have attempted to provide information that will help you in planning your work. Each student and parent/guardian will be required to sign a Handbook Acknowledgement Form.

Enclosed within this handbook are rules and regulations that have been established to make the school programs as effective as possible. Many of the questions that arise daily can be answered by referring to this handbook.

We are proud of our schools and we want you to become a part of it. As years go by, we believe that you will look back on these days as some of the happiest of your life.

LETTERS TO STUDENTS AND PARENTS

Dear Students:

Welcome to the home of the Indians. Marietta Schools are justly proud of its student body and hope that you are proud to be a part of it. A school earns a reputation for excellence through the character, sportsmanship, enthusiasm, attitude, spirit, morale, and academic excellence of its students and faculty.

You have the opportunity to be part of a student body made up of over 1,100 students at Marietta Schools; to live, to study, to learn, and to play cooperatively. The school is a reflection of your willingness to participate in its programs and support its activities. Nothing short of your best will make Marietta the best. This is your privilege and responsibility.

Again, on behalf of the faculty and staff, we WELCOME you to Marietta Schools.

Dear Parents,

We, the administration and faculty of Marietta Schools, take this opportunity to say hello and welcome you as a patron to our endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a child may not achieve their fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do their best in every class or activity they may enter. With your help, our chances of doing something that will be of lasting benefit to your child are greatly increased.

We extend this invitation to all parents to visit the school at every opportunity. We strongly recommend that if any problem or question concerning classes or any school situation arises, you contact us or come by and visit with a school representative. When the students realize that their parents are working hand-in-hand with the school, the quality of education rises.

GENERAL NOTE:

This handbook is provided via online access on our school webpage (www.mariettaisd.org) and print (when requested) so that all students and their parents may become acquainted with general information concerning Marietta Schools as well as to familiarize themselves with the Board of Education and administrative policies, rules and regulations. All class offerings, courses, clubs, and extracurricular activities offered at Marietta Public Schools are open to all students regardless of race, creed, national origin, sex, or disability. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club, or activity. Marietta Public Schools are in conformity with the Civil Rights Act of 1964 and Title IX Educational Amendments Act of 1972. According to the federal law, No Child Left Behind Act of 2001, Parents Right to Know, the school site must notify parents that they have the right to request information concerning the professional qualifications of their child's teacher. Schools must also give parents timely notice if the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

COMPACT FOR LEARNING

We believe that student success is a joint effort of the home, school and community. The purpose for this Compact for Learning is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards, receives a quality education, and is prepared for the future.

As a parent, I will strive to:

- Provide a quiet place and set aside a specific time to do homework.
- Praise my child's efforts and be supportive of his/her activities.
- Sign and return all papers that require a parent/guardian signature.
- Encourage a positive attitude toward school.

- Ensure that my child attends school daily and arrives to school on time.
- Attend parent/teacher conferences and other school functions.
- Encourage my child to follow rules and regulations of the school.

As a teacher, I will strive to:

- Believe that each child can learn.
- Respect and value the uniqueness of each child and his or her family.
- Provide an environment that promotes active learning.
- Assist each student in achieving success each day.
- Maintain open lines of communication with students and parents.
- Give assignments that are an extension of what is learned in the classroom and not merely “busy work” or untaught concepts that may cause parents and students undue stress at home.
- Give corrective feedback.
- Respect cultural, racial and ethnic differences.

As a student, I will strive to:

- Attend school regularly.
- Comply with school rules.
- Accept responsibility for my own actions.
- Work to resolve conflicts in positive, nonviolent ways.
- Respect the personal rights and property of others.
- Complete homework in a thorough, legible, and timely manner.

SCHOOL TO PARENT COMMUNICATION PLAN

To ensure a successful school year, it is important to implement effective communication between the school and parents. Tools used by the school to inform parents of important announcements such as grades, lunch bills, dates, times and locations of special events are:

- School Website: www.mariettaisd.org
- School Facebook page: <https://www.facebook.com/mariettapublicschools>
- WENGAGE: <https://ok.wengage.com/Marietta/account/login?ReturnUrl=%2fmarietta> (Parents can access child’s grades, cafeteria bills and other information)
- E-mail
- Notes Sent Home With Students
- Mailings sent home to parents
- Personal & Automated Phone Calls from Teachers/Administrators

SPECIAL EDUCATION

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA-B), P.L. 101-476. In compliance with law, Marietta Public Schools has a comprehensive child identification district plan to identify, locate, and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services. Anyone who knows of any child meeting these criteria, who lives in the district and is not being served, is urged to contact school officials.

VISITORS

1. All visitors must report to the office upon entering school buildings, sign in, and obtain an ID badge.
2. Visitors must wear the ID badge at all times while on Marietta School District property.

3. When visitors leave they must return to the office, sign out, and return the ID badge.
4. A student is not to bring preschool children, friends, or relatives to visit school.

FREEDOM INCLUDES RESPONSIBILITY

Marietta Schools allow students as much age appropriate freedom as possible without hindering the freedom of other individuals. One of the most important lessons for students to learn is that to enjoy freedom, individuals must be willing to accept responsibility for their own actions. Students whose disruptive actions hinder another student's right to a good education in a safe environment may face consequences for their misbehavior. This understanding is essential in order for students to learn to function as responsible citizens.

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the republic for which it stands - one nation under God, indivisible, with liberty and justice for all.

MOMENT OF SILENCE

A moment of silence will be observed each day as specified by state law.

BELL SCHEDULES

First bell rings at 7:55 a.m. School begins promptly at 8:00 a.m. and dismisses at 3:10 p.m. Site bell schedules are available at each site.

ENTRANCE REQUIREMENTS

For admission to Marietta Public School District, a student must be a resident of this school district or a legal transfer, must be living with parents or legal guardian, must provide proof of legal residence in Marietta School District, and must be willing to abide by the rules and guidelines set for our schools. He/she must also have current immunization records, official birth certificate, and copy of social security card for school files.

TRANSFERS

Students and parents/legal guardians desiring to transfer into the Marietta School District must obtain a transfer documentation at site offices and/or begin the transfer process by completing the online application on the SDE website. The parent /legal guardian must fully complete, sign and return all forms to the principal for consideration. Transfers will be considered on a first come/first served basis with class enrollment caps enforced per state law and board policy. Final approval must be given by the appropriate building principal/superintendent before the transfer is accepted.

OUTSIDE AGENCY STUDENT INTERVIEWS

Marietta Public School will follow all state laws and local school board policy regarding student access/interviews by outside agencies. DHS, Child Welfare, Law Enforcement officials, etc. must receive authorization from the building principal or designee before interviewing students, and the principal or designee may request to be present during the interview. Although parents are not required to be notified in all instances, credentials will be checked before allowing access to students. All 11 subpoenas will be honored. Counselors from outside agencies will not be allowed access to students without prior district

approval and written parental consent. An agency representative may not physically remove a student from the school without a court order or prior notification of the parents.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

Oklahoma law requires every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services (DHS). School officials must report any suspected incidents of child abuse or neglect to the proper legal authorities and are protected from civil liability from such reporting.

PETITIONS/FLIERS

Fliers may not be posted or circulated in a school building without approval of the superintendent of schools. Petitions may not be displayed or circulated without prior permission from the superintendent of schools.

PUBLIC COMPLAINTS

Research proves that students feel more secure and have greater success in school when they understand that their parents/guardians and school officials have a positive working relationship for what is in their best interests. The Marietta Public School Board has confidence in its professional staff and desires to support their actions in order that they are protected from unnecessary, spiteful, or negative criticism and complaints. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

PARENTAL CONCERNS AND GRIEVANCE PROCEDURE

The Marietta School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. Because there must be an orderly procedure for addressing these concerns, parents are asked to seek out facts and give school officials time to investigate before reacting to situations. Parents/legal guardians, who have concerns or complaints, should first request a conference with the teacher or staff member. Parents/guardians are required to report to the office, and under no circumstance should confront a teacher/staff member during the performance of their duties. Depending upon the nature of the concern/complaint, the principal may decide to handle this initial meeting. If still not satisfied, the parent should request a meeting with the principal and then the superintendent. Finally, if all other avenues have been exhausted, parents may request (through the superintendent's office) to be on the agenda to speak to the board of education. The Board's action shall be a final determination of the grievance.

In adherence to confidentiality laws, under no circumstances will school staff discuss student issues with any family member other than the legal parent/guardian.

CIVILITY-(Conduct of Parents, Visitors and District Employees)

It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her rights to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

EXPECTED LEVEL OF BEHAVIOR

1. School personnel will treat parents and other members of the public with courtesy and respect.

2. Parents and visitors will treat teachers, administrators and other District employees with courtesy and respect.

UNACCEPTABLE/DISRUPTIVE BEHAVIOR

1. Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee’s office or office area, school bus, activity trip locations, areas of a school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility that are not open to parents/guardians and the general public.
2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior may constitute a criminal violation.
4. Damaging or destroying school property.
5. Abusive, threatening or obscene email/voice mail, text or other written messages.
6. Any other behavior that disrupts the orderly operation of a school, classroom, school event, bus trip, or any school facility.

AUTHORITY OF SCHOOL PERSONNEL TO DIRECT PERSONS TO LEAVE SCHOOL FACILITY PREMISES/PROPERTY/SCHOOL ACTIVITY WHETHER ON CAMPUS OR ELSEWHERE

1. Any person who demonstrates unacceptable/disruptive behavior may be directed by the principal, assistant principal, school administrator or designee to promptly leave the school grounds, facility, or any school event held on school campus or elsewhere. If the person refuses to leave the school premises or school event located elsewhere, as directed, the administrator or designee shall seek the assistance of law enforcement officers and take action as is deemed necessary.
2. Any person who is verbally or physically threatening, belligerent, or refuses to follow school guidelines/procedures or staff directives may be banned from campus including during the academic day and at all school functions by the superintendent of schools for a period of six months. Any banned person who then returns to the campus or school event whether on campus or elsewhere within this six month time frame is guilty of an offense classified as a misdemeanor under Oklahoma law.

ASSAULT, BATTERY, OR ASSAULT AND BATTERY UPON SCHOOL EMPLOYEE

Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee. For purposes of this policy, “assault” shall be defined by Section 641 of Title 21 of the Oklahoma Statutes, and “aggravated assault and battery” shall be defined by Section 21 of Oklahoma Statutes. “Assault” is defined as any willful and unlawful attempt or offer (threat) with force or violence to do a corporal hurt to injure another. “Battery” is defined as any willful and unlawful use of force or violence upon the person of another. For purposes of this policy, “School Employee” shall mean any duly appointed person, employee, or employees of a firm contracting with Marietta Public School, for any purpose, including such personnel not directly related to the teaching process and board members during meetings. REFERENCE: 21 O.S. § 650.7

REQUIRED ATTENDANCE

All students are expected to be in class every period of every school day. State Law (70-10-106) requires that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified, the school shall attempt to notify the parent of the absence. Parents/Guardians should call 580-276-9444 during office hours to report their student’s absences. **All** absences should be verified by parent/guardian contact on day(s) of absence. If/when the school is not notified by the parent/guardian within 24 hours of the absence, the absence will be considered unexplained. In grades 6th through 12th, a student **MUST** be in class at least 25 minutes in order to be considered present. In grades Pre-K through 5th grade, missing

more than thirty minutes of school in the morning will result in a half-day absence. Missing more than thirty minutes of school in the afternoon will result in a half-day absence.

A student's record of attendance will be kept on a nine week (mid-term) and semester basis. Students who are absent more than 5 days at mid-term will be placed on attendance probation for the remainder of the semester. A student may not miss more than 10 days total for the semester. When the student reaches their 11th absence per class period the student may fail that grade level/class period for the semester. (All attendance appeals must be submitted in writing within 7 calendar days of notification.)

Grade cards issued to parents will show the number of days/periods missed, and number of tardies in each day/period. Absences are to be recorded by the teacher, no matter what the reason, and these reports are to be kept up-to-date. The teachers' records are official.

TARDIES

Attendance will be taken during the first part of each morning/afternoon session at elementary and each middle/high school class period. In middle school and high school, a student is absent if he/she enters after the first 15 minutes for that class period. The accumulation of three (3) unexcused tardies may result in a day being deducted from the ten (10) day allotment and toward semester exemption. Consequences for tardies may include detention from teachers or office. Excessive tardies could result in office referrals which may result in more severe disciplinary actions such as in school suspension.

ABSENCES

Marietta Public School student attendance is recorded as follows:

- AE (Absence Explained)
- AU (Absence Unexcused)
- ED (Personal Dr. Note)
- EA, EC (School Activity/Extracurricular Absence - not counted against a student's total absence accumulation)
- DVAP (Distance Learning - Present)

Explained and unexcused absences will be determined by the proper administrator and/or attendance appeals committee.

1. **Explained absences** with full make-up privileges include; illness of the student, doctor's appointment, death or severe illness in the immediate family, an emergency, or other valid reason communicated by the parent/guardian shall be considered legitimate causes for being absent. Doctor's notes are due within 10 school days following a student's return to school, or at the principal's discretion. Final determination shall be made by the end of each quarter.

2. **Explained absences** with all work assigned in advance; students who miss school for religious holidays, school trips, or any other function from which the parent and school officials mutually agree that the student can derive educational benefit will be considered explained. Students must pick up assignments prior to absence. Assignments are due upon returning to school or at their teacher's discretion.

3. **Activity Absence**; students who miss class in order to participate in a school sponsored activity will be responsible for missed assignments; students should request regular class assignments BEFORE leaving for an activity absence and be ready to turn in work when returning to class. Arrangements must be made by the student for any long-term assignments prior to the student leaving for their activity; if

arrangements have not been made, students may not be allowed to make up the assignment(s). Extended time may be considered at teacher's or principal's discretion. Students who fail to adhere to the above policy shall not receive credit for assignments missed for school activity. A student may only miss a total of 10 days for activities. An extension of 5 activity days can be made only with school board approval.

4. **Unexcused absences**; not documented properly; the student may receive a zero for missed assignments until the absence is explained. Parents/guardians should provide an explanation within 2 days of the absence. Unexcused absences are defined as absent from school, a particular class, or an assigned area without the permission of the school administrator, teacher, coach and/or a parent/guardian.

DVAP - Students will be granted up to five (5) distance learning present (DVAP) days each semester. In order for these days to be counted as present, the student must meet the following criteria:

1. The parent/guardian of the student must call the office by 9:00 a.m. of the day petitioning for the DVAP and request that the student be able to work virtually while attending at home.
2. The student must complete all work assigned to the satisfaction of their teacher while at home. If the student does not complete the work, the DVAP will be converted to the relevant absence code (i.e. AU, AE).
3. The student must have an A,B, or C in all of their classes when making the request. If a student meets the above criteria, then upon their return to school the student will be required to pick-up a "DVAP Work Completion Form" from the office. The student will then take that form to their teachers to be signed, signifying that the student has completed work in each class to the satisfaction of the teacher. The form is to be turned in by the student to the office at the end of the day.

When the parent calls in, the absence will be recorded as excused (AE) with a note saying possible DVAP. Once the DVAP Work Completed Form is filled out and turned in, then the absence will be changed to DVAP. Each building principal will have discretion in granting DVAP status or restricting it.

Parents/Guardians and students can expect to be notified of absences through the following actions:

- Automated phone calls.
- Letters of notification at 5 absences and/or attendance probation.
- At eight (8) absences a home visit may be made by the building principal and/or School Resource Officer
- At 10 absences a notification to the District Attorney's office for violation of Compulsory Education Law will be made.

ATTENDANCE APPEALS PROCEDURE

School officials on the attendance appeals committee determine whether absences will be considered explained or if an exception to the attendance policy will be granted. Exceptions to attendance policies must have the approval of the principal and/or attendance appeals committee. Students missing more than 10 days of school must make an attendance appeal before grades will be allowed to stand. All absences after the 10th absence must be excused as defined in sections A-E of the appeal procedure, and an explanation for the absence must be on file with the school. A student's absences from school may be excused by the Attendance Appeals Committee for the following reasons:

- A. **Personal illness**-When attendance at school would endanger the student or the health of others-verified by a note from a doctor, dentist, or health department.
- B. **Death or serious illness**- In the immediate family, verified by parents/guardian. Immediate family is defined as parent, sister, brother, grandparent, or other close relative.
- C. **Recognized religious holidays**-Observed by their faith, verified by parents and/or church officials. Church officials should give advance notice to the school's administration prior to the religious event.

- D. **Legal/court appearances**-When mandated by order of government agencies.
- E. **Administrative approval**- Verified by principal. A written request must be made to an administrator prior to an absence for administrative absences to be granted.

All attendance appeals must be made in writing within seven (7) calendar days of notification. The attendance appeals committee will consist of an administrator, the guidance counselor, and designated faculty member(s).

MAKE-UP WORK

If a student is absent and the absence is explained, then the student will have one day for each day absent to make up the work. For example, if a child is absent on Monday and Tuesday they will have two days (Wednesday and Thursday) to do the work after returning to school, making the work due on Friday. If the work is one day late, the most credit it will receive is 50%. If the work is two or more days late, it will receive a score of 0%.

CHECK-OUT PROCEDURE

No student will be allowed to leave school early unless arrangements are made in the office for each occurrence. Students must always be properly checked out through the office. This is a protective measure for both students and school personnel. This should be done only when absolutely necessary and not as a daily occurrence. If someone other than the parent or guardian is picking up your child, the office must be notified by the parent or guardian.

Students are NOT permitted to leave school grounds at any time during the school day without permission from their site's office. This begins upon arrival at school each morning. If the student must leave the campus, permission must be obtained through contact with the parent/guardian, and the principal's office.

Failure to follow proper check-out procedure will cause the student to be considered truant. ~~The only exception is open campus lunch for 11th and 12th graders. Before an 11th or 12th grade student is allowed to leave school at lunch time his/her parents must sign the proper release form and that form is on file at the high school office.~~

In any situation that involves truancy, the police, as the school truancy officers, may be called and/or school disciplinary action will be taken.

EARLY DEPARTURES FROM SCHOOL DAY

No child will be allowed to leave school early unless arrangements are made in the office for each individual occurrence. Students must be properly checked out through the office. This is a protective measure for both students and school personnel. Early departures should be done only when absolutely necessary and not as a daily occurrence. If someone other than the parent or guardian is picking up your child, the office must be notified by the parent or guardian. During school hours, parents picking up their child from athletic fields must notify the office before picking up their child. If after school hours, they must notify the head coach before picking up a child from athletics.

Semester Test Exemptions

In grades 3rd through 12th, students may be allowed to earn exemption from taking their semester tests by having excellent attendance, grades and academic progress. Criteria for exemption will be determined by the site principal and communicated to students & parents in the first two weeks of each semester.

WITHDRAWAL FROM SCHOOL

In order to insure proper handling of school records and to facilitate entrance to another school, a student wishing to withdraw from school should:

1. have a parent call or come into the office;
2. obtain a withdrawal notice from the principal's office as early as possible on the day he/she intends to check out of school;
3. have the withdrawal notice properly endorsed by all subject teachers, the librarian, counselor, cafeteria, and the principal;
4. bring completed withdrawal notice to the office by 3:00 p.m.;
5. a student should have the following items before leaving school:
(Withdrawal Notice, Personal Belongings, Final Office Clearance)

Records will be withheld without final clearance from the principal's office.

ACTIVITY ABSENCES

The principal(s) of the school will set up appropriate procedures to assure that the eligibility of the students pertaining to attendance in class, as well as making passing grades, is enforced. The principal will have the right to use his/her discretion on any problem that might arise.

In keeping with this policy, the following procedures will also be adhered to in order to keep absences to a minimum:

1. Since activities contribute heavily to the number of days students miss class, every effort will be made to hold these events after school and/or on Saturdays.
2. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are contests leading to district, state, and national levels of school sponsored competition. District, state, and national contests are those for which a student must earn the right to compete.
3. Students who miss class in order to participate in a school sponsored activity will be responsible for missed assignments; students should request regular class assignments BEFORE leaving for an activity absence and be ready to turn in work when returning to class. Arrangements must be made by the student for any long-term assignments prior to the student leaving for their activity; if arrangements have not been made, students may not be allowed to make up the assignment(s). Extended time may be considered at teacher's or principal's discretion. Students who fail to adhere to the above policy shall not receive credit for assignments missed for school activity.

ATTENDANCE/ACTIVITY PARTICIPATION

Students must attend school full-time on the day of an activity in order to be eligible to participate. Students not in attendance during the school day may forfeit their right to participate in their chosen activity. Exceptions can be made for doctor's appointments, funerals, and other emergencies approved in advance by the principal and will be decided on a case-by-case basis.

CAFETERIA INFORMATION

A well-balanced breakfast and lunch are offered each school day at a reasonable price. Breakfast will be available from 7:40 a.m. to 8:00 a.m. Students who bring their breakfasts/lunches will be required to eat in the cafeteria or in designated areas. It is necessary that all students fill out an application for free or reduced lunches - even if you do not qualify. These application forms will be in the school office. Parents of students are welcome to join their child for lunch on special occasions if arrangements are made through your child's office and visitor protocol is observed.

CAFETERIA RULES

The cafeteria users will be expected to:

1. Use acceptable table manners and a quiet voice.
2. Clean their area of all food and cartons & deposit all lunch litter in wastebaskets.
3. Return all trays and utensils to the dishwashing area.
4. Walk when entering or exiting the cafeteria and refrain from horseplay.
5. Not throw food nor eat the food of another student in the cafeteria.
6. No glass containers of any kind will be allowed in the cafeteria.
7. Pay all charges by the dates posted.
8. No gum allowed in the cafeteria.

SAFETY AND TRANSPORTATION

A copy of the district safety/crisis prevention/emergency response plan is available at all sites or the District Administration Office. A safety team with parent, student, teacher and administrative representatives meets at least once annually to review school safety practices and make recommendations to principals. Safe School Helpline Safe-Call is a toll free anonymous hotline sponsored by the Oklahoma State Department of Education that allows students and/or parents to report any activity they feel may threaten the safety of our students. The number is 1-877-SAFECALL, Ext. OK1 or 1-877-723-3225, Ext. 651

DROP OFF/PICK UP PROCEDURE

Student safety is a priority of Marietta Schools. Each school site has a specific procedure that must be followed when dropping off or picking up students. HB1965 became effective in 2015 and bans texting while driving. Law enforcement may pull over drivers who are texting on their cell phones behind the wheel and issue a fine. Cell phones are prohibited in Marietta's school zones.

ACTIVITY TRIP TRANSPORTATION

Students who participate in any school-sponsored activity must ride in a school vehicle for transportation to and from the event. Students who require alternative transportation must seek approval from the principal two days prior to the event. Absolutely NO students will be allowed to ride with other students to or from a school activity in their personal vehicle. Parents/guardians requesting an exception for the return trip must be present at the event and sign out the student with a method requested by the coach to indicate the student is riding with the parent.

For emergency or special circumstances, the following procedure must be followed: prior to the trip, the student's parents must give the sponsor a written note requesting an exception and stating the reason; the request may be approved by the sponsor and be submitted to the principal for approval. If approved by both the sponsor and principal, the student may have alternative transportation. If a request for alternative transportation is approved, and it is discovered that the student rode to or from the activity with someone other than who was previously approved, disciplinary action may be taken.

TRANSPORTATION/PRIVILEGES

Bicycle Riders

1. Bicycles should be in good condition meeting all safety requirements.
2. Riders should know and obey all traffic laws
3. Bicycles must be parked in the bicycle racks at the student's school site and not ridden until after school.
4. Students should walk bicycles while on school grounds.
5. Marietta School will not be responsible for theft. Padlocks should be used.

Bus Riders

The provision of school bus transportation is not a right of students, but is a privilege extended by the Board of Education. Upon suspension of this privilege, it is the parent's/guardian's responsibility to transport their student to school. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

1. Be on time to catch the bus.
2. Stand back from the curb about 10 feet as the bus approaches.
3. Be seated immediately when entering the bus. If the driver has assigned a seat, that is the seat the student must sit in. All seats must be shared.
4. Keep all parts of the body inside the bus.
5. Do not use improper language or unacceptable conduct. The driver makes this decision.
6. Permission to ride the bus is conditioned on his or her observance of the safety and behavior regulations. (As an example, when fighting, cursing, not staying seated, or excessive bus referrals, a student can be denied permission to ride the bus.)
7. No horseplay is allowed to interfere with the safety of the passengers.
8. All elementary students must load and unload in the designated area in front of the cafeteria.
9. Never walk behind a bus. When crossing a street, walk forward about 10 steps and wait for the driver to signal when it is safe.
10. Students must not deface a bus. Parents of such students are legally liable for damages.
11. Rules will be posted on each bus. Students not complying will be subject to disciplinary action.
12. All students will obey their drivers at all times. The driver of the bus is a school official and has the same control over students as the teacher in the classroom. Misconduct will be reported immediately to the principal.
13. Students will need a note from their site office to ride a bus home with another student per parent contact.

DISCIPLINARY RULES FOR STUDENTS RIDING BUSES

1. First Offense; parents contacted, the student may be suspended from riding privileges for up to five days.
2. Second Offense; parents contacted, the student may be suspended from riding privileges for up to ten days.

3. Third Offense; parents contacted, the student may be suspended from riding privileges for up to the equivalent of one semester.
4. For serious offenses, such as vandalism or violence of any kind, discipline action may supersede the above & restitution may be required to continue riding the bus.

GUIDANCE AND COUNSELING SERVICES

The purpose of the Marietta School District guidance program is to assist individuals to make appropriate decisions and adjustments in the light of their interests, abilities, and levels of aspiration. The counselors will talk about educational plans, vocational plans, and/or school problems of any nature. The counselor is available for private individual conferences to answer any questions students may have.

ACADEMIC RETENTION AND PROMOTION

Marietta schools will follow Oklahoma law on the Reading Sufficiency Act for promotion and retention. Primary and elementary students who fail two or more core subjects, or had more than 10 absences in a semester may be retained. Core subjects include: reading, language arts, math, science, and social studies

Middle School students who fail two or more core subjects, or had more than 10 absences may be candidates for retention. Core subjects shall be defined as social studies, math, science, reading and language arts.

Promotion of a high school student shall be based on earned units. Assignment to high school grades shall be made in accordance with the following classification schedule:

- Ninth Grade - completion of eighth grade;
- Tenth grade - completion of 8 units;
- Eleventh grade - completion of 16 units;
- Twelfth grade - completion of 24 units;
- Graduation upon completion of required 27 units (Seniors 2025)

PROMOTION/RETENTION OF SPECIAL EDUCATION STUDENTS

Students enrolled in special education shall be promoted and retained according to the student's IEP and the IEP team's decision. A student in special education can receive a failing grade. He/she cannot fail because the academic level is too high (that is, not an appropriate program), but failing grades may be given because of refusal to do work within capability and/or poor attendance. However, when the prospect of failure appears, consideration should be given to addressing the problem on the IEP with the idea of alleviating it. Failure cannot be caused as a result of the handicapping condition.

GRADES

The following grading scale will be used in the Marietta School System:

| <u>Grade</u> | <u>Meaning</u> | <u>Numerical Equivalent</u> |
|--------------|-----------------------|-----------------------------|
| A | Exceeding Standards | 90-100 |
| B | Meeting Standards | 80-89 |
| C | Approaching Standards | 70-79 |

| | | |
|---|-----------------------------|----------|
| D | Developing Standards | 60-69 |
| F | Below Standards | Below 60 |
| I | Incomplete, makeup required | |

REMEDIATION POLICY

Students may be enrolled in remediation according to their performance level on state and national assessments, or classroom academic performance as required by state law. Remediation classes may be scheduled by course, period, semester, or other timeline.

REPORT CARDS AND CONFERENCES

Report cards showing student progress in school are sent at the end of each nine weeks at the primary and elementary level and progress reports are sent at the middle and high school levels. Parent-teacher conferences will be scheduled twice per year by the school district; however, parents are always welcome to initiate a conference by a call to your child's office.

HONOR ROLL

1. Honor roll will be based on semester grades only.
2. In order to be eligible for the honor roll, a student must be enrolled in at least four solid courses.
3. Those students who have an "A" in all subjects will be named to the Superintendent's Honor Roll.
4. Those students who have a "B" average will be named to the Principal's Honor Roll.

GIFTED AND TALENTED STUDENTS

The goal of the Marietta School District helps to develop the potential of the gifted and talented by providing a qualitative differentiated program that takes into consideration the individual learning styles and special abilities of the students.

THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. 24-100.2)

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's mission of the student or other students.

A. The Legislature finds that bullying has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits their ability to learn, and leads to other antisocial behavior. Bullying behavior has been linked to other forms of antisocial behavior, such as vandalism, shoplifting,

skipping and dropping out of school, fighting, and the use of drugs and alcohol. Research has shown that sixty percent (60%) of males who were bullies in grades six through nine were convicted of at least one crime as adults, and thirty-five percent (35%) to forty percent (40%) of these former bullies had three or more convictions by twenty-four (24) years of age. Successful programs to recognize, prevent, and effectively intervene in bullying behavior have been developed and replicated in schools across the country. These schools send the message that bullying behavior is not tolerated and, as a result, have improved safety and created a more inclusive learning environment.

B. The purpose of the School Bullying Prevention Act is to provide a comprehensive approach for the public schools of this state to create an environment free of unnecessary disruption which is conducive to the learning process by implementing policies for the prevention of harassment, intimidation, and bullying. C. As used in the School Bullying Prevention Act: 1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

1. “Harassment, intimidation, and bullying” include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications;
2. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school sanctioned events;
3. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer; and
4. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

BULLYING POLICIES

On the 5th day of December, 2016, the Marietta Board of Education met at a regular monthly board meeting. One of the acts of business at this board meeting was the revision and ultimate adoption of the school district’s policy regarding bullying. The bullying policy is found at FNCD, FNCD-R, FNCD-P, and FNCD-E in the school district’s policy manual. You are entitled to a copy of the policy. If you would like to receive a copy of the policy, please contact the office of the principal or the superintendent at 80-276-9444.

The policy is also available on the school website at www.mariettaisd.org.

OFFICE TELEPHONE

The school telephones are business telephones and should not be used by students except in emergencies. Parents should not call the school asking to speak with their children on the telephone except in cases of real emergency. Students are responsible for obtaining a pass before using the telephone.

LIBRARY

Marietta School District provides and maintains a library/media center of outstanding quality for the students at each site. A librarian and aides are employed to care for this facility and to

assist students in finding what they need. Fines and overdue books and loss or damage to books and materials in the center must be paid for by the student responsible. These charges must be paid by dates posted.

UPDATING CONTACT INFORMATION

It is important that the school have your CORRECT address, phone number and email addresses in our student information system. Please notify the school if your address, email or phone number changes. It is important to keep this information current on each child. If both parents are to be out of town, please call the school and give the name of the persons to be notified in case your child becomes ill or injured.

MEDICATION

All medications will be checked in and dispensed through the office. All medications must be properly labeled and will be kept in the office. Prescription asthma inhalers, diabetic supplies, and epi-pens may be carried by a student with written permission by a parent and physician. No child will be given medication at school without a written authorization from the parent, guardian, or physician. This documentation must be on file in the office. According to board policy, medicinal marijuana may not be administered or possessed on school property. Contact your student's building administrator for further information and any questions you may have.

If a child has been ill, coughing, vomiting, diarrhea, or if a rash or suspicious skin disorder is present, or if your child has fever, he/she should stay home until symptom free for 24 hours. If your child has a communicable disease/virus such as head lice, scabies, pink eye, ringworm, chicken pox or COVID, he/she is prohibited from attending school or school activities until certified by a health professional or the health department that he/she is no longer contagious.

SAFETY DRILLS

FIRE, TORNADO, LOCK-DOWN, and INTRUDER

Four kinds of drills are required by law and are important safety precautions. Fire, tornado, lock-down, and intruder drills will be conducted throughout the year. Instructions for drills have been carefully planned. Each teacher will go over these instructions with each class during the first week of school. When the fire alarm is sounded, the teachers and students will exit the building following the district's emergency evacuation procedures. When the severe weather or lockdown alarm is sounded, teachers and students will remain in the classroom and follow proper district emergency procedures. When the tornado sirens are being sounded for the city of Marietta, our school will take the appropriate precautions to keep your children safe. Only emergency personnel will be allowed access into the building or leave the building during emergency situations.

TEXTBOOKS

When books are issued, the teacher will write the student's name in ink on the label in the books issued to the student and log the book number in the teacher's grade book. Any lost or damaged books must be paid in full by the student or the parent. Textbook value will be determined by the state textbook price less depreciation.

CHROMEBOOKS AND HOTSPOTS

Students will be issued a Chromebook for school-related use. Chromebooks and chargers are numbered and will be assigned to students via classroom teachers. Students will be responsible for charging their Chromebooks for use in class. Students must turn in their assigned Chromebook and charger at the end of the year. Hotspots for home internet use may be checked out through the office on a

first come, first served basis. Reasonable care is expected for all school issued devices. Chrombooks, chargers or hotspots that are lost or destroyed must be paid for in order that our supply will be adequate for all. Insurance for devices is available for purchase at your site office.

LOST AND FOUND

1. All articles which are found should be placed outside the office or in a designated area lost and found area at each site/building.
2. Please label your child's clothing/personal items so that lost items may be returned.
3. All leftover items are donated or thrown away at the end of each semester.

MONEY/VALUABLES

Students are cautioned against bringing large sums of money to school, and also should not bring valuable items or toys. The school is not responsible for these items nor will much time be devoted to finding lost personal items that tend to distract the children from educational pursuits. Selling/Trading of items at school is prohibited.

FIELD TRIPS

Before a student may participate in a field trip, it is necessary to have signed permission slips.

PLAYGROUND/COMMONS AREAS

1. Students are to stay within the defined playground/commons area.
2. Rocks, dirt, gravel, and sand are to stay on the ground.
3. Students should use playground equipment properly and safely.
4. Students should dress appropriately for the weather. Outdoor time is part of most school days.
5. Students who must stay inside because of a recent illness should have parents or guardians call the office or send a note. This should not be necessary for an extended period.
6. No toys brought from home will be allowed on the playground.
7. Pre-K through 5th grade: Radios, Ipods, and other music playing devices are not allowed at school.
8. Food should not be eaten on the playground without permission. (Chips, suckers, candy, drinks, gum, etc. are considered food)
9. The elementary/primary playground is off limits before school.
10. The Middle School area is off limits to students who are not in the 6th, 7th or 8th grade.
11. Students should leave the playground area immediately when the playground supervisors signal that the period is over.

ELEMENTARY SPECIALS CLASSES

Art classes are provided for all elementary students in grades K-5th. Students are asked to wear appropriate clothing, as there is a possibility of staining them from using art materials. Students should put forth their best effort in order to gain a well-rounded education.

Music is offered to every child in grade K-5th. This subject deserves the same effort by students as all others. This is an attempt to reach the whole child so that his/her life might be one of balance and happiness.

Physical Education (P.E.) classes are provided for elementary students grades K-5th. Students are asked to wear appropriate shoes for class and to put forth their best effort in order to receive a well-rounded education.

Library Skills will teach students to use library resources and the love of reading. Students may also use this time to exchange library materials they have checked out.

PHILOSOPHY OF DISCIPLINE

It is beneficial to students, parents, and school staff to identify the basic component of our approach to discipline at Marietta Public Schools.

1. We regard discipline as training intended to produce a pattern of behavior which promotes a learning environment and ensures the well-being and safety of students and staff.
2. School rules and procedures are assigned to affect a learning environment and ensure safety.
3. Rules are communicated to all students. We encourage parents to review the school handbook so that there is mutual understanding of both the rules and the consequences for not complying with the rules.
4. It is our hope that the consequences of breaking rules will foster student responsibility and motivate students to display behavior which offers them opportunities for positive reinforcement rather than negative consequences.
5. Detention is the penalty for most minor violations of school rules; detention assignments by any staff member are final and may not be appealed
6. Suspension from school occurs in serious cases of misconduct or failure to comply with detention requirements

DRESS CODE REGULATIONS

Dress regulations for students of Marietta Public Schools shall be based on personal cleanliness and respect for each other. Clothes, jewelry, and grooming shall be neat and shall reflect pride in one's self and one's school and may not distract from the educational programs. Students should remember at all times that they represent their school to the community; therefore, ordinary community standards of good taste and modesty must be observed. Classroom teachers and staff have the right to address any dress code violation and may refer to the principal or assistant principal when needed. Detention may be assigned for any dress code violation and/or students who are in violation of the dress code may be provided alternate clothing to wear for the remainder of the school day. Students will not be permitted to leave the campus to get a change of clothes or the student may be sent home to change with an unexcused absence for the class periods they miss. The principal and/or assistant principal will use discretion in what is inappropriate dress and their decisions are final with no appeal. Primary and elementary principals may have comparable, but separate dress requirements for younger students.

1. Head coverings of any kind (including, but not limited to hats, caps, beanies, bandanas, head wraps, hoods, sunglasses, etc.) are not to be worn in any building on the school campus during regular school hours.
2. Shirts/blouses:
 - No alcohol, drug, tobacco advertising and/or vulgarities and any offensive, provocative, or inflammatory language or graphics
 - No see-through apparel or tops that reveal undergarments
 - No sleeveless shirts including tank tops or spaghetti straps
 - No crop tops or any top that does not extend past the waistband of pants, etc. and reveals any skin between the neck and 2 ½ inches above the knee including the stomach/midriff area including halter tops, tube tops, backless tops

- No indecent holes or fraying/large armholes including skin showing from under the arms to 2 ½ inches above the knee including the stomach/midriff area
 - No low-cut necks
 - No loungewear/sleepwear/pajamas/blankets
3. Pants/shorts/skirts/dresses:
- minimum length –2 ½ inches above knee (width of a dollar bill)
 - pants must not reveal underclothing
 - leggings/jeggings/tights must be worn with tunic-length top extending to mid-thigh
 - no holes or excessive frays that reveal skin 2 ½ inches above the knee (width of a dollar bill)
 - the practice of “sagging” will not be allowed
 - no loungewear/sleepwear/pajamas/blankets
5. Shoes/footwear:
- no house shoes/slippers or shoes that create a safety hazard.
6. Jewelry/Body Piercing:
- jewelry may be worn, but not so as to cause a distraction or pose a threat to others
 - no large chains, dog-collars, or buckle-type jewelry may be worn anywhere on the body

BACKPACK AND BAGS

Backpacks, bags, or any item with a strap may not be allowed inside all classrooms and should be stored in a student’s locker.

LOCKERS

In middle school and high school, lockers are assigned early in the year. It is recommended that each student purchase a quality lock and place it on his/her locker to insure its contents against theft or damage. It is also recommended that lockers remain locked as the school cannot assume responsibility or liability for books and articles missing from lockers. Locks on lockers should have a duplicate key or the combination in the office. Students are not allowed to exchange or share lockers without clearance from the building principal or counselor. Keep your locker neat and clean at all times and close locker doors quietly. No food or drink allowed in any lockers; random checks may be conducted throughout the school year and student lockers found not in compliance may receive detention. No stickers, etc. on lockers unless approved by the principal.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. If no spare key or combination is left in the office, locks may be cut if access to the locker is necessary. Schools shall inform students in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

STUDENT SEARCHES

The superintendent or, 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, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, 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 student, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

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

The superintendent or, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, 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 student or to preserve any dangerous weapons or, control dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

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

Students who drive automobiles onto school property, by so doing, subject any such automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

MARIETTA SCHOOL DISTRICT POLICY ON STUDENT BEHAVIOR

The Board of Education of the Marietta School District adopts the following policy and procedures with student behavior:

General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Marietta Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

DRUGS AND ALCOHOL PROHIBITED

This policy includes, but is not limited to, all illicit drugs, including alcohol and tobacco/ simulated tobacco products, and prescription drugs that are not lawfully prescribed to the student and/or that are not taken as prescribed. Marietta Public Schools strictly prohibit the unlawful use, possession, dispensing, distribution, manufacture or possession with intent to distribute, of any illicit drug, including alcoholic beverages, in or on any Marietta School District property (including vehicles), or at any school district-sponsored function or event. Compliance with this policy is mandatory and will be consistently enforced. Any student suspected of violation of this policy may be immediately suspended from school by the principal.

INTENT TO DISTRIBUTE DRUGS OR ALCOHOL

A student may be suspended and a police report will be filed if found to be intent on distributing banned substances.

GANG-RELATED ACTIVITIES

It is the policy of the Marietta Public School District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension. Any person (s) displaying gang affiliation in any manner at any school event will be asked to leave school premises. Law enforcement will be contacted when deemed necessary.

GUNS/WEAPONS

It shall be unlawful for any person to have in his/her possession on any public school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon designated in Oklahoma Statutes as "...any pistol, revolver, shotgun or rifle whether loaded or unloaded or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, Billy, hand chain, metal knuckles or any other offensive weapon, whether such weapon be concealed or unconcealed...". A police report will be made for violation of this law. Knives of any kind or size are not allowed on campus. Toy Guns, stun guns/tasers, paintball guns, BB guns, water guns, etc...are also strictly prohibited on campus.

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity. This policy is not intended to deprive school district authorities from taking necessary and

appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include suspension for students and employment termination for employees.

INDECENT ACTIONS

Any acts, expressions, comments or other actions, either written or expressed, that are considered indecent, threatening and/or inappropriate, will be strictly forbidden. Students who violate this policy will be disciplined according to the nature of the infraction.

INAPPROPRIATE DISPLAYS OF AFFECTION

Overly affectionate behavior is not acceptable at school or on school-sponsored activities. Couples are expected to keep their hands to themselves and not publicly display affection by hugging, cuddling, kissing or any other affectionate display that is deemed inappropriate. Students participating in this behavior will be subject to disciplinary consequences.

TOBACCO PROHIBITED

Marietta Public School is a 24/7 Tobacco Free Campus. The Marietta Board of Education prohibits the use or possession of any tobacco product or simulated tobacco product on the school premises or at any school-sponsored activity. Possession, use or distribution of tobacco products by minors is a violation of state law, and use or possession will result in disciplinary action. This will include possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, vaping device or any other form of tobacco products.

WIRELESS TELECOMMUNICATION DEVICE/ELECTRONIC DEVICE RESTRICTIONS

A student may possess a wireless telecommunication device while the student is on school premises. Students who are in possession of such devices must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use. Approved devices must always be in silent mode while on school campus.

Cell Phone Regulations

At Marietta Public Schools, we understand that cell phones and personal devices are more commonplace and essential modes of communication for students. In contrast, many devices have cameras, music/video/gaming, recording, texting and social media features which can all be misused. We want our students to be taught the appropriate use of these devices while minimizing any disruptions to the educational process. Possession and use of a cell phone or personal device (including but not limited to smart watches and earbuds) must fall within these guidelines:

Students in violation shall have their device confiscated by the classroom teacher and turned into the office with a referral. Any exception to this rule must be approved by the building administrator.

Cell phone etiquette is to be followed at all times. Students shall not video, record audio, post on social media, or take pictures of any fights or altercations, activities, or of any student or staff

member without their express permission. Cyberbullying of any kind will not be tolerated. Students in violation of this policy will face disciplinary action.

Primary & Elementary: Usage of cell phones, smart watches and other electronic devices are not allowed for personal use during school hours and must be powered off from 7:55 a.m. until 3:10 p.m

1st Offense: Warning. Phone will be given back at the end of the day.

2nd Offense: Parents are notified and parent must pick up the cell phone from the office

3rd Offense: Student earns a referral while parents are notified to pick up the cell phone from the office.

Middle School: Usage of cell phones, smart watches and other electronic devices are not allowed for personal use during school hours and must be powered off from 7:55 a.m. until 3:10 p.m

1st Offense: Warning. Phone will be given back at the end of the day

2nd Offense: Lunch Detention: Phone will be given back at the end of the day.

3rd Offense: Student assigned to ISD and parent must pick up the phone at the office.

High School: Cell phones and other personal devices should be silenced and put away during all class periods.

1st Offense: Warning. Phone will be given back at the end of the day.

2nd Offense: Lunch Detention: Phone will be given back at the end of the day.

3rd Offense: Two Lunch Detentions and phone must be picked up by the parent/guardian.

4th Offense: Student assigned to ISD and parent must pick up the phone at the office.

CLOSED CAMPUS

Students are not allowed to leave the campus during the school day. Any student leaving the school property without securing permission and signing out through the office will be truant and dealt with accordingly. Students who need to leave the campus must come to the main office. If parents are picking up a student for lunch, they must come to the office and sign him/her out. The student is responsible for

returning to his/her next class on time. Only persons with documented pick up rights will be allowed to check students out. High school students who drive their own vehicle to school may be checked out by a verified phone call from a parent. Students who are not currently enrolled in Marietta Public School are not allowed to visit campus or classrooms unless approved by the principal for special programs. Once a student comes on campus, (including morning drop off) he/she is to remain there and will be considered truant if they leave without permission.

FOOD DELIVERY

Parents may drop off food for their student at the front office of their child's building prior to the student's scheduled lunch period. Food should be clearly labeled with the student's name. No food delivery services such as pizza delivery, GrubHub, Uber Eats, DoorDash, etc. are allowed.

OUTDOOR CONDUCT

Students are to remain in assigned areas and are expected to keep the campus trash free. Students are not to engage in horseplay, pushing/shoving, tackle football, boxing, wrestling, choke holds, or any other activity that could reasonably be expected to cause harm to oneself or others.

PROM, DANCES or OTHER SCHOOL SPONSORED EVENTS

Students and their pre-approved dates must abide by all school rules and policies. Any student who wears clothing that is considered too revealing or indecent shall be denied access to the school sponsored event. Discretion is advised when purchasing clothing for the prom or other events.

SEXUAL HARASSMENT POLICY SUMMARY

All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative, or patron of the Marietta School District.

In the case of a student of the Marietta School District, "sexual harassment" includes all forms of unwelcome conduct of a sexual nature by a student, an employee, or any third person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the Marietta School District's code of student conduct.

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment. Any person engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay, or benefits, and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context, and gravity of such activities or incidents.

Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, assistant principal, counselor, or any board member of the Marietta School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted through school email (email addresses are accessible through the school website). It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such

prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or board member, the person(s) being harassed, the nature, contacts, and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report, and investigation of the matter. The Marietta School District will investigate all reports.

PUBLIC NOTICE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Marietta School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). These policies may be found in the Marietta Public School Policy and Procedure Manual in the section labeled “Students”. Copies of this board-approved school district policy are available for review in the office of the special education coordinator. All rights and protections are given to parents under the FERPA policy and this policy transfers to the student when he or she reaches the age of 18 or enrolls in a post -secondary school. The student then becomes an “eligible student”. Parents and eligible students have the following rights under Family Educational Rights and Privacy Act and this policy:

- the right to inspect and review the student’s education record;
- the right to consent to disclosure of personally identifiable information contained in the student’s records, except to the extent that the Act and the regulations in this part authorizes disclosure without consent;
- the right to request an amendment of a student’s education record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
- the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of the Act;
- the right to obtain a copy of the policy as adopted by the Marietta Board of Education;
- the Marietta School District will arrange to provide translations of this notice to non-English speaking parents in their native language.

The Marietta Public School District proposes to designate the following personally identifiable information contained in a student’s education record as “directory information”, and it will disclose that information without prior written consent (as permitted by P.L. 99-31):

- the student’s name;
- the name of the student’s parents;
- the student’s date of birth;
- the student’s grade level (i.e., kindergarten, tenth);
- the student’s participation in officially recognized extracurricular activities;
- the student’s achievement awards and honors;
- the student’s weight and height, if a member of an athletic team;
- the school or school district the student attended before he/she enrolled in the Marietta School District;
- the student’s photograph in yearbook or school website;
- the student’s address and phone number.

TITLE IX NOTICE

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities. Any student who believes that the Marietta School District has

violated Title IX is encouraged to file a discrimination complaint using the District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Contact the Marietta School District's Title IX Coordinator, Alex Doby, Marietta High School, 408 Indian Way, Marietta, OK 73448-0289, telephone (580)276-3204, fax (580)276-1208, for further information concerning Title IX requirements or to initiate a complaint.

NOTICE OF NONDISCRIMINATION STATEMENT

This school district does not discriminate against any person on the basis of race, creed, national origin, color, age, sex, or disability in the implementation of its programs and activities. Marietta Public Schools are in conformity with the Civil Rights Act of 1964, Title IX Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, and Age Discrimination Act of 1975.

TITLE I - PARENTS' RIGHT-TO-KNOW

In accordance with the No Child Left Behind Act (NCLB), Section 1111 (h) (6) PARENTS' RIGHT-TO-KNOW, this is a notification from the Marietta School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

PARENTAL INVOLVEMENT PLAN

We at Marietta Elementary School believe that parents play an important part in their child's academic success. The results of recent research are very clear: When parents are actively involved in their children's education, they do better in school. It is essential for parents to have a positive attitude regarding education, and to demonstrate trust that their children can do well.

The following are ways Marietta Elementary School will involve parents:

- Parents are invited to the annual Title I parent meeting where they can make suggestions for revisions to the Parental Involvement Plan and discuss how to improve instruction. This meeting will be held at the beginning of the school year and will provide parents with information about the Title I program and their rights as parents.

- The Parental Involvement Policy will be available as part of the registration packet. A Compact for Learning will be sent home with each student for parents to sign at the beginning of the school year.
- Halfway through each nine-week session student progress reports are sent home with students.
- Teachers invite all parents to attend scheduled parent-teacher conferences each semester. In addition, parents are welcome to make arrangements to speak with their child's teacher when needed.
- Fliers will be sent home to inform parents of school events and activities (such as book fairs).

MARIETTA ELEMENTARY PARENT INVOLVEMENT POLICY

Parent involvement in all levels of children's education is the key role in the success of a student. Students that understand their parent's commitment to their education have enriched self worth and place greater value on their education. When parents become involved, both students and school benefit:

- Grades and test results are higher;
- Students' attitudes and behavior are more positive;
- Academic programs are more successful; and
- The schools, as a whole, are more effective.

The participation of all parents, including those with limited knowledge of English, is important to the academic achievement of their children. Such participation has many positive consequences for the family, the school, and especially for the young student.

- The family has the chance to understand the school system better.
- The teachers can understand students who come from other cultures more easily.
- The students receive support from adults in order to confront the problems of adolescence-particularly where these problems are accentuated by the conflicting cultures of home, friends, and school.
- The school can become the natural extension of the home, aiding in the preservation of families' cultures and values.

There are many ways parents, other adults who play an important role in a child's life, and community groups can be involved with children's education at home, at school, and in the community. Here are some ways you can be involved in your child's education at school:

- Meet the teacher. Tell him/her about your child's interests and hobbies. Let the teacher know how and when it is best to reach you. Ask how you can support your child's learning at home.
- Make a date with the teacher to visit your child's classroom. Are the kids busy learning, exploring, and asking questions? Does the teacher draw them in? As a courtesy to the teachers, please call the office to arrange an appropriate time. We request that visits be limited to 20-30 minutes.
- Maintain contact with the child's teacher. Teachers welcome information via telephone, E-mail, or in-person conferences. Additional conferences, including those with other faculty members or administrators, can also be scheduled to address particular issues. Parents are encouraged to contact teachers, administrators or counselors at any time to discuss ideas, concerns, or suggestions. Teachers of younger children maintain a daily notebook as a means of exchanging information about the school day.

- Parent/Teacher conferences are offered one per semester.

All children learn in different ways. They have their own individual personalities, and their own listening and work habits. To help their students learn new knowledge and skills, teachers must know as much as they can about each child's likes and dislikes. No one knows more about these things than you, the parents. And no one has more influence over your children than you. Teachers need your help to do a first-class job. Working together, you and the teacher can help your child to have a successful school year.

- Stay up-to-date on school policies, schedules and rules. Read the school handbook. Ask about opportunities to participate in the development of school policies.
- Make sure that your child is learning what she/he needs to know. There are certain state standards that must be met for each grade level.
- Check your school's Web site regularly (www.mariettaisd.org).
- Contact your child's teacher or counselor if you have any concerns about what's going on with your child at school.
- Volunteer in your child's class. Opportunities abound throughout the school year for parents to participate in the life of the school. You may volunteer to be a room parent or participate in special activities and projects, or sharing occupations and hobbies.

What Can Parents Do To Support Education at Home?

There are many ways that parents can demonstrate to their children that they are interested in academic success and they are available to offer support and protection when there are problems.

Here are some suggestions:

- Talk with your child about what happens at school every day. Ask often if there are messages from the school.
- Spend some relaxed time with your children. Share a meal or a snack. Tell them often what you like about them.
- Listen to and share their worries. Support what you believe to be good about the school and offer your help to change any school practices that you believe could be harmful to your child.
- Avoid scolding and arguments when your students bring bad news home. Listen to their reasons and offer your help to improve the situation. It helps if your children know you believe they will be successful.
- Value their education by encouraging homework and reading. Help your children choose a good time and place to do their assignments and special projects. Provide the necessary materials and give them your unconditional support.
- Homework is considered an important part of the school program. One of the school's major obligations is to provide the children the opportunity for developing proper work habits, promoting growth in responsibility for their work, and encouraging independence. Toward these ends, homework is assigned on a regular basis throughout the school year beginning in Grade 2. Maximum homework time, Monday through Thursday, for grades 2 and 3, should be 20 to 30 minutes. Children in Grades 4-5 may require 40-45 minutes to an hour. We ask parents to make sure that their children have a suitable place for study, away from distractions, and that they keep to a regular schedule. If you find that child is routinely spending more time on homework than these guidelines suggest, contact his/her teacher.

- In addition to the above mentioned items, parents need to be aware of retention policies. It is no disgrace for a child to be held back in the same grade, especially in the early grades. If a student has not learned and mastered all the skills necessary to succeed at the next grade level, he/she should be retained. If he/she is not retained, these students usually continue to be behind the rest of their school years. Parents are usually informed of any problems by the middle of the school year, or before. Teachers will give parents suggestions for providing practice at home on the skills they are behind on. Retention may make the difference between a struggling learner and a successful one.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Marietta Public Schools has completed the inspection and management plan as required by the Asbestos Hazard Emergency Response Act of 1987. The management plan is available for perusal in the superintendent's office.

As part of the rule, all parties with an interest in the actions of the school district are hereby notified that steps have been taken to eliminate any asbestos containing material which may be harmful to the school occupants.

Initial problems have been corrected and are under the surveillance, operation and management program.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The **Marietta School District** is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A student who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

Acceptable Uses

1. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

3. Netiquette. All users must abide by rules of network etiquette, which include the following:

A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

B. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.

D. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

1. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

2. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other

information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. “Hacking” and Other Illegal Activities. It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection

with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, and Certified Employees, Policy EFBC, Computer Use, Policy EFEA, Using Copyrighted Materials.

We are using **K12USA/Secure School** for our technology protection measure (Internet filtering software). **K12USA/Secure School** protects against access by adults and minors to visual depictions that are obscene, child pornography, or-with respect to use of computers with Internet access by minors-harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes.

Our district policy includes monitoring the online activities of minors.

Our Internet Safety Policy addresses the following as required by CIPA:

- a. access by minors to inappropriate matter on the Internet and World Wide Web;
- b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- d. unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- e. measures designed to restrict minors access to materials harmful to minors.
- f. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

MIDDLE SCHOOL/HIGH SCHOOL STUDENT CLASS LOAD

Students shall be enrolled in eight (8) classes ~~unless a hardship case can be established~~. A junior or senior may be granted the privilege of enrolling in fewer than eight (8) classes in order to be concurrently enrolled, provided he or she is enrolled in a sufficient number of courses to complete all requirements for graduation. Senior students who are on track for graduation may also qualify for enrollment in work study at the discretion of the high school principal.

MIDDLE SCHOOL/HIGH SCHOOL CLASS CHANGES

Students cannot request class changes after the first two days of each semester or at the principal's discretion. All schedule changes must be approved by the building principal or counselor.

HIGH SCHOOL GRADUATION REQUIREMENTS

The Marietta Board of Education requires that all students must have satisfactorily completed the number of credits listed, and must have met all the requirements of the State and Local Board of Education in order to participate in graduation exercises. In addition to minimum graduation requirements, all seniors will be required to complete courses in math, science, social studies, computers, and/or career readiness unless:

1. You are presently attending Southern Tech
2. You are concurrently enrolled (math and reading are still required unless you have achieved a score of 19 or greater in the specified ACT area.)

These requirements are subject to change as determined by the Oklahoma Board of Regents. All students will be required to complete Algebra I, Geometry, and Algebra II. Any exceptions to this policy must be approved by the appropriate academic committee. Early graduation from Marietta High School is not allowed unless a unique circumstance arises requiring the need to do so. A committee of administration and staff will determine each need individually, and stipulations may be required.

COLLEGE PREPARATORY/CAREER READY CURRICULUM FOR HIGH SCHOOL GRADUATION

Class of 2024 and beyond will be expected to have 27 credits to graduate

College/Work Ready Plan (minimum state requirements):

English - 4

Math - 3 (Algebra I or above).

Science - 3 Laboratory sciences only

Social Studies - 3

Fine arts and/or humanities - 1

Computers or Foreign Language - 2 (including ½ financial literacy)

Electives (6 to equal 23 credits)

- 4 **English:** Grammar/Composition and Literature
- 3 **Mathematics:** limited to Algebra I, Geometry, Algebra II, Trigonometry, Calculus, or other state approved math which meets college admission requirements.
- 3 **Lab Science:** (Biology I; 2 from the following: Physical Science, Biology II, Chemistry I, Chemistry II, or other state approved science meeting college admission.
- 4 **History and Citizenship Skills:** US History-1 credit; US Government-1/2 to 1 credit; Oklahoma History-1/2 credit; Political Science-1 credit; and ½ to 1 from the following: World History, Geography, Economics, Civics, or other state approved history.
- *3 **Foreign Language or Computer Technology:** Computer classes must be approved for college admission requirements.

Intro to Computers is excluded. You must take 3 units of the same foreign language. Students could also take 2 units of Foreign Language and 1 unit of Computer Technology or 2 units of Computer Technology and 1 unit of Foreign Language.

| | |
|----|---|
| 1 | Additional unit from the following (as listed above): Math, Science, History, Foreign Language, Computers, or Career Readiness courses. |
| 1 | <u>Fine Arts: Music, Art, or Speech</u> |
| 19 | Required |
| +8 | <u>Electives</u> |
| 27 | Total |

Core Graduation Plan (minimum state requirement):

(This must be signed by the parent/guardian with the understanding this is a NON-college bound curriculum. The parent of the student may opt-out of the college bound curriculum with the understanding this plan does not qualify students for admission to a college or university.)

English -4

Math -3 may include Contextual Algebra, Math of Finance or Intermediate Algebra

Science - 3 (can include qualified agriculture classes)

Social Studies - 4

Fine Arts/Humanities/Speech -2

Computer Science - 1

Electives (8 to equal 24 credits)

HIGH SCHOOL ALTERNATIVE CREDIT

Marietta High School accepts the following courses, when taught on a high school level, and when taken by 8th grade students for high school credit (courses also figured into student’s GPA and class ranking):

- Algebra I: will count as an ELECTIVE credit
- Spanish I
- Computer Applications I

HIGH SCHOOL DUAL CREDIT/ CONCURRENT ENROLLMENT

Dual Credit/ Concurrent Enrollment for college courses will be accepted only at students’ expense. Upon completion of the course, the student will provide an official transcript of the course with written notification whether the grade will be recorded on the official high school transcript. “Eligible junior and senior students can enroll in college classes while attending high school. Prior to enrollment, concurrent enrollment contracts must be signed by parent, student and academic committee members. Dual Credit will be allowed for Senior Level courses per administrative approval. Students will be required to complete an English IV class for graduation credit. Core subjects of Math, English, Science, and History will be designated with the following Grade Scale:

| | |
|---------------------------------------|---------------------|
| Concurrent Course final grade average | 80 – 100% = 4.0 (A) |
| | 70 – 79% = 3.0 (B) |
| | 60 – 69 % = 2.0 (C) |

The district is not responsible for any costs associated with concurrent enrollment.

The following higher education courses commonly taken through Concurrent Enrollment have been reviewed by the Oklahoma State Department of Education and approved for academic credit.

| | |
|---------------|------------------------|
| <u>COURSE</u> | <u>Academic Credit</u> |
|---------------|------------------------|

- College Algebra 1 unit High School Algebra II
- General Biology 1 unit High School Biology II
- General Botany 1 unit High School Botany
- English Composition I ½ unit English IV
- English Composition II ½ unit English IV
- Introduction to Chemistry 1 unit High School Chemistry
- Chemistry I 1 unit High School Chemistry
- American History Survey to 1877 ½ unit High School U.S. History
- American History Survey from 1877 ½ unit High School U.S. History
- Introduction to Geography ½ unit High School World Geography
- American Federal Government ½ unit High School Amer. Government
- Introduction to Speech ½ unit High School Speech

SOUTHERN OKLAHOMA TECHNOLOGY CENTER

Southern Tech’s mission is to prepare world-class employees for Southern Oklahoma and beyond. Located in Ardmore, Southern Tech provides educational programs at the 13-14 year levels (post-secondary), plus concurrent enrollment for secondary students (11-12 year levels). The Southern Tech campus serves adults and high school students from a geographic area which includes Ardmore, Davis, Dickson, Fox, Healdton, Kingston, Lone Grove, Marietta, Plainview, Ringling, Springer, Sulphur, Thackerville, Tishomingo, and Wilson.

By the end of the first week of classes, Southern Tech enrollment contracts must be signed by parent, student and academic committee members.

A high school student may earn three credits a year for a total of six elective credits towards graduation. Morning Southern Tech students may earn an additional elective credit.

Specific core courses and/or Oklahoma School of Science and Mathematics courses may be taken at Southern Tech for credit requirements with the approval of Southern Tech and the high school principal and/or counselor.

Students attending the Oklahoma School of Science and Math (OSSM) will have a grading scale as follows: A-87-100, B-77-86, C-67-76, D-60-66, and F- below 60.

HIGH SCHOOL REPEAT CLASSES

High School students have the option of repeating a class. The student’s transcript will reflect both grades and both grades (the higher and the lower) will be figured into the GPA. Students who repeat a class for the purpose of raising a grade shall not be considered for valedictorian, salutatorian, or class honors. Only one credit will be used toward graduation requirements. For the purpose of calculating class honors the lower grade will be used.

SUMMER SCHOOL FOR MIDDLE/HIGH SCHOOL

Summer school can be used to make up needed credits for which students have failed to meet graduation or promotion requirements. Students wishing to participate in an accelerated program that is not offered at Marietta High School may complete summer school credits required for graduation only if they are not able to participate in the program without going to summer school. Approval for summer school attendance is at the principal's discretion.

CREDIT RECOVERY (HIGH SCHOOL)

Credit Recovery is a program that helps to ensure credits are met for graduation. During the school year, enrollment in credit recovery may be limited to **ONLY** senior students. Credit recovery for underclassmen will take place in the summer.

WORK RELEASE (HIGH SCHOOL)

Senior students who can provide documentation of employment are allowed to enroll in one period of work release either during either 1st period or 8th period of the school day depending on work schedule. Students will be required to provide periodic documentation of employment in the form of pay stubs and/or official employment verification letters. Students will be monitored weekly by a work release teacher and must complete any requirements requested.

COLLEGE DAY FOR HIGH SCHOOL SENIORS

Two (2) days of excused absences will be allowed for seniors to visit college campuses for the purpose of enrollment. These days count toward the total allowed activity absences of ten.

Visits shall be coordinated by the high school counselor. Proof of attendance must be presented to the school secretary the day they return to school for an excused absence to be given.

PROFICIENCY BASED PROMOTION

Upon the request of a parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency by scoring 90% or better on the test in one or more areas of the core curriculum. Arrangements for Proficiency Based Promotion must be made with appropriate counselors at least two weeks prior to the end of each semester of each school term. The Proficiency Based Assessment will be given one week before the start of each semester.

Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product, or performance.

Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

OKLAHOMA HONOR SOCIETY

Membership in the Marietta High and Middle School Chapters of the Oklahoma Honor Society is decided by scholarship:

1. criteria for selection is based upon work completed during the first semester of the current year and the second semester of the preceding year;
2. the top ten percent of the student body making the highest average marks in the high school or middle school may be nominated.

NATIONAL HONOR SOCIETY

Membership in the Marietta High School Chapter of the National Honor Society is an honor granted to those students selected by a majority vote of a designated faculty council:

1. criteria for selection is reserved for sophomores, juniors, and seniors;
2. must have been in attendance at MHS the equivalent of one semester, or have been an active member of NHS at his/her previous school;
3. cumulative grade point average of 3.5;
4. considered on the basis of outstanding service, leadership, and character.

MARIETTA ACADEMIC SCHOLARS

In order to be considered for Valedictorian/ Salutatorian/ Marietta Academic Scholar, a student must meet all the requirements listed below:

1. Accumulate over Grades 9, 10, 11 and the first semester of Grade 12, a minimum grade point average or 3.7 on a 4.0 scale (un-weighted) or be in the top 10 percent of their graduating class.
2. Complete (or will complete) the curricular college preparatory requirements for a high school diploma.
3. Achieve a composite score or a super score of 22, on the ACT. The ACT must be taken no later than February of the graduation year.

The top 10% will be decided by student count. (example: 68 students= 7 in top 10%) The only way a tie will extend the number of students recognized in top 10% is if it occurs at the last rank within the top 10%.

| | | |
|----------|-------|---------------------|
| Example: | 4.0=1 | 4.0=1 |
| | 4.0=2 | 4.0=2 |
| | 3.8=3 | 3.8=3 |
| | 3.6=4 | 3.6=4 |
| | 3.5=5 | 3.5=5 |
| | 3.5=6 | 3.5=6 |
| | 3.3=7 | 3.3=7, 3.3=8, 3.3=9 |

The student must also have attended Marietta High School for at least three full semesters immediately preceding the time of selection to be considered for valedictorian/salutatorian honors. These selections will be made at the end of the first semester of each school year.

COLLEGE SCHOLARSHIP INFORMATION

All scholarship information is kept in the high school counseling lobby throughout the year. Parents and students should visit with the counselor regarding scholarship opportunities. The school will make available transcripts and other school related supporting documents, but completing and mailing applications before postmark deadlines is the responsibility of the student and parent/guardian. Applications should be (preferably) typed or printed neatly in black ink.

NCAA CLEARINGHOUSE

The NCAA Eligibility Center certifies whether prospective college athletes are eligible to play sports at NCAA Division I or II institutions. It does this by reviewing the student athlete's academic record, SAT or ACT scores, and amateur status to ensure conformity with NCAA rules. Go to www.ncaaclearinghouse.net for additional information and to make an application.

OKLAHOMA'S PROMISE

The Oklahoma Legislature has set up a program for 8th, 9th, 10th or 11th grade students that will help pay for their college education if their parents' income from taxed and untaxed sources is \$60,000.00 or less at the time the student applies for the program, and if the student meets all attendance, academic and

behavior requirements of the program. Parents of students in grades 8-11 who meet these income guidelines are strongly encouraged to apply online at <https://www.okhighered.org/okpromise/>. The MS and HS guidance counselors have additional information on this important program.

NATIONAL MERIT SCHOLARSHIP PROGRAM

The high school counselor will offer the PSAT to Junior students with high scholastic aptitude. The PSAT is the practice test for SAT (the SAT is required instead of the ACT in some states) The PSAT is also the exam used to identify the top academic students in the nation through the National Merit Scholarship, a highly prestigious program for the top academic students in the country.

FAFSA (Free Application for Federal Student Aid)

All seniors interested in financial aid for college or other postsecondary studies need to complete the online form at www.fafsa.ed.gov. The form should be completed as soon as possible after October 1 of the senior year after the parent/guardians (or student legally declared as an independent) have filed tax returns. Monies are allotted on a first come-first served basis and on financial need. Many students receive grants for college every year that do not have to be paid back. Most families qualify for some financial assistance even if only low-interest student loans that do not have to be paid back until the student graduates college. In some cases, federal student loans for education and medical careers are forgiven when graduates take jobs in high poverty areas. College institutions can provide more information on this process. .

TESTING INFORMATION

OKLAHOMA SCHOOL TESTING PROGRAM (OSTP)

These standards -based assessments are intended for grades 3-8 and 11 in Mathematics, English Language Arts, Science (grades 5,8 & 11 only) and U.S History (grade 11 only). Note: Grade 11 students are assessed with the ACT exam as part of this program.

ASVAB (11th), PSAT (11th), SAT TESTING

See the guidance counselors for scheduled dates and information regarding these tests.

ACT ONLINE REGISTRATION at www.actstudent.org

Marietta School assumes no responsibility for fees associated with exams such as PSAT, ACT or SAT. Fee Waivers may be available for students who qualify. See HS Guidance Counselor for information.

ACT TESTING DATES

Visit www.actstudent.org for current testing schedule or see HS Guidance Counselor.

In addition to the National Testing, Students may also take Residual ACT tests at the college or university where they plan to attend. Contact the college/university of your choice for more information.

READING SUFFICIENCY ACT (RSA)

The reading goal for Oklahoma public schools is as follows: By July 1, 2008, and each year thereafter, one hundred percent (100%) of all third-grade students, excluding those students who have individualized education programs in an area related to reading, pursuant to the Individuals with Disabilities Education

Act (IDEA), limited English proficiency, or for whom English is a second language, will read at or above grade level by the end of their third-grade year.

READING SUFFICIENCY TESTING

Every student enrolled in K-3 grades will be assessed throughout the year for the acquisition of reading skills for the grade level in which they are enrolled. Any student found not to be reading at the appropriate grade level will be provided a reading assessment plan. This will include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. The plan will also include, but not be limited to:

1. Additional in-school instructional time sufficient for the development of reading and comprehension skills of the student;
2. Tutorial instruction as needed after regular school hours, and during the summer
3. The six essential elements of reading instruction: phonemic awareness, phonics, spelling, reading fluency, vocabulary and comprehension.

The program will be continued until the student is determined not to be in need of remediation. (O.S. 1210.508)

Except for students on an individual education plan, any third grade student not reading on grade level by the end of the school year may be required to attend a Summer School or fulfill requirements set by the school, and may be retained. Parents will be notified at the end of the first semester if the student is below grade level. If retention is recommended, a conference will be held at the end of the year with the parent/legal guardian.

TRANSCRIPTS

Transcripts needed for transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the office using the appropriate transcript request form. 2 days processing should be allowed. A fee may be charged for additional copies.

ACTIVITIES/CLUBS/ORGANIZATIONS

Students of the Marietta School District have the opportunity to participate in several competitive and non-competitive activities, clubs, and/or organizations along with their sponsors at Marietta Public School.

All activities, clubs, and/or organizations will be accountable to the following mission statement:

All students, faculty, staff, and parents will work together to develop the skills necessary to help each student achieve his/her goals, and to use these skills to become productive members of society.

Some activities, clubs, or organizations may require a procedural contract to be signed by student and parent. Adherence to this contract is required. School dress code should be adhered to at ALL school activities and functions when the student is representing Marietta Schools. No activity shall have rules which prohibit its participants from participation in other school activities.

If parents or guardians wish to withhold permission for students to participate in one or more of the above -referenced activities, clubs, or organizations, will need to do so in writing to your child's site office.

ACTIVITIES/CLUBS/ORGANIZATIONS

High School & Middle School

Extracurricular: Art, Choir, Show Choir (HS Only), Student Council, Future Farmers of America (FFA), Family Career and Community Leaders of America (FCCLA), Technology Student Association (TSA), 4-H, Band, Quiz Bowl, ~~Spanish Club~~

Athletics: Cross Country, Track, Basketball, Cheerleading, Football, Baseball, Softball, Powerlifting (HS only), Soccer (HS only), E-Sports (HS Only)

Elementary

Art, Music, 4-H, Cross Country, Track, Basketball

STUDENT FEES

Student fees, payable to sponsors, may be charged in the following classes and activities: athletics, FFA, art, band (uniform cleaning), choir, chemistry, physics, biology, environmental science, computer classes, speech, and FCCLA.

MEDICAL RELEASE FORM

All students who participate in activities at Marietta Schools must have a signed medical release form on file with the appropriate sponsor.

STUDENT COUNCIL

The Student Council was formed to give the student body, through its elected representatives, a voice in school affairs. In many areas the Council is very effective in making a better school. The projects it sponsors help the faculty and administration to enhance the development of the student body.

Students will have the option to participate in an election to determine the class offices of President, Vice-President, Secretary, and Reporter. The deadline to run for elections will be announced by the Student Council sponsor two weeks prior to voting.

Students will campaign for office with the student with the most votes being declared the winner. As an elected representative of Marietta Schools, Council members should lead the student body in following the rules of this handbook. Multiple minor rule infractions could lead to a demotion of office or removal from the Council. If at any time a Student Council member faces serious disciplinary action (ISD, suspension, etc), that student may be removed from the Council by the sponsor or principal.

ROYALTY ELECTIONS

Homecoming elections will be under the direction of the **High School Spirit Squad Leader**. The sponsor will go over the procedure for electing a queen and attendants before the election of these persons with the principal.

FOOTBALL HOMECOMING ROYALTY

Nominations for all queen candidates and attendants will take place at least three weeks before Homecoming. The High School Spirit Squad Leader or the principal and/or the football coaches will conduct nominations of candidates and attendants. The football team (9-12) will nominate five senior girls for queen and three girls from each class (Fr., So, & Jr.) for attendants. The nominations will take place during their athletic hour. The five senior girls will be narrowed down by the High School Spirit Squad Leader and principal to three candidates based on attendance, eligibility, overall behavior, and

participation in school activities. Queen candidates will be placed on a ballot and voted on by the entire student body one week before Homecoming. The voting will take place by secret ballot.

The High School Spirit Squad Leader will conduct the voting with student assistance during a class period determined by the sponsor. The sponsor and another faculty member will count the ballots. The queen candidate receiving the highest number of votes will be the Football Homecoming Queen and will be announced during Homecoming Coronation which will take place prior to the football game.

Attendants will be elected as follows: each class will vote to elect an attendant from the three girls that were nominated by the football team. Juniors will vote for juniors; sophomores will vote for sophomores; and freshmen will vote for freshmen. A person may not be nominated for Football Homecoming attendant if they have been a football attendant in the past, but all former Homecoming attendants are eligible to be nominated for Homecoming queen their senior year. Any student who was previously crowned queen may not be eligible for the honor again.

BASKETBALL ROYALTY

Nominations for all queen candidates and attendants will take place at least three weeks before Homecoming. The High School Spirit Squad Leader, principal, and/or the girls and boys basketball coaches will conduct nominations of candidates and attendants. The high school girls and boys basketball teams will nominate three senior girls for queen and three girls from each class (Fr., So, & Jr.) for attendants. Nomination will take place during the school day when both girls and boys teams can be assembled.

To be elected as a queen candidate, a student must be on the basketball team their junior and senior years. An exception can be made if they are/were injured and are/were not able to play, but remain(ed) with the basketball team in some capacity (i.e., manager, score keeper, etc). In the event that there are only two senior girls who meet the above criteria, there will be only two candidates for Basketball Homecoming Queen. If there are less than two senior candidates from the basketball team, the junior candidate with the most votes can be promoted to become a queen attendant (the junior candidate with the second-most votes would then become the junior attendant), or senior candidates will be selected from the cheer, track, or spring softball teams at the principal's discretion. Queen candidates will be placed on a ballot and voted on by the entire student body one week before Homecoming. The voting will take place by secret ballot. The High School Spirit Squad Leader will conduct the voting with student assistance during a class period determined by the sponsor. The sponsor and another faculty member will count the ballots. The queen candidate receiving the highest number of votes will be the Basketball Homecoming Queen which will be announced during the Homecoming Coronation that will take place at the basketball game.

Each class will vote to elect an attendant from the three girls that were nominated by the girls and boys basketball teams. Juniors will vote for juniors; sophomores will vote for sophomores; and freshmen will vote for freshmen. The attendant election should take place the same week as nominations. The three attendants elected will be announced at school. A person may not be nominated for Basketball Homecoming attendant if they have been a basketball attendant in the past, but all former Homecoming attendants are eligible to be nominated for Homecoming Queen their senior year, with the exception of any student who was previously crowned queen; these students may not be eligible for the honor again.

STUDENT DRIVERS/VEHICLES

1. A STUDENT MUST BE A LICENSED & INSURED DRIVER. A photocopy of your license, insurance verification, and tag number of any vehicle, must be registered in the high school office.
2. Students will be provided a parking pass sticker which is obtained from the high school office. Parking stickers must be placed on the bottom of the driver's side rear window of each car the student will drive.
3. A student who drives a car to school is to park it in the student parking area only. Parking south of the gym, north of the band room, west of the agriculture building, and north of the cafeteria is prohibited for students.
4. Students may not go to vehicles during the school day without permission & adult supervision.
5. THE PARKING LOT IS OFF LIMITS AFTER THE STUDENT HAS PARKED HIS/HER CAR EXCEPT TO ACCESS THE VEHICLE TO LEAVE CAMPUS WITH PROPER CHECK OUT OR OFFICE APPROVAL.
6. Students will NOT be allowed to remain in their vehicle or another student's vehicle before school and during lunch. Students must exit their vehicle upon parking. Students may receive detention for any violation.
7. The student agrees to observe the following rules:
 - a - speed limit of 10 miles per hour in the parking area and observe all traffic regulation in all school areas;
 - b - no parking or driving through the faculty or visitor parking lot; detention may be assigned for any students who found in violation and vehicles may be towed at the owner's expense;
 - c - no parking in the driveway area; detention may be assigned for any students who found in violation ;
 - d - no vehicle to be overloaded with passengers;
 - e - no passengers in pickup beds;
 - f - no alcohol, drug, tobacco advertising and/or vulgarities and any offensive, provocative, inflammatory language or graphics on vehicles;
 - g - due to construction, student drivers will park in the elementary parking lot. All students should enter the elementary parking lot from the middle entrance off of Gilliam street before and during school hours;
 - h - Students should exit the parking lot onto Gilliam Street during lunch and after school.
 - I - Students including driver and passengers are required to wear seatbelts.
7. Parking on school property is a privilege, not a right, permits may be revoked for any violation to the vehicle codes for any period of time, including the entire year at principal's discretion (which means that students cannot park or drive a vehicle on school property).
8. Failure to adhere to the vehicle codes can result in the vehicle being towed at the student's expense.
9. No alcohol, drugs, vapes, and/or tobacco in the vehicle.
10. Students are responsible for the contents inside their vehicles.
11. Police may conduct random license, insurance, and tag inspections.

THESE RULES WILL BE STRICTLY ENFORCED. ANY VIOLATION OF THE ABOVE RULES WILL BE CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING LOSS OF PARKING PRIVILEGES AND/OR A CITATION BEING ISSUED TO THE VIOLATOR.

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION (OSSAA) RULES

AGE, PHYSICAL EXAM, AND PARENT'S CONSENT CERTIFICATE

Any student who reaches his/her nineteenth birthday before September 1st will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before September 1st will not be eligible if enrolled in the ninth grade or below. Any student who reaches his/her fifteenth birthday before September 1st will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1st will not be eligible for the seventh grade or below. Non-athletic: Any student who reaches his twenty-first birthday before September 1st will not be eligible.

No student shall be eligible to represent his/her school in athletics until there is on file with the athletic director a physical examination and parental consent certificate. The form used shall contain the information on the standard OSSAA form. Other forms may be utilized, by the physician, physician's assistant, or the advanced practice nurse, if the information contained is compliant with the information on the OSSAA form. Any other information, depicting the athlete's previous history, can be added to this form for the purpose of clearance for athletic participation. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations. Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1st of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the pupil participates in any organized athletic practice session including contest participation.

ATTENDANCE

A student who has not attended classes ninety percent of the time for the semester becomes ineligible. If the student is ineligible because of late enrollment, the student must attend classes to regain eligibility the same number of days missed by late enrollment; otherwise, the student must attend a period of time equal to the number of days absent in excess of twenty percent for the semester. In the event of late enrollment due to illness, injury or death in the immediate family during the first ten days of a semester, the principal shall determine if a student should be charged with late enrollment for eligibility purposes. Time of additional absences while regaining eligibility will be added to the time required to become eligible. After a student regains eligibility and then is absent, his or her eligibility is determined by the percentage of attendance from the beginning of the semester, except that percentage of attendance for late enrollees, after becoming ineligible, shall be calculated from the date on which eligibility is regained.

STUDENT CONDUCT

A student whose conduct or character at school is under discipline, or whose conduct or character outside of school reflects discredit upon the school, shall be ineligible until reinstated by the principal and/or

athletic director. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal and/or athletic director.

If a student who is ineligible under these rules transfers, the principal shall notify the principal of the receiving school and the OSSAA Executive Secretary of the student's eligibility status.

A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the OSSAA Executive Secretary for review with the Board of Directors.

No person shall enter a contest under an assumed name.

Any pupil, who is a member of a gang or secret society (fraternity, sorority) in violation of the State Law of Oklahoma, or the regulations of any local Board of Education, is not eligible. Any school violating this rule will be subject to suspension for a period of one (1) year.

STUDENT ELIGIBILITY

Scholastic eligibility for students will be checked at the end of the third full week of the semester and each succeeding week thereafter. A student must be passing all subjects enrolled in during a semester. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one week period, the student will be ineligible to participate during the next one-week period.

1. The ineligibility period will begin on Monday and end on Sunday.
2. A student who loses eligibility under the provisions must be passing all subjects to regain eligibility.
3. A student regains eligibility under Rule 3 with the first class of the new one-week period.

Passing Grade means work of such character that credit would be entered on the records were the semester to close at that time.

SPECTATOR CODE OF CONDUCT

The following code of conduct for spectators should serve as a model at all school-sponsored athletic events as well as all school sponsored activities/events:

BELIEVING THAT sportsmanship is a by-product of a spirit of tolerance and good will and the centering of attention on the good qualities involved, and

BELIEVING THAT my conduct is an important part of the school's athletic program,

I PLEDGE to act in accordance with these principles.

As an athletic spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline during and after the contest.
3. Conduct myself in such a manner that attention is drawn not to me, but to the participants who deserve positive attention.
4. Regulate my actions at all times so that I will be a credit to the event I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the student participant.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat a visiting team and spectators as guests, being courteous and fair.
7. Avoid actions that will offend the individual participants or guests.
8. Accept the judgment of the coach or sponsor.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition. Remember that the opponents are young people - somebody's children - and they want to win and excel as much as we do.
13. Appreciate the talents exhibited by both teams or all participants.
14. Show sympathy for an injured player or participant including those from visiting schools.
15. Regard the officials as respected guests and treat them as such.
16. Direct my energies to encourage my team rather than yelling at players, coaches/sponsors or officials.
17. Believe that the officials are fair and accept their decisions as final.
18. Learn the rules of the game in order to be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.
21. Realize that negative remarks, jeering, obscene cheers, littering, throwing of objects, verbal indignities directed toward athletes, student participants, coaches, sponsors, or officials or any other act of poor sportsmanship shows a lack of class, is a poor reflection on the school and community, and has no place in school athletics or at any school sponsored event. Should this be an issue, removal from school property may occur and possible ban from future events/campus at the discretion of administration.

DISCIPLINE ACTION

The district reserves the right to determine the severity of all offenses and fit punishment to the offense.

DISCIPLINARY REPORTS

In the event that students get into trouble at school or school-sponsored activities, a disciplinary report may be completed for the student or students. These reports will be kept on file in the principal's office and a copy may be sent to the parent/guardian.

Student Behavior

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

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message or material;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, refusing to work in class, or eating food, candy or drinks in building without principal approval;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire/dress code violations;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior and/or public display of affection (PDA);
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery, (b) damage, destruction, vandalism or defacing any real personal property, (c) threatening, by word or act, the acts identified in (a)/(b)
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession or distribution of a caustic substance;
27. Possession or distribution of obscene materials;
28. Any use of a cell phone or any wireless telecommunication device used for harassment, recording without permission, or any illegal purpose;
29. Possession, threat or use of a dangerous weapon (guns, knives, and/or any chemical gases) and related instrumentality's (bullets, shells, gun powder, pellets, etc.);

30. Possession, use, distribution, sale, conspiracy to sell or possess, or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law), and/or controlled substances;
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior whether involving written, verbal or physical actions;
36. Truancy;
37. Use or possession of tape/CD players, tapes, CD's, cameras, ipods (MP3), ipads, radios, or any other type of electronic device for any illegal purpose;
38. Use or possession of roller skates, roller blades, skate boards, or scooters;
39. Use or possession of tobacco or tobacco simulated products in any form, including e-cigarettes or vapes.
40. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
41. Using racial, religious, ethnic, sexual, gender, or disability-related epithets;
42. Vandalism;
43. Violation of the Marietta Board of Education policies, rules or regulations, or violation of school rules and regulation;
44. Vulgarity;
45. Willful damage to school property;
46. Willful disobedience of a directive of any school official;
47. Any social media post that attacks or demeans the school, employees or students causing disruption to the educational process;

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic/digital communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

*Incident reports may be filed with police for any of the aforementioned violations.
This list is not all inclusive.*

All teachers have the responsibility for correcting misconduct of any student or group of students while the student is under the jurisdiction of the school. This includes any and all school functions.

DISCIPLINARY OPTIONS APPLICABLE TO STUDENT MISCONDUCT

The Chain of Command for Disciplinary Procedures

If you have a concern that your child is not being dealt with in a fair and/or appropriate manner, you are asked to observe the following procedures that are standard in almost any school district:

1. Check with the teacher in an effort to find out what is happening and to resolve the conflict.
2. If you feel that you have not received satisfaction from the teacher, you should immediately contact the principal for a conference with the teacher and the principal.
3. If you still feel dissatisfied, you should contact the superintendent.
4. If you have gone through the above three steps and have not been able to resolve your problem, then it is appropriate to take your concern to the school board by notifying the superintendent in writing.

Discipline Options in Grades PreK through 5th

To correct misbehavior, appropriate disciplinary action(s) may result. It is intended that the appropriate disciplinary action be commensurate with the degree and/or frequency of the misbehavior. Disciplinary action(s) may include the following:

1. Warn student(s)
2. Advise parents
3. Remove from class or group (temporary)
4. Parental conference
5. In-school detention
6. Financial restitution
7. Refer to other social agencies
8. Recess Detention
9. Any other disciplinary action deemed appropriate under the circumstances.
10. Out-of-School Suspension-parents/guardians will be contacted, conferenced with, and notified in writing, prior to the out-of -school suspension.

Discipline Options in Grades 6th through 12th

Lunch Detention

Detention is a correctional measure used when it is deemed appropriate. Any assigned detention is final and cannot be appealed.

1. Noon detention start and end times will be determined at each site.
2. Students assigned to detention are to report directly to the designated room. In order to gain credit for attendance, students must be on time.
4. Absolutely no disruption of any kind will be allowed.
5. Students cannot leave the room during detention.

6. If a student fails to report on the day assigned, additional detention may be given. If for some reason a student is unable to report for detention, he/she must clear this in the office before the designated detention time.
7. In the event a student is absent on a day he/she is assigned to detention, the detention is due on the next day he/she returns to school.
8. Continual failure to attend assigned detention may result in suspension.
9. Students accumulating more than 5 consecutive days will be referred to the office.
10. Students must adhere to the rules set forth by the detention administrator.

Teacher Assigned Detention

The individual teacher has the right to assign detention in his/her classroom or for any rule violation campus-wide. Teacher assigned detentions cannot be appealed.

Alternative In-School Placement

Alternative in-school placement is an optional correctional/credit recovery measure that may be used by the school when deemed appropriate. It involves assignment to an alternate school site designated by the school (currently Take Two Academy in Ardmore, OK), for a prescribed course of education as determined by school representatives.

In-School-Detention (ISD)

The purpose of this detention is to give the student the opportunity to keep up with his/her class work while being confined to an area that is nondestructive. The overall objective of this program is to provide an alternative to home suspension for those students who fail to function acceptably in an everyday school climate. **The Principal will be notified of any infraction of ISD rules. This may result in home suspension.**

ISD Rules:

1. Students may not arrive before 7:50 a.m. Students assigned to ISD will be required to check their cell phones into the office and report directly to the ISD room upon entering the school.
2. **ISD begins at 8:00 a.m. and is over at 3:10 p.m.** ISD supervisor will make arrangements for lunch to be brought from the cafeteria at a designated time and at regular charge, or students may provide their own lunch.
3. Students are responsible for bringing school supplies to ISD.
4. The ISD supervisor will obtain assignments from each teacher. Failure to complete assignments in ISD may result in home suspension.
5. Students suspended for misconduct in ISD will have to finish the remaining days previously assigned to ISD upon completion of suspension and returning to school.
6. **Any student who is placed in ISD will not be allowed on school campus except at ISD area and may not be allowed to attend or participate in any school activity during or after school, home or away at principal's discretion until they have completed their time in ISD.** Students found in violation may receive additional disciplinary action.
7. Appointments for teacher assistance in subject areas may be scheduled after school hours.
8. Students will not be truant or tardy.
9. Any student who has spent two separate assignments in ISD may be home suspended.
10. All regular classroom rules and any additional rules deemed appropriate by the ISD supervisor apply in ISD.
11. When assigned to ISD, the student may be required to sign a procedural contract.
12. Students should not be allowed to enter the hallways or any regular classroom while assigned to ISD. If a student needs to communicate with a teacher, they should do so through email.

13. The ISD supervisor or a school administrator will be with any ISD student(s) at all times. No student should be allowed to leave the ISD room unsupervised.

STUDENT SUSPENSIONS

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term “out-of-school suspension” refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.**

Reference to “parent” in this section of the policy refers to a student’s parent or legal guardian. Reference to “principal” means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION

Students who are found to be guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

- a. violation of a school regulation;
- b. immorality; any behavior that goes against the principles concerning the distinction between right and wrong or good and bad behavior
- c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
- d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, 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;
- e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District’s policy related to firearms;
- f. Possession of a vape product (without THC):
1st offense: 3 days ISD and successful completion of vape education curriculum.

2nd offense: 3 day out-of-school suspension & possible referral to 1st offenders program with successful completion.

g. Possession of any vape product with THC:

1st offense and all subsequent offenses: Up to a semester plus a semester out-of-school suspension.

h. Possession of marijuana or any product containing THC/marijuana in any form including but not limited to edibles:

1st offense and all subsequent offenses: Up to a semester plus a semester out-of-school suspension.

Drug Policy

Any Student found on school premises or at a school-sponsored activity to be in possession of or under the influence of marijuana, narcotic, hallucinatory, hypnotic, or sedative drugs or any dangerous chemical, alcohol, drug paraphernalia, or stimulant not prescribed by a licensed physician may be suspended from school and all school premises for up to a semester plus one (meaning the remainder of the current semester plus the entirety of the next semester). Possession and/or consumption or failure to report knowledge of any alcoholic beverages or drugs on school property is forbidden.

It is the policy of the Marietta Public School Board of Education that any administrator, teacher or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages or controlled dangerous substances as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools, the parent or legal guardian of said student in possession or suspected of use as well as appropriate law enforcement. Any suspension and/or search of said student shall be subject to any applicable school policy, state law or handbook regulation. With cause, the student's personal effects may be searched by school personnel to determine the presence of banned substances.

Education Plan for Suspended Students

In the event of a out-of-school suspension in excess of five (5) days for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of School Suspension section of this policy, below, shall be applicable for acts which fall within parts "a" through "d," above. As allowed by law, no education plan will be provided for acts which fall within part "e," above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

SCHOOL DISTRICT'S OBLIGATION APPLICABLE TO ALL OUT-OF-SCHOOL SUSPENSIONS

Alternative In-School Placements:

Before the School District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement to in-school suspension, or other available disciplinary or

correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

OUT-OF-SCHOOL SUSPENSIONS

Pre-Conference:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state that alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate out-of-School without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences with the Parents:

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the out-of-school

suspension review committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

Out-of-School Suspension Requirements:

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension for greater than ten (10) days. A short term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions in excess of (10) days be imposed only in serious situations.
3. Out-of-School suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

Individualized Plans for Out-of-School Suspension:

Out-of-school suspensions in excess of five (5) days shall include an individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstance of the out-of-school suspension.

The plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education of grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports:

The principal will keep written records of each out-of-school suspension conference. Also, the principal shall maintain records related to the education plan and the student and/or parent's compliance or non-compliance with the plan.

**LONG-TERM OUT-OF-SCHOOL SUSPENSIONS
SUSPENSIONS OF GREAT THAN TEN (10) SCHOOL DAYS**

Right of Appeal:

A parent or the student may appeal the principal's out-of-school suspension decision of greater than ten (10) school days to the Superintendent of Schools and the Board of Education.

Method of Appeal to the Superintendent of Schools or his/her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.

2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principals' out-of-school suspension decision will be final and non-appealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable.

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:

1. The Board President should:
 - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.
 - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President should advise the parents/child:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given the opportunity to cross-examine.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.

5. After each witness is presented School Board members may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

- a. the conduct for which the student was suspended out of school reasonably indicated that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
- b. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

**SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS
SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS**

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short term out- of -school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of more than ten (10) school days. appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the School District's discretion.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of more than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parents shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by letter to the school Superintendent, which must be received within one (1) calendar day after the principal's out-of-school suspension decision is received by the student or his/her parents. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
2. Upon receipt of the request, the school Superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school Superintendent determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
5. The decision of the committee shall be final and non-appealable.

Appeal for Reinstatement

Any student, who has been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, at his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The board shall take whatever action it deems appropriate.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

SUSPENDED STUDENTS

Students under out of school suspension are prohibited from being on school property during the suspension. Suspended students seen on campus may be charged with trespassing.

RECORDS AND REPORTS

The principal will keep written records of each out-of-school suspension. The principal shall maintain records related to the Education Plan and the student's and/or parent's compliance or non-compliance with the plan.

DISCIPLINARY MEASURES FOR STUDENTS WITH DISABILITIES

The District will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of The Rehabilitation ACT/TITLE II of the Americans with Disabilities Act.