

**LOCUST GROVE PUBLIC SCHOOLS**  
**Pirate Student Handbook**  
**2016-2017**

**ADMINISTRATION**

<b>Superintendent</b>	<b>Lori Helton</b>
<b>Assistant Superintendent</b>	<b>Dusty Torrey</b>
<b>Principals:</b>	
<b>Early Learning Center</b>	<b>Shane Holman</b>
<b>Upper Elementary</b>	<b>Shannon Hall</b>
<b>Middle School</b>	<b>Jamie Rice</b>
<b>High School</b>	<b>Clint Hall</b> <b>Daniel Stokes, Assistant Principal</b>
<b>Maintenance Crew Chief</b>	<b>Mark Hendrickson</b>
<b>Indian Ed Director</b>	<b>Lori Helton</b>
<b>Technology</b>	<b>Bill Hix</b>
<b>Transportation</b>	<b>Dusty Torrey</b>

**BOARD OF EDUCATION**

**Jason Bailey**  
**Andrew Snell**  
**Jeff Downing**  
**Rick Pierce**  
**Jim Ward**

**This handbook belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## **INTRODUCTION**

**The policies and procedures contained in this handbook are the results of a concerted effort on the part of the Board of Education, faculty, and administration. This information has been carefully prepared and presented so that it will be of great value in helping the student adjust to our school and to become an integral part of it.**

**The ultimate purpose of education is to help each student become an effective citizen in a democracy. The development and acceptance of the responsibilities and obligations of becoming a good citizen will help students to participate in our varied activities and thus find those things within our school which will prepare them to live a better life and finally take their place in this complex society.**

**This handbook is written to provide the students with the basic rules of the school district. It is intended to be a guide for you to acclimate to school. Every attempt has been made to make rules equally fair to all students.**

**Students and parents should read and become acquainted with the contents of this handbook. It will help you as we begin this new school year. Changes have occurred from last year's handbook. If you have any questions, please see your principal, assistant principal, counselor, or teacher. We are always open to good suggestions for improvement of our school.**

**We wish every student the best year ever!**

**Locust Grove Public Schools will provide interpreters for parents who are deaf, Hispanic LEP, and Cherokee LEP. Interpreters will be available during enrollment, parent/teacher conferences, and at any other time when it is necessary for parents to have contact with the school. Contact Lori Ragsdale for information at 918-479-5243 ext. 1000.**

## ***LOCUST GROVE PUBLIC SCHOOLS***

### ***VISION:***

**To be a place of great beginnings.**

### ***MISSION:***

**To provide academic excellence in an environment free of threat and based on high expectations.**

### ***BELIEFS:***

**We believe that:**

- 1. Students are our first priority.**
  - 2. All students can learn.**
  - 3. High expectations are essential for all students and staff.**
  - 4. The school community must actively pursue excellence.**
  - 5. A safe and positive environment promotes learning.**
  - 6. A climate of mutual respect is necessary.**
  - 7. Schools, parents, and community are partners in education.**
  - 8. The family is the foundation of learning.**
  - 9. Education is more than learning how to make a living; it's learning how to make a life**
  - 10. Learning never ends.**
- 

### ***STUDENT CODE OF CONDUCT FOR LOCUST GROVE SCHOOLS***

**We, the students and staff of the Locust Grove Public Schools, in order to encourage a more pro-social environment, create tolerance and acceptance, insure accommodation and fairness, respect the values of others, promote courtesy towards all, and secure an uninterrupted learning environment for ourselves, do ordain and establish these rights and responsibilities for LGPS.**

### ***RIGHTS OF LOCUST GROVE STUDENTS AND STAFF***

- 1. I have the right to learn and teach without Disruption.**
- 2. I have the right to aim for excellence and to do my personal best.**
- 3. I have the right to feel safe in my environment.**
- 4. I have the right to expect my possessions to be safe.**

### ***RESPONSIBILITIES OF LOCUST GROVE STUDENTS AND STAFF***

- 1. I will exercise self-restraint and reduce the Disruption to create a positive learning environment.**
- 2. I will encourage, support, and praise others working to do their personal best.**
- 3. I will prevent harm to others, both physically & emotionally, and will encourage others to do the same.**
- 4. I will value the worth of others and respect their possessions.**

**LOCUST GROVE PUBLIC SCHOOLS  
DISTRICT POLICY**

***TABLE OF CONTENTS***

Adequate Yearly Progress	5
Administration of Medicine to Students	5
Asbestos Statement	7
Attendance	7
Bullying Prevention Act	8
Child Find	8
Closed Campus	8
Directory Information Notice	8
Discipline of Students	9
Dress Code	11
Extracurricular Drug/Alcohol Testing Policy	11
FERPA	11
Grievance Procedures	12
Head Lice Policy	14
Internet Acceptable Use Policy	14
Media Center	19
Meningococcal	19
Miscellaneous	20
Moment of Silence	21
No Child Left Behind	21
Non-Discrimination	22
Out-of-School Suspensions	22
Long term	22
Short term	24
Parent Involvement Policy	25
PowerSchool	25
Proficiency Based Promotion	26
Promotion & Retention	26
Protection of Pupil Rights	27
Right to Request Teacher Qualifications	28
School Assemblies & Activities	28
School Closure Information	28
School Visitation	28
Sexual Harassment Policy	29
Student Accident Insurance	30
Telephones	30
Textbooks	30
Title I Eligibility	30
Transportation	31
Wellness Policy	32
 <b><i>FORMS</i></b>	 58-64

## ***ADEQUATE YEARLY PROGRESS (AYP) NOTICE TO PARENTS***

A requirement of the No Child Left Behind Act of 2001 is that our state Department of Education must annually review the progress of our school district to determine if adequate yearly progress (AYP) is being made toward the state's academic achievement standards. The district's progress toward meeting state standards is based on total student test performance from every tested grade level at each school in the district and from every tested subgroup of students. Tested subgroups include students who are: receiving Special Education services, and limited English language proficient,

- from low income families, and of different racial/ethnic classifications.

All students and every subgroup in the district must make annual progress toward state standards for the district to be identified as making adequate yearly progress (AYP). This is an ambitious goal that every district administrator, teacher and staff member is striving to attain. If the state Department of Education determines that the district has not made AYP for two (2) or more consecutive years, it must:

- identify the district for school improvement, corrective action or restructuring,
- provide the district with an opportunity to review the data upon which the review was based,
- publicize and disseminate the results of the progress review to parents, staff and the community.

In addition, the state will provide assistance to identified districts and must keep parents and the community informed regarding the progress of such assistance in addressing the reasons that caused the district to not make adequate yearly progress.

## ***ADMINISTRATION OF MEDICINE TO STUDENTS***

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. For purposes of this policy, "medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, and medicated ointments and any other item used to treat an illness, disease or malady. The term "legal custodian" means a parent, a court appointed guardian or a person having legal custody.

Except as provided below, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parents and may result in discipline including suspension. Medicine shall not be administered to students by teachers or administrators except pursuant to the provisions of this policy. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer such medications. As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

A student who has a legitimate health need for a medicine shall deliver the medicine to the school nurse or school administrator in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the school nurse, an administrator or a designated employee pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. A new authorization form must be completed for each change of medication. If there are no changes, the authorization must be renewed yearly. If a student brings medications to school without a properly completed authorization form the school will inform the student's legal custodian of district policy and the inability to give the medication. The student's single custodian may however come to the school and dispense the medication to the student. When medication is completed and/or at the end of the school year the authorization form will be placed in the student's health folder and will be deemed part of the student's health record. Forms for parental authorization of administration of medicines are available in the office of the principal and are included at the end of this handbook.

The administration of each school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered.

Medications must be stored in a separate locked drawer and not readily accessible to persons other than the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area. Any person administering medicine to a student will be annually trained by October 1 of each

year by a school nurse to administer medication. Only those successfully completing the training will be authorized to give medication. A current list of those authorized to give medication will be kept at each school and by the school nurse. Training will include:

- a. review of state statutes and school regulations (including this policy) regarding administration of medication by school personnel.
- b. procedures for administration, documentation, handling and storage of medication.
- c. medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Students who are able to self administer specific medications (inhalers, etc.) may do so provided such medication and special equipment are transported and maintained under the students' control within all of the following guidelines:

- a. A licensed physician or dentist provides a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of, self-administration of medication. It is the student's legal custodian's responsibility to contact the physician and have the physician complete and sign the required order.
- b. Parents and guardians who elect to have the student self medicate are accepting that the District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.
- c. If the legal custodian and physician authorize self-medication, the District is not responsible for safeguarding the students' medications or specialized equipment such as asthma inhalers.
- d. Students who self medicate are prohibited from sharing or playing with their medication, special equipment, i.e., inhalers, etc. If a student engages in these activities the legal custodian will be contacted and a conference will be scheduled with the legal custodian, student, nurse and other appropriate persons.

Students will not be allowed to self administer:

- a. narcotics
- b. prescription painkillers
- c. ritalin
- d. other medication hereafter designated in writing by the District.

Students may self administer injectables only in the school office in the presence of authorized school personnel. The District strongly recommends that students who must self medicate should wear Medic Alert bracelets or necklaces. The legal custodian will provide any emergency supply of their student's inhaled asthma medication to be administered by school personnel according to state law.

Nonprescription medication will only be administered by school staff with written authorization of the legal custodian. The nonprescription medication will be administered according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- a. student name (affixed to the container)
- b. ingredients
- c. expiration date
- d. dosage and frequency
- e. administration route, i.e., oral, drops, etc.
- f. other directions as appropriate

Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written instructions of the student's physician. It is the responsibility of the legal custodian to maintain the supply.

Prescription medication will only be administered by school staff with written authorization and instructions. Prescription medication must be in original container that indicates:

- a. student name
- b. name and strength of medication and expiration date
- c. dosage and directions for administrations
- d. name of the licensed physician or dentist
- e. date, name, address and phone number of the pharmacy

It is the responsibility of the legal custodian to maintain the supply.

Any medication that is not reclaimed by the legal custodian by the last official day of school closing or reclaimed within seven days of being discontinued by the prescribing physician will be destroyed by the designated employee or the school nurse in the presence of a witness according to the following procedures:

Any and all controlled substances will be destroyed according to state law.

Medication will be destroyed in a nonrecoverable fashion.

- a. Liquid medication will be poured into a sink or toilet.
- b. Pills or tablets will be poured into toilet.

The following information will be charted on the student's health card and signed by the designated employee and a witness:

- a. Date of destruction
- b. Time of destruction
- c. Name and quantity of medication destroyed
- d. Manner of destruction of medication

The designated employee will advise the principal and school nurse if discontinuance of medication is appropriate and assist in informing the legal custodian before mailing a discontinuance letter. Legitimate reasons for discontinuing administration of medication would include but not be limited to:

- a. legitimate lack of space or facility to adequately store specific medication;
- b. lack of cooperation by the student, parent or guardian and/or prescribing doctor and the District;
- c. an unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well being of the student;
- d. any apparent change in the medication's appearance, odor, or other characteristics that question the quality of the medication; and
- e. the medication expiration date has passed.

**Authorization form for self-administration of medication is in the back of this handbook.**

**The written authorization will terminate at the end of the school year and must be renewed annually.**

### ***ASBESTOS STATEMENT***

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the Superintendent's office and at each campus.

The LGPS annually notifies all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, fliers, and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur our asbestos coordinator, Jody Carney, will notify the appropriate people as prescribed by law.

### ***ATTENDANCE***

It is the thought of LGPS and the state of Oklahoma that a child must be at school to obtain a proper education. It is also the policy of Locust Grove Public Schools that all children are present at school from the start of the school day to the ending of the school day, unless unforeseen illness or other extenuating circumstances prevent the student from attending school. Parents are asked to always communicate with their child's school when it is necessary that the child be absent.

#### ***I. INSUFFICIENT ATTENDANCE (IA)***

If a student has greater than ten (10) absences in any class during a semester (either excused or unexcused), that student will not receive a grade higher than 59% (F) and will not receive credit for that class. In extreme cases, and at the discretion of the principal, exceptions can be made for verifiable lengthy medical conditions of a serious nature, and when the student is hospitalized or under doctor's orders to remain at home. It is the responsibility of the parent to provide signed and dated statements from a physician within three (3) school days of the student's return to school. If doctors' statements are not received within three (3) school days of the student's return to school, they will not be accepted. In an attempt to keep parents informed of all attendance issues, the school will send letters home to parents after 3, 5, and 7 student absences.

#### ***II. TRUANCY***

Locust Grove Public Schools will be enforcing State Law 70-10-106, which states: If a child is absent four (4) or more days or parts of days within a four-week period, or is absent ten (10) or more days or parts of days within a semester, the student shall be considered truant, and the school shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county

wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Early parent dismissal will constitute one (1) day absence.

When a student is truant, the school will inform local law enforcement, who will be dispatched to issue a citation for “Failure to Compel a School Age Child to Attend School.” The parent will then be required to attend Truancy Court in Mayes County, and/or the high school student will be required to attend Truancy Court in Locust Grove Municipal Court.

An exception to this policy is in the case of a medical condition that prevents the student from attending school. In such case, the parent is required to submit a document signed and dated by a physician stating the nature of the medical condition. All written physician’s statements must be submitted to the school’s attendance office within three (3) school days of the student’s return to school or they will not be accepted. Also, a student will be excused from an absence if that student attends the funeral of a member of their immediate family. A program from the funeral must be submitted to the school’s attendance office within three (3) schools days of the student’s return to school or it will not be accepted.

### ***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, electronic communication 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 education mission of the student or other students.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying, which defines and explains this conduct and the District’s response to the legislative mandate.

### ***CHILD FIND***

Locust Grove Public Schools offer a free and appropriate public school education for eligible handicapped children from ages three to twenty-one. If you have a child or know of a child who might benefit from the services of L.G.P.S., please contact Steve Tyner at (918) 479-5318.

### ***CLOSED CAMPUS***

No student shall be permitted to leave campus during any time of the school day without permission from the principal’s office. In emergency situations, a parent or guardian must be reached before a student is allowed to leave school. An exception to the Closed Campus policy is our Pirate Pass incentive program, whereby students who earn Pass Cards may, with parental permission, leave campus for lunch on designated Fridays. Leaving campus without permission may result in suspension out of school. Students are not allowed to be checked out by parents or guardians before or during lunch by note or telephone calls. Students checked out in this way cannot return to school that day unless they have a doctor’s note in hand upon return.

### ***DIRECTORY INFORMATION NOTICE***

The Family Educational Rights and Privacy Act requires that the School District, with certain exceptions, obtain the student’s parents written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;

- Honor Roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The LGP School District has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student's name;
- The names of the student's parents;
- The student's address;
- The student's telephone listing;
- The student's electronic mail address;
- The student's date and place of birth;
- The student's dates of attendance;
- The student's grade level (i.e., first grade, tenth grade, etc.);
- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and height, if a member of an athletic team;
- The student's photograph; and
- The most recent educational agency or institution attended.

Within the first 3 weeks of each school year, the District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student. (see form in back of book)

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.

## ***DISCIPLINE OF STUDENTS***

Oklahoma law vest teachers and administrators with the same right as parents with regard to the control and discipline of children during the time the child is in attendance or in transit to or from school or any other function authorized by the School District. When a disciplinary measure is administered, the parent will be notified.

### ***Specific behavior that may result in disciplinary action***

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.
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 broadcasted, published or distributed, any message or material.

4. Cheating, Plagiarism, Forgery
5. Conduct that threatens or jeopardizes the safety of others
6. Cutting class or sleeping, eating, or refusing to work in class
7. Disruption of the educational process or operation of the school
8. Extortion
9. Failure to attend assigned detention, alternative placement, or other disciplinary assignment without approval
10. False reports or false calls
11. Fighting
12. Gambling
13. Harassment, intimidation, and bullying or hazing (initiations) in connection with any school activity
14. Immorality
15. Inappropriate attire, behavior, gestures, or public behavior or public display of affection
16. Indecent exposure
17. 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 or personal property; or threatening, by word or act, the acts identified in (a) or (b)
18. Obscene language, profanity, vulgarity
19. Physical or verbal abuse or threatening behavior (whether involving written, verbal, or physical actions)
20. Possession of a caustic substance or obscene materials
21. Possession, without prior authorization, of a wireless telecommunication device
22. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
23. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale of distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer) and/or controlled substances
24. Possession of illegal and/or drug related paraphernalia
25. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
26. Truancy
27. Use or possession of tobacco in any form
28. Theft or 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
29. Using racial, religious, ethnic, sexual, gender or disability-related epithets
30. Vandalism or willful damage to school property
31. Violation of the Board of Education policies, rules or regulations, or violation of school rules and regulations
32. Willful disobedience of a directive of any school official

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or education process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Depending on the seriousness of the violations committed, the administrator may have the option of corporal punishment, after school detention, or Saturday school in lieu of out-of-school suspension. The administrator will determine if these options are available using factors such as attitude, disciplinary record, and seriousness of offense. If out-of-school suspension is determined to be warranted, the suspension may be 1 (one) day in length, up to the present semester plus an additional semester, or for offenses involving firearms, for one calendar year.

## ***DRESS CODE***

No hats, caps, hoods, sunglasses, or bandanas will be worn during school hours unless designated by the principal (such as hat day). All clothing must be neat and clean as well.

The wearing of shorts/skirts will be permitted provided the shorts/skirts meet the following criteria: With the Student Standing Upright, Both Arms to the Side, the Shorts/Skirts May Not be Over 5 inches Above the Kneecap Bicycle shorts may be worn provided that shorts meeting the above criteria are worn over them.

All students are required to wear shoes. Tank tops, muscle shirts, shirts with thin straps, or accessories with writing or pictures which are profane, vulgar, repulsive or obscene or which are suggestive or symbolic of drugs, alcohol, tobacco, sex, gangs or gang activity, or anything illegal or immoral will not be permitted. No leg or headbands are to be worn.

No shirt or blouse which reveals a bare midriff or back (halter tops), or any see-through blouses or shirts, or any shirts or blouses with excessively low necklines shall be worn in school. Jeans may be worn provided that they are neat, clean, with no open holes above the knee. All jeans and/or pants will be worn at the waist, not the hips. Extremely tight clothing of any type is not allowed. No pajamas, house shoes, etc.

Trench coats or any long jacket/coat will not be allowed. The wearing of baggy clothing or chains on clothing or accessories will not be permitted. Facial piercings and hair dyed an unnatural color are discouraged and will be dealt with by administration on an individual basis based on 1: Distraction, 2: Safety of student, 3: Extent of piercing/hair color.

Sponsors of extra-curricular activities shall establish regulations governing student dress and appearance while participating in extra-curricular activities.

**Any class time missed due to dress code violations will be unexcused.**

## ***EXTRACURRICULAR DRUG AND ALCOHOL TESTING POLICY***

All extracurricular activities participants at Locust Grove Schools will be subject to random drug and alcohol testing program. Testing will be conducted according to Locust Grove School policy. For a copy of the policy, a student, parent or legal guardian should see a building administrator.

## ***NOTIFICATION OF RIGHTS UNDER FERPA***

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a

parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request.

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

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## ***GRIEVANCE PROCEDURE FOR FILING, PROCESSING, & RESOLVING ALLEGED DISCRIMINATION COMPLAINTS***

### ***I. Definitions***

A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex-including sexual harassment, religion, age or disability.

B. Grievant: Any person enrolled in or employed by the School District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

C. Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

D. Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

E. Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

### ***II. Pre-filing procedures***

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal. Reasonable effort should be made at this level to resolve the problem or complaint.

### ***III. Filing and processing discrimination complaints***

A. The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the office of the District's Title IX, ADA, Title VI and VII and 504 Coordinator, Principals', and at the back of this handbook.

B. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to a.12

confirm or deny facts; b. indicate acceptance or rejection of the Grievant's requested action; and c. outline alternatives.

As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

C. The Respondent will submit a written answer within 10 days to the applicable Coordinator.

D. Within 5 days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Principal or Other Designee for a hearing. If any person charged with decision-making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision-maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent, the Principal or Other Designee. The hearing will be conducted within 10 days after the Coordinator receives Respondent's answer.

E. At the hearing, the Principal or Other Designee will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

F. Within 5 days after the hearing, the Principal or Other Designee will issue a written decision to the Grievant, Respondent and applicable Coordinator.

G. If the Grievant or Respondent is not satisfied with the decision; he or she must notify the applicable Coordinator within 5 days and request, in writing, an appeal to the Superintendent. The written appeal shall contain a specific statement of the basis for the appeal.

H. Within 5 days after receiving the appeal, the Coordinator will refer the appeal and the evidentiary record created below to the Superintendent. The applicable Coordinator will schedule a hearing with the Grievant, Respondent and Superintendent within 10 days of receiving the appeal.

I. The Superintendent will act as an intermediate level of appeal by reviewing the Principal or Other Designee's decision and the oral and written evidence presented below and making a decision. At the hearing, the Superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented.

J. Within 5 days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.

K. If the Grievant or Respondent is not satisfied with the decision; he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.

L. The applicable Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

M. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

#### ***IV. General provisions***

A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 120 days.

B. Access to Regulations: Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.

C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.

F. Basis of Decision: At each step in the grievance procedure, the decision-maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator, Steve Tyner.

### ***HEADLICE POLICY***

The teacher that suspects a student has a lice problem will refer that student to the Principal's Office. The following process will be followed once lice or nits have been found:

1. The 1st time a child has a head lice infestation, they will be sent home for treatment. Upon return to school, he/she will be checked to verify that all live bugs and nits have been removed and then allowed to return to class.
2. The 2nd case of head lice must be treated with a prescribed lice shampoo. ALL NITS must be removed. Absences due to this problem will NOT be excused absences.

### ***NETWORK/INTERNET ACCEPTABLE USE POLICY***

A. **Purpose Statement.** Independent School District No. 17 of Mayes County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District and its patrons.

The Internet has often been described as the information super-highway. The Internet consists of a network of servers connecting thousands of computers worldwide, permitting access and communication with millions of individual users. Through the Internet the District will provide students, faculty and staff access to:

- information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA;
- public domain software and shareware of all types;
- news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the District;
- access to university libraries, the Library of Congress and other repositories of information; World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics
- electronic mail (for use by the faculty and staff) providing communication with people throughout the world

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Network/Internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Network/Internet Acceptable Use Policy, understands the policies and agrees to abide by all terms and conditions described in the policy or subsequently implemented by the District's Director of Technical Services. A student's use of the District's system will also be governed by a student code of conduct.

#### **A. Server and Local Computer Use – Terms and Conditions.**

1. Students are provided with access to classroom and media center computers. The computers are to be used for legitimate school activities.

Before being given access to local computers and/or the server, students need to understand and accept proper usage of this technology.

Examples of acceptable uses of a **local computer and/or the server** are as follows, but not limited to:

- **Use of school purchased and installed software**
- **Creation/storage of documents and/or presentations related to the school subject matter**
- **Storage of digital camera images and/or scanned images pertaining to school subject matter**
- **Access of the student's own folder on the server using their own password**

Examples of non-acceptable uses of a **local computer and/or the server** are as follows, but not limited to:

- **Willful and/or malicious disrupting of computer operation**
- **Purposefully installing viruses on a local computer and/or the server**
- **Intentionally accessing or attempting to access areas that are restricted from student use on the server and/or a local computer**
- **Copying software from home onto a school computer**
- **Intentionally deleting or damaging documents other than those created by the individual student on the server and/or a local computer**
- **Giving another student your server password so he/she may access your folder on the server**
- **Accessing non-educational games or electronic mail via the internet**
- **Bringing diskettes or other external saving devices from home and accessing them without district permission.**
- **Copying or saving personal files, i.e. music, movie, sound, or picture files, on a local computer and/or the server.**
- **Accessing someone else's folder on the server and/or a local computer**

**Copyright violations include installing/copying software onto a computer that has not been purchased specifically for that computer. When purchasing one copy of a software program, it may be installed on only ONE computer. Copying, installing software onto more than one computer without proper licensing is not only a violation of Locust Grove Public Schools Policy, it is also ILLEGAL!!!!**

2. Minimum consequences for violation of this policy are listed. Administration may apply additional consequences if deemed appropriate at any time.

1<sup>st</sup> offense – computer privileges suspended for a temporary number of weeks during the school year

2<sup>nd</sup> offense – computer privileges suspended for the rest of the school year

**B. Internet Access - Terms and Conditions.**

1. **Acceptable Use. THE USE OF THE DISTRICT SYSTEM, WHETHER BY STUDENTS, FACULTY OR STAFF, MUST BE IN SUPPORT OF EDUCATION AND CONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT.** The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. **THE TRANSMISSION OR RECEIPT OF ANY MATERIAL IN VIOLATION OF ANY UNITED STATES OR STATE LAW OR REGULATION AND THE TRANSMISSION OR RECEIPT OF ANY MATERIAL INCONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT IS PROHIBITED.** This includes, but is not limited to: copyrighted material, threatening, indecent, lewd or obscene material, or material protected by trade secret. Use of the District system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. **Parental Consent.** In order for a student to gain access to the District system, the student's parent or guardian must be provided a copy of the Network/Internet Acceptable Use Policy and sign the Network/Internet Access Agreement requesting that their child be given Network/Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time.

**THERE IS, HOWEVER, A WIDE RANGE OF INFORMATION AVAILABLE THROUGH THE INTERNET WHICH EITHER IS NOT APPROPRIATE FOR ACCESS BY MINORS, HAS NO EDUCATIONAL VALUE OR DOES NOT MEET WITH THE PARTICULAR VALUES OF THE FAMILIES OF THE STUDENT. THE DISTRICT NETWORK SYSTEM AND INTERNET ACCEPTABLE USE POLICY CONTAIN DEVICES AND RESTRICTIONS ON USE INTENDED TO PREVENT ACCESS TO INAPPROPRIATE MATERIAL OR INFORMATION. IT IS IMPOSSIBLE FOR THE DISTRICT TO GUARANTEE THAT STUDENTS WILL NOT BE EXPOSED TO INAPPROPRIATE MATERIAL THROUGH THEIR USE OF THE INTERNET. THE DISTRICT BELIEVES THAT PARENTS BEAR PRIMARY RESPONSIBILITY FOR COMMUNICATING ACCEPTABLE BEHAVIOR AND FAMILY VALUES TO THEIR CHILDREN. THE DISTRICT ENCOURAGES PARENTS TO DISCUSS WITH THEIR CHILDREN WHAT MATERIAL IS AND IS NOT ACCEPTABLE FOR THEIR CHILDREN TO ACCESS THROUGH THE DISTRICT SYSTEM.**

3. **Privilege of Use.** The District network system and its Internet access is a privilege afforded to students, staff and employees of the District. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the District's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving Network/Internet access, all users will be required to successfully complete an Internet training program administered by the District.

4. **Inappropriate Use.** Each system user is expected to comply with all District policies governing Network/Internet access and to abide by generally-accepted rules of network etiquette. These general rules include, but are not limited to, the following:

(a) Appropriate language - Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language. Do not engage in personal attacks example :(Cyberbullying) or activities intended to distress, harass or annoy another user.

(b) Safety - Do not reveal personal contact information about yourself or any other person. This information includes but not limited to telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.

(c) Electronic mail – (Limited to Staff and Faculty) Users should be aware that electronic mail (E-Mail) may not be assumed to be a private communication. The District and system administrators do have access to E-Mail. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.

(d) Network resources - System users should not use the network in a way that will disrupt the use of the network by other users. **THE NETWORK SHOULD BE USED FOR EDUCATIONAL, PROFESSIONAL AND CAREER DEVELOPMENT ACTIVITIES ONLY.** System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.

(e) Intellectual property - Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

5. **Cyber Bullying.** Cyber Bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant Messaging), or text messages.
- Spreading rumors about others through email, IM, or text Messages.
- Creating a Web site, MySpace or FaceBook (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account

It shall be the policy of Locust Grove Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.

6. **Limitation of Liability.** The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District Network system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information

obtained through use of the District Network system or the Internet. The District is not responsible for any financial obligations which may be incurred through use of the District system.

7. **Security.** Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the District Network system or the Internet, you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Network/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District Network system or any other computer system may be denied further access.

8. **Vandalism.** Vandalism of District hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of the District's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the District's system.

9. **Inappropriate Material.** Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material which is:

(a) **Obscene to minors,** meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written, audio, or visual material, taken as a whole, appeals to an obsessive interest in sex by minors.

(b) **Libelous,** meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

(c) **Vulgar, lewd or indecent,** meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

(d) **Display or promotion of unlawful products or services,** meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

(e) **Group defamation or hate literature,** meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapped condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.

(f) **Disruptive to school operations,** meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

10. **Employee Access.** In order for any employee of the District to gain access to the District system, the employee must sign the Employee Network/Internet Access Agreement.

11. **Application and Enforceability.** The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Network/Internet Access Agreement executed by each system user.

**BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, AND SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.**

### ***MEDIA CENTER***

Under the supervision of the building principal, a librarian will be in charge of the media center. The library regulations are posted by the librarian and must be followed. Continued infraction of these rules is sufficient cause for restriction of library privileges and other disciplinary action, including suspension out of school. All books on the reading list may be checked out for two (2) weeks. These may be rechecked upon presenting the book to the librarian. A fine of five (5) cents per school day will be charged on any overdue book. Maximum fine on overdue books will not exceed \$1.00. Lost or unnecessarily damaged books must be paid for by students. Mutilation of books and magazines will result in fines and assessments sufficient to replace the damaged material.

### ***MENINGOCOCCAL***

#### ***What is meningococcal disease?***

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria Meningitidis. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococcal disease, a serious infection of the blood.

#### ***Who is a risk?***

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them. Teenagers and young adults, aged 15-22 years, are at increased risk because of behaviors that spread the disease. On average 2-3 people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College freshmen living in dormitories have a greater chance of contracting the disease than other people their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

#### ***How is it spread?***

It is spread by droplets in the air and direct contact with an infected person. That includes coughing, sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm-anything an infected person touches with his/her mouth.

#### ***Is meningococcal disease dangerous?***

Yes. Every year in the U.S. about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contract your health provider immediately. Signs & Symptoms: Headache, Fever, Chills, Stiff Neck, Extreme Tiredness, Vomiting, Sensitivity to Light, Rash of small purplish black-red dots.

#### ***How can meningococcal disease be prevented?***

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines

available in the U.S. that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk 11-55 years of age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups. The earlier vaccine, called Menamune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2 -10 years old and adults over 55 who are at risk. Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

***Is the meningococcal vaccine safe?***

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small. A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4. At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

***Does the meningococcal vaccine work?***

Yes. The new vaccine protects about 90% of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the U.S. It does not prevent type B, which causes about one third of the cases in teenagers.

***Does the meningococcal vaccine prevent all cases of meningitis?***

No. However, 63% of the meningitis cases in 18-22 year old occurring in Oklahoma from 2000-2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site.

***Where can I get the vaccine for my child?***

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider. Local County health departments have the vaccine available now at no charge for all children who: Have no health insurance, Are Medicaid eligible, Are Native American, Or whose health insurance does not pay for vaccines and are either 15-18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

***Is this vaccine required to attend school in Oklahoma?***

No. This vaccine is not required to attend kindergarten -12<sup>th</sup> grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

***For more information contact your healthcare provider or local county health department or visit these Web sites:*** National Meningitis Association at [www.nmaus.org](http://www.nmaus.org)

Immunization Action Coalition at: <http://www.vaccineinformation.org/menin/Index.asp>

Institute for Vaccine Safety at: <http://www.vaccinesafety.ed/cc-mening.htm>

***MISCELLANEOUS***

Students will refrain from loud talking, boisterousness, or other Disruptive behavior while passing in the halls. Running in the halls is viewed as dangerous to the safety of other students and school personnel and is strictly prohibited. No physical contact allowed between students. Students shall enter and exit only through those doors designated for such purposes. Students are required to bring all materials necessary to perform their class work to class with them. Teachers shall strictly limit access to lockers during class periods. Students will stay in the building or on the school grounds during the school day. Students must leave

items at home such as: trading cards, skate boards, water guns, sporting equipment, toys, or other items as designated by the principal or the assistant principal. At the High School, skateboards will be allowed, provided: 1) they are not ridden during the school day; 2) they are not ridden inside any building; 3) they are not used in a way that endangers the rider or others; 4) they are not used in a way that may damage property. Any beverage in glass/plastic containers (carbonated beverages, water, tea, juice, etc.) is not to be brought to school, unless it is packed as part of a lunch from home.

***MOMENT OF SILENCE POLICY***

The Oklahoma Legislature has directed that the Board of Education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

The principal of each school building within the school district is hereby directed to designate approximately one minute of instructional time each school day for the observation of a moment of silence. At the beginning of each semester, the principal, or his or her designee, will give teachers direction as to how the moment of silence is to be observed. The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Teachers shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student’s decision as to how to utilize the moment of silence, provided that the student’s choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

***NO CHILD LEFT BEHIND ACT OF 2001***

Our school district receives funds from the federal government to help improve student learning. These funds are provided under the rules and regulations of a federal law known as the *No Child Left Behind Act (NCLB) of 2001*.

This education law requires every state to determine academic standards for K-12 students and for every public school district to demonstrate successful academic achievement in order to receive federal funds. This law also requires public school districts to develop a parent notification process to inform them about student progress and encourage their involvement in their child’s academic success. The following are highlights of NCLB, our district and school’s responsibilities and what they mean to you and your child:

**Student Achievement. NCLB requires every state to establish academic standards for what students should know and be able to do. Each district and school is measured by how well students are progressing toward and meeting these standards. All students are required to make progress as measured by a state-developed test that is administered annually at specific grade levels.**

Annually, the district will publish an easy-to-read and detailed “report card” identifying the progress of each school. Included in the report card is student achievement data separated into groups by:

Race	Ethnicity
Gender	English Language Proficiency
Migrant Status	Disability Status
Low-Income Status	All Students

Parents will also receive information about the professional qualifications of teachers. The annual district report card provides parents with important, timely information about the schools their children attend and how they are performing for *all* children, regardless of their background.

**Adequate Yearly Progress.** “Adequate Yearly Progress” (AYP) is the phrase used to describe progress toward achieving state academic standards. AYP is the minimum level of improvement that state departments of education, school districts and school must achieve each year. The state sets the AYP standard that every school must meet so that every student is proficient in reading, math and language arts by the school year 2016-2017. All groups of students must make the minimum level of improvement each year.

Failure of any one group of students may result in a district or school not making Adequate Yearly Progress. In addition, at least 95% of students enrolled in each group must take the test each year.

**Accountability.** Our district receives funds under Title I of NCLB, known as “Improving the Academic Achievement of the Disadvantaged.” More information about Title I is attached to this notice. Although progress toward AYP is reported for all schools, there are consequences for schools and school districts that receive Title I funds but do not achieve AYP. Depending upon the number of consecutive years AYP is not achieved, a district or school that receives Title I funds will be identified for needing improvement, corrective action, or restructuring. District and school staff, with the involvement of parents, must develop plans to improve student learning so that AYP is achieved by all students and by each group of students.

### ***NON-DISCRIMINATION PROVISIONS***

In the performance of its duties, the Board of Education will safeguard the constitutional rights and dignity of all persons who come within its jurisdiction and will implement the goals of equal employment opportunity and equal educational opportunity in all of its policy determinations and actions. The Board will provide equal opportunities without regard to race, color, national origin, religion, sex, age, qualified disability, or veteran status in its educational programs and activities. This includes, but is not limited to, programs, admissions, educational services, extra-curricular activities, and employment.

### ***OUT-OF-SCHOOL SUSPENSION PROCEDURE***

Out-of-school suspension is the denial, by school personnel, of the right of a student to attend class or school-sponsored activities for a specific period of time. The suspension may be for the remainder of the day, for any portion of a semester, for the balance of the current semester and one additional semester or, for offenses involving firearms, for one calendar year.

***Pre-Suspension Conference:*** When the student violates a board policy or school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the principal or assistant principal shall conduct an informal conference with the student. At the conference, the student shall (a) be advised of the policy/rule or regulation which he is charged with having violated; (b) be advised of the conduct of the student which is viewed as the violation of the policy/rule or regulation, and (c) be given an opportunity to respond for the purpose of explaining or discussing his/her conduct.

Following this opportunity, the principal or assistant principal shall determine whether or not a suspension out-of-school is appropriate and shall advise the student as to whether he/she is suspended out-of-school, and, if so, the length of the suspension out-of-school. If out-of-school suspension is to take place, the principal, or assistant principal, shall then notify the parent by phone, if possible, and in writing that the student is being suspended out-of-school, the reason for the suspension out-of-school, and the length of time of the suspension out-of-school.

In some instances it may be necessary for a student to be immediately removed from the school environment prior to holding the pre-suspension conference set out above. This shall occur only when there is a danger to the health and safety of the students, school employees or school property, or there is danger of a continued substantial Disruption of the educational process. In such cases a suspension conference with the parent will be held after the student has been removed from the building. All suspensions out-of-school will have a definite commencement and ending date; indefinite suspensions are not permitted.

Make-up of schoolwork missed due to suspension out-of-school for one (1) to ten (10) days will be permitted. Arrangements will be made at the time of the suspension conference to pick up assignments. The make-up work will be for core curriculum classes only. All make-up work will be due upon return to the class for credit. When the suspension out-of-school is for more than ten (10) days the student will be assigned an educational plan to be supervised by parent/guardian during the term of the suspension. The student will receive credit for all work assigned in the core curriculum subject area that is completed as required by the educational plan.

Students serving suspension out-of-school and students waiting on an appeal are not allowed to participate in or represent LGPS in any extra curricular activities. Student (s) suspended out-of-school may not attend any school-sponsored event nor be present on Locust Grove School property.

**Right of Appeal:** A parent or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent 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 principal's out-of-school suspension decision will be final and nonappealable.
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 or the Clerk of the Board.
2. If no appeal is received within five (5) calendar days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and nonappealable.

**Hearing the Appeal:**

1. The Board will hear the appeal as soon as possible and its decision is final and nonappealable.
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 name.
  - 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 requests 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 an 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 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 indicates 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 (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 greater 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 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 by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension, that student’s parents 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 parent 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 principal, which must be received within five (5) calendar days after the principal’s out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and nonappealable if a request is not timely submitted.
2. Upon receipt of the request, the school principal 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 principal 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 suspension 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 shall appoint a review committee consisting of not less than three 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 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 nonappealable.

***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 offenses committed by the student

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

***PARENT INVOLVEMENT POLICY***

Your involvement with your child's education is essential to their academic and future success. To honor our commitment to provide the best possible educational experience for your child and work with you in that effort, we would like to invite you to help us develop or revise our district's *Parent Involvement Policy*.

We have planned to hold meetings that will be dedicated to this important collaboration. The first meeting is scheduled during the Parent/Teacher conferences on October 14, 2008 at the Upper Elementary school. There may be more meetings for us to complete this project.

The *Parent Involvement Policy* we develop with you will also integrate all the parent involvement strategies, activities and services for programs that may be offered at our schools such as those for students who are limited English proficient, disabled, migratory, homeless, economically disadvantaged or in need of additional academic assistance.

Together we will develop a written policy guide that will be distributed to parents of students participating in a Title I program. We will also make this written policy available to other interested parents in the district. With your continued support and input, we will conduct an annual evaluation of the effectiveness of our *Parent Involvement Policy*. The purpose of this annual evaluation is to determine:

- how this policy has contributed to the academic progress of our students,
- the identification of our strengths and areas for improvement, and
- the removal of any barriers that may prevent parents from fully participating as a partner in their child's education. We invite you to join us by investing your time and energies in the future success of all of our students.

***POWERSCHOOL***

The district uses POWERSCHOOL Student Management System to record grades, attendance, discipline and other pertinent information about each student.. Parents/Guardian can have access to their child’s grades and attendance by contacting Sharon Leach, located in the Enrollment Center or calling 479-5243 ext. 1006 to apply for a personal user name.

### ***PROFICIENCY-BASED PROMOTION***

One of the responsibilities of Locust Grove Public Schools is to teach the knowledge, information and skills which have been mandated by the State Department of Education and which the majority of the citizens of this community deem valuable. Another responsibility of the district is to tell students and their parents how well the student is mastering each subject. Locust Grove Public Schools believe that all students may be successful in this district. Upon the request of a student, parent, or guardian, an eligible student will be given the opportunity to demonstrate proficiency in the district adopted Learner Outcomes. Testing will be provided in May and August of each calendar year. See the building principal or counselor for more information.

### ***PROMOTION AND RETENTION AND STUDENT PASS/FAILURE OF A COURSE***

The Board of Education of the LGPS having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year, has established the following policy to govern this situation. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the School District, and to establish a uniform procedure to be followed in cases where retention is appropriate.

This policy also establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student at his or her present grade level or to not pass a student in a course. As used in this policy, “promote” or “promotion” means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student’s permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, “retain” or “retention” means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student’s permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level. As used in this policy, “not passed a course” or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student’s permanent cumulative record.

Each school in this District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or Superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student’s report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Considerations will also be given to the student’s level of maturity (physical, mental, emotional, and social) and to the student’s attendance record, although these matters will not bear the same weight as items 1 and 2.

The student and the parent must be made aware of the possibility of the student’s impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student’s performance is insufficient, and the student’s parents will be mailed a written notice. The school staff will make every effort to help the student improve the student’s academic standing. Promotion will be determined by successfully completed units of instruction to be established by the Board of Education, the Superintendent and the relevant principal.

**Appeal Process.** After receiving a committee decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

**First Level of Appeal:**

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, with five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable.

**Second Level of Appeal:**

The parent may request review of the principal's decision by letter to the Superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and nonappealable.

**Final Level of Appeal:**

The parent may request a review of the Superintendent's decision by letter to the Superintendent or the Clerk of the Board. If no request is received within five (5) days of the parent's receipt of the Superintendent's written notification of his or her decision; the Superintendent's decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record. Acceleration or double promotion will be considered only in rare and extreme instances and only when it can be clearly demonstrated that a student's development both academically and socially will be hindered by his/her promotion on a regular basis to the next grade level. A decision to accelerate a promotion by skipping a grade can be made only by the building principal and Superintendent, acting in agreement after receiving a request for such consideration from the student's parent/guardians, one or more teachers, and/or other professionals.

LGPS will follow the mandate of law by providing opportunities for accelerated promotion or credit by testing offered twice per year. Student's who achieve at least a ninety percent (90%) proficiency in a grade level or credit course and who satisfy the criteria of a performance-based test will be allowed one and only one level of promotion. A senior who tests out of all remaining credits required on his/her transcript will be considered to have completed high school. Diplomas for completion will be available at the end of the school year. Transcripts reflecting completion will be available at the time of satisfactorily completing the testing and performance phases of the process. A student may enter higher education courses upon certification of completion by transcript. Lower grade level promotion will be allowed at a rate of only one grade per year.

**Special provisions for secondary students.** When a student reaches the ninth grade he/she must earn a least six credits to advance to the tenth grade. Included in these six credits must be ninth grade English and Oklahoma History. If a student earns a grade of "F" in these classes, they must be made up as soon as possible to be able to advance class levels. A student who does not have at least six credits but is at least 16 years of age by September 1 may be placed in the tenth grade provided credits have been earned in English 1 and Oklahoma History; but the student may have to spend five years in the senior high school or complete additional summer school credits in order to graduate.

### ***PROTECTION OF PUPIL RIGHTS AMENDMENT***

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations;
2. Mental and psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility.

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

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

**Inspect, upon request and before administration or use –**

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

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

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

*Parent/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office	U.S. Department of Education
400 Maryland Avenue, SW	Washington, D.C. 20202-4605

***RIGHT TO REQUEST TEACHER QUALIFICATIONS***

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the information as soon as possible. The certified staff at Locust Grove Schools has met all the Highly Qualified Teacher requirements of the *No Child Left behind Act of 2001*.

***SCHOOL ASSEMBLIES AND ACTIVITIES***

Be attentive, enjoy the program, and express your appreciation at the proper time. Whistling, yelling, and loud noises should be omitted. Disruption of a school assembly may result in suspension out-of-school. Attendance will be restricted if students have Disrupted a previous assembly, and/or they are on the ineligibility list. Assemblies are for all students and should be respected by all students. Caps or hats are not to be worn in the gym.

***SCHOOL CLOSURE INFORMATION***

If, due to threatening weather or other unforeseen circumstances, school must be dismissed, the superintendent will notify the following television and radio stations:

**TV Channels 2, 6, 8 RADIO KRAV – 96, KAY – 107, KRMG – AM 740, KTFX FM - Z104.5**

## ***SCHOOL VISITATION***

Parents/guardians are welcome to visit the classrooms at any time. We appreciate your interest in what is happening at school. However, for the safety of the students, we must require all visitors to report to the principals' office upon arrival at school. A visitors' pass will be issued to them at that time. The pass will indicate to the faculty that they have been cleared through the office. At the completion of the visitors' business, the pass should be returned to the office before leaving the building. No student visitors from another school will be permitted.

## ***SEXUAL HARASSMENT POLICY***

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Locust Grove School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

1. "Employee" means any person who is authorized to act in behalf of the School whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.
2. "Student" means any person who is enrolled in the School District.
3. In the case of an employee of the District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee, or (b) is used as a basis for employment 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.
4. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature by any person towards a student or conduct that denies or limits, on the basis of sex, a student's ability to participate in or to receive benefits, services or opportunities in the School District's programs. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.
5. All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative or patron of the School District. Any employee 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.
6. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.
7. 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, assistant superintendent, principal, assistant principal, or any Board member of the School District. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance form. 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 person. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context 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.
8. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission of the Oklahoma Human Rights Commission.

9. The superintendent, assistant superintendent, principal, assistant principal, and any Board member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:

a. obtain a statement, oral or written from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harasser, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;

b. take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;

c. keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;

d. conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;

e. based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment and prevent a reoccurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

10. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or nonrenewal hearing or in any litigation.

11. It is the School District's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such retaliatory behavior.

### ***STUDENT ACCIDENT INSURANCE***

LGPS strives to provide the safest environment possible for our students. However, accidents do happen. The school's insurance policies normally will not cover student injuries. Therefore, we encourage all parent(s)/guardian(s) to insure their student(s) have adequate insurance coverage. Parents interested in purchasing additional insurance may pick up an application in the office.

### ***TELEPHONES***

The school telephone is for school business only. Messages will only be delivered to students and faculty in case of an emergency.

### ***TEXTBOOKS***

Each student will be issued a textbook in each class in which he/she is enrolled. Each textbook must be returned at the end of the school year in as good a condition as it was received, normal wear and tear accepted. Damage or loss of a textbook may result in disciplinary action or assessment for replacement of the volume.

### ***TITLE I PROGRAM ELIGIBILITY 2012-2013 SCHOOL YEAR***

We have been notified that our school qualifies to receive federal funds under the *No Child Left behind Act of 2001, Title I, Part A*, for the above indicated year.

Our school is eligible for the following:

**Schoolwide Title I Program (PreK – 8<sup>th</sup> grade)  
(9-12<sup>th</sup> grade)**

Schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families. We look forward to your involvement in school activities and your child's education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings when we will discuss the development, revision, and implementation of our Schoolwide Program Plan.

## **TRANSPORTATION**

Free transportation in district-owned buses is furnished to transport students who reside one and one-half miles or farther from the school. All the buses used by the Locust Grove Public Schools meet the requirements of the State Board of Education and operate in compliance with its regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him/her maintain discipline in order to prevent serious injury or an accident. Any student may be removed from the bus that persists in disobeying bus regulations. The driver has absolute authority and is expected to look after the welfare of all students under his/her care.

After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the bus driver. A note signed and dated by the parent or guardian shall be necessary for permission to get off the bus at a different location or to ride a different bus than normal.

### **Bus rider rules:**

#### *I. Previous to loading (on the road and at school)*

1. Be on time at the designated bus stop to keep the bus on schedule
2. Stay off the road while waiting for the school bus. Stay at your scheduled stop.
3. Wait until the school bus comes to a complete stop before attempting to enter the bus.
4. Be extremely cautious in approaching school bus stops
5. School bus riders are not permitted to move toward the school bus at the school-loading zone until the school bus has been brought to a complete stop.

#### *II. While on the school bus*

1. Keep hands & head inside the bus at all times.
2. No tobacco products may be used or brought on school property including school bus.
3. Assist in keeping the school bus safe and clean at all times.
4. Students need to be aware that loud talking, laughing, noise or unnecessary confusion diverts the driver's attention and may result in an unnecessary accident and/or injury.
5. Treat school bus equipment as you would valuable furniture in a private home. Damage to seats, seat backs, foam and etc., must be paid for by the offender(s).
6. School bus riders should never tamper with the school bus or any of its equipment.
7. Leave no books, lunches or other articles on the school bus.
8. Keep books, packages, coats and all other objects out of the aisles.
9. Help look after the safety & comfort of small children or those who may need extra help.
10. No objects shall be thrown or tossed from the school bus.
11. School bus riders are not permitted to leave their seats while the school bus is in motion.
12. Horseplay is not permitted around or on the school bus.
13. School bus riders are expected to be courteous to fellow pupils and the school bus driver.
14. Students shall refrain from talking when ordered by the school bus driver or when approaching a dangerous intersection or railroad crossing.
15. In case of an emergency, children are to remain in the school bus, in their seats and calm.

#### *III. After leaving the bus*

1. When crossing the road, go at least ten feet in front of the school bus, stop, check traffic, and watch for the school bus driver's signal and then carefully cross the road.

2. Students living on the right side of the road should immediately leave the school bus and stay clear of all traffic.
3. The school bus driver will not discharge riders at places other than the regular school bus stop, except by written authorization from the parent or school official.

#### *IV. Extra-Curricular Trips*

1. The same rules and regulations apply to extra-curricular trips as apply to the daily school bus or any trip under school sponsorship.
2. Pupils shall show proper respect for the wishes of a competent chaperon designated by school officials.

#### **Walking to school:**

1. Those students not riding a school bus should never arrive before 8:00 a.m. Personnel to supervise students are not on duty prior to 8:00 a.m.
2. Students eating breakfast should arrive in the cafeteria between 8:00 and 8:20 a.m.
3. Parents should advise students to never accept rides, gifts, food from strangers.
4. Parents should take time with their children to agree on the best route to follow to and from school and make sure this route is followed.

### **WELLNESS POLICY**

**Purpose:** The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

**Goal:** All students in LGPS shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in LGPS is encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Locust Grove School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

### **NUTRITION GUIDELINES/STANDARDS**

#### **School Meals**

- Per USDA Regulations §210.10 and §220.8, school lunches and breakfasts will meet menu-planning system guidelines as required by USDA.
- Per USDA Regulation §210.10, school lunches will ⅓ of the recommended dietary allowance (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C.
- Per USDA Regulation §220.8, school breakfasts will provide ¼ of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C.
- Per USDA Regulations §210.10 and §220.8, the total calories from fat in school meals will be limited to 30 percent when averaged over one week.
- Per USDA Regulations §210.10 and §220.8, the total calories from saturated fat in school meals will be limited to 10 percent when averaged over one week.
- Per USDA Regulations §210.10 and §220.8, school meals will meet the Dietary Guidelines for Americans.
- Qualifying after-school programs will participate in USDA's Snack Program.
- Healthy food preparation techniques will be implemented. Food items will not be fried.

- Fruits and/or vegetables will be offered daily at all points of service. Fruits and vegetables should be fresh whenever possible. Frozen and canned fruits should be packed in natural juice, water, or light syrup.
- Students will be offered a variety of skim and low fat milk, meat and beans, fruits and vegetables, and whole grains on a daily basis.
- School sites will be encouraged to participate in Farm-to-School by purchasing fresh fruits and vegetables from local farmers when available.

#### **Other Food Items Sold on School Campuses**

- Per USDA Regulation §210, Appendix B, foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten.
- Per the Child Nutrition and WIC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in elementary schools will not have access to FMNV except on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), diet soda, and FMNV, will be available for sale at the junior high only in vending areas outside the cafeteria.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), healthy food options will be provided at the high school and priced lower than the FMNV in order to encourage students and staff to make healthier food choices.

#### **NUTRITION EDUCATION**

- Per USDA Regulations §210.12 and §227, nutrition education is offered in the school cafeteria as well as the classroom.
- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.
- MyPyramid nutrition education resources will be used in the cafeteria.
- Nutrition education is provided by counselors and P. E teachers in grades PK- 12.
- Family/parent nutrition education opportunities will be provided.

#### **PHYSICAL ACTIVITY**

- Per Oklahoma Senate Bill 1627, the Healthy & Fit School Advisory Committee at each school site will study & make recommendations regarding P.E and physical activity.
- Per Oklahoma Senate Bill 312 (effective school year 2006-2007), students in Grades K through 5 will participate in 60 minutes of physical activity each week.
- Students in grades K-5 will participate in an annual health-related fitness test (President's Challenge to Physical Fitness).
- School District will establish or enhance physical activity opportunities for students, staff, and parents (fitness challenges, family fitness nights, and runs, bike events).
- Elementary school sites will provide 20 minutes of daily recess that promotes physical activity beyond what is provided through physical education classes.
- All playgrounds will meet the recommended safety standards for design, installation, and maintenance.
- School sites will provide adequate equipment (e.g., balls, rackets, and other manipulatives) for every student to be active.

#### **SCHOOL-BASED ACTIVITIES**

- Per Oklahoma Senate Bill 1627, each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to these recommendations.
- Per school district's Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment.

- Per USDA Regulations §210.12 and §227, students and parents will be involved in the NSLP. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement and other related student-community support activities.
- Students will be provided with a clean, safe, enjoyable meal environment.
- Students will be provided with an adequate amount of time to eat breakfast and lunch. A minimum of 15 minutes will be provided at breakfast and 20 minutes at lunch (after students receive their trays).
- The sale of candy as a fundraiser will be discouraged.
- Healthy fundraising ideas will be distributed to faculty and student organizations.

## **DIABETES MANAGEMENT**

- Students diagnosed with diabetes will have a Diabetes Management Plan to assist with their individual needs. The plan will be developed by the student's health care team consisting of parents, family, school personnel, and the student. Parents should contact the school principal to implement a Diabetes Management Plan for their child.
- In accordance with a student's Diabetes Management Plan, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school activity.
- Diabetes is a chronic disease in which the body does not make or properly use insulin, a hormone needed to convert sugar, starches, and other food into energy. There are two main types of diabetes: type 1 and type 2 are described below:

### Type 1 Diabetes:

*Symptoms:* Increased thirst and urination, constant hunger, weight loss, blurred vision, and fatigue

*Risk Factors:* Genetics and environment

### Type 2 Diabetes:

*Symptoms:* Fatigue, increased thirst and urination, nausea, rapid weight loss, blurred vision, frequent infections, and slow healing of wounds or sores.

*Risk Factors:* Being overweight, having a family member who has type 2 diabetes, being American Indian, African American, Hispanic, Asian American, or Pacific Islander American

*Locust Grove Public Schools*

*Information For*

*Middle School/High School*

*Parents & Students*

*School Year 2016-2017*

**TABLE OF CONTENTS**

Admits	36
After School Detention	36
AIDS Instruction	36
Automobiles	36
Class Organizations	36
Concurrent Enrollment	36
Honor Society & Honor Students	37
Honors Program	37
Valedictorian/Salutatorian	38
Gold Diploma	38
Honors Program for Transfer Students	38
Curriculum Requirements	38
Subject Requirements for Graduation	39
Oklahoma's Promise	40
Daily Schedule	40
Electronic Devices	40
Extracurricular Activities	41
High School Disciplinary Schedule	42
Homework	45
In-School Detention (ISD)	45
Leaving Class	45
Lockers/Desks/Other School Property	45
Insufficient Attendance (IA)	46
Lunch Room & Student ID Cards	46
Middle School Disciplinary Schedule	46
Pirate Pass Program	49
ACE Remediation	49
Saturday Detention	49
Schedule Changes	50
Student Council	50
<b>FORMS</b>	<b>58-64</b>

### ***ADMITS***

If a student absence is necessitated due to a medical condition requiring doctor's care or treatment, in order to avoid truancy or failing due to insufficient attendance, it is the responsibility of the parent or guardian to provide a signed and dated document from the physician stating the nature of the medical condition. All physicians' statements must be submitted to the school's attendance office no later than three (3) days from the student's return to school, or they will not be accepted.

### ***AFTER SCHOOL DETENTION***

One (1) hour per session. This will be held on Mondays, Tuesdays, and Thursdays at the Middle School, and Tuesdays and Thursdays at the High School, from 3:15 p.m. to 4:15 p.m. (Ex – if a student receives detention on Tuesday they will serve detention on Thursday. If a student receives detention on Friday they will serve detention on Monday [M.S.] or Tuesday [H.S.]). This detention may be assigned by classroom teachers or the principal.

### ***AIDS INSTRUCTION***

Each school year Locust Grove Public School will instruct 8<sup>th</sup> and 10<sup>th</sup> grade students concerning the disease known as AIDS. This instructional method will be available for parents to view at least one month prior to student instruction. The local newspaper will carry a news release advising parents of the date and time of this parental viewing. Parents are also welcome to attend the actual instructional presentation.

Any parent/guardian has the option of not allowing their child to attend the AIDS instruction presentation. A written statement from the parent/guardian stating that they do not want their child to attend the AIDS instruction presentation must be turned into the principals' office.

### ***AUTOMOBILES***

The driving of automobiles and motorcycles to school is discouraged. If it is necessary for a student to drive a motor vehicle to school, the student will be required to show a valid drivers license, proof of insurance, and provide written parental consent.

**The vehicle is to be parked immediately upon arriving in designated parking and is not to be moved until the student departs from school property following the completion of the school day, unless the student has a pass issued by the school administration.**

Student parking will be permitted only in the big parking area west of main building. Students will not be in their vehicle during school hours. Students are encouraged to ride the Career-Tech bus to and from Career-Tech. Students who drive must have written consent from the principal and the parent. Driving privileges may be suspended at the discretion of administration.

### ***CLASS ORGANIZATIONS***

The principal shall designate a time and place for the purpose of organizing a class organization. All officers must have a "B" average or better during the previous semester and pass the random drug and alcohol screening. Each class shall elect a president, vice-president, secretary, treasurer and reporter. Class and organization meetings will be held before or after school or during class if approved by the principal.

### ***CONCURRENT ENROLLMENT***

LGPS offers concurrent enrollment in college courses to eligible high school juniors and seniors. Juniors and seniors who meet the eligibility requirements will receive free tuition and fees for up to six hours per semester. Concurrent students will also receive high school credit for all successfully completed college courses. The following college courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education (OSDE) and approved for high school credit. Listed are the approved college courses and the high school credits that will appear on the student's high school transcript:

**College Course**  
College Algebra  
General Biology

**High School Credit Granted**  
1 unit High School Honors Math Elective  
1 unit High School Honors Science Elective

General Botany	1 unit High School Honors Botany
English Composition I	½ unit (1 <sup>st</sup> semester) High School Honors English IV
English Composition II	½ unit (2 <sup>nd</sup> semester) High School Honors English IV
Introduction to Chemistry	1 unit High School Honors Chemistry
Chemistry I	1 unit High School Honors Chemistry
American History Survey to 1877	1 unit High School Honors Social Studies Elective
American History Survey from 1877	1 unit High School Honors Social Studies Elective
Introduction to Geography	1 unit High School Honors World Geography
American Federal Government	1 unit High School Honors American Government
Introduction to Speech	1 unit High School Honors Speech
Introduction to Psychology	1 unit High School Honors Social Studies Elective

The grade recorded on the student’s high school transcript will be one (1) letter grade higher than the grade awarded for college credit. For example, if a student earns a grade of B for college credit in English Composition I, that student will be awarded a grade of A on his or her high school transcript for first semester English IV. If the student earns a grade of C for college credit in English Composition II, the student will be awarded a grade of B on his or her high school transcript for second semester English IV.

Courses not listed and for which high school credit is sought may be submitted to OSDE for review of course curriculum alignment with Oklahoma *Priority Academic Student Skills*. Students must meet academic and ACT requirements for eligibility. Contact the High School Counselors for more eligibility information.

***HONOR SOCIETY AND HONOR STUDENTS***

The purpose of an Honor Society is to promote higher standards of scholarship among students. To be a member of National Honor Society, a student must meet the following requirements:

1. Must maintain a minimum overall grade point average of 3.5.
2. Must have taken a minimum of two (2) honors classes.
3. Must complete ten (10) hours of community service per academic year.
4. Any out-of-school suspension automatically removes student from consideration.

To be a member of Oklahoma High School Honor Society, a student must be in the top 10% of the LGHS student body, based on grade point average. The GPA will be computed to a hundredth of a percentage point.

***HONORS PROGRAM***

The following courses are currently considered as honors classes at LGHS:

- A. Social Science
  - a. U.S. History Honors
  - b. Political Science Honors
- B. Language Arts
  - a. English I Honors
  - b. English II Honors
  - c. English III Honors
  - d. English IV Honors
  - e. Spanish III
- C. Math
  - a. Algebra II Honors
  - b. Geometry Honors
  - c. Trigonometry Honors
  - d. Calculus Honors
  - e. Statistics

- D. Science
  - a. Physical Science Honors
  - b. Anatomy/Physiology Honors
  - c. Chemistry II Honors
  - d. Zoology Honors
- E. Concurrently Enrolled College Courses

### ***VALEDICTORIAN/SALUTATORIAN***

Students who desire to be eligible for Valedictorian and Salutatorian must meet the following requirements:

1. The highest grade point average for Valedictorian, second highest for Salutatorian. The GPA will be computed to a hundredth of a percentage point for the first eight (8) semesters of high school.
2. Successfully complete a minimum of eight (8) units of honors classes and/or concurrent enrollment classes.
3. Must score Proficient or Advanced on all eight (8) End-of-Instruction exams.
4. If multiple students meet these criteria, we will have multiple Valedictorians and/or Salutatorians.
5. The Valedictorian(s) and Salutatorian(s) will be selected at the conclusion of their 7<sup>th</sup> semester of high school.

Grade point averages will be calculated on the four (4) point scale.

\*\*\*\*Graduating seniors must have completed and verified (through counselor or principal) all requirements for graduation, including signed check-out sheets 24 hours prior to graduation ceremony in order to participate. Graduates are further required to attend all scheduled graduation practices and to adhere to a simple dress code which consists of: Males – slacks, collared shirts, and appropriate footwear; Females – slacks, skirt or dress, and appropriate footwear.

### ***GOLD DIPLOMA***

This is a special diploma to recognize students who complete a more challenging course of study. Student must complete 4 Math, 4 English, 3 Social Studies, 3 Science, and a minimum of 5 honors classes. Student must graduate with a minimum 3.5 GPA.

### ***HONORS PROGRAM FOR TRANSFER STUDENTS***

A transfer student is any student who enrolls at LGHS after the first semester of their junior year. The transcripts of all transfer students will be checked to determine if previous courses are applicable for honors. At a minimum, students who enter LGHS as juniors will be expected to complete five (5) honors units, while entering seniors will be expected to complete two (2) honors units. A transfer student may be designated co-Valedictorian or co-Salutatorian if their GPA is the same as or higher than that of resident student, and if transfer student meets criteria as established by the Board of Education.

### ***CURRICULUM REQUIREMENTS***

Locust Grove Public Schools require a total of 24 credits for graduation from high school.

Should a student transfer to LGPS from a school where 24 credits cannot be received, the high school principal shall review the transcript of the individual, the class schedules of Locust Grove High School, and the circumstances toward the transferee being able to graduate with his/her class. After review by the high school principal, a waiver of requirements for credits may be granted. The student must take a full load of seven classes every semester while attending LGPS. Seniors must be enrolled both semesters of the senior year to graduate. Students will not be permitted to take summer classes in order to graduate early. (Students may be permitted to take summer classes only for credit recovery, with administrative approval, and then only to make up a class, which the student has failed, in a previous school year).

Students who receive an incomplete (I) in a class will have 10 weekdays to turn in adequate completed work for proper credit. After the deadline, if proper work has not been turned in, the actual earned grade will be entered by the teacher.

## ***SUBJECT REQUIREMENTS FOR GRADUATION***

State law requires students entering the 9<sup>th</sup> grade in the Fall of 2006 to complete the College Preparatory Curriculum (SB 982) in order to meet the requirements for graduation, unless the student's parent or legal guardian approves the student to "opt out" of that College Preparatory Curriculum. If a parent or legal guardian chooses to approve the "opt out", that student is required to complete the approved Core Curriculum for high school graduation. Successful completion of either curriculum will result in the accomplishment of a standard diploma, provided the student has met Achieving Classroom Excellence (ACE) requirements.

### ***College Preparatory Curriculum Requirements for Graduation (Minimum 24 Units)***

**4 English units:** English Grammar and Composition, Literature, or any English course approved for college admission

**3 Math units:** Algebra I, Algebra II, Geometry, and/or any math course with content and/or rigor above Algebra I and approved for college admission

**3 Science units:** Physical Science (lab), Biology, and/or any lab science course with content and/or rigor above Biology and approved for college admission.

**3 Social Studies/Citizenship units:** 1 unit U.S. History, ½ unit Oklahoma History, ½ unit U.S. Government, and 1 unit from the subjects of history, government, geography, economics, or non-Western culture.

**2 Foreign or non-English Language units** (must be 2 units of the same language) **—or—** **2 Computer Technology Units** approved for college admission.

**1 additional unit** from the above listed curriculum or Career and Technology Education courses approved for college admission.

**1 Fine Arts unit:** any music, art, speech, or humanities (may be achieved upon satisfactory completion of required courses, English II or World History)

**Elective units to equal a minimum of 24 total units**

### ***Core Curriculum Requirement for Graduation (Minimum 24 Units)***

**4 English units:** 1 Grammar and Composition, and 3 of any English courses with content and/or rigor equal to or above Grammar and Composition

**3 Math units:** 1 Algebra I, and 2 of any other Math courses with content and/or rigor equal to or above Algebra I

**3 Science units:** 1 Physical Science (lab), 1 Biology, and 1 of any other science courses with content and/or rigor equal to or above Biology

**3 Social Studies units:** 1 unit U.S. History, ½ unit Oklahoma History, ½ unit U.S. Government, and 1 of any other social studies courses with content/rigor equal to or above U.S. History, Oklahoma History, and U.S. Government

**2 Art units:** may include, but are not limited to courses in visual arts and music (may be achieved upon completion of required courses, English II and World history)

**9 Elective units to equal a minimum of 24 total units**

The Locust Grove Board of Education approves math credit for courses that may be taught at the Northeast Technology Center as outlined by HB 2886, and approves Anatomy/Physiology science credit for students enrolled in the Health Science course taught at Northeast Technology Center.

## ***ACHIEVING CLASSROOM EXCELLENCE LAW (ACE)***

***Students who will graduate in 2012 will be required by Oklahoma Law to pass four (4) of seven (7) End-of-Instruction (EOI) exams in order to obtain a high school diploma.***

- ***Students must pass Algebra I and English II EOI exams***
- ***Student must pass two (2) of the following EOI exams:  
Algebra II, Geometry, English III, Biology, or U.S. History***

**Students who enter the 9<sup>th</sup> grade during or after the 2010-11 school year must also successfully complete a Financial Literacy course.**

**Oklahoma’s Promise**

Oklahoma’s Promise (previously OHLAP) is a college tuition waiver program in which students may be eligible to enroll by their sophomore year. The required curriculum for Oklahoma’s Promise is slightly different than the College Preparatory Curriculum or Core Curriculum. See a counselor at the high school for more details about program eligibility and how to enroll.

- Freshmen shall enroll in the following: English I, Math, Physical Science, Oklahoma History/Government
- Sophomores shall enroll in the following: English II, Math, Biology, other Social Studies course
- Juniors shall enroll in the following: English III, Math, Science, U.S. History
- Seniors shall enroll in the following: English IV

When students enroll, they will be given a list of requirements on a yearly basis. If they have failed a course, it should be made up as quickly as possible. Seniors and Juniors should check closely with the Principal or Counselor’s office before making out their schedules to be sure they have the required number units to graduate. No student may enroll in two basic English classes during the same school year at any time, except for the purpose of credit recovery and with the permission of the Principal.

Grading Scale:	Minimum credit requirements to be classified:
A – 90 to 100	Senior 18
B – 80 to 89	Junior 11
C – 70 to 79	Sophomore 4
D – 60 to 69	
F – 59 and below	

**DAILY SCHEDULE**

The school day will consist of seven (7) periods, with a four-minute passing period to classes. School will begin at 8:00 a.m. and be dismissed at 3:45 p.m. Classes are scheduled as follows:

- 1<sup>st</sup> period 8:00 – 9:00
- 2<sup>nd</sup> period 9:04 – 10:04
- 3<sup>rd</sup> period 10:08 –11:08
- 4<sup>th</sup> period 11:12 –12:12
- 1<sup>st</sup> lunch...11:08 -11:30**
- 4<sup>th</sup> period 11:34 –12:34
- 2<sup>nd</sup> lunch...12:12 -12:34**
- 5<sup>th</sup> period 12:38--- 1:38
- 6<sup>th</sup> period 1:42--- 2:42
- 7<sup>th</sup> period.....2:45--- 3:45

**ELECTRONIC DEVICES HIGH SCHOOL**

Use of electronic devices (cell phones, MP3 players, gaming systems, etc.) allowed before school until the bell rings at 8:25. Approved devices may also be used during passing periods and at the student’s designated lunch period unless prohibited by a school administrator. Use of these devices during class time is at the discretion of the teacher. Unauthorized use of these devices will result in confiscation of the device and the school discipline code will be followed. The student’s parent or guardian may pick up the electronic device at the end of the school day or the student may pick up the electronic device at the end of the following school day. Because of the value of these items, students are encouraged to leave all electronic devices at

home or stored and locked in their vehicle or locker. The school will not be responsible for lost or stolen electronic devices on school property.

### ***EXTRACURRICULAR ACTIVITIES***

The school sponsors numerous extracurricular activities, including athletics. As a member of the Oklahoma Secondary School Activities Association, the school abides by the rules and regulations of that organization. In addition, the board of education has determined additional and/or more stringent rules and regulations concerning the participation of students in these programs.

1. Any student who reaches his 19<sup>th</sup> birthday before September 1<sup>st</sup> will not be eligible to participate in interscholastic sports and other extra curricular activities governed by the Oklahoma Secondary School Activities Association. If students have questions as to whether or not they can participate in a particular extra-curricular activity or are limited by these rules and regulations, they should not hesitate to bring them to the attention of the principal.
2. A student who has not attended classes 90% of the time for the school semester is ineligible to represent Locust Grove Schools in any extra-curricular activity.
3. A participant must have maintained a passing grade in every subject through the end of the week preceding that in which the activity occurs. There will be a weekly eligibility report on each (affected) student, run at the end of each week (must be done on Friday @ 3:00 p.m.). Students with a failing grade at that time will be placed on a one-week probation, beginning the following Monday. If, at the end of the probation week, the student is still failing any class, that student will be declared ineligible for a period of one (1) week, beginning the following Monday. Students may regain their eligibility only for the following week, and only if they are passing all classes at the time the eligibility report is run.
4. No student shall be made eligible by taking special tests or giving recitation.
5. A student who is currently suspended or appealing a suspension shall be ineligible until reinstated by the school principal.
6. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will be ineligible until reinstated by the principal. A written report of the details of the incident and the action taken will be filed with the executive secretary of the activities association for review by the board of directors of the Oklahoma Secondary School Activities Association.
7. No student shall be eligible to represent L.G.P.S. in athletics until there is a report of physical examination, insurance verification, and a parental consent certificate on file with the principal.
8. No student shall be eligible to represent Locust Grove Public Schools in any activity or athletic event if he/she is too ill to attend school the day of the activity or event. Students must attend all seven (7) periods on the day of the activity or event subject to the principal's exception.
9. Absolutely no hazing or harassment of other students will be allowed. Students will lose the privilege of participating in the extra curricular activity if this rule is violated.
10. Students are discouraged from driving to the practice facilities. If transportation is needed, a shuttle bus may be provided at the coaches' request.
11. Students participating in athletic activities will be required to take and pass a drug and alcohol test. After the first test, others will be conducted throughout the school year on a random basis. Positive tests will be handled as per school policy on drug and alcohol testing for athletic activities.
12. Any student who is in ISD the day of the event/activity may not participate in the event/activity on that day.

## ***HIGH SCHOOL DISCIPLINARY SCHEDULE***

### **Violation:**

#### **Assault (against staff)**

##### **Refer to Authorities when warranted**

1<sup>st</sup> Offense – 5-10 days OSS

2<sup>nd</sup> Offense – 1 semester OSS

3<sup>rd</sup> Offense – 2 semesters OSS

#### **Bullying/Hazing/Harassment:(verbal, physical; or sexual)**

##### **Refer to authorities when warranted**

1<sup>st</sup> Offense – 1 to 3 days ISD

2<sup>nd</sup> Offense 5 days ISD or 3 days OSS

3<sup>rd</sup> Offense – 5-10 days OSS or Alternative Placement

#### **Cheating**

1<sup>st</sup> Offense – no credit, 1 day ISD

2<sup>nd</sup> Offense – no credit, 3 days ISD

3<sup>rd</sup> Offense – no credit, 5 days ISD

#### **Class conduct/talking in class**

1<sup>st</sup> Offense – 1 lunch detention

2<sup>nd</sup> Offense – 1 day ISD

3<sup>rd</sup> Offense – 3 days ISD

#### **Destruction of property (vandalism)**

##### **Refer to authorities when warranted**

1<sup>st</sup> Offense – 1 to 3 days ISD

2<sup>nd</sup> Offense – 3 to 5 days ISD

3<sup>rd</sup> Offense – 3 to 5 days OSS or Alternative Placement

#### **Dress Code/piercing**

1<sup>st</sup> Offense Student must change or remove item

2<sup>nd</sup> Offense Change/remove and 1-3 days ISD

3<sup>rd</sup> Offense Change/remove and 1-3 days OSS

#### **Driving/Parking**

At the discretion of Administration

#### **Extortion**

##### **Refer to authorities when warranted**

1<sup>st</sup> Offense – 1 to 3 days ISD

2<sup>nd</sup> Offense – 3 days OSS

3<sup>rd</sup> Offense – 5-10 days OSS or Alternative Placement

#### **Failure/refusal to do work**

1<sup>st</sup> Offense – After school detention

2<sup>nd</sup> Offense – 1 day ISD

3<sup>rd</sup> Offense – 3 days ISD

#### **Failure/refusal to serve**

1<sup>st</sup> Offense – 1 day ISD or 1 day OSS

2<sup>nd</sup> Offense 3 days ISD or 3 days OSS

3<sup>rd</sup> Offense 5 days ISD or 5 days OSS or Alternative Placement

2<sup>nd</sup> Offense – 1 semester OSS or Alternative Placement

3<sup>rd</sup> Offense – 2 semesters OSS or Alternative Placement

#### **Fighting (mutual)/Assaulting a Student:**

Refer to authorities when warranted

1<sup>st</sup> Offense – 30 days ISD

2<sup>nd</sup> Offense – 45 days OSS or Alternative Placement

### **Forgery**

#### **Refer to authorities when warranted**

1<sup>st</sup> Offense – 2 days ISD

2<sup>nd</sup> Offense – 3 days ISD

3<sup>rd</sup> Offense 5 days ISD or 3 days OSS

### **Habitual Offenders (multiple discipline referrals)**

Students will be dealt with on a case by case basis

Taking into consideration the severity of the offense.

### **Horseplay**

1<sup>st</sup> Offense – 1-3 lunch detentions

2<sup>nd</sup> Offense – 1 day ISD

3<sup>rd</sup> Offense – 3 days ISD

### **Inappropriate Sexual Behavior**

1<sup>st</sup> Offense – 1 semester OSS or Alternative Placement

2<sup>nd</sup> Offense – 2 semesters OSS or Alternative Placement

### **Lack of class materials**

1<sup>st</sup> Offense – 1 lunch detention

2<sup>nd</sup> Offense – 1 day ISD

3<sup>rd</sup> Offense – 3 days ISD

### **Language (Disrespectful, abusive)**

1<sup>st</sup> Offense – 1 day ISD (in-school detention)

2<sup>nd</sup> Offense – 3 days ISD

3<sup>rd</sup> Offense – 5 days ISD

### **Leaving campus**

#### **Refer to authorities when warranted**

1<sup>st</sup> Offense – 1 day ISD

2<sup>nd</sup> Offense – 3 days ISD

3<sup>rd</sup> Offense – 5 days ISD

### **Possession of alcohol/drugs:**

#### **Refer to authorities**

1<sup>st</sup> Offense – 1 semester OSS or Alternative Placement

2<sup>nd</sup> Offense – 2 semesters OSS

### **Possession of tobacco**

#### **Refer to authorities**

1<sup>st</sup> Offense – confiscate, 1 day ISD

2<sup>nd</sup> Offense – confiscate, 3 days ISD

3<sup>rd</sup> Offense – confiscate, 3 days OSS or Alternative Placement

### **Profanity (obscenity) – language or gestures**

1<sup>st</sup> Offense – 1 day ISD

2<sup>nd</sup> Offense – 3 days ISD

3<sup>rd</sup> Offense – 5 days OSS or Alternative Placement

### **Profanity to teacher**

1<sup>st</sup> offense – 3 days OSS or Alternative Placement

2<sup>nd</sup> offense – 5 days OSS or Alternative Placement

### **Public display of affection**

#### **Notify parents**

1<sup>st</sup> Offense – 1 lunch detention

2<sup>nd</sup> Offense- 3 lunch detentions or 1 day ISD

3<sup>rd</sup> Offense – 3 days ISD

### **Sale or distribution of alcohol/drugs**

#### **Refer to authorities**

1<sup>st</sup> Offense – 1 semester OSS or Alternative Placement

2<sup>nd</sup> Offense – 2 semesters OSS or Alternative Placement

**Skipping class**

1<sup>st</sup> Offense – 1 day ISD

2<sup>nd</sup> Offense – 3 days ISD

3<sup>rd</sup> Offense – 5 days ISD

**Theft**

**Refer to authorities when warranted**

1<sup>st</sup> Offense – 1-5 days ISD

2<sup>nd</sup> Offense – 5-10 days OSS or Alternative Placement

3<sup>rd</sup> Offense – 1 semester OSS or Alternative Placement

**Threats (against students)**

**Refer to authorities when warranted**

1<sup>st</sup> Offense – 3-5 days ISD

2<sup>nd</sup> Offense – 3 days OSS or Alternative Placement

3<sup>rd</sup> Offense – 5-10 days OSS or Alternative Placement

**Threats (against staff):**

**Refer to authorities when warranted**

1<sup>st</sup> Offense – 10 days OSS

2<sup>nd</sup> Offense – 1 semester OSS

3<sup>rd</sup> Offense – 2 semesters OSS

**Use of alcohol/drugs (under the influence)**

**Refer to authorities**

1<sup>st</sup> Offense – 1 semester OSS or Alternative Placement

2<sup>nd</sup> Offense – 2 semesters OSS or Alternative Placement

**Use of cell phones/electronic devices**

1<sup>st</sup> Offense – 1 day ISD

2<sup>nd</sup> Offense – 2 days ISD

3<sup>rd</sup> Offense – 2-4 days ISD

**Use of tobacco/E-cigs/Vapor**

**Refer to authorities**

1<sup>st</sup> Offense – 3 days ISD

2<sup>nd</sup> Offense – 5 days ISD

3<sup>rd</sup> Offense – 3 days OSS

**Violation of school safety and security**

At the discretion of Administration

**Walkouts**

1<sup>st</sup> Offense – 1 day ISD

2<sup>nd</sup> Offense – 3 days ISD

3<sup>rd</sup> Offense – 5 days ISD

**Weapons (firearms, knives with 4” blade or longer)**

**Refer to authorities**

1<sup>st</sup> Offense – OSS (pending hearing)

Expulsion, 1 calendar year

**Weapons (non-firearms, including knives w/ less than 4” blades)**

**Refer to authorities when warranted**

1<sup>st</sup> Offense – confiscate, 1-3 days ISD or 3 days of OSS

2<sup>nd</sup> Offense confiscate, 5-10 days OSS

3<sup>rd</sup> Offense confiscate, 1 semester OSS

**Willful disobedience/defiance/disrespect**

1<sup>st</sup> Offense – 1-3 days ISD

2<sup>nd</sup> Offense – 3-5 days ISD

3<sup>rd</sup> Offense – 3 days OSS or Alternative Placement

**Note: With all disciplinary actions, the principal and/or the assistant principal reserves the right to exercise the discretion to skip to any appropriate disciplinary level in this schedule, based on the severity of any violation. It is further understood that the principal and/or the assistant principal will exercise the discretion to deal with any unforeseen disciplinary problems or extenuating circumstances on a case by case basis.**

### ***HIGH SCHOOL/MIDDLE SCHOOL HOMEWORK POLICY***

Homework is a necessary extension of the school day and an important part of a student's educational experience. Homework assignments should introduce, reinforce, extend and/or enrich class work. Homework encourages self-discipline, positive self-esteem and an interest in learning. Homework also promotes the school-home relationship, as parents as well as teachers are involved with students in completing assignments.

The policy regarding the completion of homework assignments at Locust Grove High School is as follows:

- Homework must be turned in on the day the teacher says it is due.
- The teacher has the discretion to accept late work for a percentage of the original grade.
- Teachers have the authority to assign a student to mandatory after-school detention that is outside the regular school day if the student is not submitting homework in a timely manner.
- Students that do not attend the assigned mandatory after school detention will be required to attend one (1) day of In-School Detention.

In the event of an absence:

- Students are required to complete all work missed as the result of the absence.
- It is the student's responsibility to ask each teacher for make-up assignments the first day the student returns from the absence.
- The student has one (1) school day for each day absent to complete and submit make-up assignments for full credit. Make-up assignments not turned in on time will be accepted at the teacher's discretion for a percentage of the original grade.
- Any assignment, test, or quiz missed because of truancy or skipping class will be considered late work, and will be accepted only at the discretion of the teacher for a percentage of the original grade.

### ***IN-SCHOOL DETENTION (ISD)***

In order to handle disciplinary problems which do not warrant out-of-school suspension, in-school-detention is provided to give students an alternative. When assigned to in-school-detention, the student must report to the ISD room on time and bring school materials (textbooks, pencil, paper/tablet/computer) with them. A student must report to the ISD room or face an out-of-school suspension. This class is created to avoid some suspensions, but if the student does not comply with the detention rules, he/she will face suspension.

### ***LEAVING CLASS***

No student will be allowed to leave the classroom during class time without a pass signed by his/her teacher or a request from the office. Excuses taking the student away from the school building shall be approved by the principal.

### ***LOCKERS/DESKS/OTHER SCHOOL PROPERTY***

Students have no reasonable expectation of privacy from school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to 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.

Prior to the start of classes, each student desiring to use a school locker will be assigned one, either individually, or to be shared with another student. Students **must remain in the lockers assigned**, unless approval for a change is given from the office. If the assigned locker is damaged, "rigged", or marred in any way, the student must notify the office or the administration the first day the locker is assigned. The

student who is assigned that locker must identify any subsequent damage or that student will be responsible for paying for the repair of that locker. Locks will be assigned to each student. A fee of \$1.00 will be charged for locker use. A \$10 fee will be charged for losing/breaking a lock.

### ***INSUFFICIENT ATTENDANCE (IA)***

If a student has greater than ten (10) absences in any class during a semester (either excused or unexcused), that student will not receive a grade higher than 59% (F) and will not receive credit for that class. In extreme cases, and at the discretion of the principal, exceptions can be made for verifiable lengthy medical conditions of a serious nature, and when the student is hospitalized or under doctor's orders to remain at home. It is the responsibility of the parent to provide signed and dated statements from a physician within three (3) school days of the student's return to school. If doctors' statements are not received within three (3) school days of the student's return to school, they will not be accepted. In an attempt to keep parents informed of all attendance issues, the school will send letters home to parents after 3, 5, and 7 student absences.

### ***STUDENT ID CARDS***

Student I.D. cards will be available at the first of the school year. Students will not be allowed to bring food or beverages to school in glass containers.

### ***MIDDLE SCHOOL DISCIPLINARY SCHEDULE***

#### **Assault (against staff)**

1<sup>st</sup> Offense – 5-10 days OSS (out-of-school suspension)

2<sup>nd</sup> Offense – 1 semester OSS

3<sup>rd</sup> Offense – Maximum OSS

#### **Assault (against student)**

1<sup>st</sup> Offense – 30 days ISD

2<sup>nd</sup> Offense – 45 days OSS

#### **Being in Unauthorized Area**

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – 1 ASD (after school detention)

3<sup>rd</sup> Offense – 2 ASD

#### **Bullying/Hazing/Harrassment: (verbal,physical,sexual)**

1<sup>st</sup> Offense – 3 days ISD (in-school detention)

2<sup>nd</sup> Offense – 5 days ISD

3<sup>rd</sup> Offense – 10 days ISD

#### **Cheating**

1<sup>st</sup> Offense – (re-do work) 1 day ISD

2<sup>nd</sup> Offense – (no credit) 3 days ISD

3<sup>rd</sup> Offense – (no credit) 5 days ISD

#### **Disrespect to Faculty/Staff**

1<sup>st</sup> Offense – 3 days ISD

2<sup>nd</sup> Offense – 5 days ISD

3<sup>rd</sup> Offense – 10 days ISD

#### **Dress Code Violation/Piercing**

1<sup>st</sup> Offense – Warning (student asked to correct situation)

2<sup>nd</sup> Offense 1 ASD (Student asked to correct situation)

3<sup>rd</sup> Offense – 2 ASD

#### **Drugs/Alcohol (possession/use/distribution)**

1<sup>st</sup> Offense – semester OSS (drug/alcohol counseling-possible reduction)

2<sup>nd</sup> Offense – Maximum OSS

**Extortion**

1<sup>st</sup> Offense – 1 days ISD

2<sup>nd</sup> Offense – 3 days ISD

3<sup>rd</sup> Offense – 5 days ISD

**Failure to Attend Teacher Detention**

1<sup>st</sup> Offense – 1 ASD

2<sup>nd</sup> Offense – 1 ISD

3<sup>rd</sup> Offense – 3 ISD

**Failure to Attend After School Detention**

1<sup>st</sup> Offense – 2 ASD

2<sup>nd</sup> Offense – 1 day ISD

3<sup>rd</sup> Offense – 2 days ISD

**Failure To Do Work**

1<sup>st</sup> Offense – 1 ASD

2<sup>nd</sup> Offense – 2 ASD

3<sup>rd</sup> Offense – 3 ASD

**Failure to Obey Substitute/Teacher**

1<sup>st</sup> Offense – 1 day ISD

2<sup>nd</sup> Offense – 3 days ISD

3<sup>rd</sup> Offense – 5 days ISD

**False Alarms**

1<sup>st</sup> Offense – 10 days OSS

2<sup>nd</sup> Offense – 1 semester OSS

3<sup>rd</sup> Offense – Maximum OSS

**Fighting**

1<sup>st</sup> Offense – 30 days ISD

2<sup>nd</sup> Offense – 45 days OSS

**Forgery**

1<sup>st</sup> Offense – Notify resource officer (possible), 1 day ISD

2<sup>nd</sup> Offense – Notify resource officer, 3 days ISD

3<sup>rd</sup> Offense – Notify resource officer, 5 days ISD

**Horseplay**

1<sup>st</sup> Offense – 1 ASD

2<sup>nd</sup> Offense – 2 ASD

3<sup>rd</sup> Offense – 3 ASD

**Inappropriate Sexual Behavior**

1<sup>st</sup> Offense – 1 semester OSS

2<sup>nd</sup> Offense – Maximum OSS

**Language/Gestures (abusive/disrespectful/profanity/obscene-toward student)**

1<sup>st</sup> Offense – 1 day ISD

2<sup>nd</sup> Offense – 2 days ISD

3<sup>rd</sup> Offense – 3 days ISD

**Late Work**

After 5 days – 1 day ASD

**Leaving Campus**

- 1<sup>st</sup> Offense – 1 day ISD
- 2<sup>nd</sup> Offense – 3 days ISD
- 3<sup>rd</sup> Offense – 5 days ISD

**Leaving Class Without Permission/Skipping Class**

- 1<sup>st</sup> Offense – 1 day ISD
- 2<sup>nd</sup> Offense – 2 days ISD
- 3<sup>rd</sup> Offense – 3 days ISD

**Obscene Materials (possession/distribution)**

- 1<sup>st</sup> Offense – 3 days ISD
- 2<sup>nd</sup> Offense – 5 days ISD
- 3<sup>rd</sup> Offense – 10 days ISD

**Public Display of Affection**

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – 1 ASD
- 3<sup>rd</sup> Offense – 2 ASD

**Tardy (3 same class period)**

- 1<sup>st</sup> Offense – 1 ASD
- 2<sup>nd</sup> Offense – 2 ASD
- 3<sup>rd</sup> Offense – 3 ASD

**Theft**

- 1<sup>st</sup> Offense – 5 days ISD
- 2<sup>nd</sup> Offense – 10 days ISD
- 3<sup>rd</sup> Offense – 1 semester OSS

**Threats (against staff)**

- 1<sup>st</sup> Offense – Notify resource officer, 10 days OSS
- 2<sup>nd</sup> Offense – Notify resource officer, 1 semester OSS
- 3<sup>rd</sup> Offense – Notify resource officer, Maximum OSS

**Threats (against student)**

- 1<sup>st</sup> Offense – Notify resource officer (possible, 3 days ISD)
- 2<sup>nd</sup> Offense – Notify resource officer, 5 days ISD
- 3<sup>rd</sup> Offense – Notify resource officer, 10 days ISD

**Tobacco/E-Cigs/Vapor (possession/use/distribution)**

- 1<sup>st</sup> Offense – 3 days ISD/notify resource officer (possible)
- 2<sup>nd</sup> Offense – 5 days ISD/notify resource officer
- 3<sup>rd</sup> Offense – 10 days ISD/notify resource officer

**Use of cell phones/electronic devices**

- 1<sup>st</sup> Offense – 1 day ISD
- 2<sup>nd</sup> Offense – 2 days ISD
- 3<sup>rd</sup> Offense – 2-4 days ISD

**Vandalism/Graffiti**

- 1<sup>st</sup> Offense – 1 ASD (notify law, reparation/possible)
- 2<sup>nd</sup> Offense – 3 days ISD (notify law, reparation/possible)
- 3<sup>rd</sup> Offense - 5 days ISD (notify law, reparation/possible)

**Violation of Classroom Rules**

- 1<sup>st</sup> Offense – 1 ASD
- 2<sup>nd</sup> Offense – 2 ASD
- 3<sup>rd</sup> Offense – 3 ASD

## **Violation of School Safety and Security**

At the Discretion of Administration

### **Weapon/Firearms/4” or Longer Knife**

1<sup>st</sup> Offense – Resource officer notifies, parents notifies – 10 days OSS (pending hearing)  
Expulsion one (1) calendar year

### **Weapon/Non-Firearm/Knives Less Than 4”**

1<sup>st</sup> Offense – 3 days OSS  
2<sup>nd</sup> Offense – 5 days OSS  
3<sup>rd</sup> Offense – 1 semester OSS

*Note: With all disciplinary actions, the principal and/or the assistant principal reserves the right to exercise the discretion to skip to any appropriate disciplinary level in this schedule, based on the severity of any violation. It is further understood that the principal and/or the assistant principal will exercise the discretion to deal with any unforeseen disciplinary problems or extenuating circumstances on a case by case basis.*

## ***PIRATE PASS PROGRAM***

This program has been developed to reward students who have achieved in academics, attendance, and discipline.

Students who have no more than two (2) absences, maintain at least a 3.0 average for this school year, and who have had no office referrals will be eligible to receive a Pirate Pass Card. Possession of this card allows High School students to have an open campus and extended lunch period on designated Fridays, and will allow the student free admission to home athletic events. There will be no open campus for Middle School students who qualify.

Cards will be distributed at the beginning of the first semester for students who attended LGHS the previous semester, and the student will be able to use the card for the fall semester. Freshmen may earn a Pirate Pass after the first semester grades/attendance are calculated. Eligibility for the card will be run after the fall and spring semesters.

If a student abuses the privilege set forth in this program, that student will lose his/her rights to participate in the program for the remainder of the semester.

## ***ACE REMEDIATION***

As required by the Oklahoma Achieving Classroom Excellence Law (ACE), students who do not pass the 8<sup>th</sup> grade Oklahoma Core Curriculum Test (OCCT) in Reading and/or Math will be placed on a plan for remediation and will be enrolled in a remedial Reading and/or remedial Math course during their 9<sup>th</sup> grade year.

Also, as required by ACE, students who do not score proficient or higher on any Oklahoma End of Instruction Exams (EOI) in Algebra I, Algebra II, Geometry, English II, English III, Biology, and/or U.S. History will be placed on a plan for remediation and will be enrolled in a corresponding remedial course during the following school year.

## ***SATURDAY DETENTION***

Saturday detention will be held at the high school from 8:30 a.m. until 12:30 p.m. A student is NOT ALLOWED to leave early or arrive late. If this happens, that student will be considered as not attending. Students are responsible for bringing work with them to do. Work completed while attending Saturday detention, is to be turned in to the teacher in charge that day. **No food or drinks will be allowed at Saturday detention.**

## ***SCHEDULE CHANGES***

No student's class schedules will be changed after the first 10 school days of each semester, except where circumstances exist regarding a student's Individualized Education Plan (IEP), or immediate academic need. In most cases, class changes made after the first 10 days of a semester would result in loss of credits. All

changes must be approved by the principal or his/her designee and will require a signed permission slip or note from a parent or guardian before a schedule change will be completed.

***STUDENT COUNCIL/GOVERNMENT***

The purpose of the student council/government is to promote good citizenship within the school. To be eligible as a member of the student council/government, a student must have a grade average of “B” or better for the previous two semesters and maintain that average while serving in student council. No grade lower than a “C” is eligible. Positions elected will include a President, Vice President, Secretary/Treasure and Reporter. Each class shall elect three Representatives to be member of the student council.

***Locust Grove Public Schools***

***Information for***

***Early Learning Center/Upper Elementary***

***Parents & Students***

## *School Year 2016-2017*

### ***TABLE OF CONTENTS***

Arrival & Dismissal	50
Backpacks	50
Bicycles	50
Breakfast & Lunch Program	50
Class Assignments	50
Conferences	51
Discipline	51
Early Departures	52
Emergency Procedures	52
Enrollment	53
Homework	53
Lost & Found	53
Media Center	53
Money	54
Parties	54
Physical Education	54
Reading Sufficiency	54
Retention Policy	54
School Supplies	54
Student Responsibilities	55
Tardiness	55
Testing	55
Walkers & Student Brought to School	56
Withdrawals	56
Elementary Handbook Agreement	57

### ***FORMS*** ***58-64***

#### ***ARRIVAL AND DISMISSAL***

**Arrival Time:** Students shall not arrive before 7:45 a.m. Teachers are scheduled to arrive at 7:45 a.m. Students must obtain special permission from the teacher or principal if they need to arrive before 7:45 a.m. School begins promptly at 8:10 a.m. Breakfast is served in the cafeteria from 7:45 a.m. until 8:05 a.m. Students eating breakfast should arrive early enough to eat and be ready to go to class when the bell rings.

**Dismissal Time:** School will be dismissed at 3:55 p.m. It is sometimes necessary for school to be dismissed early without warning due to emergency situations or inclement weather. Make sure the office is aware of instructions for your child in case school is dismissed early.

#### ***BACK-PACKS***

The individual classroom teachers will determine the use of backpacks.

## ***BICYCLES***

All parents should consider the following recommendations regarding bicycles and rider safety:

1. The bicycle should meet all current safety requirements. It should be in good repair and be inspected often.
2. The rider should know and observe all traffic laws.
3. At no time shall the student ride the bicycle improperly or Disregard the safety of self or others.
4. Bicycles shall be parked upon arrival and not ridden again until school is dismissed for the day.
5. The school is not responsible for stolen or damaged bicycles. We suggest padlocks and chains.

## ***BREAKFAST AND LUNCH PROGRAM***

1. Hot breakfasts & lunches are provided in the cafeteria for the benefit and convenience of both the student & parent.
2. Students may bring their lunch, but they will be required to eat in the cafeteria. Please do not send glass containers, soda pop or candy for the student's lunch.

## ***CLASS ASSIGNMENTS***

Specific requests for your child's classroom placement for the following year are not accepted. Classes are formed to achieve balance between gender, academic abilities, discipline and special needs. Consideration is also given to same grade siblings, same grade relatives and possible conflict of interest between teachers and parents and/or students. If there are special circumstances the principal should be made aware of, please submit them in writing before the last day of school. Parents of twins may choose whether the twins are placed in the same classroom or in different classrooms. To resolve any conflicts, parents may submit in writing that their child not be placed in one teacher's classroom. After homeroom assignments are made, students will not be reassigned to another teacher. Only under special circumstances will a student be reassigned during the school year and only after the following criteria have been met:

1. A meeting has been held between the parent(s) and the homeroom teacher. An intervention plan will be addressed and implemented;
2. If, in the teacher's opinion, the intervention is not successful, a meeting will be scheduled with the parent(s), the teacher, the counselor, and the principal. Sufficient time will be allowed for counselor and/or principal intervention;
3. Following these two (2) meetings and periods of intervention, placement will be determined by the counselor and principal.

## ***CONFERENCES***

Parent/Teacher conferences are scheduled during the school year. These conferences provide important information on the child's performance, academic, social and emotional. Parents are encouraged to visit with the child's teacher. Additional conferences will need to be scheduled during the teachers' planning time or after school.

## ***DISCIPLINE***

Learning proper behavior, cooperation, respect, and self-discipline are all important phases in the educational development of an elementary child in LGPS. Without these characteristics, it is difficult for a person to maintain the proper attitude or to develop academically or intellectually. Development of self-discipline is part of the total education process and is necessary for each student to be able to fit into society. In the process, it is sometimes necessary to assess penalties on students for inappropriate behavior that may interfere with the educational process.

Oklahoma law vests teachers and administrators with the same rights as parents with regard to the control and discipline of children during the time the child is in attendance or in transit to or from school or any other function authorized by the school district. When a disciplinary measure is administered, the parent will be notified.

The following methods are examples by which student discipline problems may be handled. These include but are not limited to the following:

1. Counseling - may involve the classroom teacher, the counselor and/or the principal.
2. Parent contact:- teacher, counselor, and/or principal will contact parent to schedule a meeting.
3. Removal from class or activity.
4. Lunch Detention.
5. After-School Detention.
6. In-School Detention - students may be excluded from class participation and placed in a controlled, supervised environment away from other students.
7. Out of School Suspension- students may be excluded from school.

The Locust Grove Elementary Schools have rules and regulations so that students will know what is expected of them. Individual teachers have their own classroom rules and consequences (which have been approved by the principal) to guide students in their behavior. The student then has the choice of following the rules or experiencing the consequences.

### ***Elementary Disciplinary Procedures***

#### **Lack of cooperation, mischief, discourteous to other students, not having class materials, disorderly conduct, refusing to serve detention**

1. Warning
2. 3 Days Lunch Detention and/or after school detention
3. 1 Day ISD
4. 2 Days ISD
5. 3 Days ISD
6. 1 Day OSS
7. 3 Days OSS
8. 5 Days OSS

#### **Fighting, verbal aggression, profanity toward teacher**

1. 3 Days ISD
2. 5 Days ISD
3. 7 Days ISD
4. 5-10 Days OSS

#### **Battery**

1. 3 Days OSS
2. 5 Days OSS
3. 10 Days OSS

#### **Aggression toward teacher**

1. 3 Days OSS
2. 5 Days OSS
3. 10 Days OSS

#### **Cheating**

1. Zero (0) on assignment – Call Parents
2. Zero (0) on assignment– 1 Day ISD
3. Zero (0) on assignment – 3 Days ISD
4. Zero (0) on assignment – 2 Days OSS

#### **Assaulting teacher or other faculty**

- 1.90 days Out-of-School suspension and refer to proper authorities

#### **Vandalism or stealing**

1. 2 Days ISD
2. 5 Days ISD
3. 2 Days OSS

#### **Possession, use or distribution of tobacco (or vapor products)**

1. Confiscation and 2 days ISD
2. Confiscation and 3 days ISD
3. Confiscation and 5 days OSS

#### **Threatening death or violence**

1. Minimum of 3 days OSS and contact proper authorities
2. Minimum of 10 days OSS and contact proper authorities
3. Minimum of 20 days OSS and contact proper authorities

#### **Possession or use of drugs, alcohol, or controlled substances**

- 1 semester Out-of-School suspension and refer to proper authorities
2. Maximum suspension allowed

#### **Harassment: verbal, physical, sexual**

1. 1-3 Days ISD
2. 3-5 Days ISD
3. 3-5 Days OSS

#### **Possession of weapon other than firearm**

1. Confiscate – 1 to 3 days OSS
2. Confiscate – 5 to 10 days OSS
3. Confiscate – 1 semester OSS

#### **Possession or use of firearm or knife with blade longer than four (4) inches**

1. Law enforcement notified, parents notified, 10 days Out-of-School suspension (pending hearing), Expulsion one (1) calendar year.

**Nuisance items (cell phones, walkmans, radios, electronic games, etc.)** Refer to district policy.

The principal, assistant principal and other members of LGPS reserve the right to make changes or modify the discipline menu contingent on unusual or unforeseen circumstances.

### ***EARLY DEPARTURES***

Early departures will be counted against your child's attendance, but if it becomes necessary for you to pick up your child before the end of the regular dismissal time, go to the office and sign your child out. Parents are not to go directly to the student's classroom. No student shall be dismissed from school without properly checking out through the office and the proper document proving you are the parent or guardian on record for the student.

### ***EMERGENCY PROCEDURES***

Procedures following either signal: Immediately lay everything aside, form a single line inside the room. Take nothing with you. Follow teachers' instructions. Teachers will pick up roll book and issue proper instructions.

**Fire** - when instructed, students will move outside in a single file line to a safe distance from the building, remain quietly for roll check and additional instructions. All clear will be announced.

**Tornado** - when instructed, move in a line to designated area. Take cover under tables if available; otherwise, cover head with book or clasped hands. Remain quietly for further instructions. All clear will be announced.

**Lock Down** - lock down will be announced over the phone system to secure the building in case of an intruder. Students need to remain quiet and listen for instructions.

**All drills will be practiced in the classrooms.**

### ***ENROLLMENT***

Certain requirements for enrollment in Oklahoma schools are set by the legislature. The State Department of Education has set those requirements from the "Oklahoma School Code" as follows:

1. A Pre-K child must have attained the age of four years on or before September 1.
2. A kindergarten child must have attained the age of five years on or before September 1.
3. A first grade child must have attained the age of six years on or before Sept. 1.
4. A birth certificate or hospital record must be presented at the time of initial enrollment in Pre-K or any grade.
5. A child entering school for the first time (Pre-K, kindergarten, first grade, or students transferring from another school) must present a certification form signed by a physician or authorized representative of the State Department of Health stating that the child is adequately protected against whooping cough, diphtheria, tetanus, rubeola (7 day hard measles), rubella (3 day German measles), polio and mumps. Students entering kindergarten will be required to have the hepatitis A and B vaccines, the varicella (chickenpox) vaccine (or a parent's statement of a history of the disease and the HIB (haemophilus influenza type B) vaccine.
6. A developmentally appropriate test or equivalent may be administered to all Pre-K, kindergarten and/or first grade students at the time of enrollment or during the school year.

### ***HOMEWORK***

Homework is used primarily for reinforcement, make-up and/or completion of unfinished classroom assignments. Homework is the student's responsibility. Students may share this work with their parents and seek their help when needed. Parents please help your child be prepared for the next school day by checking his/her homework and seeing that the student returns all materials and assignments the next day. ***The following guidelines are generally appropriate time frames for daily homework:***

K-1      20 minutes                      2<sup>nd</sup>-3<sup>rd</sup>                      30 minutes                      4<sup>th</sup>-5<sup>th</sup>      40 minutes

## ***LOST AND FOUND***

1. All articles found are to be placed in the lost and found designated areas. Please check these areas when you lose something. Many articles are never claimed. Articles not claimed will be donated to the needy or to charitable organizations at the end of the year. Students, when found to be needy, may be given unclaimed articles of clothing from the previous school year.
2. Please use name labels or some form of identification on items of clothing and lunch boxes so that the child will recognize his/her belongings.

## ***MEDIA CENTER***

The Locust Grove Schools staff believes the media center should aid in the education of its children by providing alternate educational materials that will enrich knowledge, provide opportunities for growth and aid in the development of the “complete person”. Our media center fosters the belief that each child be afforded the opportunity to further her/his educational development. Students may checkout books and materials available for loan or copy certain non-copyrighted materials from computers that are intended for student use. Accelerated reader materials may be obtained in the media center. Test pertaining to accelerated reader comprehension may be taken in the media center when it is not available in the classroom. Our media center offers children the opportunity to explore new avenues and open opportunities for their future. Our goal is to promote and develop an increased awareness of the global world and aid in understanding new ideas while increasing our awareness of the present. Books or materials may be checked out of the media center for a specified period of time. Fees for over due books, lost books or materials must be paid if not returned on time. All books and materials must be accounted for before the end of the current semester.

## ***MONEY***

When it is absolutely necessary to send money to school, please send correct change or a check in an envelope with the child's name, teacher's name, and what the money is for on the outside. Students should never leave money in their desk, backpack, or lunch box.

## ***PARTIES***

Parties are presented at the discretion of the teacher and with the principal’s permission. All items delivered to the school addressed to students must come through the office. It will be delivered so NOT to interrupt the classroom. Balloons delivered to school will not be allowed on the bus. Parents will need to pick up balloons.

## ***PHYSICAL EDUCATION***

A student will be excused from participating in physical education due to a short-term illness. Students must bring a note dated, stating the type of illness and/or injury and signed by the parent or guardian on record. Before an injured student will be allowed to resume activities, a written release must be presented to the physical education teacher.

## ***READING SUFFICIENCY***

Any third grade student not reading on grade level by March 1 will be required to attend 4 weeks of Summer Reading Academy. If the student fails to attend the Summer Reading Academy or fails to make necessary progress toward reading on grade level, the school retains the right to retain the student in the same grade.

## ***RETENTION POLICY***

A decision to retain a student must not be taken lightly and must carry with it the responsibility for providing appropriate and adequate educational programs. Principals and teachers have the responsibility to keep parents informed of students’ abilities and development. Likewise, parents must be responsible to be informed about appropriate educational programs and established expectations developed for their children.

Maximum benefits from school experiences are only obtained from cooperative efforts of both parents and schools.

**Academic.** If a student fails Math or Reading the second semester of the school year, the teachers and administration of LG Upper Elementary maintain the right to retain that student. School personnel will review the student's records and make a decision regarding retention based on these findings. For 3<sup>rd</sup> grade students, refer to the 3<sup>rd</sup> grade retention policy.

**Absences.** A student may also be retained because of excessive absences. If a student has greater than 18 absences per academic year, the school has the right to retain that student. If a student has greater than 18 absences, school personnel will review the student's records and make a decision regarding retention based on these findings.

**Maturity.** A student may also be retained based on the physical, mental, emotional, and social maturity of the student. In such case, the decision will be made based on evidence collected from teachers, parents, and school administration.

**Right of appeal.** If a parent does not agree with a decision regarding retention, that parent has the right to appeal the decision of the school to the district superintendent. If the parent does not agree with the decision of the superintendent, the parent has the right to appeal the decision to the board of education. The LG Board of Education has the final say in any decisions regarding retention.

**District transfers.** If a student is moved out of Locust Grove school district after being retained, is then promoted by the receiving school district and is moved back to Locust Grove Public Schools, school administration has the right to test the student using placement tests to determine appropriate grade level. Also, Locust Grove Public Schools has the right to honor another district's retention of a student moving into or transferring into Locust Grove district.

### ***3<sup>rd</sup> GRADE RETENTION POLICY***

A student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- (1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;

2. The principal of the school shall review and discuss the documentation with the teacher.. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

### ***SCHOOL SUPPLIES***

A list of classroom supplies to be purchased for each grade level may be obtained in the office. If the student is eligible for JOM supplies, check in the office for when and where the supplies may be obtained.

### **STUDENT RESPONSIBILITIES**

#### **School Wide**

- \*Be in designated areas
- \*Follow direction of school personnel
- \*No physical aggression and/or fighting
- \*No profanity, abusive language, or obscene gestures
- \*Obey rules for specified areas

#### **Classrooms**

- \*Each teacher will have a set of classroom rules and a discipline plan. This plan will be:
  - \*Approved by the building principal
  - \*Sent home to the parents.

#### **Hall and Restroom**

- \*No running or excessive noise
- \*Do not jump and hit exit signs, tops of doors, ceilings, etc.
- \*Do not play or climb in the restroom

#### **Playground**

- \*Play in designated areas only
- \*Play games that are not dangerous
- \*Throw nothing on the playground except authorized playground equipment designed to be thrown

#### **Cafeteria**

- \*Good manners are important
- \*Speak softly
- \*Be excused before leaving the table
- \*No food or drink is to be taken from the cafeteria
- \*No pop with trays

#### **Bus Line**

- \*Students riding the bus are to go directly to their bus lines immediately after school is dismissed
- \*Stay in your bus line until your bus arrives
- \*Do not play or make excessive noise
- \*Wait for the bus duty person to tell you to get on the bus.

#### **Car Pick-up**

- \*Students to be picked up by car are to go directly to the assigned area after school and watch for the car
- \*Wait until duty person tells you to get in

#### **Consequences-Discipline Referrals**

\* Students who choose to break a rule will be given a discipline referral. Records of discipline referrals will be kept in the principal's office. If a student receives a discipline referral, he/she will be called to the office for a conference.

### ***TARDY***

Promptness is important. Students are to be in their seats and ready to work when the bell sounds. Tardiness will count against your child's attendance. If you arrive after 8:25 a.m., you must get a tardy pass from the office to be admitted to class.

### ***TESTING***

As mandated by the state, LGPS uses the Oklahoma Core Curriculum Test (OCCT) to evaluate the students in grades 3-5. Other tests are used by individual teachers to determine the student's strengths and weaknesses in developing a comprehensive academic plan addressing the areas in need of improvement. The comprehensive plan will include using test information, teacher recommendations, parental input and appropriate materials and programs to best help the student. As testing information becomes available you will be notified of test dates and test results.

### ***WALKERS AND STUDENTS BROUGHT TO SCHOOL***

1. Those students not riding a school bus should never arrive before 8:00 a.m. Personnel to supervise students are not on duty prior to 8:00 a.m.
2. Students eating breakfast should arrive in the cafeteria about 8:00 a.m., but no later than 8:20 a.m.
3. Students walking to and from school are required to have a note filed in the office stating he/she will be walking home.
4. Please take time to discuss with your child the best route to and from school.
5. **Parents should advise students to never accept rides, clothing, gifts, pills, food, drinks, and etc. from strangers.**
6. To insure student safety ALL students brought to school will be dropped off at one of the following locations: Northwest gate (for students in that building) and the South entrance of the main building (for students in that building). These locations will be used for dropping off students and picking up students. Students who are late to school will need to check in at the office. **Please do not drop students off in undesignated areas.**
7. Students dropped off at the Upper Elementary should be let out at the front entrance.

### ***WITHDRAWALS***

Parents or legal guardians wishing to withdraw their children from school must:

1. Inform the office at school at least one day prior to withdrawal if at all possible.
2. Make sure all charges are paid to the cafeteria, library and all school property, including books, are returned in good condition prior to checking out.
3. Pick up withdrawal slip and grade sheet from the office.

Dear Parent,

In order to promote better communication and cooperation between the parent and the school, the Locust Grove Early Learning Center and Upper Elementary have organized and published this information packet for your convenience in better understanding the functions and activities of your elementary school.

The primary objective of any school system is to provide the best possible education for its students. It therefore becomes necessary to establish certain rules and regulations that must be adhered to in order to maintain a high level of efficiency which results in the accomplishment of that primary objective.

We, as educators, must have your cooperation, as a parent, in keeping your child informed of not only what those rules and regulations are, but of the importance of following them in order for the total education process to operate smoothly.

Thank you in advance for your cooperation.

Shane Holman, Principal  
Early Learning Center, Pre-K-1<sup>st</sup>  
479-5233

Shannon Hall, Principal  
Jamie Rice, Assistant Principal  
Upper Elementary, 2<sup>nd</sup> – 5<sup>th</sup> grade  
479-5234

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Date \_\_\_\_\_

I have read the Locust Grove School District Handbook and the supplement for the Early Learning Center and the Upper Elementary Schools. I have read and discussed the rules with my child (children).

Please detach and return to your child's teacher.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

**PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE**

TO: \_\_\_\_\_  
(Administrator)

\_\_\_\_\_

(School)

I am the parent, guardian or legal custodian with legal custody of \_\_\_\_\_, a minor student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize the school nurse, the principal, or \_\_\_\_\_ (an employee of the School District designated by the school nurse, the principal, and me) to administer:

\_\_\_\_\_ (name of drug), a non-prescription medication which I am hereby supplying you, in accordance with my written instructions or the written instructions of a physician which are attached hereto.

\_\_\_\_\_ (name of drug), a filled prescription medication which I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.

\_\_\_\_\_ (name of drug) a filled prescription medication which I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto.

\_\_\_\_\_ I hereby give my consent and authorize my child to self medicate under the School District's Policy on the Administration of Medicine to Students.

I understand that under state law the Board of Education, the School District, or employees of the District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized. I understand that the School District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.

I agree to abide by all of the terms of the School District's Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Print Name)  
Parent with Legal Custody  
or Guardian

***USE OF ELECTRONIC MAIL (E-MAIL)***

It is the policy of the Locust Grove Board of Education that electronic mail (“e-mail”) distributed and used within the district is the property of Locust Grove Public Schools. This includes ALL test and files sent and received (“mail”) using the email system.

Proper usage is defined as mail used to conduct business necessary for the proper functioning of the Locust Grove Public Schools.

Improper usage includes, but is not limited to:

- a. Mail intended to promote personal activities or outside interests (i.e., cosmetic products, household products, collective bargaining activities, etc.).
- b. Mail of copyrighted material outside of governing copyright laws.
- c. Mail to promote illegal activities (i.e., illicit drug traffic, pornography, threats, viruses, etc.).
- d. Use of another person’s email account without identifying yourself as the author within the mail.
- e. Collective bargaining activity is prohibited except as following:
  - Association officers and building representatives may distribute information to each other consistent with current inter-school guidelines.

If a staff member is suspected of improper usage of email, a check of the email user’s account will be performed with no notification. This check will be performed with at least two members of the Technology department present.

If improper usage of email is indicated, the user’s email account will immediately be made unavailable. The user, immediate supervisor, the Director and one other member of the Technology department will view the unit together and make a determination at that time. This decision will be final and is non-appealable.

Consequences for violation of proper usage of the mail system will include, at a minimum, termination of email services for six months. If the incident violates other School Board Policy, additional penalties may also be imposed which could include termination of employment. (Please note: email may be required for a person to properly fulfill their assignment for Locust Grove Public Schools. Loss of email rights may mean the job could not be performed as required and may be reason for termination of employment).

---

Signed

Witness

Date

**LOCUST GROVE SCHOOL DISTRICT  
STUDENT INTERNET ACCESS AGREEMENT**

**Student Section**

Student Name

\_\_\_\_\_

Last	First	Middle
------	-------	--------

Grade \_\_\_\_\_ School \_\_\_\_\_

Home Phone \_\_\_\_\_

I have received a copy of the Internet Acceptable Use Policy and Student Handbook. I have read and agree to abide by their provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

\_\_\_\_\_  
Student's Signature Date

**Sponsoring Parent or Guardian Section (Required)**

I have read the Internet Acceptable Use Policy and Student Handbook for Locust Grove Public Schools. I understand that the School District has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the School District from liability in the event that my child acquires inappropriate material through use of the District's computing resources or the Internet. I hereby request that the District issue an account for my child and certify that the information contained on this form is correct.

\_\_\_\_\_  
Parent's Signature Date

Home Address

\_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell # \_\_\_\_\_

**LOCUST GROVE SCHOOL DIST 1-17  
ACCESS TO STUDENT INFORMATION  
BY MILITARY OR COLLEGE RECRUITERS**

Name of Student: \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent: \_\_\_\_\_ School: \_\_\_\_\_

Our district receives funds from the federal government under the *No Child Left Behind Act of 2001*. These funds are used in a variety of ways to provide additional help for students having the greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address, and telephone number not be released by the district *without prior written parental consent*. If you would like to make such a request, please complete the following and return it to your child's school.

***Parent or Guardian: Please complete this section and return the entire form to your child's school. Use a separate form for each child.***

I am aware the district must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups *without prior written parental consent*:

**Military Recruiters** (please check one):

- Do not release my secondary student's information to military recruiters at any time.
- Do not release my secondary student's information to military recruiters until you have first obtained *my prior written parental consent* before doing so.

**Colleges, Universities, or Institutions of Higher Learning** (please check one):

- Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.
- Do not release my secondary student's information to colleges, universities or institutions of higher learning until you have first obtained *my prior written parental consent* before doing so.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**  
**PARENT REQUEST FOR NON-DISCLOSURE OF SCHOOL DIRECTORY INFORMATION**

Name of Student \_\_\_\_\_ Date: \_\_\_\_\_ Grade \_\_\_\_\_

**Use a separate form for each child you are requesting **NON**disclosure of school directory information. Please return this form to:**

Locust Grove Public School  
Attn: School Directory  
P.O. Box 399  
Locust Grove, OK 74352

***Parent/Guardian: Please complete the section below and return the entire form to your child's school. Parent: Select one of the options below***

I am requesting that my child's school take one of the following actions regarding the release of school directory information.

- Do not release ANY information about my child, including name, telephone number, grade level, etc. or
  
- Notify me for my prior written consent before any directory information is disclosed or released about my child.

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

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method for school to communicate with parent:     telephone                       email

**LOCUST GROVE SCHOOL DIST 1-17**  
**SCHOOL-PARENT COMPACT**

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

***School's Responsibility:***

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
  - annual parent-teacher conferences,
  - frequent reports regarding your child's progress, and
  - opportunities to talk with staff, volunteer in class, and observe classroom activities.

***Parent's Responsibility:***

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress. After reviewing, please sign this School-Parent compact and return to your child's principal.

Thank you for your support and involvement in your child's education.

---

Signature of parent/guardian

Date

---

Signature of teacher

Date

**GRIEVANCE FORM**

Name and Address of Charging Party (Grievant): Date \_\_\_\_\_

---

---

---

3. Phone numbers where Grievant may be reached:

Home \_\_\_\_\_

Office \_\_\_\_\_ Other \_\_\_\_\_

4. Statement of grievance (please provide specific details and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

---

---

---

---

---

5. Please identify any documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance.

---

---

---

---

---

6. Please identify what action or relief you are seeking as a result of this grievance.

---

---

---

---

---

\_\_\_\_\_  
Signature of Grievant

IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM

PLEASE CONTACT: Locust Grove School District P.O. Box 399

Locust Grove, OK 74352-0399

Telephone: 918-479-5243

Fax: 918-479-6468