

LATTA SECONDARY SCHOOL



STUDENT HANDBOOK

2018-2019

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## **Mission/Purpose**

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.

This handbook contains general student information as well as a summary of the policies, regulations, and procedures for students as established by the Latta School Board in collaboration with its school administration and faculty and documented in the School Policy Reference Manual. Students are responsible for making themselves and their parents aware of these policies.

## **General Information**

Classes at Latta HS/MS begin at 8:15 a.m. and end at 3:00. Students are required to enroll in seven (7) periods a day in Grades 7-12. (Seniors with work permits must enroll in at least six periods.) Notice of cancellations due to bad weather will be given to local and state media outlets and via text notifier. The Latta Public School System does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status.

## **Graduation Requirements**

Students and parents are required to select between the College/Prep / Work Ready graduation curriculum and the Core graduation curriculum. These requirements – outlined below – will be provided to students upon enrolling in 9th grade and the selected plan will be on record in the counselor's office. According to law, if a student's parent/guardian does not select between the two plans, the student will automatically be enrolled in the college prep / work ready curriculum.

### **College Prep/Work Ready Graduation Plan**

4 Units English  
3 Units Lab Science (Biology required and beginning with the Class of 2019, Phys Sci, Physics, or Chemistry required)  
3 Units Math (Algebra I and above)  
3 Units History/Citizenship Skills (OK Hist, Gov't, AM Hist required)  
2 Units of the same Foreign Language or 2 Units Computer Technology  
(One Computer unit required by district policy)  
1 Add'l Unit from above courses or approved technology education courses  
1 Unit or set of competencies The Arts or Speech  
Electives to complete 25 units  
Requirements for Personal Financial Literacy Passport  
Required instruction in CPR/AED (once during grades 9-12)

### **Core Graduation Plan**

4 Units Language Arts  
3 Units Lab Science (Biology required)  
3 Units Math (Algebra and above)  
3 Units Soc. Studies (OK Hist, Gov't, AM Hist required)  
1 Unit Computer Applications  
1 Unit or set of competencies in the Arts  
Electives to complete 25 units  
Requirements for Personal Financial Literacy Passport  
Required instruction in CPR/AED (once during grades 9-12)

*Seniors who lack more than one unit will not be allowed to participate in graduation exercises. Graduation exercises and attire will be under the authority of school administration. Only school issued/approved attire (honor chords, stoles, etc.) will be worn with graduation caps and gowns.*

### **Graduating With Highest Honors**

Latta High School will recognize students who graduate with "highest honors." The following criteria will be used:  
Students must have a 4.0 or higher GPA  
Cumulative GPA will be figured by rounding to the nearest 1/100 on a 5-point scale  
All classes except those with Pass/Fail grades will be used to figure GPA  
Students must have completed 4 advanced (5 pt) units  
Students must complete the final four semester at Latta

### **Grades/Classes**

5 Point Grading Scale

#### **(Advanced Classes)**

90 - 100 %	A = 5 points
80 - 89 %	B = 4 point
70 - 79 %	C = 3 points
60 - 69 %	D = 2 points
59% below	F = 0 points

Classes include:

Physics, & Chemistry  
Trig, Calculus  
Anatomy/Physiology  
All AP courses and Pre AP English II

### **4 Point Grading Scale**

90-100% = A - Excellent	4 points
80- 89% = B - Above Average	3 points
70- 79% = C - Average	2 points
60- 69% = D - Below Average	1 point
59 below = F - Unsatisfactory	0 points

I=Incomplete (Work must be completed in 2 wks or grade becomes an F)

Students exempt from semester tests will receive a final grade based on total points. Students taking semester tests will receive a final grade based on total points (80%) and semester tests (20%).

### **Oklahoma's Promise**

Program provides resident tuition for courses needed to complete a degree/program within 5 years from award. To be eligible, students must:

- 1) Be a resident of Oklahoma
- 2) Commit to the program as an 8th, 9th or 10th grader
- 3) Complete college admission regulations
- 4) Graduate with a 2.5 GPA or higher
- 5) Have a family income of \$55,000 or less (Increases to \$60,000 in 2018)
- 6) Be admitted to an institution of higher education or a post-secondary career tech program.

Interested students / parents who feel they may be eligible should contact Wendy Norton in the Counselor's office, or call 332-3298.

### **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 (August & January) 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.

### **Concurrent Enrollment**

The concurrent enrollment program provides an opportunity for interested junior and senior students to expand their course studies. A cooperative program set forth by the State Board of Education and the Regents for Higher Education, concurrent enrollment allows junior and senior students enrolled in an accredited Oklahoma high school to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements.

In accordance with the policy of the board, this regulation shall govern the concurrent enrollment of any student who wishes to attend a college or university during his or her junior and/or senior year. This policy begins with the Class of 2019. The student must be making satisfactory progress toward graduation and have sufficient credits to enroll in concurrent courses.

The student must complete a "Concurrent Enrollment" form and provide written permission from his/her parent or legal guardian along with the other required documentation - including a contract signed by the student and parent - to the counselor or principal before each semester begins. The student must present, to the Latta High School counselor or principal, an official grade report from the college or university where the course was completed within 10 days of completion of the course.

Students may enroll in college courses to meet minimum high school graduation requirements. Courses approved for concurrent enrollment shall be reflected on the high school transcript. Core academic courses taken concurrently that are equivalent to high school courses shall be given core academic credit at the discretion of the high school principal. *Examples are: Freshman*

*Composition 1 & 2 = English IV, College Algebra = a fourth HS math credit, A College Science = A third or fourth HS science, A College History = A fourth HS Social Studies (With the exception of Federal and State tested subjects, which will count only as elective credit.)*

Concurrently enrolled students who elect to withdraw from or drop a college course prior to the completion of the semester must contact the school principal or counselor immediately and return to full time enrollment in his/her high school. The withdrawal grade will be reflected on the high school transcript as issued by the participating college or university. Students who have not completed the course requirements of any replacement course(s) will be subject to the LPS attendance policy for determination of a letter grade and credit.

Concurrent courses taken that are Federal or State required test subjects will only be counted as elective credit. Federal and State required test subjects must be taken at the high school. High school students concurrently enrolled in college courses taken for high school credit may continue concurrent enrollment in subsequent semesters if they achieve a college cumulative grade point average of 2.0 or above on a 4.0 scale.

Transcription of concurrently enrolled college courses shall occur as follows:

Academic credit shall be awarded for courses taken through concurrent enrollment that have been correlated with the academic credit awarded by the institution of higher education and approved by the Oklahoma State Regents for Higher Education. Each core college course must be worth 3 or more college credits in order for the student to receive 1 full credit on his/her transcript; with the exception of Freshman Composition 1 and 2 in which the student must take both semesters in order to receive a full credit of English IV on the student's transcript.

Courses taken for elective credit will be worth ½ credit on the student's high school transcript. Academic credit shall be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the district.

Grades received for college credit will be factored into the student's cumulative grade point average (GPA). College courses will be transcribed as unweighted on the student's high school transcript. This could affect selection criteria for *Graduates With Highest Honors* or other academic honors programs.

*(Changes in state regulations will apply in the event of a discrepancy between local and state regulations.)*

### **Honor Roll**

The Honor Roll recognized students who achieve academically. A Student must have A's in each subject enrolled to make the Superintendent's Honor Roll. To make the Principal's Honor Roll, a student must have a B average in all subjects with no grade lower than a C.

### **National Honor Society**

Latta School is a charter member of the National Honor Society. A faculty committee uses NHS criteria to select eligible members for NHS.

### **Oklahoma Honor Society**

Each year ten percent of the students at Latta who have the highest scholastic average for work done the first semester of the current year and the last semester of the previous school year are nominated for admission into the Oklahoma Honor Society. A certificate of membership is given at the awards assembly to each member who qualifies.

### **Scholastic Eligibility**

The implementation of the OSSAA eligibility rules will be in effect for the school year with the exception of the following *rules* currently in effect at Latta School: A student must pass five classes (excluding PE/athletics) to meet eligibility requirements. Students failing to meet this standard may regain eligibility at the end of six weeks by passing all classes enrolled in during the current semester. Summer school credit earned during June or July sessions may be used to meet the end of the semester requirements for the spring semester.

The rule requires weekly review of the schoolwork of students participating in extracurricular activities – any activity that involves competition or requires a student to miss class. A student who is not passing all classes will be placed on probation for a week. If, after another week, the student is passing all classes, he will then be eligible to compete. If not, he will then be ineligible until he is passing in all classes.

### **Report to Parents**

Report cards will be made available to students following the end of the grading period. Students owing charges will not receive grade cards.

During the grading period, grade averages will be provided in a timely manner to students. Failing or About-to-Fail notices will be sent by mail to parents the 5th week of each grading period.

### **Dropping a Class**

Class changes may be made with permission from the counselor or principal during the first three school days each semester.

### **Retaking Classes**

Letter grades from each class taken either by choice or through graduation requirements will be used in the computation of each student's GPA. Credit will be given only once for a particular class.

### **Attendance**

In order to maximize their full educational potential, students should attend all classes. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Students with excessive absences in any class will receive a failing grade. Exceptions to this requirement will be considered for extended illness and other extenuating circumstances approved by the principal. Medical documentation will be required and must be received in the principal's office within one week of student's return to school.

### **Absences**

Excused absences *may* be granted for the following reasons: 1) Illness 2) Medical appointments 3) Funerals 4) Legal matters 5) Extenuating circumstances deemed necessary by the principal. Parents are to contact the school on or before the day absent. In cases where this is not possible, the student is to bring to the office a note from the parent explaining the student's absence. This is to be done before school the day he returns. A student must be present a minimum of 30 minutes in a class to be counted present for that class.

### **Tardies (begin anew each 9 week period)**

1. Student not in their seat when the bell begins ringing are tardy.
2. The following steps will be followed for tardy students:  
First tardy: Teacher warning  
Second tardy: Office and parent notified  
Third tardy and beyond: Detention administered
3. 3 tardies will count as an unexcused absence for test exemption.
4. If a teacher detains a student until the student is late for the next class, the student should request a note from that teacher for the next class, and the student will not be counted tardy.

**Make-up Work** A student will not be permitted to make up the work missed for *an unexcused absence or tardy*.

Arrangements to make up tests should be made with the teacher. Students will be allowed one day to make up work missed for every day that an absence was excused. Students who miss a previously announced test due to absence will be required to make up that test the day that they return to school.

**Test Exemptions** Students meeting the following criteria may be exempted from semester tests. Students must meet the following criteria for exemption:

<u>Grade</u>	<u>Maximum Absences per Semester</u>
A	4
B	3
C	2 <i>(Students who have been suspended are not exempt from semester tests.)</i>

### **Extra-Curricular Activities**

At Latta Schools, we feel that extracurricular activities are an important part of the total school experience. We do realize that classroom participation and schoolwork are our main priorities. For this reason, the following attendance requirements will be in effect for students who participate in extracurricular activities:

A student will be in class a minimum of 4 class periods the day of an activity or the student may be considered ineligible to participate in activity on same day. Exemptions include:

- 1) Medical appts (doctor note required from that day's appt)
- 2) Funerals
- 3) Extenuating circumstance deemed necessary by the principal
- 4) Legal matters

- 5) Observing a holiday required by student's religious affiliation
- 6) Participating in other school activities (school related)

**Extracurricular Activity Student Code of Conduct**

**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, 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 notified.

**Organizations**

**The following organizations have been established for students with the organization's mission and current sponsor listed:**

**National Honor Society** *Mission:* As a service organization, NHS's purpose is to improve the school and community around us. We do not exist in order to be recognized for our own benefit; we exist in order to serve others and to maintain the high standards of Latta School. Our organization is centered on the principles of scholarship, service, leadership, and character. ***Sponsor:***

**Student Council** *Mission:* Advocate and advance the study and learning of student government  
Encourage and support the development and implementation of meaningful and effective use of organizational structure and individual responsibility  
Provide a program of stimulating and useful civic activities for members  
Provide for educational and productive interaction among members, student body, administration, Board of Education, and students and leaders from other schools. ***Sponsor: Carla Harris***

**DECA** *Mission:* The mission of DECA, Inc. is to enhance the co-curricular education of students with interest in marketing, management and entrepreneurship. DECA helps students to develop skills and competence for marketing careers, to build self-esteem, to experience leadership and to practice community service. DECA is committed to the advocacy of marketing education and the growth of business/education partnerships. ***Sponsor: Stacy Oakley***

**Latta Rotary Interact** *Mission:* Rotary Interact is a service club for youth ages 14-18. Clubs benefit from sponsorship by Ada Sunrise Rotary Club, which provide support and guidance. Interact's global youth network is dedicated to community and international service. Every Interact club project, great or small, has a lasting impact on society worldwide. ***Sponsor: Stacy Oakley***

**4-H Club** *Mission:* 4-H empowers youth to reach their full potential, working and learning in partnership with caring adults. ***Sponsor: Bobbie Priest***



**Fellowship of Christian Athletes (FCA)** *Mission:* To present to students and all they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. **Sponsors: (HS) Brenda Truett & (MS) Missy Rogers**

**Latta Organization of Speech and Theater (L.O.S.T.)** *Mission:* To enable creative minds to learn how to experiment with speech, drama, and debate, to come together as a team and form new friendships, to learn how to perform and compete successfully, and to represent Latta High School with dignity and respect. **Sponsor: Davida Smith**

**Latta FFA Chapter** *Mission:* FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. **Sponsor: Seth Reeves**

**FCCLA (Family, Career, Community Leaders of America)** *Mission:* To promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation. **Sponsor: Jamie Clark**

**Cheerleading** *Mission:* To promote school spirit throughout the student body, faculty, and citizens of the community, support ALL organized athletic teams, and provide positive leadership in all aspects of school life. **Sponsor: Shale Long**

**Latta Peacemakers** *Mission:* To promote Native American cultural awareness, provide leadership opportunities and enrichment, and foster positive communication and relational skills for students of all cultures. **Sponsor: Jamie Matthews**

### **Letter Awards**

The following criteria are used for students to order letter jackets:

1. The student must finish both seasons (fall and spring) in the sport or sports in which he is participating.
2. For a sophomore to order a jacket, the above requirements must have been met as a freshman participating on the sr high team.
3. Only students participating in varsity sports will be eligible for an athletic jacket. "JV" team participants will not be eligible for a letter. Any athlete suited up for State Tournament appearance will letter in the respective sport.

### **Cheerleaders**

Cheerleaders are selected for the forthcoming school year in the spring. Students are given an opportunity to try out and then are selected by a team of judges decided upon by the sponsor. To be eligible, a student must have good moral character and be accepted by the student body. Students who are cheerleaders cannot be a member of a basketball team because of time requirement conflicts. The requirement to receive a letter for a cheerleader jacket is that the student must have been a cheerleader for a preceding year while in high school.

### **P.E. Classes**

Students in PE classes will be required to suit out each day.

### **Livestock Shows**

Students showing livestock through Latta 4-H/FFA will be granted school activity allowances for the Pontotoc County Fair and Spring Livestock shows, SE Regional Livestock Show, Tulsa State Fair, OYE, and if requested, one additional regional or national level show. The needed days granted will be at the discretion of the FFA/4-H advisors.

### **Truancy**

A student is considered truant when he leaves school without permission from the office or when he remains away from school without the knowledge of his parents.

Students may not leave the school premises during the school day without receiving permission from the principal's office. Before permission is granted for a student to leave:

1. The principal's office must receive a note/phone call from the student's parent/guardian stating why the student needs to leave.
2. Students will check out the principal or secretary and check in by same procedure if returning to school that same day. (Students are not allowed to leave school for lunch.)

Any student who fails to abide by these policies will be truant.

### **Closed Campus/Visitors**

It is the policy of the Latta Board of Education to have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day. Students arriving late to school must check in through the office.

When a student leaves home for school in the morning, using school transportation, the school day starts for that student. Upon arrival on campus, students should gather materials for first period class and go to an approved area to wait for class. Sitting in a vehicle is not permitted.

No student visitors are allowed on campus unless permission has been granted through the principal's office. Parents/adult visitors should check in at the principal's office. All items (including lunch) brought to students must be delivered to the principal's office.

#### **Vehicles/Driving Privileges**

Students' vehicles must be properly parked in high school parking lot. Each student that drives a vehicle may be assigned a parking space. Students will not be permitted to leave in a vehicle during school hours unless cleared through the principal's office. When students enter the parking lot, they are to park their vehicles and get out. No loud music shall be played when entering or leaving the school zone. Students who drive recklessly or unsafely in school zones and/or on school property are in danger of losing driving privileges. Students are not to return to their vehicles during the school day.

#### **Tobacco Policy (Latta Policy FNCD, OK State HB #2529)**

No form of tobacco (or related use items such as lighters, matches, etc.) will be allowed on campus (including the baseball field and ag-ed building) either during or after school or at extra curricular activities. Vaping and possession/use of vapers, e-cigarettes, etc. are prohibited.

#### **Dress Code (Latta Policy FNCA)**

Modest standards of dress and clean appearance reflect self worth, maturity, and assist in creating an atmosphere conducive to learning.

- 1) Shorts - inseam of 5 inches minimum and the shortest part of the shorts must also meet the 5 inch level; no bike or boxer shorts
- 2) Shoulders - minimum of 3 inch shoulder straps (Halter tops, backless clothing, and attire with over-sized 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 headwear worn in building
- 6) Skirts/dresses can be no more than 4 inches above the top of the kneecap and the bend of the back of the knee.
- 7) No visible body piercing, except for earrings, will be allowed.
- 8) No visible temporary body markings will be allowed
- 9) In order to ensure 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 extends to the 3 inch inseam level

(If a student is sent home because of a dress code violation, it is not an expulsion or suspension, but a disciplinary measure to correct the violation. The student should return immediately to school because while a student is absent, he/she is unexcused during that time away from school.)

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 have 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, or the educational process.

#### **Discipline Policy**

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 in 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. (*Attendance* at school activities for students in ISS may be at the principal'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 discipline, including suspension, 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, in transit to or from school, under any school supervision, 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. (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 related use items or any substance 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/parents who intend to appeal a suspension should notify the superintendent within 10 days. (Latta Policy FOD-R)

### **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.

### **BULLYING/HARASSMENT (FNCD-R)**

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**

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 (FNCD)**

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.

#### **Drug-Free Schools Policy (Latta Policy FNCF)**

Students who possess, use, or distribute illicit drugs including steroids or alcohol, or any related drug use items including pipes, roach clips, rolling papers, etc., at school or at any school related function shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students. In addition to suspension, students are subject to referral for prosecution under applicable laws.

Any student or teacher who has reasonable cause to suspect that a student may be under the influence of or has in his possession: (1) alcoholic beverages (2) a controlled dangerous substance, as defined by State Law, shall immediately notify the principal of such suspicions. The principal shall immediately notify the school's superintendent and the parent or legal guardian of said student concerning the matter. (Ref. O.S. Title 70 Sec 133.)

Any suspension and/or search of said student will be subject to any applicable law. 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.**

#### **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 Web site 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.

### **Cell Phones / Wireless Telecommunications Devices**

Students in grades 7-12 are not allowed to use cell phones during class unless specifically directed by the teacher for educational/academic purposes only. During class time, these devices must be kept turned off and shall not be displayed. (5<sup>th</sup>-6<sup>th</sup> grade students are not allowed to use cell phones any time at school between 7:45 am and 3:15 pm unless directed as stated above.) Failure to adhere to this requirement will be addressed as a violation of both classroom and school policy. 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, or any other electronic device.

Students are specifically prohibited from using cell phones or other related electronic devices for the purpose of photographing, videoing, other recordings, etc. while on school premises – whether in class or out of class, while 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.

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 communication 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.

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.

### **Buses**

Buses used by Latta School meet requirements of the State Dept. of Education and operate in cooperation with its regulations. Safety is a priority and students are to regard a bus as a classroom relating to their conduct. Bus drivers have absolute authority and will maintain discipline to prevent accidents. Students may be suspended and/or lose riding privileges if rules are violated. Students riding buses should be careful when loading and unloading and should always wait for the bus to stop before proceeding.

When a student enters a bus or bus zone, he is under supervision of the driver who is a school official and has the same authority as teachers.

### **Hallways**

Students will refrain from loud talking, running, boisterous behavior, or other improper action in hallways. Excessive displays of affection between students will not be allowed in halls or elsewhere.

### **Assemblies**

Students are expected to be attentive and show respect during assemblies. Students who misbehave or show disrespect will be removed from the assembly and disciplinary measures will be taken. All students will attend assembly programs.

### **Marring of Physical Property**

Latta students take great pride in keeping the building and grounds looking trim and neat. The proper cooperation of all students is necessary to keep the equipment, buildings, and grounds in good condition. Students responsible for damaging, breaking, or destroying school property are responsible for replacement costs associated with such.

### **Textbooks**

Textbooks will be furnished to all students. Students will be charged for textbooks damaged or lost.

### **Lockers**

Lockers will be assigned to each student. Students are to use only the locker they are assigned. Each student is expected keep his locker neat and clean. Students who deface lockers will be responsible for damages. Students should never leave valuable/personal property in an unlocked locker.

### **School Meal Program**

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.

All funds in a student's account may be refunded upon request.

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.

If a student leaves the district without requesting a refund, the money will be handled in the following manner:

Less than \$10.00 – the money will be considered a donation to the Child Nutrition Program

\$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

### **Dispensing of Medication**

Latta School will not provide any type of medication to students. If a parent wishes to send medication to school to be dispensed to his child, the parent must sign a form giving the school permission to dispense. Medication sent by a parent will be labeled with the student's name and dispensed per Latta Policy FFACA. Students are not to keep any medications with them unless permission has been granted through the principal's office.

### **Scheduling of Meetings**

A master calendar is kept in the High School office for scheduling school events. Events must be scheduled through high school principal or secretary at least one week in advance. Students must have teacher/sponsor approval before scheduling meetings.

### **Withdrawal from School**

When a student must withdraw from Latta School during the school term, he/she should report to the Principal's office on the morning of the last day in attendance and get a check out slip. Students must check out with the teacher of each class in which they are enrolled. Students will check in books, pay any fees/fines owed, and complete any other requirements set forth by the school/teacher before receiving a final grade.

### **Petitions**

Any petition circulated at school must have prior approval by the principal.

### **Law on Privacy Rights**

State law requires local schools to inform students of their discipline policies concerning privacy. The law reads: "Pupils shall have no reasonable expectation of privacy toward 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 toward school officials in school lockers, desks, and other school property."

### **Family Educational Rights and Privacy Act**

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

1. The right to inspect and review the student's 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.
4. 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.
5. 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*

Copies of the complete FERPA policy may be obtained by contacting the district superintendent, Mr. Cliff Johnson at 580/332-2092. The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

### **Student Directory Information**

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

- 1- The student's name
- 2- The student's photograph
- 3- The student's class designation (i.e., 1st grade, 12th grade, etc.)
- 4- The student's extra curricular participation
- 5- The student's achievement awards or honors
- 6- The student's ht. and wt. 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.

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

Under the provisions of NO CHILD LEFT BEHIND ACT OF 2001

#### **Parents Right to Know . . .**

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.

### **TESTING PROGRAM / STUDENT SURVEYS**

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 GBA-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 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. 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 parent/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 have the right to inspect, upon request, instructional materials 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.

#### **Immunization Law**

Immunizations required by the State Dept. of Public Health prior to the enrollment of a child in public school are shown on the following chart:

#### **VACCINES REQUIRED BY SCHOOL YEAR AND GRADE LEVEL**

*Students in Grades K-12 are required to have the following immunizations: 1 dose rubella, 2nd dose measles, 1 dose mumps, 5 doses DTP, 4 doses polio, 3 doses HEP B, 2 doses HEP A, and varicella (K-11). Chicken pox is required for 7th Grade.*

*\*All measles, mumps, & rubella must have been administered on or after the child’s first birthday. \*\* If the 4th dose of DTP and/or 3rd dose of polio are administered on or after the child’s 4th birthday, then the 5th dose of DTP and/or the 4th dose of polio are not required.*

#### **Medical Release Forms**

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. Latta School does not provide insurance coverage for students. Students insurance from a private carrier is made available to students at the time of enrollment.

#### **Photo Policy**

All students must have portraits made with the official school portrait photographer to be included in the current volume of the yearbook. The school-selected studio provides yearbook photos at no charge. Therefore, any senior, underclassman, or faculty/staff member may have a picture in the yearbook at no charge. Seniors may be required to pay a sitting fee to cover the cost of proofs. If no order is placed, the fee will cover the cost of the picture on the senior panel, and composite of the senior class.

All students and school personnel will be afforded two opportunities to have portraits taken. The second opportunity is provided for retakes, if necessary, as well as for anyone who missed the first opportunity. By having all portraits taken by the same photographer under the same conditions, the yearbook staff can be assured of the highest quality reproduction of all photographs serving the best interests of all students.

#### **Obituary Policy**

Should a student or any school personnel die during the current period covered by the yearbook, the staff will treat the death in a tasteful, respectful manner. The portrait of that individual will appear as it would under normal circumstances, but the name of the person and date of birth and death will be set off in 10% black screen.

### **Annual Asbestos Notification for Parents, Teachers, & 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 view the plan, which is located at the supt's office and at each campus.

The 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 handout bulletins, flyers, 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 will notify the appropriate people as prescribed by law.

### **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 the 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 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 Areawide 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**

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

### **Latta Senior/Junior Career Internship**

Class options for Latta High School will include Latta Senior/Junior Career Internship. This class is available to seniors/juniors, after a graduation review following the sophomore year, to insure that each student is on-track for graduation and their schedule can accommodate the Internship. The Internship class may include, but is not limited to, the following:

- Seniors/Juniors may enroll in Internship for two class periods, as their schedule allows, for one semester at a time for an unpaid (unless other arrangements are made) internship.
- The purpose of the Latta Career Internship is to provide seniors/juniors with an opportunity to explore career options as they are mentored in the community.
- Class will include academic, attendance, and performance components to obtain elective credit and a grade.
- Students will be placed at a site throughout the community in the student's fields of career interest for a semester at a time.
- Board policies apply to students enrolled in Internship, including attendance and behavior.
- The designated intern class time, two periods, includes travel time between school and the internship.
- Students must provide their own transportation for this elective class.
- Some work sites may have additional paperwork or other requirements for students to be at their site. This is the responsibility of the student.
- Any student removed from an Internship site will report to In-School Detention during the intern time, receiving no credit for site work, for the remainder of that semester.