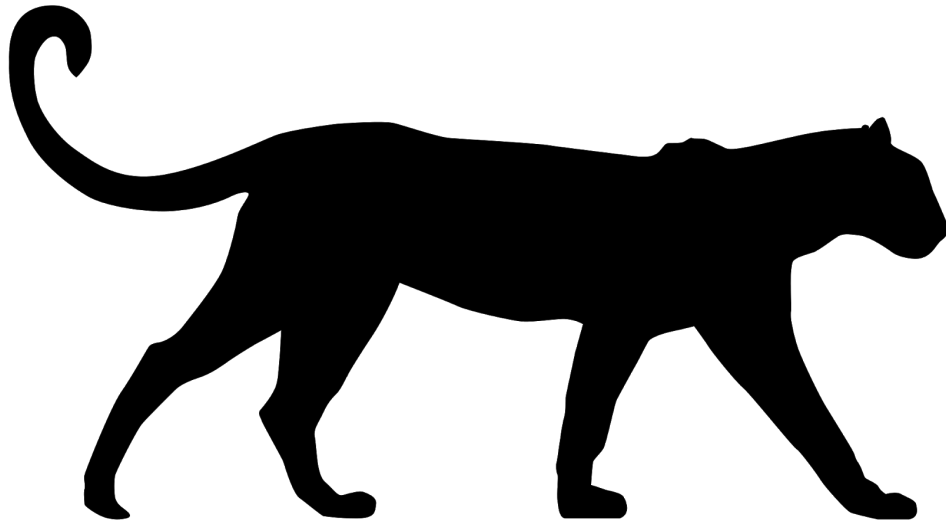


**LATTA ELEMENTARY SCHOOL**  
**Student Handbook**  
**2019-2020**



**Achieving Excellence in a  
School of Excellence**

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## **LATTA SCHOOL MISSION STATEMENT**

It is the mission of the Latta Public School District to provide a balanced instructional program for all students that fosters intellectual growth, advocates responsible membership in society, exemplifies self-discipline, and kindles a desire for continued learning.

## **ORGANIZATIONAL MISSION STATEMENT**

### Latta Jr.-4H Club

Latta Elementary has a Jr-4H Club whose mission it is to empower youth to reach their full potential, working and learning in partnership with caring adults.

## **INTRODUCTION**

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

We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts. Latta has been recognized by the state as one of the **Schools of Excellence**, proving that we have one of the finest schools in the state. Each student should be proud of it and strive to make it even better.

## **LENGTH OF SCHOOL**

Students will be allowed to enter their classrooms 15 minutes prior to the start of school. We discourage students from arriving before this time because there is no supervision available. Students that do arrive before this time are asked to remain by their classroom until supervision begins. The time school will start will be announced at enrollment.

Classes will be dismissed five (5) minutes early for walkers/car riders due to parking conditions. Early Childhood classes will be dismissed 10 to 15 minutes earlier. Buses will leave the school five (5) minutes after the final bell. The building and classrooms will start closing 15 minutes after the final bell. No students should remain at school after that time unless under direct supervision of an adult in an extra-curricular activity.

### **ARRIVALS AND DEPARTURES**

#### *(Tardiness)*

Promptness is important in the morning so school can be started without interruptions. The policy in effect this year is as follows: (1) If a student is tardy, the student will need to report to the office to receive an admission slip into his or her class. (2) To serve as a reminder, parental contact will be made after the third tardy in the form of a notification letter. (3) After the sixth tardy, a conference with parent will be held to try to resolve the situation. (4) Parent contact may be made after each subsequent tardy. **THE HABIT OF TARDINESS IS VERY DIFFICULT TO BREAK. THEREFORE, EVERY EFFORT SHOULD BE MADE NOT TO FORM THIS HABIT.**

#### *(Leaving during school day)*

If a student is to leave school for any reason, the parent/guardian is required to sign the student out through the office. Returning to school during the school day will also require the student and/or parent to check back into school through the office.

#### *(Change in routine)*

If a student is to do something out of the ordinary routine, please send a note or phone the school. If a note or phone call is not received, the student will follow their regular routine.

### **TRANSPORTING YOUR CHILD**

Latta School can provide bus transportation to residents of the district. Parents wishing to transport their own children

should follow these procedures: (a) in the morning, please drop your children off in the front of the elementary or behind the gym in front of the cafeteria. (b) In the afternoon, parents may either (1) park in a parking space and pick up student in the designated area in front of the cafeteria or (2) get in one of two automobile lines that form and wait to pick up students when it is your turn to pull up to the pick-up area. (c) If you pick up Jr. & Sr. High students, please pick up your Pre-School and Kindergarten students first, elementary students next, then return to the Jr. & Sr. High area for the older students. Elementary students not picked up by the time the buses leave will be in the elementary office. No supervision is scheduled for after school except for those signed up for L.E.A.D.S. Students not signed up for L.E.A.D.S. who are not picked up after school will be sent to the after-school program and a fee will be charged for that day.

**For security reasons**, we ask that you do not go to the classroom to pick up your child unless permission is obtained through the office. An explanatory note or phone call needs to accompany the student when the regular routine is not followed. In the event that a student is unaware that a parent/guardian is picking him up, the parent/guardian should meet the student at the east end of the north or south hallways. Parents are strongly encourage not to pick up students early unless just absolutely necessary (please do not pick up students for convenience in any other way or time). School is in session and learning activities are in progress until the bells ring for regular dismissal. **TAKE CAUTION WHEN DROPPING OFF OR PICKING UP STUDENTS AT SCHOOL.**

*(Early Childhood Students)*

Early childhood parents (Pre-School/Kindergarten) will need to drop off and pick up their children at the west end of the elementary school. The doors will open 15 minutes prior to the start of school and close when school begins. Parents will need to bring tardy students to the main office to be checked into school. Students not picked up on time will be in the main office. Starting times and pick-up times will be announced at the beginning of each school year at enrollment. We have no

extra supervision personal. So please try to remain on this schedule.

### **BUSES**

Because of the rural locale of the school, students are primarily bused to school. Riding the bus to and from school is a **PRIVILEGE** and should be treated as such. Students are to be on time at designated bus stops since the driver tries to maintain a regimented schedule. Students are to wait until the bus comes to a complete stop before attempting to enter and exit the bus. Students, upon entering the bus, should find a seat (if one has not been assigned) and remain seated until the bus stops moving. Students are to be courteous to fellow pupils, the bus driver, and his/her assistants. The driver will not discharge riders at places other than their regular bus stops, except upon proper authorization from the parents/guardians or from school officials. Visitors will not be permitted to ride the bus.

### **ATTENDANCE**

Regular attendance is imperative if students are to gain the most from the school's educational offerings. Parents are expected to see that their children are in school. Parents are asked to send a note explaining the child's absence on the day that the child returns to school if telephone contact with the school or the teacher has not been made. Taking students out of school for pleasure trips, shopping, hunting, etc. is strongly discouraged, (Truancy Law for the State of Oklahoma, October, 1979). However, children should not be sent to school when ill, running a fever, or still broken out from infections or have communicable or infectious diseases.

Students must be in attendance 90% of the time to pass. If they fail the semester because of excessive absences, the "F" will be figured as a 59% unless the average they have is lower than 59% then that lower average will be used. A doctor's note will be required for any absences over the 10%. District's discretion is allowed in unique situations: i.e., homebound, extended illness, severe accident, etc.

Once students have arrived at school, they are not permitted to leave campus for any reason without written or verbal permission by school personnel, parent, or guardian.

#### **ENTRANCE GUIDELINES FOR PRE-KINDERGARTEN**

Due to accreditation standards, class size in the Latta Pre-Kindergarten Program is limited to 20 students per class.

Children that will be four years old on or before September 1 of the upcoming school year are eligible for enrollment. Parents or guardians of a child who meets these criteria MUST NOTIFY THE ELEMENTARY PRINCIPAL PRIOR TO THE END OF ENROLLMENT DATES IN AUGUST OF THE YEAR OF EXPECTED ENTRY. Then the list of students will be prioritized by birth dates from oldest to youngest according to the following criteria until class size is met:

- A. In district children, children of employees, and transfer students who have a sibling who was enrolled at Latta since 2001-2002.
- B. Other out-of -district transfers with a sibling that was enrolled at Latta since 2002-2003.
- C. Other out-of-district transfers with no siblings at Latta.

If you have any questions, please call the Latta elementary office 332-7669.

#### **WITHDRAWAL FROM SCHOOL**

If a student is to be withdrawn from school, a note needs to be sent to the teacher stating the last day the student will be in attendance, or a call needs to be made to the principal's office with this information so that a withdrawal can be completed for the student to take to his/her new school. This form will facilitate enrollment in the new school. The parent/guardian needs to come to the school to attend to these matters before removing the child from school. The child will also take his/her personal belongings when leaving school. Also, any outstanding debt/lost items belonging to the school district must be cleared before records can be released.



### **SCHOOL VISITORS**

The school extends a cordial invitation to parents/guardians to visit during the school year. Parents/guardians are welcome to share lunch with their children. **However, all visitors to Latta Elementary School campus are asked to report to the office first.**

### **PARENT CUSTODY**

If parents object to a child being seen or taken from the school by another parent or anyone else involved in the custody of the child, that parent must file the proper legal documents with the school. Every effort will be made to notify the parent and authorized officials if such a case arises.

### **CHANGE OF ADDRESS/PHONE NUMBER**

At times during the school year, students move from one address to another, or a telephone number is changed. This information must be reported to the office where it will be available to the principal so that proper custodial parents/guardians can be reached in case of an emergency.

Telephones located in the offices are for business use only. Students will not be called out of class to answer the phone unless it is an emergency. Teachers will use discretion about the necessity of a student's use of the phone.

### **SCHOOL ILLNESS AND/OR INJURIES**

If a child is injured or becomes ill at school, the parent or guardian will be notified immediately. (Please give us a number where someone can be reached.) We will render simple first aid only. If emergency medical attention is necessary and a parent or guardian cannot be located, your child will be taken to the doctor or the emergency room of a hospital unless you have given written instructions to the contrary. All students will have on file an emergency medical form. Students with contagious diseases or fever should not be sent to school. Diseases that have been labeled contagious by the State Department of Health will require a doctor's authorization for

re-admission.

### **MEDICATION PERMISSION**

Latta School will **not** provide any type of medication to students. State Law requires that direction for administering a prescription medicine must be listed on the label as authorized by a licensed physician. Small containers labeled for school use may be prepared at the pharmacy and left at school for the duration of the illness. Medication permission slips are available in the Elementary Office.

**Nonprescription drugs** also need to be labeled and medication slips filled out. (Latta Policy FFACA) Students are not to keep any medications with them unless permission has been granted through the principal's office

Parents should notify the school of any special medication or special health problems.

### **MEDICAL RELEASE FORM**

Minor children must have a medical treatment release form on file if they participate in school activities that require them to leave the school campus. This form is part of the enrollment packet and should be completed at enrollment. Students are not to participate in activities off campus unless a Medical Release Form is on file.

### **STUDENT SURVEYS (REGULATION)**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may

include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student

or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parents/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:

- A. College or other postsecondary education recruitment, or

- military recruitment;

- B. Book clubs, magazines, and programs providing access to low-cost literary products;

- C. Curriculum and instructional materials used in schools;
  - D. Tests and assessments;
  - E. Student recognition programs; and
  - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
  3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

#### Definitions

The term "survey" includes an evaluation.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The term "personal information" means individually identifiable information; include a student's or parent's name, address, telephone number, or social security number.

The term "instructional material" means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

### **NOTICE TO PARENTS OF LATTA SCHOOL STUDENTS**

**ABOUT HIGHLY QUALIFIED TEACHERS  
NO CHILD LEFT BEHIND ACT OF 2001**

Parents are to be notified that they (parent) may request information regarding the professional qualifications of the student's classroom teachers. Please contact your building principal if you need information. This information may include the following:

- (i) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified. If you have questions or concerns, please feel free to contact the school principal at Latta Elementary School.

**Notice to Parents Regarding  
Child Identification, Location, Screening, & Evaluation**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

**Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may

require special and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

### **Screening**

Screening activities may include vision, hearing, speech/language, and health. Other screening activities may include: review of records and education history; interviews; observations; and specially developed readiness or educational screening instruments.

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

The Family Educational Rights and Privacy Act (FERPA) afford 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 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 is inaccurate or misleading.

Parents or eligible students may ask the 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 or misleading.

If the District decides not to amend the record as requested

by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

has

contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order

to

fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in



which a student seeks or intends to enroll.

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

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

The District will arrange to provide translations of this notice to non-English speaking parents in their native language. Copies of the complete FERPA policy may be obtained by contacting the Superintendent of Latta Schools, at 405/332-2092.

#### **STUDENT DIRECTORY INFORMATION**

Latta Public Schools proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent.

1. The student's name
2. The student's photograph
3. The student's class designation (i.e., first grade, twelfth grade, etc.)
4. The student's extracurricular participation
5. The student's achievement awards or honors
6. The student's height and weight if a member of an athletic team.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

#### **LATTA SCHOOLS ANNUAL NOTIFICATION FOR PARENTS, TEACHERS, AND EMPLOYEES**

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 review the plan, which is located at the superintendent's office and at each campus.

Latta Schools 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 hand-out bulletins, flyers and/or 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 materials which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

#### **IMMUNIZATION LAW**

The Attorney General has ruled that it is the duty of school officials to refuse any child admission to any school in the State of Oklahoma if the child does not have the required certificate of immunization. Evidence of immunization or proper examination must be presented before the child is allowed to attend school. The State Board of Health currently requires:

**Pre-School students must have:**

4 DPT, 3 Polio, 1 MMR, a completed Hepatitis A & B series, and 1 dose of varicella (chickenpox), or a parent's statement of a history of the disease will be accepted.

**Kindergarten students must have:**

5 DTP, 4 Polio, 2 MMR, a completed Hepatitis A & B series, and 1 dose of varicella (chickenpox), or a parent's statement of a history of the disease will be accepted.

#### **SEARCHES**

State law requires the local school to inform their

students that the student can expect no privacy concerning school lockers, desks, or other school property in its discipline policy.

The law reads "Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, and other school property."

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND  
INTERNET SAFETY POLICY**

The Latta Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

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

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon

reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

#### Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

#### Term of the Permitted Use

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

#### Acceptable Uses

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

decide if a use is appropriate.

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

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

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

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

- D. Uses that are commercial transactions. Students,

staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

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

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

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

C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

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

4. **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 website or MySpace (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 Latta 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.

### Internet Safety

- 1. General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
- 2. Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a

secluded place or in a private setting.

3. **"Hacking" and Other Illegal Activities.** It is a violation of

this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law

relating

to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

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

and

activities.

5. **Active Restriction Measures.** The school, either by itself or

in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using \_\_\_\_\_ for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide



research or other educational projects being conducted by students age 17 and older.

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

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

#### Privacy

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

#### Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user

violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

#### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

#### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user

(or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

### Google Apps for Education

The District provides Google Apps for Education accounts for student use in their academic program, which may include email accounts. Student data, which includes communications and work generated through these student accounts, are accessible to authorized District personnel for such monitoring, use or disclosure of this data as may be necessary for the educational program. Parents and students executing this Internet Use Agreement consent to this monitoring, use and disclosure by the District, and they consent to Google providing the District with the ability to do so. Parents and students executing this Internet Use Agreement authorize Google to provide these Services to the student as described in the Google Apps for Education Agreement and as administered by the District. Student data generated is stored and processed at Google facilities. Security and access to this data is governed by the Google Apps for Education Agreement which is posted on the District website or available upon request.

### **WIRELESS TELECOMMUNICATIONS DEVICES**

Students will be allowed to possess cell phones. The devices must be kept turned off and shall not be displayed between the hours of 7:30 a.m. and 3:15 p.m. or while under staff supervision including all forms of school transportation. All other types of telecommunication devices and electronic devices are prohibited. This includes but is not limited to:

- Beepers/pagers
- Portable games or toys
- MP3 Players or IPODS
- Headphones

Cameras or Camcorders

Any other electronic device

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized use of wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students will not be allowed to use the devices to take photographs while on the school premises, being transported by any form of school transportation, attending any school activity or while under the supervision of school staff unless permission is given by the building principal.

A student may request permission for exceptions to this policy based upon medical emergency or some other circumstance. Such permission may be granted by the administration for a specified period of time based upon the nature of the request. Exceptions will only be granted if it is deemed necessary by the administration.

Students found to be in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension.

#### **STATEMENT OF POLICY, DRUG-FREE SCHOOLS**

Latta participates in the national, state, and local Drug Free programs. Students who possess, use, or distribute illicit drugs (including tobacco or alcohol) shall be subject to disciplinary action. Such action may include long-term suspension for students and employment termination for employees. In addition to suspension and/or termination, students and employees are subject to referral for prosecution

under applicable laws.

Any student of this school/district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please refer to the school district's education curriculum.

#### **MEAL PROGRAM**

Meals are served daily in the cafeteria. The food service program prepares menus that are approved by the State Department of Education. The menu for the month is posted in each classroom. Milk will be offered unless a meal is brought from home or a doctor's note is on file stating that the student has a medical condition and needs a different type of drink. Parents will be responsible for providing appropriate alternative drink. Meals brought for Pre-Kindergarten and Kindergarten will need to be the kind that requires no heating. A microwave will not be available for this age group.

Quiet courtesy in the cafeteria is expected and enforced. Teachers who are on duty may ask and/or remove a student from the cafeteria area who is disruptive.

#### **CHILD NUTRITION MEAL CHARGE POLICY**

The school district offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

- The District discourages the charging of student lunches. Students that have charged meals shall not exceed \$30.00 in unpaid charges. If this amount is exceeded and not paid in a timely manner, then the student will be offered an alternate lunch. Students will not be allowed to have additional charges after May 1.
- Notices of unpaid charge balances will be sent to the

parents/guardians on a regular and consistent manner to avoid the lunch program carrying charge balances. All communications will be directly with the parent or guardian. Under no circumstances will a child receive a hand-stamp or any other physical marking to show that they have unpaid charge balances.

- If no response to unpaid lunch charges is received by the District from parents/guardians and attempts are made to collect the balances, students will not be able to charge again until the charges are paid. All excessive balances may be subject to referral to a collection agency. The student will be provided an alternative meal.
- Parents who could be eligible are encouraged to apply for Free and Reduced Lunch under the federal government guidelines. Applications are available at the schools and on the district website.

Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a child in error, the child will be allowed to consume the food that was provided to the student in error. Staff members will be instructed to adhere to this policy.

#### **GUIDELINES FOR MONEY LEFT IN AN ACCOUNT**

1. All funds in a student's account may be refunded upon request.
2. If at the end of the school year, the student does not request a refund, the remaining balance will be placed in the student's account for the next fiscal year.
3. If a student leaves the district without requesting a refund, the money will be handled in the following manner:
  - a. Less than \$10.00 - the money will be considered a donation to the Child Nutrition Program.
  - b. \$10.00 or more  
-  
the money will be forwarded to the last known address of

the

student. If the envelope is returned unopened, the money will be treated as a donation to the Child Nutrition Program.

### **DRESS CODE**

Modest standards of dress and clean appearances reflect self-worth, maturity, and assist in creating an atmosphere that is conducive to learning. Pride in one's appearance and grooming is a highly commendable trait. We expect our students to be appropriately dressed in clothes suitable for school activities. All students must wear shoes at all times. **PLEASE** label any clothing item that may be taken off during the school day (jackets, sweaters, sweatshirt, etc.),

When an elementary student is not properly attired for school, the principal or counselor will notify the parent so that suitable wearing apparel can be provided for the student.

- 1) Shorts - inseam of 6 inches and the shortest part of the shorts must also meet the 6 inch level; no bike/boxer shorts. The waistband cannot be worn rolled up resulting in a shorter level than a 6 inch line around the leg.
- 2) Shoulders - minimum of 3 inch shoulder straps (halter tops, backless clothing, oversized arm openings that expose undergarments or upper body areas are not allowed)
- 3) No low cut tops; midriff must be covered; no see-through clothing including pants, shorts, etc. with holes, rips, or tears above the 5 inch pant inseam 4) No clothing with inappropriate, obscene, or vulgar pictures or writing. (Includes references to alcohol, tobacco, sex, nudity, weaponry, violence, etc.)
- 5) No hats, caps, or other headgear (including bandanas) worn in building.
- 6) Skirts should be no more than 4 inches above the top of the kneecap and the bend of the back of the knee. (This includes clothing worn over leggings or tights.)

- 7) No visible body piercing, except for earrings, will be allowed.
- 8) No visible temporary body marking will be allowed.
- 9) In order to insure that students are on task and learning is taking place, students must wear their hair so that the entire eye is visible.
- 10) No distracting colored hair or accessories.
- 11) Tights, workout/yoga pants, leggings, spandex, etc. may only be worn with a shirt or top that completely extends to the 3 inch inseam level.

Any dress or accessories which adversely affects student safety, ability to communicate, or which impedes the educational process will not be allowed.

The Board of Education and School Administration has the authority to make any decision to correct any situation pertaining to the dress code, or any situations that are not in the best interest of the school, student body, and the educational process.

#### **GANG POLICY**

Latta School wishes to provide students the opportunity for a quality education in a safe and pleasant environment. Therefore, no gang-related activity, behavior, paraphernalia, or style of dress shall be tolerated. This includes, but is not limited to, bandanas, sagging pants, gang signs, and chains.

#### **PROMOTION/RETENTION**

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



curriculum grades.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board (7024-114.1).

If a student is a transfer and does not wish to follow school recommendation on placement then the transfer may not be permitted.

#### **PROFICIENCY BASED CREDIT**

Upon written request of student parent or guardian, a student will be given the opportunity to demonstrate proficiency in the one or more of the core curriculum areas. Two opportunities (September & February) to demonstrate proficiency will be offered annually. Written requests must be submitted to district officials at least 25 days prior to the assessment date. Assessment dates will be announced.

#### **EVALUATION OF STUDENT ACADEMIC PROGRESS**

The school year is divided into two semesters/ four nine week marking periods. Grades are calculated by semester. On the first and third nine weeks, two reports will go out to students the progress report on the fifth week of each nine weeks and the report card at the end of the nine weeks. On the second and fourth nine weeks, the progress report is optional for the student whose progress is satisfactory. Additional reports may be forthcoming if a teacher feels a student is making unusually slow progress in a particular subject or is doing an outstanding job.

Report cards are sent on the Wednesday following the close of the nine week period.

Letter grades are used for reporting pupil progress. These

letter grades represent cumulative scores achieved by the student each semester at the time the report is issued.

<b>Grading scale</b>	
<b>90 - 100</b>	<b>4.0</b>
<b>80 - 89</b>	<b>3.0</b>
<b>70 - 79</b>	<b>2.0</b>
<b>60 - 69</b>	<b>1.0</b>
<b>59 below</b>	<b>0.0</b>
<b>Music/P.E.</b>	<b>S./ U.</b>

An Honor Roll has been set up to reward those students who continue through a nine weeks' period with above average or excellent work in all regular subjects. The criteria for the Superintendent's Honor Roll is to have all A's in classroom subjects that grades are given for. To be on the Principal's Honor Roll, a student must have all A's and B's in all classroom subjects that grades are given for.

#### **GRADING/HOMEWORK/TESTING POLICY**

A student will be given the number of school days he/she was absent to make up missed work/test. During this time, incomplete grades (I's) will be given instead of zeroes. If work is not made up in the prescribed time, the "I" will be changed to a zero (F).

Students will be reminded before they leave each day if they have work to complete at home. However, the student still has the final responsibility to get his work in even if he/she is not reminded each day. Parents have a responsibility to check with their children before they leave for school each day to see that their children get their work to school.

If a student knows about an assignment or test before they are absent the student will be responsible for that assignment upon their return. Students will have as many days as they are absent to make up missed work.

When your child is absent, it is your responsibility to call and get the students homework. You will need to call the office by noon if you want to pick it up that day. We will try our best to have it ready for you after three o'clock in the

elementary office. If you call after noon it will be the next day after three o'clock before we can have it ready.

### **EXTRACURRICULAR ELIGIBILITY AND CONDUCT**

Elementary students participating in extracurricular activities at Latta learn more than just competition. It is a means whereby students learn a way of life: the idea of "Win without bragging and lose without complaining." This participation also teaches fair play, honesty, understanding, cooperation, teamwork, and that quitting can only bring failure, while hard work can produce success.

**Conduct of a Latta participant-** Actions of a participant are observed by adults and students in various places. It is important for participants to exhibit their best behavior.

- (1) At the contest: A real participant does not get into fights, lose his/her temper, or use profanity. After the contest, a show of good sportsmanship is proper by congratulating the other team whether you win or lose. Contrary actions are a reflection on you, the sponsor, the school, and the community, and will not be tolerated. If violations persist, a participant may be disciplined or removed from the activity.
- (2) In the classroom: A good team member makes the best possible use of class time. Passing grades as well as good citizenship are expected. Periodic eligibility checks will be made to insure that the student is doing justice to class work.
- (3) On the campus: Members should assume leadership roles:
  - (a) Being neat and well groomed,
  - (b) Not using profanity,
  - (c) Setting a good example,
  - (d) Communicating courteously.
- (4) On trips: Your actions on trips reflect on the school, sponsor, and the community. Maintain proper dress and action on the bus. Members will leave and return on the activity bus unless excused by sponsor.
- (5) Physical condition: Only a well-coordinated contestant

can perform to the best of his/her ability. Use of alcohol, tobacco, or illegal drugs will not be allowed.

- (6) Each participant is financially responsible for equipment issued and must return items at the end of the activity or pay for them.

A failing grade in any classroom subject will render the participant ineligible until the grade is brought up to a passing level. The same eligibility rules that govern the Secondary School Association will be used.

**Suspension from School:** Any contestant who violates the Code of Student Conduct in connection with an interschool contest or activity will be disciplined according to existing policies, rules, and regulations of the district. Suspension from school will be in addition to suspension from participation in athletics or other extracurricular activities.

**Suspension from Sport or Other Activity:** Coaches, sponsors or other school leaders shall review with athletes or others participating in school-sponsored activities expectations for student conduct and behavior including the requirements of the Student Conduct Code. Violations of the conduct code whether the student is in or out of school at the time of the violation may be punished by temporary removal from practice or competition. The length of the removal shall be determined by the coach, sponsor or leader and the Athletic Director.

**Disqualification - Grievous Misconduct:** Athletes and others involved in extracurricular activities are advised and informed in writing that participation in athletics and other school sponsored activities within Latta Public Schools is a privilege and not a right. All athletes' and other participants' conduct is expected to bring respect to themselves, their teams, their endeavor as well as to Latta Public Schools. Any behavior, whether occurring in school or out of school, bringing dishonor to the student, the team, the endeavor or the District will not be tolerated. Grievous misconduct, as determined by the superintendent or designee, may therefore result in permanent disqualification from participation in any and all athletic or

other activities for the remainder of a student's enrollment in Latta Public Schools. Grievous misconduct may include, but is not limited to, bullying (including cyberbullying), hazing, and brutality in any form, physical attack upon an official, coach or sponsor, violence of any nature, a pattern of continual misbehavior and/or any criminal act.

**Notice:** Any student whose privilege to participate in a school-sponsored sport or activity is revoked shall be provided with written notice of this circumstance simultaneous with notice to the student's parents/guardians by the principal of the school upon direction by the Superintendent or designee. The appropriate district Administrator will be provided a copy of the Notice. Where appropriate the Oklahoma Secondary School Activities Association (OSSAA) shall be copied.

#### **DISCIPLINE**

All teachers use the assertive discipline format in their classrooms as well as utilizing positive reinforcement. The teachers establish rules as well as rewards and consequences for following and not following classroom and school rules. On the first day of school, each teacher will send home a copy of classroom rules and procedures as well as playground and bus safety rules.

School Laws of Oklahoma: Article VI, Section 102, "The teacher of a child attending a public school shall have the same rights as parents to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher."

The discipline within the classroom is the responsibility of the principal of the school and the teachers, with the understanding that the teachers will try to solve their discipline problems first. The next step is to go to their principal, then to the superintendent and finally to the Board of Education if a satisfactory solution is not reached.

The type of punishment to be used will be left to the discretion of the classroom teacher with approval of the principal and with the understanding that proper discretion be

used at all times.

Corporal punishment may be administered when necessary. This shall be done at the discretion of the principal.

In the event that a child refuses to allow the principal to administer discipline or correction, the parents will be called to remove the student from the school grounds.

When it is necessary to suspend a child from school temporarily because of his inability or unwillingness to conform to the school situation and accepted standard behavior, the action and reason will be reported to the parent or guardian. Students suspended out-of-school will not be allowed to participate or attend any Latta School activities on or away from school premises. Students who are assigned in-school suspension will not be allowed to participate in any school activities during the school day. Participation or attendance at school activities while under in-school suspension after the school day will be up to the principal or his designee's discretion.

The Superintendent may, with good reason, recommend to the Board of Education the suspension, following due process, of any pupil found guilty of incorrigible conduct for the remainder of the semester and/or the succeeding semester.

School officials recognize a student's right to "due process of law" in all matters concerning suspension and expulsion. The principal shall have authority to suspend any pupil who is guilty of any behavior deemed inappropriate or guilty of, but not limited to, the acts listed below. This authority applies while in attendance at Latta or in transit by bus to or from school or under school supervision or at any school function authorized by the school district or when present at any facility under the control of the school district:

1. Immorality, profanity, or language not appropriate for school behavior. (FOD)
2. Violations of written school rules, regulations or policies.  
(FOD)

3. Possession, threat or use of dangerous weapon or any accessories associated with weapons of any kind. (FNCGA)
4. Assault and battery. (FOD)
5. Possession of any narcotic, drug, stimulant, depressant, alcohol, tobacco or substances that are portrayed as such. (FNCE, FNDC, FO-R3)
6. Possession or use of laser-pointing devices.
7. Conduct which jeopardizes the safety of others or is calculated to disrupt the operation of the school. (FOD)
8. Truancy. (FDC-R)
9. Stealing. (FOD)
10. Hazing or Harassment, Bullying (FB, FNCC)
11. Fighting
12. Adjudication as a delinquent (FOD)

Students/parent(s) who intend to appeal should notify the superintendent within 10 days. (Latta Policy FOD-R)

One of the most important lessons education should teach us is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the key to good conduct and proper consideration for other people.

### **BULLYING/HARASSMENT**

#### **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING**

The Latta Public Schools' student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

#### Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a

reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

## 2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child;

## 3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction



of the intended victim.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body.

Such conduct may also constitute sexual harassment - also prohibited by Latta Public Schools.

#### Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students

##### 1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Latta Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an

annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

#### Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

#### Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the assistant superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

#### Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their

children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

#### **HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed,

color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or

- facilities damaged by the student's behavior
10. Restriction of privileges
  11. Involvement of local authorities
  12. Referring student to appropriate social agency
  13. Suspension
  14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide Confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and

students.

#### **CARE OF TEXTBOOKS, LIBRARY BOOKS, SCHOOL PROPERTY, ETC.**

Students are responsible for all textbooks and library books issued to them during the school year. The school must be reimbursed for lost or damaged books. All moneys collected are paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or to the office immediately.

#### **CRISIS PLAN**

The district has adopted a crisis plan that will be adhered to in the case of an emergency. Fire and tornado drills are held at irregular intervals and in compliance with state regulations throughout the school year. Remember these basic rules:

- (1) Check the instruction posted in each classroom that indicates how to evacuate for the emergency.
- (2) Walk safely! Move quickly and quietly to designated area.

Bus evacuation drills are also held periodically in compliance with state law. Students are also provided with bus safety rules.

#### **NON-ACADEMIC OBJECTS**

Students who bring personal items to school need to have parental and teacher permission. This will deter trading of articles without parental permission.

Please label personal items. The school is not responsible for any lost or broken articles and/or equipment that are

brought to the school by the student.

Party invitations and gifts, unless provided for the whole class should not be brought to or exchanged at school.

### **INVITATIONS**

Any invitations distributed at school will be subject to the following rules:

1. If you want to hand out an invitation to just boys in a class then all the boys in the class must receive one.
2. If you want to hand out an invitation to just girls in a class then all the girls in class must receive one.
3. If you want to hand out an invitation to children of both genders in a class, all children in that class must receive one.

### **VENDING MACHINE**

Cokes and candy may not be obtained before school starts and until after the buses have left in the afternoon. NO COKES, CANDY, OR GUM is allowed, opened or unopened, on buses or in classrooms (except special occasions designated by teachers). NO COKES OR CANDY are allowed with noon meals unless a lunch is brought from home, and these things must be brought from home. If trash or spills become a problem these privileges may be suspended. The school cannot be responsible for any money lost in the vending machines.

### **NO SCHOOL BECAUSE OF BAD WEATHER**

Instead of calling the principal or the school to see if we are dismissing school due to bad weather, you should listen to both state and local media outlets, and watch for the Latta School Notifier. They will be notified prior to 7:00 a.m.

### **HEALTH**

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of

the student shall be notified and a conference with the parents will be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice and/or nits shall be prohibited from attending school. A student may return to school after a health officer notifies the school in writing that they have determined that the child is free of head lice and/or nits or that the disease is no longer contagious.

#### **HYGIENE**

Students are encouraged to form good health habits and good grooming habits. They are to only use their own comb and brush, rather than someone else's. Periodically parents need to check for head lice and make sure their children's hygiene is adequate so they do not disrupt activities.

#### **SCHOOL SPIRIT**

There are many elements which make up school spirit. Some of the more important ones are the following:

- The comradeship and friendliness that are experienced in the classroom, hall, gymnasium, or on the campus;
- The feeling that we must have the good will and respect of fellow students and teachers;
- The feeling of pride that is aroused when students and teachers earn honors for themselves and the school.
- The joy of living and belonging in a school that believes in a democratic way of life where each individual is considered important:
- That "something" which remains in our memory years later



that prompts us to say proudly, "I went to Latta Elementary School."