

# STUDENT HANDBOOK

## 2022-2023



**Maryetta Public School**  
**470819 E. 810 Rd**  
**Stilwell, Oklahoma 74960**  
**Website: *www.maryetta.k12.ok.us***  
**918-696-2285**

**Lori Means**  
**Superintendent**

**Carlene Yell**  
**Elementary Principal**

**Important Phone Numbers:**  
**C. N. Headstart.....696-3751**  
**Pre-School.....696-7030**  
**Activity Center.....696-5274**  
**Cafeteria.....696-2285 (ext. 3009)**

**THIS STUDENT HANDBOOK BELONGS TO:**

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

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

**Grade**\_\_\_\_\_ **Home Room**\_\_\_\_\_

## THE SCHOOL DAY

First Bell Rings.....7:55 a.m.  
 School Begins.....8:00 a.m.  
 Tardy Bell Rings.....8:05 a.m.  
 Exterior Doors Locked.....8:15 a.m.  
 Bus Riders Dismissed.....3:00 p.m.  
 School Dismissed.....3:05 p.m.  
 Dismissed to Extended Care.....3:15 p.m.

## PICK UP AND DROP OFF AREAS

<u>GRADE LEVEL:</u>	<u>Designated Pick-up/Drop off Area:</u>
<u>Preschool 3 &amp; 4's</u>	<u>EAST Preschool Porch Area (look for DARK BLUE banner)</u> <u>*Afternoon begin pickup at 2:50 p.m.</u>
<u>Kindergarten</u>	<u>WEST Preschool Lobby Doors (look for RED banner)</u>
<u>1<sup>st</sup> Grade</u>	<u>Pool Doors by the Flag Poles (look for WHITE banner)</u>
<u>2<sup>nd</sup> Grade</u> <u>3<sup>rd</sup> Grade</u>	<u>Boys &amp; Girls Club West Entrance (look for BLACK banner)</u>
<u>4<sup>th</sup> Grade</u> <u>5<sup>th</sup> Grade</u>	<u>West Preschool Parking Lot (look for YELLOW banner)</u> <b>USE POOL DOORS TO ENTER BUILDING</b>
<u>6<sup>th</sup>, 7<sup>th</sup> &amp; 8<sup>th</sup> Grades</u>	<u>Activity Center Front Lobby Area (look for LIGHT BLUE banner)</u> <b>*Morning drop off at 6:30 a.m. - 7:45 a.m.</b> <b>*Afternoon pickup at Jr. High Bldg begins at 3:00 p.m. until 4:15 p.m.</b>

## DISMISSAL ARRANGEMENTS

We have recognized the possibility of an accident at dismissal time because of the large number of vehicles using the parking lot. For this reason, the following arrangements have been made for various students:

**BUS RIDERS:** Students who ride buses should go directly to their bus.

**CAR RIDERS:** Students who ride with parents should be picked up at designated areas.

**WALKERS:** Students who walk home should go through the crosswalk in front of the school.

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## **Administration Message**

Dear Parents / Guardians and Students:

It is our pleasure to welcome you to Maryetta Public School. The faculty and staff join us in saying we're happy to have you here. We would like to assist you and your child in any way possible to make this a successful and satisfying school year.

The pages of this handbook are filled with information regarding school policy and procedures. The following pages are a condensed version of the district policies and procedures manual. We suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call, email or come visit us. We feel that open and clear communication between school and home is important to the success of our educational program. Maryetta School's parents are our partners in the important job of educating the children of this community. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Lori Means, Superintendent

Carlene Yell, Elementary Principal

## **MISSION STATEMENT**

To provide support, freedom, and empowerment to meet unique needs, and involve all people in facilitating academic excellence.

This form is to be placed in the students cumulative folder yearly

**Maryetta Elementary School**

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Lori Means, Superintendent

**Maryetta Elementary School Student / Parent / School Compact**

Parents, it is imperative that you and your child understand and accept all of the terms of this compact. Students will not be allowed to attend school without this agreement being signed.

**Parent / Guardian Agreement**

I want my child to achieve. Therefore, I will encourage him / her by doing the following:

- Submit this signed statement that I understand and consent to the responsibilities outlined under the rules and regulations for students within the handbook and this parent compact.
- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
- Instill in my child the necessity for appropriate behavior at school and school sponsored activities.
- Ensure that my child is appropriately attired at school and at school-sponsored activities
- Communicate and work with teachers to support and challenge my child.
- Stay aware of what my child is learning.
- Read with my child and let my child see me read.
- Keep informed and follow school policies, administrative decisions, and academic requirements of any school program.
- Maintain up to date home, work, and emergency telephone numbers and other pertinent information at the school.
- Participate in meaningful parent/teacher conferences to discuss my child's school progress and welfare.
- **Understand that if my child misbehaves he or she will be disciplined according to the school handbook, including corporal punishment. I may or may not be informed of the disciplinary measure beforehand.**
- I will do my best to always be supportive of the school and in the event of a problem arising I will attempt to resolve it with school officials. **I will not attempt to defame the school through social media.**

**Student Agreement**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly and be on time for all classes.
- Follow directions of all supervisory adults in the building, on the playground, in eating areas, on buses, and during school sponsored activities.
- Be prepared for each class with appropriate materials and assignments.
- Work hard to do my best in class, school work and home.
- Complete and return homework assignments.

- Respect and cooperate with other students and adults.
- Behave in a manner that does not interfere with the learning process of other students.
- Conform to rules for student conduct.
- Dress in accordance with district standards of propriety, safety, health and good grooming.
- Use school technology in an appropriate manner and abide by the school's technology policies and usage agreement. I will not attempt to defame the school through social media or by other means.

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**Parent** **Date**

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**Student** **Date**

### **School Agreement**

As a school, in order to give students every opportunity to be successful, the Administration and Teachers agree to the following:

- Believe that all students can achieve.
- Provide an environment that allows for positive communication between the teacher, parent and student.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.
- Strive to keep parents informed of special school events affecting the child.
- Comply with district and school policies, rules and regulations and directives.
- Be in regular attendance, on time, and prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
- Maintain an orderly classroom atmosphere conducive to learning.
- Teach to the standards of performance required by the district.
- Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

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**Teacher** **Date**

*Lori Means*

*August 2022*

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**Lori Means, Superintendent** **Date**

## **MARYETTA FACULTY AND STAFF**

### **Administration**

Superintendent – Lori Means  
Elementary Principal – Carlene Yell  
Treasurer – Sandy Sparkman  
Federal Programs/Minutes Clerk – Kelli Littlejohn  
Encumbrance Clerk – Denise Brown  
Special Education Director – Monica Dandridge  
Registrar/Admin Asst – Sheridan Soap  
Secretary – Tami Eagle  
Secretary – Aky'sha Teehee  
Secretary/Parent Liaison – Michelle Brooks  
School Based Specialist – Corey Scott

### **Instructional/Professional Staff**

Susie Adair, Sandy Adrian, Libby Bagby, Allison Biederstadt, Laura Buckner, Frances Bottoms, Sherry Bottoms, Andrea Brown, Lisa Bunch, Tressa Cain, Shawna Calico, Andolyn Campbell, Syrae Caughman, Crystal Chambers, Keisha Chewey, Mitchell Crittenden, Tisha Crittenden, Shane Cox, Starla Cox, Chandra Croley, Kayla Croley, Lea Dandridge, Monica Dandridge, Dustyn Doublehead, Tedi Elms, Michelle Eubanks, Ashley Fenn, Kasey Fletcher, Patricia Frederick, Christina Fuson, Shawna George, Wilson Hitcher, Melanie Hitcher, Ruth Holiman, Amanda Huval, Jan Ketcher, Annie Kimble, Lisa Kimble, Robin Kimble, Julie Littledeer, Kenny Littlefield, Kelli Longshore, Meisha Muskrat, Katja O'Neal, Johnny Perry Jr., Keni Poindexter, Mariah Rose, Karen Shell, Sonja Spray, Holly Stilwell, John Teehee, Paula Unger, Robin Vann, Watie Vann, Kailey Webb, Diane Weston, Sherri Workman, and Natalie Yeager.

### **Instructional/Paraprofessional Assistants**

Amanda Alexander, Jamie Brooks, Mika Chuculate, Kaylene Cloud, Bonnie Davis, Cristeta Dillard, Donna Doublehead, Elan Eagle, Marin Harp, Dana Jordan, Martina Kester, Jamie Nakedhead, Riva Owl, Jaynelle Scott, Sally Terrapin, Kaleb Vann, Winter Vann and Joanna Watie.

**Nurse** Amanda Bellamy

**School Resource Officer (SRO)** David Glenn

### **Cafeteria**

**Supervisor – Julie Martinez;** Shayla Beason, Angela Bolinger, Patricia Butler, Alejandra Ladrillero, Whitney Pathkiller, and Jackie Velasquez.

### **Custodians and Maintenance**

**Supervisor – Bobby Cora;** Jerry Eagle, Shannon Eubanks, Danny Hix, Carla King, Jerry Kuykendall, Justin Kuykendall, and Roger Minor.



## **LEAVING THE SCHOOL GROUNDS**

To ensure the safety of our students, no student will be allowed to leave the school grounds without being signed out by someone on the check out list, a note from the parent, or permission from the school administration.

## **THE SCHOOL TELEPHONE**

The school telephones are for school business only. Students may use the classroom phones / front office telephone only for emergency reasons with permission from a teacher..

## **VISITING SCHOOL/PROCEDURES**

Parents are always welcome to visit school, but all parents and visitors must check in and out with the front offices and wait for a teacher/staff member/administrator to escort them to the meeting location. Parents who would like to visit an administrator or teacher should call and schedule an appointment during the teacher's planning period. As students arrive at school in the morning, they will be directed to go to their classrooms or a general area. Students will not be gathered in large groups to wait for their school day to begin. Parents will not be escorting their children into the building. No parents are allowed in the hallways of any building. No visitors will be given access to a classroom during instructional time without prior authorization from the administration. All parents will be asked to remain in their cars and drive through the drop-off line to ensure a safe exit from and entrance into their family vehicles. Maryetta School cannot permit student visitors at school due to the possible disruption of the regular classroom. All visitors must sign in and out at the main offices.

## **ENROLLMENT OF STUDENTS (RECORDS REQUIRED)**

1. Immunization records (must meet Oklahoma Statutes)
2. Students entering school for the first time must provide proof of birth.
3. CDIB and Social Security Cards (if applicable)
4. Health Records
5. Legal/Court Documents of Custody

## **RESIDENCY/TRANSFER**

One of the following criteria must be met to have students legally enrolled in Maryetta School. (Student Transfer Policy):

1. Reside within the Maryetta School district. School administration may request a property tax statement and/or utility bill to help determine the correct designation for residency.
2. Obtain a transfer to attend Maryetta School if not residing within the school district. Transfers are reviewed each spring to determine approval for the next year, based on criteria such as: student's attendance, behavior and capacity.
3. Transfer cancellation or denials are subject to district student transfer policy.

## **MEDICATION**

The school nurse must be informed of medical conditions that require a student to be under a doctor's care for a period of time. If possible, parents/guardians are advised to give medication at home on a schedule other than during school hours. Older and responsible students may be allowed to self-medicate at school with over-the-counter medications (to request this privilege, contact the principal and/or school nurse to make arrangements) and certain prescription medications (eg, albuterol for asthma, epipen for allergies, insulin for diabetes) when this is recommended by the parent and physician and the student is deemed responsible to remember prescribed doses. The school MUST have a Medication Self-Administration Consent Form completed with written notification from parents acknowledging that the school bears no responsibility for ensuring the medication is taken. The school will immediately confiscate medication if it is shared with classmates and remove the student's privilege of self-administration. Medications MUST always be kept in the original container.

If it is necessary that a medication be administered during school hours, these regulations must be followed:

1. A "Request to Give Medication" form must be completed and signed by the parent/guardian on each prescription and nonprescription medication to be given at school, and kept on file in the Nurse's Office. A parent/guardian will deliver the medication to the Nurse's Office.
2. Prescription and/or nonprescription medicine MUST be brought to the Nurse's Office in its original container with the original label intact. Prescription medication will be given ONLY if the student's name is on the original label and ONLY in the dosage listed. Dosage changes MUST be approved by the child's physician in writing. Expired medications will not be administered. Original prescription bottles will be sent home with the student when empty unless the parent/guardian requests otherwise. If a student forgets his medication, the school nurse will try to contact that student's teacher to remind him/her. It is sometimes difficult to locate students due to their schedules. A written record will be kept of the times and dates medication is taken. It is the student's and parent's/guardian's responsibility to ensure compliance. Parents/guardians and teachers are encouraged to check on the student's compliance as often as needed.
3. Medication will not be sent home with the student. Any remaining medication (from prescription change, etc.) must be picked up by a parent/guardian. Exceptions to this policy will be made at the discretion of the principal and/or school nurse. All medication not picked up by the last day of school will be discarded.
4. If a student is diagnosed with a contagious illness or substantial injury a medical release will be required.
5. If a student is diagnosed with an allergy that requires special meal preparations/ school schedule changes will be required to furnish a medical document that specifies allergy and mitigation procedures. Allergy Documentation Form will be submitted to the school nurse.

**Stock medications in the nurse's office such as Tylenol, Motrin, Tums, etc.** are available upon request by students on an as needed basis per standing orders if parent/guardian permission was given on the Health History/Treatment Enrollment Form for the current school year.

The Board of Education permits the school to stock Naloxone (Under Senate Bill 85) for treatment of opioid overdose according to these requirements:

- A. The licensed physician will incur no liability from injury arising from the use of prescribed medication.
- B. A School Nurse or other school employee trained in correlation with State Department of Health standards may administer Naloxone Nasal Spray when they believe in good faith that a person is suffering from an opioid overdose. In addition, EMS services will be contacted.
- C. Student parents/guardians grant permission for emergency health care and waive liability from injury annually with a signature on the Health History/Treatment Enrollment Form.

Aspirin will not be given to children under age 16 unless on the advice of a doctor. This is because there is a very small risk that children can develop a condition called Reye's syndrome if they are given aspirin when they have a viral illness. If a student's doctor advises aspirin for specific conditions, the nurse will administer the aspirin as directed upon receiving the doctor's written order.

## **FOOD ALLERGIES**

Maryetta Public Schools makes every effort to accommodate medically-based dietary needs. To communicate a student's needs, please follow these steps:

1. Be sure the student's food allergies are communicated on the enrollment record every year and take all emergency medications to the school clinic before your child begins school.
2. Each school year, provide the nurse's office with medical documentation of the student's life-threatening food allergies from a licensed physician that states that the student has been trained in the proper use and administration of the emergency medication. The student should be allowed to keep the emergency medication in his/her possession if the student's physician requests this, or else it should be kept in a safe, but unlocked location in the classroom, cafeteria, physical education facility, health room and/or other areas. However, the school is to always be provided with back-up prescribed medication to be kept at school in case of emergency, and other unforeseen circumstances. All extra medication kept by the school must be in pharmacy labeled containers, and kept in a secure location in the nurse's office.
3. Each school year, complete a Food Allergy Action Plan in the nurse's office.
4. Call the cafeteria manager for food allergy information.
5. Provide allergy-safe snacks for your student at classroom snack time or on party days.

6. In the absence of medical documentation and written parental instructions, the parent and student are responsible for safe food choices at school.

Parents may wish to request a meeting with their child's teacher to discuss their child's food allergies. Meeting discussion topics might include classroom snack and celebration policies, lunchroom procedures, and guidance on sharing allergy concerns with classmates. If a student is incapable of self-administering his/her allergy medication/treatment, a plan of action should be developed by the assigned school nurse/health designee to assist in meeting the needs of the student on field trips. The plan of action will specify emergency care and identify trained school personnel.

### **OTHER LIFE THREATENING ALLERGIES**

For any student whose physician (primary care or board certified allergist) has informed the school in writing that the student has a life threatening allergy, the school nurse will oversee the development of an Allergy Action Plan (AAP) or Individual Health Care Plan (IHCP) that addresses the management of anaphylaxis. Parents/guardians have the responsibility to inform the school district when a child's medical condition might affect the child's welfare or safety. Effective communication is vital among all parties.

A student at risk for anaphylaxis shall be allowed to carry an epinephrine auto-injector with him/her at all times if the student has parent/guardian and school nurse approval. If this is not appropriate, the epinephrine auto-injector shall be kept in a safe, but unlocked location in the classroom, cafeteria, physical education facility, health room and/or other areas. However, the school is to always have another prescribed dual pack of the student's emergency epinephrine provided to the nurse's office.

If a student is incapable of self-administering his/her allergy medication/treatment, a plan of action should be developed by the assigned school nurse/health designee to assist in meeting the needs of the student on field trips. The plan of action will specify emergency care and identify trained school personnel.

### **ASTHMA**

The prevention, health care and emergency needs for each student with asthma will be documented in individualized action plans; which are developed in consultation with the student's parents/guardians, primary health care provider, and school health personnel.

- At the beginning of each school year the parent is to be given a copy of the School Asthma Action Plan to take to their healthcare provider along with the District's Authorization for Medication/Treatment form.
- Should a physician prescribe the use of a metered dose inhaler, he/she needs to complete the documents and state that the student has been trained in the proper use and administration of the inhaler. The student should be allowed to keep the inhaler in his/her possession. If the student has not been trained, school health staff will assist the student

with the inhaler, and it will be kept in an unlocked location in the classroom, cafeteria, physical education facility, health room and/or other areas. However, the school is to always be provided with back-up prescribed medication to be kept at school in case of emergency, and other unforeseen circumstances. All extra medication kept by the school must be in pharmacy labeled containers, and kept in a secure location in the nurse's office.

- Should a physician prescribe the use of a nebulizer for breathing treatments, he/she needs to complete the School Asthma Action Plan along with the District's Authorization for Medication/Treatment form and state that the student has been trained in the proper use of the nebulizer. If the student has not been trained, school health staff will assist the student with the nebulizer treatment.
- Parents are responsible for providing all supplies, medication and equipment needed. If a student is incapable of self-administering his/her asthma medication/treatment, a plan of action should be developed by the assigned school nurse/health designee to assist in meeting the needs of the student on the field trip. The plan of action will specify emergency care and identify trained school personnel.
- Parents need to openly communicate any changes in the student's health status with the school so that plan may be updated as needed.

## **SEIZURE DISORDERS**

It is important to develop an individualized seizure action plan at the beginning of each school year. This team should include parents, teachers, school nurse, physician, and any other individuals who can inform the team regarding the health needs of the student.

- The development of a seizure action plan assists school personnel in the implementation of efficient medical treatment, which may decrease the need for visits to the emergency room.
- The ultimate goals of a seizure action plan include
  - providing treatment
  - minimizing class disruptions
  - allowing the student to return to class as soon as possible
- The seizure action plan should include
  - parent and physician contact information
  - important medical history
  - specific seizure information (e.g., type, duration, frequency, triggers)
  - specific first aid precautions to take in the event of a seizure
  - emergency protocols (including when to call 911)
  - treatment protocols

- The team should individualize the seizure plan to outline what constitutes a medical emergency for the student and to include appropriate responses to seizure activity.

## **DIABETES**

Each student with diabetes will have a Diabetes Medical management plan that describes the health services that may be needed by the student while at school. In accordance with the diabetes medical management plan, the school shall permit the student to attend to the management of their diabetes under the guidance of the school nurse which may include:

- Performing blood glucose level checks
- Administering insulin through the insulin delivery system used by the student
- Treating hypoglycemia and hyperglycemia
- Possessing on the person of the student at any time any supplies or equipment necessary to monitor and care for the diabetes of the student
- Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity.
- Maryetta Public School nurse will educate students who have diabetes in proper disposal of any “sharps” used while at school or at school activities. This will include lancets, needles for insulin pens, and insulin syringes. Proper Disposal is always in the sharps container. Sharps containers are disposed of at biohazardous waste sites per OSHA regulations. The school nurse at each school in which students with diabetes are enrolled shall assist the students with the management of diabetes care as provided for in the diabetes medical management plan for the student.

## **VISION SCREENING**

"Vision Screening" is the process or system used to identify children who may be at risk of having or developing visual problems that may adversely affect their ability to acquire knowledge, skill or learning. The process is for the purpose of recommending further evaluation by an eye care professional. A vision screening is NOT the equivalent of a comprehensive eye exam.

According to State Law, every child enrolled in Kindergarten, First and Third grade must either undergo OR provide documentation of a vision screening within the previous 12 months. \*Other students will be screened at the school's discretion. The school nurse or a qualified screener will provide vision screening in the Nurse's office. Children who fail the vision screening may be re-screened and evaluated by the nurse and/or referred directly for medical evaluation. Children who wear glasses are screened with their glasses ON to affirm the effectiveness of the current eyeglasses. Please be sure your students BRING THEIR GLASSES WITH THEM to vision screening. If the child's vision screening is normal/pass, a notation is made in their chart. Parents may request results—pass results are NOT automatically sent to parents. If the child does NOT pass the screening, a notation is made in the chart and a referral letter is

sent home. After the medical evaluation, results are returned to the nurse and notation is made in the chart. Parents who do NOT wish for their student to have their vision screened at school must sign and return a “Vision Screening Exclusion Form” each year (forms are available in the nurse’s office upon request), and they must provide documentation of current (within the last 12 months) vision screening results to the Nurse’s Office.

## **HEARING SCREENING**

There is no single federal mandate for childhood hearing screening, however, the goal to identify children most likely to have a hearing loss that may interfere with communication and affect academic performance and success is supported by current federal legislation.

All special education evaluation requests and any student referred by the teacher, parent, or self are screened for normal hearing using the Audiometer. Children must hear all the cues to pass. Missing one or more cues is a “fail” and the child will be reassessed no sooner than 2 weeks. (The most common cause for children to miss cues at this age is fluid in the ear due to colds or allergies. Therefore, retesting is done after sufficient time to allow the fluid to reabsorb). If the child’s hearing screening is normal/passed, a notation is made in their chart. Parents may request results—pass results are NOT automatically sent to parents. If the child fails 2 consecutive hearing screenings, or at the Nurse’s discretion, he/she is referred for medical evaluation. Children who wear hearing aids are not screened (the screening is uncomfortably loud for someone with a hearing aid). After the medical evaluation, results are returned to the nurse and notation is made in the chart. Parents who do NOT wish for their student to have their hearing screened at school must sign and return a “Hearing Screening Exclusion Form” each year. These forms are available in the nurse’s office upon request.

### **Students Unable to Participate in Screenings**

Every effort is made to accommodate the child with special needs during the screening process. However, there are students who are not able to participate either verbally, emotionally, or behaviorally. If the child cannot participate, the Nurse may request the para to bring the child separately for screening. If the child is still unable to participate, parents are notified and the child is referred.

## **IMMUNIZATION REQUIREMENTS**

No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations required according to Oklahoma’s School Immunization Laws.

If a student is “in process” and has not completed these immunizations, he/she will be allowed to attend school. However, the parent/guardian is required to provide documentation, signed by a licensed physician or public health authority, as each subsequent immunization is received. The immunization

schedule must be followed, or the student will be excluded from school. **Parents may also request and complete an immunization exemption form for valid medical, religious, or philosophical concerns.**

**Requirements for Pre-Kindergarten:**

- 4 Diphtheria/Polio/Tetanus (DPT)
- 3 Polio
- 1 Measles/Mumps/Rubella (MMR)
- 3 Hepatitis B (Do not assume the first immunization was given at birth. This series should be completed before kindergarten. Ask your nurse for help if it's not.)
- 2 Hepatitis A: This series requires 6 months between immunizations. If it is not time for the 2nd immunization, they are in compliance and can enroll.
- 1 Varicella (Chicken Pox)

**Kindergarten through 6th grades:**

- 5 DPT (Diphtheria, Pertussis, Tetanus)
- 4 Polio
- 2 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella (Chicken Pox)

**7th-8th grades:**

- 5 DTP (Diphtheria, Tetanus, Pertussis)
- 1 Tdap: Tetanus, Diphtheria, Pertussis
- 4 Polio
- 2 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella (chicken pox)

The Oklahoma State Board of Health requires all 7th Grade Students to show proof of having received one dose of **Tdap** (tetanus, diphtheria, and pertussis) vaccine **before attendance will be allowed**. To meet this requirement, an immunization record must be provided to the school showing the date your child received the vaccine and a signature or stamp of the doctor or clinic that provided the vaccine. If your child has already received this dose, he or she will not be required to receive it again. **Please send/bring the completed record to the School office prior to your child beginning their seventh grade year. It is imperative that we have this updated immunization on file for your student!**



## **HEAD LICE AT SCHOOL**

Active infestations can be defined as the presence of live lice or nits found within ¼ inch of the scalp. Nits that are found more than ¼ inch from the base of the hair shaft are almost always non-viable (hatched or dead).

- Any student with live lice or nits within ¼ inch of the scalp may possibly remain in school until the end of the day. Immediate treatment at home is necessary. The student will be readmitted to school after initial treatment and examination. If, upon examination, the designated school personnel find no live lice/bugs on the child, the child may reenter the school. The child should not be out of school for longer than 24 hours.
- Any student with nits more than a ¼ inch from the scalp or with nits that have been treated within the last two weeks should be allowed to stay in school.
- Parents should remove nits daily and treat if lice are observed.
- Students will be rechecked by designated school personnel within the recommended treatment time frame.

Parents have the ultimate responsibility for their children. This includes assisting in the prevention and management of head lice cases by regularly checking their children's hair and immediately treating when head lice is detected.

## **PHYSICAL EDUCATION (PE) CLASSES**

P.E. classes are a required subject at Maryetta School. This includes swimming classes. A student will not be excused from P.E., including swimming, for health reasons without a note from the parent, doctor or teacher. If a student has a note from his parents more than three days in a row, he/she must also have a note from a doctor.

## **STUDENT ACCIDENT INSURANCE**

Each year Maryetta School will make available to the parents of all students a low cost medical and hospitalization policy. The school district has no affiliation with the insurance company, and will assume no obligation in regard to payment of claims. The parents of students in competitive athletics must have some form of accident insurance or be able to use the Indian Health Services.

## **LOST AND FOUND**

Maryetta School cannot be responsible for items brought to school by students. Students are not allowed to bring valuable items to school. All lost and found articles will be placed in a designated area. At the first of each month all items not claimed will be discarded due to the large amount of items turned into lost and found.

## **PARTIES**

Class parties are allowed only under the following circumstances:

1. Special Holidays
2. When the teacher plans a party for special educational benefits.

The above does not necessarily apply to kindergarten and preschool. Any planning for parties in kindergarten and preschool should be arranged with the teacher.

## **GRADING POLICY**

Each nine weeks your child will receive a progress report; report cards will be issued at the end of each semester. Teachers are required to have a minimum of two recorded grades per week for each subject area. All grades are a running cumulative total from the first day of each semester. Please study the report card carefully to see your child's efforts and accomplishments in citizenship, work habits, and academic performance. No written report can take the place of a visit with your child's teacher, so you are encouraged to plan for a conference on the regular conference day or schedule by phone additional conferences as needed.

### **ACADEMIC GRADING SCALE**

#### **1st- 8<sup>th</sup> grades**

100	A+	
94-99	A	
93-90	A-	A = Superior Work
87-89	B+	B = Good Work
84-86	B	C = Average Work
80-83	B-	D = Danger of Failing
77-79	C+	F = Failure
74-76	C	
70-73	C-	
67-69	D+	
64-66	D	
60-63	D-	
59-BELOW	F	
INCOMPLETE	I	

#### **Weighted Classes**

A= 5.0
B= 4.0
C= 3.0
D= 2.0
F will not be calculated

#### **Regular Classes**

A= 4.0
B= 3.0
C= 2.0
D= 1.0

#### **KG**

90-100	S+	S+ = Superior Work
80-89	S	S = Good Work
70-79	S-	S- = Average Work
60-69	U	U = Danger of Failing
59 - Below	F	F = Failure

## **HONOR STUDENT POLICY**

After the 3<sup>rd</sup> quarter of each year, the top ten 8<sup>th</sup> grade graduating students, as determined by their academic grade point average (GPA) for the core subjects in the 7<sup>th</sup> and 8<sup>th</sup> grade years, will be named as honor students and recognized during the graduation ceremony. The student with the highest GPA will be named valedictorian and the student with the second highest GPA will be named salutatorian. In the case of a tie, the GPA's for the 6<sup>th</sup> grade and then the 5<sup>th</sup> grade will be used. The GPA average shall be calculated to one thousandth of a point. If at that point there is still a tie, then the *academic letter grade scale, or 7<sup>th</sup> grade achievement tests*, will be used to break the tie, using the same criteria as above. Weighted courses, if any, will be used in calculating the GPA. If a student repeats a grade, the highest achieved grades for an entire year will be used in calculating the GPA. Virtual grades or remote learning grades will be accepted for honor purposes. To be eligible at the time of selection for any honor recognition, a candidate must:

1. Be in good standing at Maryetta School with no serious disciplinary or other issues outstanding.
2. Have been enrolled/physically attended Maryetta School for all of the 8<sup>th</sup> grade year.
3. Not be considered truant for attendance.

In the event of any discrepancy or unforeseen issue, the principal and 8<sup>th</sup> grade sponsors will make a final determination.

## **SERVICE & LEADERSHIP ELIGIBILITY**

The Service & Leadership Club (SLC) will provide opportunities for students to enhance our school and strengthen our community. Students will take part in service learning projects, mentor younger students, and help with community events throughout the school year. The following includes the minimal criteria to be eligible to participate in the service and leadership club at Maryetta School (More explicit requirements are stated in the SLC policies):

1. Students must be an enrolled 7<sup>th</sup> or 8<sup>th</sup> grade student at Maryetta School.
2. Students will be required to maintain a minimal C+ 77% GPA for all subjects.
3. Must meet school academic requirements and eligibility policies.
4. Meet the requirements for disciplinary conduct.
5. School attendance will factor into eligibility. Students may not have truancy issues at any time within the school year.
6. Club contract agreements will be sent home with students and will require parents/guardians, along with the participant to sign.

## **GIFTED AND TALENTED POLICY**

Gifted and talented students in Oklahoma are identified at the elementary and secondary level as students who have potential high academic capabilities and require differentiated or accelerated education or services. Maryetta School provides appropriate programming for gifted and talented students including options for curricular and social-emotional modifications designed to meet the individual needs of gifted students. The goal is to provide challenging educational experiences for our gifted students through acceleration and/or enrichment opportunities. For the purpose of this definition, "demonstrated abilities of high performance capability" means those identified students who score in the top three percent (3%) on any national standardized test of intellectual ability. Said definition may also include students who excel

in one or more of the following areas: (a) creative thinking ability (b) leadership ability (c) visual performing arts ability, and (d) specific academic ability. For more information, contact the district Gifted and Talented Coordinator.

### **JUNIOR HIGH ELIGIBILITY**

5<sup>th</sup>-8<sup>th</sup> grade students must maintain academic eligibility in order to participate in extracurricular activities and/or to participate in any special privilege(s). Any student with a non-passing grade (F) in any subject when the report is processed will be placed on probation for the first week. During the probation period, the student will be offered additional time such as during recess or after school to complete assignments; additionally the student may lose other privileges such as special class events and/or vending. If the grade has not been raised for that subject (s) by the second consecutive week, then that student will be ineligible until the next report is processed, **even if the grade is raised before the next report.** During the ineligible period the student will lose all special privileges, report to study hall, and/or will not be able to participate in extra- curricular activities, including but not limited to: athletic competitions, field trips, school day assemblies, etc. School administrators and/or teachers will make best efforts to notify students and parents if a student reaches academic probation or ineligibility.

### **VIRTUAL/ONLINE LEARNERS ELIGIBILITY**

Eligibility requirements apply to students that are learning via virtual/online and using digital platforms. Although virtual learners are permitted to participate in extracurricular activities and sports, they are required to be present at every practice that is scheduled by the coach, whether that be during the school day or after school hours. Additionally, students will sign a Student & Parent Virtual/Online Agreement form which addresses eligibility in-depth. Please note that if students are ineligible and not passing content area subjects at the end of a nine-weeks he/she will be required to return to traditional classes held on campus in order to ensure the student is successful and meeting grade-level objectives based on the Oklahoma Academic Standards (OAS). Tutoring, reading assistance, Response to Intervention (RtI), and/or special services will be made available to assist the student in getting back on track in each content area that he/she is failing.

\*\*\*School administrators may alter the process due to extreme or extenuating circumstances.

### **LOCKERS & BACKPACKS**

Lockers are issued to students in the 5th through 8th grade. Backpacks, books, and supplies should be kept in lockers. It is recommended that each student buy and keep a lock on their locker. Students should not share their combination with other students. Lockers and backpacks are subject to random searches at any time. All cell phones and Smart Watches must be kept in the school locker at all times. See cell phone policy on page 21.

## **BREAKFAST AND LUNCH PROGRAM/PROCEDURES**

The school cafeteria serves a balanced breakfast and lunch. We encourage all students to participate in our breakfast and lunch program. Breakfast is served each morning between 7:45 a.m. and 8:45 a.m. Lunch is served from 10:50 a.m. and 12:30 p.m. State Regulations allow us to let all students eat for free. Since we do not have the facilities for students to bring their own food, all students must eat meals provided by the school cafeteria. Students may bring a water bottle (no glass containers) into the cafeteria and classroom. No student, staff or teacher may bring fast food/outside food service into the cafeteria during meal times.

## **FIRE DRILL**

One long continuous bell blast - students move outside the building according to the fire drill plan and as directed by the teachers.

## **TORNADO DRILL**

Tornado drills will be announced over the intercom, text, email and/or staff message system and students will go to their pre-designated areas as directed by the teachers.

## **ACTIVE THREAT/LOCKDOWN**

Lockdown drills will be announced over the intercom, text, emails and/or staff message system and students will go to areas designated by the district/teachers and all exterior doors will be locked until drill has ended. The front office will signal the school via the intercom “**SHELTER IN PLACE.**” In the case of an intruder on campus drill, the classroom doors are not to be opened for anyone until an “**all clear**” signal is given over the intercom, text, email, and/or staff message system..

## **SECURITY**

Maryetta is diligently working to keep all our students, staff, and teachers as safe as possible. **Daily all classroom doors will be locked and will remain locked and closed until the class period ends. Exterior doors will be locked after the tardy bell rings and all students/parents/guardians will be required to enter through the front offices.**

## **DRUG POLICY**

The use of illicit drugs and the unlawful possession and use of alcohol or drug paraphernalia is wrong and harmful. The unlawful possession, or distribution of illicit drugs and alcohol by students on school premises or as part of any activities is prohibited by Maryetta School and will result in disciplinary sanctions up to and including expulsion and/or law enforcement referral for prosecution.

## **TOBACCO /VAPING POLICY**

Smoking, chewing, vaping or any other use of tobacco is prohibited on, in, or upon any school property 24 hours a day, 7 days a week, including non school hours. Maryetta School will have tobacco/vape device sensors within various places around the school grounds. These device sensors are for the sole purpose of enforcing the “Drug Free School Zone” policy. This policy applies to all school sponsored events held on or off campus. Patrons who violate this policy will be asked to leave the school premises. Students who violate this policy will be disciplined according to the following guidelines:

1. Surrender of the tobacco product, E-Cigarette and/or Vaping Device without provision of return.
2. Notification of the student’s parent/guardian.
3. Disciplinary intervention action Level 2/Level 3. More severe disciplinary action may result if the student has multiple incidents or is sharing products with other students.

## **VANDALISM/ PROPERTY DAMAGE**

All Maryetta Public School property belongs to the patrons of the district and is intended for the use and benefit of students; therefore, when a student intentionally destroys, damages, or vandalizes school property, he/she is personally financially liable, subject to disciplinary actions in accordance with level 2 and level 3 infractions with police involvement, and/or prosecution.

## **LIBRARY RULES**

Library books may be checked out by students. Lost or damaged books must be paid for by the students who have them checked out. Students may not have more than one book checked out at one time, unless the student’s teacher has made arrangements with the librarian for purposes of special assignments.

## **RULES AND REGULATIONS FOR STUDENTS AT MARYETTA SCHOOL**

Teachers will go over these rules with their students at the beginning of the school year and occasionally remind them through the year. Please go over the rules with your child and reinforce our efforts in this area.

1. Do not run in the school, on the sidewalks or to and from the buses.
2. Do not leave the school grounds under any condition without permission from the principal or teacher.
3. No student is allowed in front of the building except when arriving at, leaving school or by written permission.
4. Do not climb the fences or go on top of a building to recover any object. Report the object to the person on playground duty.
5. Stay out of the building at recess unless you have a note from a parent to stay in because of illness.
6. Do not play, vandalize or fight in the restrooms.
7. To ride a bus other than your own, you must have a note from a parent to give to the bus driver.
8. All students must observe bus rider rules which will be handed out the first week of school.

9. If for some reason you miss your bus in the afternoon, go to your teacher and phone your parents.  
DO NOT WALK HOME! You may only walk home with a note from your parents.
10. Do not bring knives or weapons of any kind to school.
11. Chewing gum is not allowed at school under any circumstances.
12. Do not jump at and punch the ceiling in any district building.
13. Students may not sell any items at school for personal profit without approval from administration and/or the district school board..

## **BULLYING PREVENTION POLICY**

Maryetta School is committed to creating and maintaining a learning environment that is free from bullying and harassment. Bullying and sexual harassment will not be tolerated. This includes all school facilities and premises, and also includes non-school property, on which the student is at any school-related activity, event, or function.

In an effort to provide an easy and anonymous way to report bullying, harassment, threats and inappropriate behavior, our district has provided all students, parents, employees and patrons with access to the ***Stop It Bullying*** App. All stakeholders are encouraged to download the app from the App Store or Google Play and be prepared to report any types of incidents that could harm students and staff or their well-being. Upon the first time launch of the app, the user will need to input “**maryetta2285**” when prompted for our school access code. Additional ways to report bully incidents is to a classroom teacher, CARE Box, call the front office and/or contact an administrator.

## **CELL PHONE/SMART WATCH POLICY**

Students’ use and/or possession of a cell phone (including SMART watches or other wearable digital devices with cell phone capabilities) is prohibited during the school day, morning and afternoon extended care, Boys & Girls Club, and on the school campus, and therefore, cannot be used as a hotspot or Bluetooth communications. Students must put their cell phones in their lockers (secured with a working lock) upon their arrival to school and should not be taken out at any time during the school day.

Students may not take backpacks with cell phones to the Activity Center/athletics/PE classes.

Phones **MUST REMAIN** in students' school lockers at **all times!** Communication with parents/guardians is facilitated through the school office and/or from classroom phones with the assistance and permission of a teacher.

For school-sponsored trips, students are permitted to have their cell phones and use these devices to communicate with their parents or guardians. Students are strongly cautioned to use these devices appropriately and using these devices for video is strictly prohibited. **In addition, students are never permitted to have their phones out in locker rooms, restrooms, or other areas where students may be dressing/undressing.** Using a cell phone in a locker room or

restroom at any time is strictly prohibited and will result in discipline being issued and (depending on the severity of use) could possibly be turned into local law enforcement.

Cell phones used in violation of this policy will warrant the following consequences:

**Warning 1st Offense**—students will be required to place cell phones/Smartwatch back in their locker immediately. **2nd Offense**—phones will be confiscated and held until the end of the day by the teacher. It is the students responsibility to go to the teacher and retrieve their cell phone.

**Three or More Offenses**—student's phone will be confiscated and given to administration.

Parents will be notified and a parent/guardian will be asked to come and retrieve the phone/Smartwatch. Continual repeated offenses will involve more severe consequences as set in the district's policy. Maryetta School will not be responsible for broken, lost, or stolen phones, SMART watches and/or personal digital devices.

## **STUDENT CODE OF CONDUCT AND DISCIPLINE**

It is the District's intent to provide an orderly school climate that will foster the maximum academic learning time possible for each student. The Student Code of Conduct is designed to maintain educational efficiency in the school setting. The District's expectations of student conduct are described in the code. The code also specifies the consequences for violations of those expectations. It is the District's intent to provide positive incentives that will promote adherence to the code of conduct. **If a child or parent refuses to be issued any assigned discipline measure as a consequence of being noncompliant with any Level I, II, or III violations, the child may be suspended or possibly expelled immediately.**

### **1. Code of Conduct Expectations**

#### **Students are expected to:**

- A. Follow the rules and/or procedures established by the teacher, school and district.
- B. Maintain self-control in class, in the cafeteria, on the bus and/or at a school sponsored activity.
- C. Be in attendance each school day.
- D. Be on time at school and for class.
- E. Be attentive in class.
- F. Walk in halls and the cafeteria.
- G. Respect school property and the property of others.
- H. Dress appropriately.
- I. Be honest.
- J. Be prepared for each class with appropriate materials.

#### **Students are prohibited from:**

- A. Leaving school grounds without permission.
- B. Possessing, using and/or smoking tobacco.
- C. Using profanity, vulgar language or obscene gestures.



- D. Loitering, littering, trespassing or abusing residents on the way to and/or from school.
- E. Loitering in unauthorized areas at school.
- F. Production or distribution of unauthorized materials.
- G. Bringing or consuming energy drinks, packets, etc.
- H. Selling, giving, possessing, or delivering to another person:
  - a. Dangerous drugs or drug paraphernalia.
  - b. Marijuana or a controlled substance.
  - c. Alcoholic beverages.
  - d. Volatile chemicals.
  - e. Firearms, weapons or explosives.
- I. Being under the influence of any substance mentioned in the letter "G & H" above.
- J. Excessive absences and/or truancy.
- K. Arson.
- L. Assault (fighting).
- M. Joining an unauthorized organization.
- N. Defacing school property or the property of others.
- O. Bringing underage children to school.
- P. Inappropriate display of affection on school grounds. (PDA)
- Q. Extortion (or taking anything from another by intimidation).
- R. Verbal confrontation or harassment; including threatening violence towards others.
- S. Stealing (taking anything that belongs to another).
- T. Defiance of authority of any school personnel.
- U. Behaving in a manner that interferes with the learning process of other students.
- V. Hazing other students.

## 2. Dress Code

The guidelines below are **minimum** standards and it is recognized that our students will continue to dress and groom themselves in appropriate fashion. Should there be a question regarding the propriety of clothing or grooming, a principal may be consulted for clarification. Students found in violation of the dress code will be asked to change immediately or will be sent home. Generally, male and female students are affected by these similar rules of dress and grooming. The guidelines shown are minimum standards.

- A. Shoes shall be worn at all times, except in pool area
- B. Sunglasses shall be worn outside only.
- C. Clothing which advertises alcohol, drugs, tobacco, the occult, or gangs is not permitted.
- D. Clothing and jewelry that is lewd, offensive, vulgar, contains obscene language or is distracting is not permitted.
- E. Midriff must be covered.

### Students shall not wear:

- A. Pants sagging (must wear pants at waistline).
- B. See through apparel, clothing with holes, or mesh.
- C. Sleeveless shirts (deep cut underarm).

- D. Extremely tight fitting clothes.
- E. Spaghetti straps.
- F. Half tank, halter, or tube tops.
- G. Short shorts.
- H. Jewelry that may be used as a weapon (chains, spikes, etc.).
- I. Inappropriate/obscene piercing jewelry

### **3. Consequences of Failure to Meet Expectations**

Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. A disciplinary record shall be maintained. Factors that will be considered in each case are listed below :

- A. Seriousness of the offense
- B. Students age
- C. Frequency of the violation
- D. The potential effect of misconduct on the school environment

All students with disabilities are expected to follow the Student Code of Conduct. Any reactions or follow-through may be determined by the RTI/Multidisciplinary Team and recorded in the IEP as a separate discipline management plan. In regards to discipline of any type regarding students with disabilities, Maryetta School strictly adheres to the Oklahoma Special Education Handbook procedures and policies regarding all disciplinary actions as well as seclusion and restraint policies and manifest determination policies. "As applied to students with disabilities entitled to special education services under the *Individuals with Disabilities Education Act* (IDEA), the use of corporal punishment by employees or agents of an Oklahoma public school is prohibited beginning in the 2020-2021 school year." Okla. Admin. Code § 210:15-13-9

### **Level I: Teacher Intervention**

The classroom teacher can successfully manage many of the student's behaviors in a positive, redirecting manner. Inappropriate behaviors should not be allowed to disrupt classroom procedures or interfere with the learning environment established in any educational setting. All Level I behaviors should be documented in the school tracking system ALCA.

#### **Procedures:**

- 1. The teacher who is supervising the student or who observes inappropriate behavior will intervene immediately.
- 2. The teacher will maintain a record of inappropriate behaviors and corrective measures used.
- 3. The teacher may discuss the inappropriate behavior with the administrator and support staff. The teacher is encouraged, but not required, to contact the parents.

4. The teacher may discuss the student with the counselor and the counselor may arrange an appointment with the student.
5. Level I inappropriate behaviors and corrective measures are not limited to those provided below. Repeated violations will result in a referral to Level II.

**The following behaviors are Level I violations (teacher disciplinary actions):**

1. Violations of rules of procedures established by the teacher
2. Disrespect toward other students
3. Using profanity, vulgar language, or obscene gestures toward adults
4. Inappropriate restroom behaviors
5. Misbehavior at school sponsored activity
6. Loitering in the restrooms or hallways
7. Minor defacing of school property and/or property of others
8. Cheating or lying
9. Sleeping in class
10. Failure to comply with dress code
11. Tardiness
12. Vulgar or profane language to another student
13. No textbook and/or class materials
14. Verbal arguments between students
15. Pushing and/or scuffling on school property
16. Throwing objects (safety hazard)
17. Insubordination
18. Inappropriate display of affection on school grounds or school activities
19. Inappropriate use of technology
20. Violation of technology rules
21. Plagiarism
22. Others as determined by administration
23. Repeated violations will result in a referral to Level II

**Teachers** may use a variety of corrective measures, such as those listed below, as consequences of Level I violations:

verbal corrections	change seat arrangement
conference with student	telephone, email, text, or note to parent
parent conference	behavior contract
“time out” in classroom	loss of privileges
exclusion from extra-curricular activities	detention per guidelines
grade of zero (copying)	teacher or principal referral
corporal punishment	other as determined by Administration

**Level II: Administrator Intervention**

Some behavior violations will result in a referral to an administrator. The corrective measures used will depend upon the offense, previous actions taken by the teacher, and the seriousness of the violation. All

Level I behaviors should be documented in the school tracking system ALCA. All Level II behaviors should be documented in the school tracking system ALCA.

**Procedures:**

1. Behavior violations will be referred to the administrator.
2. The administrator may confer with the teacher to establish appropriate corrective measures.
3. Record of corrective measures taken by the administrator will be sent to the teacher and parent.
4. Administrator will retain a copy of the file.
5. Level II behavior violations and correctable measures are not limited to those provided below.
6. Repeated violations will result in a referral to Level III.

**The following behaviors are Level II violations (administrative disciplinary actions):**

1. Continuation of Level I misbehavior
2. Physical fighting on school campus or grounds
3. Misbehavior at a school sponsored activity
4. Misbehavior on the way to and/or from school
5. Theft/possession/sell of another's property under \$100 dollars
6. Defacing or vandalism of school property or the property of others under \$100 dollars
7. Possessing, smoking and/or using tobacco products, vaping or cigarette lighters
8. Truancy
9. Loitering in unauthorized places
10. Bus disturbances
11. Extortion
12. Leaving school grounds without permission
13. Excessive tardiness
14. Physically harming another student
15. Indecent exposure and/or immoral conduct
16. False fire alarms and/or bomb threats
17. Threatening to harm other students or school staff
18. Plagiarism and academic cheating
19. Writing or posting in hard copy or online vulgar, offensive or threatening statements, pictures or other items about or towards students or staff
20. Others as determined by administration

Administrators may use a variety of corrective measures, including, but not limited to those listed below, as consequences of Level II violations:

warning	transportation policy
restitution of damage	telephone/note to parent
teacher/parent conference	behavior contract
corporal punishment	withdrawal of privileges
exclusion from core extra-curricular activities	detention per guidelines

suspension

other as determined by Administration

in-school suspension

loss of letter grade (\*)

\*Academic violations may include, but not limited to: redo work, zero assignment, drop of 9 weeks letter grade, or other measures listed above.

### **Level III: Illegal Behavior**

The principal may remove, suspend or expel a student for continued violation or severe violation of rules. All Level III behaviors should be documented in the school tracking system ALCA. Before a student is removed to an alternative education program or expelled permanently, the administrator will determine either:

1. The student's presence in the regular classroom or home campus presents a danger of physical harm to the student or others
2. The student has engaged in serious or persistent misbehavior that violates the previously communicated code of student conduct. Serious violations are defined but not limited to those listed below. Persistent will be defined as four or more referrals from Level I or II.

#### **Procedures:**

1. The administrator investigates the violation(s) and, if necessary, confers with the teacher.
2. The student is given an opportunity to explain his/her action with regard to the violation.
3. The corrective measure is determined.
4. Copies of the Discipline Referral Form are dispersed to parent, teacher and administrator.
5. Level III behavior violations will result in a more severe response.

#### **The following behaviors are Level III violations:**

1. Persistent violations in Level I and II
2. Possession or use of fireworks
3. Arson
4. Possessing, publishing, or distributing unauthorized information, photos, or material of others.
5. Social media threats towards students, faculty, and staff
6. Joining an unauthorized organization
7. Threatening to harm other students, faculty, and staff with a weapon
8. Intentional physical acts that could harm a teacher, staff member, or individual
9. Theft/possession/sell of another's property of value over \$100 dollars
10. Acts of vandalism over \$100 dollars
11. Persistent truancy, excessive, unexcused tardies/absences
12. Being under the influence of alcohol, marijuana, controlled substance, and/or dangerous drugs
13. Selling, giving, possessing, delivering to another person or using:
  - A. Alcohol, marijuana, controlled substance, dangerous drugs, vaping or drug paraphernalia.
  - B. Firearms, weapons, or explosives
14. Others as determined by administration

SB 38 Any pupil who has been found in possession of any firearm while on school property or in a school bus will be suspended for a period of time decided by the local board of education. However, each suspension may be modified on a case by case basis.

**Administrators may use a variety of corrective measures, such as those listed, as consequences of Level III violations: Corporal punishment, suspension, expulsion, and/or legal intervention**  
70 O.S. §13-116. Corporal punishment prohibited—exemptions. (A.) School district personnel shall be prohibited from using corporal punishment on students identified with the most significant cognitive disabilities according to criteria established by the State Department of Education unless addressed in an annual individualized education program (IEP) developed in accordance with the Individuals with Disabilities Education Act (IDEA). (B.) A waiver to the provisions of subsection (A) of this section shall be granted if the parent or legal guardian of a student provides written consent. (C.) As used in this section, "corporal punishment" means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping or any other physical force used as a means of discipline. 70 O.S. §24-100.4. Control and discipline of a child. (D.) Except concerning students on individualized education plans (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA), P.L. No. 101-476, the State Board of Education shall not have authority to prescribe student disciplinary policies for school districts or to proscribe corporal punishment in the public schools. The State Board of Education shall not have authority to require school districts to file student disciplinary action reports more often than once each year and shall not use disciplinary action reports in determining a school district's or school site's eligibility for program assistance including competitive grants.

## **ATTENDANCE POLICY FOR MARYETTA PUBLIC SCHOOL**

Regular school attendance is a necessary ingredient for the success of the students and the funding of the school. Regular school attendance is necessary for your child's academic success. Children learn important social, emotional and academic skills each day. We understand children will have doctors and dentist appointments that are necessary for your child's well being. However, every effort should be made for students to be at school each day and appointments be moved to after school hours.

- I. **Attendance - Definitions: TRUANT STUDENT - HB 1975- Title 10 of the Oklahoma Statutes 70-10-106** - Provides that if a child is absent without valid excuse for 4 consecutive days or parts of days within a four week period, the parent will be notified or if a student is absent without excuse for 10 days or parts of days within a semester, the SRO/attendance officer must notify the parent and immediately report such absences to the district attorney. Trips, vacations, being out of the state or country, etc. will not be an excused absence as defined in section I.D. All unexcused absences count towards truancy.

**Semester Requirements:** Parent letters will be mailed on the 3rd recorded absence and teachers will call, email and/or text families. On the 5th and 7th recorded absence the SRO and/or the School Based Specialist will make a home visit and deliver a copy of the parent letter. With the 5th unexcused absence, a School Advocate will begin interventions (home visits, parent contacts,

assisting with services, etc.) **On the 10th unexcused absence, a truancy citation will be given and the court system will be involved. An officer will write a citation and the Parent/Guardian will be required to attend court and could be fined and/or incarcerated.**

- A. **Truancy** - includes but is not limited to the following actions:
  - 1. Not being present for all or any part of a school day without previous knowledge or consent of a parent or guardian.
  - 2. Leaving the campus during any part of a school day without receiving permission from teacher, counselor or administrative personnel in advance of the departure time.
  - 3. Failing to return to a designated area (i.e., classroom, counselor/administrator's office, library, etc.)
  - 4. Failing to attend assigned classes or school sponsored activities whether or not the offending student is on the school campus.
- B. **Excused Absence** - is defined as not being present in assigned classes or activities for any reason other than those defined as truancy in section I.A or as an unrecorded absence in section I.C. When students miss school for an excusable reason (personal illness, medical or dental appointments, legal/judicial reasons, death in the immediate family, religious holiday or for a personal emergency, as determined by the building principal), their parents are responsible for notifying the school office and/or administration regarding the reason for the absence. Proper documentation may be requested before the excused absence is recorded.
- C. **Unrecorded Absence** - is defined as not being present in assigned classes due to participation in school sponsored activities (i.e., Music, 4-H, Band, Athletics, Field Trips, etc.). Administration will designate absences as "unrecorded" regarding individual participation in such activities.
- D. **Unexcused Absence** - includes days absent due to truancy, days absent while under suspension, and days absent for recreational activities.

## II. Attendance - Process/Procedures

- A. Students may request, complete and receive credit for make-up work for any absence during any school day or partial school day.
- B. Make-up work will be granted for absences **upon the student's return**; not beforehand. Student requests for make-up work shall be initiated within 1 consecutive school day after returning from an absence.
- C. Make-up work shall be completed and returned to the respective teacher(s) All make-up work is due within a period of time equal to the days missed, plus one (1) extra day. For example, if a student is absent three days, assigned make-up work is due within four days after the student returns to school unless other arrangements have been made with the teacher or more than 2 weeks are missed due to illness or extenuating circumstances. Administration and/or counselors will determine make-up assignments if multiple week absences are involved.

- D. Ten (10) consecutive absences will result in students being withdrawn from school (unless parent/guardian have notified the school) to accommodate students on the waiting list to enroll.

### **TARDY POLICY FOR MARYETTA PUBLIC SCHOOL**

The purpose of this tardy policy is to modify and correct undesirable behavior of students. Arriving to school in a timely manner daily is vital to students academic success and well-being. Excessive tardiness will not be tolerated.

#### **DEFINITION OF A TARDY:**

A student not within his/her assigned area when the tardy bell begins to ring is considered tardy. A secondary student more than fifteen minutes tardy shall be considered as absent from class, and the absence policy shall apply. For elementary students, tardies of fifteen minutes or more may be considered an absence of one-half day. Students shall be allowed 5 school days at the beginning of the school year to become familiar with the layout of the building, including the location of their assigned classrooms. Students who are chronically tardy may be referred to the administrator by the teacher. Tardies to a classroom shall be dealt with by the classroom teachers.

**Any elementary and/or Junior High student arriving after 8:15 a.m. and leaving before 2:45 p.m. will be required to sign in/out and will be counted tardy or receive an early departure status.**

**3 tardies equal 1 absence**

### **GUIDELINES FOR BUS BEHAVIOR**

Violations, including intimidation, or other acts, which could endanger the safety and well-being of others may result in immediate suspension from the bus. Riding the bus is a privilege, not a right; therefore, students should be aware that privileges may be lost if they are abused.

1. Observe the same conduct as in the classroom
2. Be courteous and use no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. No smoking or use of tobacco products
7. Do not be destructive
8. Stay in your seat and keep all parts of your body inside the bus
9. Drivers are authorized to assign seats
10. Items should never be thrown from the bus
11. To ride a bus other than your own you must have a parent note for the bus driver
12. Other disruptive behavior as determined by driver or administration



## **PENALTIES FOR BUS MISCONDUCT**

1. **FIRST** bus conduct report:
  - A. Parent Notification and/or driver warning to student and assigned seating
2. **SECOND** bus conduct report:
  - A. Parent Notification
  - B. Five day suspension from bus
3. **THIRD** bus conduct report:
  - A. Parent Notification
  - B. Two week suspension
4. **FOURTH** bus conduct report:
  - A. Parent Notification
  - B. Suspension from the bus for the remainder of the school year.

My Classroom Rules

## **PARENTS RIGHT-TO-KNOW LETTER**

Date: August 1, 2022

Dear Parents and Guardians:

In accordance with Parents Right-to-Know requirement under the *Every Student Succeeds Act - ESSA, Section 1112 (e)(1)(A)* this is a notification from Maryetta Public Schools to every parent/guardian of a student in a Title I school that you **have the right** to request and receive in a timely manner:

a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

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

[ESSA, Section 1112(e)(1)(A)(i)-(ii)]

b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

[ESSA, Section 1112(e)(2)(A)]

c) upon request, parents of an English learner may:

- have the child immediately removed from an English Learner (EL) program; [ESSA 1112(e)(3)(A)(viii)(i)]
- decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A)(viii)(ii)]
- receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. [ESSA 1112(e)(3)(A)(viii)(iii)]

d) notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.

[ESSA, Section 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact the school principal at 918-696-2285.

Sincerely,  
Lori Means, Superintendent

## **CHILD FIND, INTERVENTIONS AND ELIGIBILITY**

### **A. Student Identification Process**

The District ensures that the public is made aware of the educational rights of students with disabilities as well as the availability of special education services.

The District child find representative initiates and carries out child find awareness activities. The District's designated child find representative is Monica Dandridge, Special Education Services Director, Maryetta Public Schools, 470819 E. 810 Road, Stilwell, Oklahoma, 74960, telephone (918) 696-2285, extension 2036, email address [mdandridge@maryetta.org](mailto:mdandridge@maryetta.org). The District conducts periodic community awareness campaigns at least once annually to secure public cooperation in locating individuals with possible disabilities. The following information is included in the awareness efforts:

1. Children from age three through age 21 who are suspected of having a disability have the right to a formal determination as to whether or not they have a disability at any time throughout the year.
2. Children with disabilities aged three through 21 who have not graduated from high school with a regular high school diploma have the right to a free appropriate public education.
3. Students with disabilities from the age of 3 through 21 will be provided individualized education programs appropriate to meet their educational and related service needs.
  - a. A child, upon reaching his/her third birthday, becomes eligible for services through the District as of that date.
  - b. The District will cease educational services to a young adult with a disability upon completion of eighth grade.

### **B. Pre-Evaluation Process (Student Success Team Process)**

When a student experiences problems that significantly interfere with learning, the staff will utilize the Response to Intervention (formerly known as the Student Success Team) process. The process is team-based and designed to provide interventions and assistance. The RTI Team conferences are part of the regular education process and does not constitute a special education referral.

The RTI Team process, which is charged with the responsibility of providing, prior to initial evaluations, interventions, accommodations and/or modifications to the instructional services provided to the child in the regular education setting. The District strongly recommends that such interventions be implemented prior to initiating the evaluation process. Consideration should also be given to determining a student's Section 504 eligibility status prior to initiating an evaluation.

The RTI Team process is as follows:

1. A Request for an RTI Team Meeting Form is completed and a meeting held among the members of the RTI Team. The RTI Team will consist of the student's regular classroom teacher(s), RTI coordinator, guidance counselor, designated administrative representative and parent. Although the student's parents should be given the opportunity to attend, parent attendance is not mandatory at the RTI Team meeting. At the meeting,

the Team will discuss areas of concern involving the student and interventions, accommodations and/or modifications the Team could implement in the regular classroom setting to address those concerns. The Team will complete a RTI Plan to document its decisions. The Team will also gather existing information about the student that could later be used to complete a Review of Existing Data form (OSDE Form 3), if needed.

2. Following the meeting, school personnel will implement the RTI Plan to determine its effectiveness in addressing the concerns the Team identified.

3. At the end of the time period designated for its implementation, the RTI Team will reconvene and review the results of the Plan. At that point, the Team will determine whether the interventions were effective and the concerns addressed or whether it is appropriate to begin the process for initial evaluation under the IDEA.

4. Prior to initiating the evaluation, a team of knowledgeable persons should consider the student's Section 504 eligibility to determine if the child is eligible under Section 504 for services. The team of knowledgeable persons should include the same persons who served as members of the student's RTI Team and a special education teacher certified or with registry training in the area(s) of suspected disability. A student may qualify for a Section 504 accommodation plan and still be referred for initial evaluation under the IDEA. The two are not mutually exclusive.

## ANNUAL NOTICE

### HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Act defines homeless children and youth as: Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- living in emergency or transitional shelters
- abandoned in hospitals
- living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because the children are living in circumstances described above.
- If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the Maryetta School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. “School of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Carlene Yell, homeless liaison for the Maryetta School District, at (918) 696-2285 or email at [cyell@maryetta.org](mailto:cyell@maryetta.org) for additional information about the rights and services described above.



## Maryetta School

*"National School of Excellence"*

470819 E 810 RD., Stilwell, OK 74960

(918) 696-2285 Fax (918) 696-6746

Lori Means, Superintendent

Chad Harp, Principal

### Board Members

Larry Eagleton, Pres.

Larry Hatfield, Vice Pres.

Kevin Stuhmer, Clerk

Dear Parent/Guardian,

We are excited to inform you that our school has enrolled with **STOPit!**

**STOPit** is an online reporting tool designed to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors. The **STOPit** system consist of an app and an incident management system for school administrators.

Our students will have access to the **STOPit** mobile app, which has two simple but powerful features.

A **Report** feature can be used by students to report incidents to school contacts anonymously. It can also be used by parents and guardians.

A **Messenger** feature can be used to engage in anonymous two-way communication with school contacts.

Both **Report** and **Messenger** empower students to stand up for themselves and for one another. Students have the power to help put an end to harmful and inappropriate behavior they see online through social media and other means. They can use **STOPit** to reach out for help if they or a peer are facing a personal crisis or experiencing bullying, abuse, or are otherwise in need of assistance. Our goal with **STOPit** is to create safer, kinder, school communities both online and off.

No student information is needed to use **STOPit**. The only way personally identifiable information will be accessible through **STOPit** is if a student voluntarily includes it within the content of a report or message.

Both our school and **STOPit** are committed to protecting the privacy of student data. **STOPit** is a signatory to the Student Privacy Pledge, spearheaded by the Future of Privacy Forum and the Software & Information Industry Association. You may review **STOPit's** Privacy Policy for details, including more information on how anonymous reporting works.

Please note that during a school assembly for the 5th-8th grades on 2/26/19, the students were invited to download the **STOPit** app on their smartphone or tablet at no charge. If your child has a smartphone or tablet at home, feel free to help them download the app on google play or the app store. You, as a Maryetta parent, are also welcome to download the app and if you have a child younger than 5th grade who you would like to have access to the app, feel free to help them download the app on their device.

More information and resources can be found online at [stopitsolutions.com](http://stopitsolutions.com).

Maryetta's access code is: **MARYETTA2285**

Thank you,

Maryetta School

