

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

**ADMINISTRATION**

**Superintendent**

**Lori Helton**

**Assistant Superintendent**

**Dusty Torrey**

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**Middle School**

**Jamie Rice**

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**Joel Green**

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**Andrew Snell**

**Jeff Downing**

**Rick Pierce**

**Jim Ward**

**This handbook belongs to:**

**Name:**

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**Address:**

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**Phone:**

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## **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 Joel Green for information at 918-479-5243.**

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

### ***VISION:***

**To produce citizens who are responsible, independent, problem solvers**

### ***MISSION:***

#### **CITIZENSHIP:**

- Develop a pride in school, community, state, and country.
- Produce citizens who are: informed, service-minded, actively involved, positive role models.

#### **RESPONSIBILITY:**

- Be prepared to meet deadlines and achieve learning goals.
- Individual choices and actions result in rewards and/or consequences.
- Respect yourself and others.

#### **INDEPENDENT:**

- Solve problems independently and in a positive manner.
- Take ownership of success by knowing goals and tracking individual progress.
- Take on new challenges and make age appropriate decisions.

#### **PROBLEM SOLVERS:**

- Persevere in solving creative and critical thinking problems.
- Defend and support a variety of strategies to solve real world problems.

### ***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 POLICIES**

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## ***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 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. 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, Lori Helton, 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 Joel Green at (918)479-5243

### ***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.

### ***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 require 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 vests teachers and administrators with the same right as parents with regard to the control and discipline of children during the time the child is in attendance or in transit to or from school or any other function authorized by 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.**

### ***Every Student Succeeds Act 2015***

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 *Every Student Succeeds Act (ESSA) of 2015*.

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 *ESSA* our district and school's responsibilities and what they mean to you and your child:

**Student Achievement. *ESSA* 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 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 provides parents with important, timely information about the schools their children attend and how they are performing for *all* children, regardless of their background.

### ***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 confirm or deny facts; indicate acceptance or rejection of the Grievant's requested action; and 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. 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.

## ***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.

## ***LONG-TERM OUT-OF-SCHOOL SUSPENSIONS (IN EXCESS OF TEN) SCHOOL DAYS)***

***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 each year. 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. For specific third grade retention see **3rd Grade Retention Policy**.

***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 *Every Student Succeeds Act 2016*. 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. This information can also be obtained on the Oklahoma State Department of Education website.

### ***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, & 23 **RADIO** KRMG – AM 740, **INTERNET** LOCUSTGROVEPIRATES.ORG, and on **FACEBOOK**-LOCUST GROVE PUBLIC SCHOOLS page.

### ***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 picture ID will be requested before a visitors' pass will be issued. 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 employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or employee towards another employee which (s) is made an explicit or implicit term or condition of an employee’s 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 may be issued a textbook in print, or electronic form 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 2016-2017 SCHOOL YEAR***

We have been notified that our school qualifies to receive federal funds under the *No Child Left Behind Act, 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 7:45 a.m. Personnel to supervise students are not on duty prior to 7:45 a.m.
2. Students eating breakfast should arrive in the cafeteria between 7:45 and 8:00 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  $\frac{1}{3}$  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  $\frac{1}{4}$  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.

# ***Locust Grove Public Schools***

## ***Information for***

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

#### ***Parents & Students***

##### ***School Year 2016-2017***

###### ***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 ACT (RSA)***

RSA requires that schools give assessments in kindergarten through third grade to identify students who need intensive intervention in reading. To guide your student's individual instruction in reading, Locust Grove Public Schools will partner with parents/guardians to develop an Academic Progress Plan (APP). The APP will include:

- The student's specific reading deficiency including a lexile score and grade level performance score.
- The intensive instructional services and support provided to the student.
- Strategies for parents/guardians to use in helping their student succeed in reading.
- Explanation that while the OCCT serves as an initial determinant, portfolio reviews and assessments are also available.
- The school districts specific criteria and policies for determining mid-year promotion (70 O.S. 1210.508C (I)(1-8)).

### ***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***

Children scoring Unsatisfactory (about a first grade level or below) on the reading portion of the third grade OCCT are at risk of being retained. Children who score Limited Knowledge (typically second-grade reading level), Proficient, or Advanced may be promoted. RSA provides seven "good cause" exemptions for students who score Unsatisfactory on the reading test.

- (1) English Language Learners who have had less than two years of instruction in English and are identified as Limited-English Proficient (LEP) or English Language Learner (ELL) on a screening tool approved by the Oklahoma State Department of Education Office of Bilingual/Migrant Education and have a Language Instruction Educational Plan (LIEP) in place prior to the administration of the third grade criterion referenced test; and the student must have had less than two years of instruction in an ELL program.
- (2) Students with disabilities whose individualized education plans indicates they are to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance (minimum of 45th percentile) on an alternative standardized reading assessment approved by the State Board of Education (SAT 10, Iowa Test of Basic Skills, TerraNova).
- (4) Students who demonstrate through a student portfolio, that they can read on grade level. The student portfolio shall include as evidence demonstrating of mastery of the Oklahoma state standards in reading equal to grade level performance on the reading portion of the OCCT.
- (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 for academic reasons in Pre-K, Kindergarten, First, Second, or Third grade.
- (6) Students who have received intensive remediation in reading for two or more years, but still demonstrate a deficiency in reading, and who were previously retained for academic reasons in Pre-K, Kindergarten, First, Second, or Third grade. Transitional grades count.
- (7) Students facing exceptional emergency circumstances which prevent them from being assessed during the testing window. These requests for exemptions must be approved by the Office of Accountability and Assessment.

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 8:10 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 7:45 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 7:45 a.m., but no later than 8:00 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  
Upper Elementary, 2nd – 5<sup>th</sup> grade  
479-5234

Child's Name

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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.

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Student Signature

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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 # \_\_\_\_\_