

MARIETTA ELEMENTARY

SCHOOL
HANDBOOK



2020-2021

Marietta Elementary School Philosophy

We believe that all students should be provided a clean, comfortable, pleasant and safe environment in which to learn to their fullest potential.

We believe that all students should be provided a wide range of experiences through a balanced program including the development of cognitive, psychomotor, and affective skills as they are developmentally ready.

We also believe that the teachers and administration are engaged in a labor of love and understanding while striving toward the goal of the full educational development of each student.

We believe that all students can learn, and to this end we believe it is absolutely essential for the parents and teachers to cooperate in order for the learning process to continue as planned. We therefore encourage participation and solicit suggestions from students, parents, staff, and the community in order to serve our students better. We will accept and appreciate volunteers willing to share their time and talents with our students.

We believe we are teaching to the future and have the responsibility for equipping our students with knowledge, skills and understandings to be able to participate in and improve life on our planet in a democratic society.

We believe that sacrifices on the part of all may be necessary to properly fund, staff, and equip with the resources and facilities necessary to provide excellent schools, but we cannot afford to do less.

MARIETTA ELEMENTARY SCHOOL

**UPPER ELEMENTARY
DANA MCMILLIN, PRINCIPAL
580-276-9444**

**PRIMARY ELEMENTARY
ANN RUTLEDGE, PRINCIPAL
580-276-9444**

**408 Indian Way
MARIETTA, OKLAHOMA**

Handbook for Students and Parents

Marietta Public Schools

Principals' Statement

Thank you for taking the time to review this handbook with your children. Cooperation among teachers, students, and parents enables us to provide the best educational program. Your help in the past is deeply appreciated. Please keep this handbook for future reference. We know that you will find it useful. Always feel free to contact my office if a question arises.

Board of Education

Frank L. Lornes
Jill Randell
Connie Barker
Judy Fernandez
Allen Woody

Administration

Brandi Naylor	Superintendent
Adam Sherfield	High School Principal
Melanie Taylor	Director of Special Services
Carrie Tucker	Middle School Principal
Dana McMillin	Upper Elementary Principal
Ann Rutledge	Primary Elementary Principal

General Note

This handbook is printed so that all students and their parents may become acquainted with general information concerning Marietta Schools as well as to familiarize themselves with the Board of Education and administrative policies, rules and regulations.

All class offerings, courses, clubs, and extracurricular activities offered at Marietta Public Schools are open to all students regardless of race, creed, national origin, sex, or disability. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club, or activity.,

Marietta Public Schools are in conformity with the Civil Rights Act of 1964 and Title IX Educational Amendments Act of 1972.

According to the federal law, No Child Left Behind Act of 2001, Parents Right to Know, the school site must notify parents that they have the right to request information concerning the professional qualifications of their child's teacher. Schools must also give parents timely notice if the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

School Calendar 2020-2021

August 13	Classes Begin
September 4	No School-Professional Day
September 7	No School-Labor Day Holiday
October 12	Parent/Teacher Conferences 3:15 pm-9:15 pm
October 14-16	Fall Break
November 20	No School-Professional Day
November 23-27	Thanksgiving Break
Dec. 18-Jan. 4	Christmas Break
January 18	No School-Martin Luther King, Jr. Day
February 18	Parent/Teacher Conferences 3:15 pm-9:15 pm
February 19	No School-Classes Dismissed
March 5	No School-OEA Zone Mtg/Livestock Show
March 12	No School-Professional Day
March 15-19	Spring Break
April 2	Good Friday-Classes Dismissed
April 5	Snow Day-Classes Dismissed
April 16	Snow Day-Classes Dismissed
May 14	Snow Day-Classes Dismissed
May 20	Last Day of School for Students

Parent/Teacher conferences will be

on the following dates:

October 12 (3:15 pm -9:15 pm) and

February 18 (3:15 pm -9:15 pm)

Prerequisites for Attendance

Birth Certificate

State law requires a birth certificate be presented upon entering school for the first time. Students will not be allowed to enter school without his/her proof of age. Hospital statements are not acceptable. Children who are 4 years of age on or before September 1 may attend Pre-Kindergarten. Children who are 5 years of age on or before September 1 will attend Kindergarten by state law unless testing indicates they are not developmentally ready. Children who are 6 on/before September 1 shall be entitled to attend first grade.

Immunizations

State law requires parents of students entering school for the first time to present a copy of immunizations certified by the doctor or health department before they attend school. Immunizations must meet current requirements set by the Oklahoma State Department of Health.

Enrollment

Once a student has enrolled and has been placed in a class, he or she will remain in that class for the remainder of the school year.

Help your child get off to a good start!

Your child should:

- Get plenty of sleep. Ten to twelve hours is recommended for children just beginning school.
- Have a good, healthy diet, including a good breakfast.
- Get up in plenty of time for school, so he/she does not have to hurry and is wide awake when school starts.
- Wear neat, clean, comfortable clothes.
- Get to school at the proper time

Daily Schedule

Arrival/Dismissal for Grades PK-5

1. The playground is not supervised before school. Students should not arrive more than 15 minutes before school starts. PK–5th students are required to wait by their classroom inside the building. The buildings will be opened at 7:40 a.m. for students to enter.
2. School begins at 8:00 a.m. Students are tardy after 8:00 a.m. (Students are tardy if they are not in the classroom when the bell rings.)
3. Dismissal: Bus riders at 3:05 p.m.; All other students at 3:10 p.m.
4. Students who are car riders or parent pick-ups will be picked up and dropped off in the Elementary parking lot.
5. No child should be left on the school grounds later than 3:10 p.m. as there is no supervision. If an emergency arises, please call the office.
6. Parents should notify the office or send written instructions to his/her child's teacher if changes to a student's normal schedule is to be made. Otherwise, the student will continue their normal schedule.

Attendance Policy

Regular attendance is extremely important to the educational success of your child. Marietta schools seek the cooperation of parents in helping your child develop good attendance habits. Your child is expected to be at school, on time, daily. If your child has been ill, had a fever, vomiting, or had diarrhea in the last 24 hours, it is expected that you would keep your child at home. Principal discretion is used in attendance matters.

Student Absences

School Law (70-10-106) states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall attempt to notify the parent of the absence.

A student may not miss more than 10 days of school per semester. On the eleventh absence in a semester, the students will receive a failing grade in that class. Please refer to the attendance appeal procedures for the "Appeal" options. A written procedure is available in each site's attendance school office/website as needed.

The only absence that will not count toward the student's overall absences are school-sponsored activities.

All absences should be verified by parent contact on the day(s) of the absence. Absences can be verified by calling (580) 276-9444. Parents can call during office hours. If a parent/guardian does not call within 24 hours of the absence, the absence is considered unexcused.

Parents and students can expect to be notified of absences through the following actions:

- School Messenger phone calls
- Letters of notification at 5 absences and/or a request for a conference
- At 8 absences a home visit may be made by the building principal and/or School Resource Officer
- At 10 absences a notification to the District Attorney's office for violation of Compulsory Education Law will be made

Attendance Codes

The following absences will count toward the 10 absences allowed each semester:

AE=Explained Absences

Explained absences include illness, travel, and family emergencies. Explained may also be used by parents who wish to take a student out of school for vacations or other family business. A parent/guardian may notify the office two school days before leaving. A student is allowed to pick up assignments the day before leaving. All assignments are due the first day back at school. A parent/guardian who fails to notify the office two days before leaving will not be allowed to get advanced assignments.

AU=Unexcused Absences

Unexcused absences are those not documented by proper information regarding the student or those absences in which a parent or guardian does not contact the attendance office. Excessive absences or failure to comply with the proper procedure can result in a referral to the local district attorney. Absences due to unexcused absences are defined as absent from school, a class or an assigned area without the permission of the school or a parent/guardian. A student will not be permitted to make up assignments or tests due to an unexcused absence

The following absences will not count toward the 10 absences allowed each semester:

EA=Activity Absence

Activity absences are documented through the attendance office and pertain to school-sponsored activities, such as field trips, competitions, and sporting events. The maximum number of days for activity absences is ten per year.

Attendance Appeals Procedure

Exceptions to attendance policies must have the approval of the principal and/or attendance appeals committee. Students missing more than 10 days of school must make an attendance appeal before grades will be given. All absences after the 10th absence must be excused as defined in sections A-E of the appeal procedure and an excuse for the absence must be on file with the attendance officer. School officials determine whether absences will be excused. Absences from school may be excused for the following reasons:

- A. **Personal illness**-When attendance in school would endanger the health of other-verified by a

note from a doctor, dentist, or health department.

- B. **Death or serious illness**- In the immediate family, verified by parents. Immediate family is defined as parent, sister, brother, grandparent, or other relative.
- C. **Recognized religious holidays**-Observed by their faith, verified by parents and/or church officials. Church officials should give advance notice to the school's administration prior to the religious event.
- D. **Legal/court appearances**-When mandated by order of government agencies.
- E. **Administrative approval**-Verified by principal. A written request must be made to an administrator prior to an absence for administrative absences to be granted.

All attendance appeals must be made within seven (7) calendar days of the end of the semester. The attendance appeals committee will consist of an administrator, the guidance counselor, and a designated faculty member.

Tardies

The tardy bell rings at 8:00 am. Any student arriving after that time will need to check in at the office and be signed in. A student is tardy if not in the classroom when the bell rings. Parents must sign in their child, at the office, when arriving to school after 8:00 am. It is important for students to arrive at school on time so the class can begin promptly. If students arrive late, they start the day already behind their peers. Class is in session and this is disruptive to the teaching/learning process.

The accumulation of three (3) tardies will result in a day being deducted from the Ten (10) Day System allotment.

Missing more than thirty minutes of school in the morning will result in a half-day absence.

Missing more than thirty minutes of school in the afternoon will result in a half-day absence.

Make Up Work

If a student is absent and the absence is explained, then the student will have one day for each day absent to make up the work. For example, if a child is absent on Monday and Tuesday they will have two days (Wednesday and Thursday) to do the work after returning to school, making the work due on Friday. If the work is one day late, the most credit it will receive is 50%. If the work is two or more days late, it will receive a score of 0%.

Early Departures

No child will be allowed to leave school early unless arrangements are made in the office each time. Students must be properly checked out through the office. This is a protective measure for both students and school personnel. This should be done only when absolutely necessary and not as a daily occurrence. If someone other than the parent or guardian is picking up your child, the office must be notified by the parent or guardian.

PLEASE MAKE EVERY EFFORT TO ATTEND SCHOOL REGULARLY SO THAT YOU WILL NOT FALL BEHIND IN YOUR WORK.

Exemptions

Due to Coronavirus, semester exemptions will be unavailable for the 2020-2021 school year. Semester exams, or their equivalent, will be given by each teacher. The students will either take all semester tests or be exempt for all semester tests. Students may be exempt from taking semester tests for the following:

- All As with 5 absences or less
- As and Bs with 4 absences or less
- As, Bs, and Cs with 3 absences or less

Cafeteria

1. Breakfast will be available from 7:40 a.m. to 8:00 a.m.
2. Students who bring their lunches will be required to eat in the cafeteria.
3. It is necessary to fill out an application if you wish to receive free or reduced lunches. These application forms will be in the school office.
4. Parents of students are welcome to join their child for lunch on special occasions.

Cafeteria Rules

1. Students should use acceptable table manners and a quiet voice.
2. Students should clean their area of all food and cartons.
3. Students should walk when entering or exiting the cafeteria.
4. Students will not throw food nor eat the food of another student in the cafeteria.
5. No glass containers of any kind will be allowed in the cafeteria.

Transportation

Bicycle Riders

1. Bicycles should be in good condition meeting all safety requirements.
2. Riders should know and obey all traffic laws
3. Bicycles must be parked in the bicycle racks at the elementary school and not ridden until after school.
4. Marietta Elementary School will not be responsible for theft. Padlocks should be used.

School Bus Passengers

1. Be on time to catch the bus.
2. Stand back from the curb about 10 feet as bus approaches.
3. Be seated immediately when entering the bus. If the driver has assigned a seat, that is the seat the student must sit in. All seats must be shared.
4. Keep all parts of the body inside the bus.
5. Do not use improper language or unacceptable conduct. The driver makes this decision.
6. Permission to ride the bus is conditioned on his or her observance of the safety and behavior regulations. (As an example, when fighting, cursing, not staying seated, a student can be denied permission to ride the bus.
7. No horseplay is allowed to interfere with the safety of the passengers.
8. All elementary students must load and unload in the designated area in front of the cafeteria.
9. Never walk behind a bus. When crossing a street, walk forward about 10 steps and wait for the driver to signal when it is safe.
10. Students must not deface a bus. Parents of such students are legally liable for damages.
11. Rules will be posted on each bus. Students not complying will be subject to disciplinary action.
12. All students will obey their drivers at all times.
13. School bus policy: 1st offense—student will get warning. 2nd offense—one day suspension from bus. 3rd offense—five day suspension from bus. 4th offense—will be suspension for the remainder of the semester.

General Information

School Dress

1. Dress regulations are based on personal cleanliness and appropriate attire.
2. Shorts need to be mid-thigh length.
3. No hats, caps, bandannas, headwraps, etc, will be worn inside.
4. No clothes which allow bare midriffs or undergarments to be seen while sitting, walking, or playing may be worn.

5. No tights are allowed unless worn with a covering.
6. No suggestive symbols or words should be displayed on clothing.

Phone

1. Students must have permission from their teachers before using the school telephone.
2. Students will be allowed to make calls in case of emergency.
3. Permission to visit friends does not constitute an emergency. After school arrangements should be made prior to coming to school.
4. Students should clear with their parents before school how they will come home after school. (Parents should notify the office or send written instructions to the teacher if changes to a student's normal schedule is to be made.)
5. Usage of cell phones is not allowed during school hours from 8 am- 3:10 pm. Cell phone usage includes: phone ringing or making a noise, making or taking a call, text messaging, taking pictures, playing games, checking time, or any other usage whether visible or audible.

Visitation

1. All parents and adults are invited to visit Marietta Elementary School. Please sign in at the office so we are aware of who is in the building, for the safety of our students and staff.
2. In order to insure that the specific activity you would like to observe is possible, prior arrangements should be made with the classroom teacher or with the office.
3. Students may not bring other children to school because of lack of space and interruption of classroom routine

Lost and Found

1. All articles which are found should be placed in the office.
2. Please label your child's clothing so that lost items may be returned.
3. All leftover items are donated at the end of each semester.

Money/Valuables

Students are cautioned against bringing large sums of money to school, and also should not bring valuable items or toys. The school is not responsible for these items, and they tend to distract the children from educational pursuits. Selling/Trading of items at school is prohibited.

Parent/Teacher Organizations

The PTO is a vital part of the school and has contributed significantly in many areas. All parents and teachers are urged to join.

Field Trips

Before a student may participate in a field trip, it is necessary to have signed permission slips.

Moment of Silence

According to state law, a moment of silence will be observed on a daily basis.

Textbooks and Library Books

1. Each child is issued textbooks. Reasonable care is expected by all students.
2. Books that are lost or destroyed must be paid for in order that our supply will be adequate for all.

Playground

1. Students are to stay within the defined playground area.
2. Rocks, dirt, gravel, and sand are to stay on the ground.
3. Students should use playground equipment properly and safely.

4. Students should dress appropriately for the weather. Outdoor play is a part of the total program planned for them.
5. Students who must stay inside because of a recent illness should have parents or guardians call the office or send a note. This should not be necessary for an extended period.
6. No toys brought from home will be allowed on the playground.
7. Radios, Ipods, and cell phones are not allowed at school.
8. Food should not be eaten on the playground. (Chips, suckers, candy, drinks, gum, etc. are considered food)
9. The playground is off limits before school.
10. The Middle School area is off limits to elementary students.
11. Students should leave the playground area immediately when the playground supervisors signal that the period is over.

Health

It is important that the school have your CORRECT address and phone number. If you do not have a phone when your child starts school, please send the number as soon as you get a phone. Please notify the school if your address or phone number changes. It is important to keep this information current on each child.

If both parents are to be out of town, please call the school and give the name of the persons to be notified in case your child becomes ill or injured.

Medicine

1. All prescription medicines will be kept in the office.
2. No child will be given medication at school without a written authorization from the parent, guardian, or physician.
3. If a child has been ill, coughing a great deal, vomiting, diarrhea, or if a rash or suspicious skin disorder is present, or if there is fever, he/she should stay at home for 24 hours.
4. If your child should have head lice, scabies, pink eye, ring worm or chicken pox, he is prohibited from coming to school until certified by a health professional or the Health Department that he is not contagious.

Discipline Policy

Practicing appropriate school behavior and understanding responsibilities are important parts of a total educational experience. Having the support of parents quickens the process of helping students understand their roles.

The Marietta Public Schools, in compliance with Oklahoma School law, have adopted policy statements for student conduct. These statements are intended to provide the foundation for a code of discipline. The rules and standards set forth apply to the conduct of students while under school supervision as well as at school functions of any kind. Any behavior that causes or creates a likelihood of interference with the health, safety, well-being, or rights of others is prohibited. We appreciate parents who discipline their own children at school functions as it is not the purpose of the school to lessen the parents' authority.

The following are behaviors considered to be outside the realm of acceptable student conduct:

- 1 Disruption of school
- *2. Vandalism/destruction of property
- *3. Physical violence or harassment
- *4. Possession of dangerous objects
- *5. Use of or possession of tobacco products

- *6. Possession of drugs, alcohol, narcotics, and drug paraphernalia
- 7. Misconduct on school buses, in cafeteria, and on playground
- 8. Profanity
- 9. Insubordination
- 10. Disrespect
- *11. Theft of public and/or private property
- 12. Repeated truancy and tardiness
- 13. Horseplay
- 14. Bullying other students
- 15. Verbal/Written threat against students and/or staff

*Incident reports may be filed with the police

Also under the jurisdiction of the student regulations are extracurricular activities and field trips.

To correct deviant behavior, appropriate disciplinary action(s) will result. It is intended that the appropriate disciplinary action be commensurate with the degree and/or frequency of the deviant behavior. Disciplinary action(s) may include the following:

- 1. Warn student(s)
- 2. Advise parents
- 3. Remove from class or group (temporary)
- 4. Parental conference
- 5. In-school detention (noon recess)
- 6. Financial restitution
- 7. Refer to other social agencies
- 8. Corporal punishment may be administered at principal's discretion
- 9. Any other disciplinary action deemed appropriate under the circumstances.
- 10. Out-of-School Suspension-parents/guardians will be contacted, conferenced with, and notified in writing, prior to the out-of -school suspension.

The Chain of Command for Disciplinary Procedures

If you have a concern that your child is not being dealt with in a fair and/or appropriate manner, you are asked to observe the following procedures that are standard in almost any school district:

- 1. Check with the teacher in an effort to find out what is happening and to resolve the conflict.
- 2. If you feel that you have not received satisfaction from the teacher, you should immediately contact the principal for a conference with the teacher and the principal.
- 3. If you still feel dissatisfied, you should contact the superintendent.
- 4. If you have gone through the above three steps and have not been able to resolve your problem, then it is appropriate to take your concern to the school board.

Grading Scale

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - Below 60
- I - Incomplete, makeup required

The Pre-K and Kindergarten students will be issued progress reports only.

Proficiency Based Promotion

Upon the request of a parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

Arrangements for Proficiency Base Promotion must be made in writing to the appropriate counselor within the first two weeks of each semester so a testing time can be scheduled.

Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product, or performance.

RSA Policy

Marietta schools will follow the Oklahoma state law on RSA promotion/retention

Report Cards and Conferences Grades K-5

Report cards showing student progress in school are sent at the end of each nine weeks. Parent-teacher conferences will be scheduled by the office. Parents are always welcome to initiate a conference by a call to our office.

Honor Roll

To be eligible for the Superintendent's Honor Roll, a student will have all A's. Those on the Principal's Honor Roll will have all A's and B's.

Insurance

Marietta Public School, by law, is unable to provide accident or health insurance for students, but school insurance is available to all students at a minimal cost. A packet will be available to any student wishing to enroll, and the purchase of the insurance is optional.

School Transfers

If students do not live in the Marietta School District, a transfer must be obtained. Forms are available in the Elementary School offices.

Gifted and Talented Students

The goal of the Marietta School District helps to develop the potential of the gifted and talented by providing a qualitative differentiated program that takes into consideration the individual learning styles and special abilities of the students.

The Gifted and Talented Coordinator will coordinate the efforts of teachers who will be responsible for identifying/serving these students.

School Safety

Fire, Tornado, and Lockdown Drills

Schools are required by law to conduct fire, severe weather, and lockdown drills to prepare everyone in case of an emergency.

When the fire alarm is sounded, the teachers and students will exit the building following the district's emergency evacuation procedures.

When the severe weather or lockdown alarm is sounded, teachers and students will remain in the classroom and follow proper district emergency procedures.

When the tornado sirens are being sounded for the city of Marietta, our school will take the appropriate precautions to keep your children safe. No one will be allowed access into the building or leave the building during the tornado sirens.

Elementary Music

Music is offered to every child K-5th. This subject deserves the same effort by students as all others. This is an attempt to reach the whole child so that his/her life might be one of balance and happiness.

Physical Education

P.E. classes are provided for elementary students grades K-5th. Students are asked to wear appropriate shoes for class and to put forth their best effort in order to receive a well-rounded education.

Out of Bounds

Teacher's Lounge

The teachers' lounge is strictly for teachers' use.

Coke and Candy Machines

These machines are off limits for grades PK-5. It is not felt that candy and cokes should be a part of the elementary student's diet while at school.

Weapons

Students should not bring any type of instrument to school which is likely to be used as a weapon or a tool which is used to deface or vandalize school property. Instruments such as the following may be considered weapons:

1. Knives
2. Firearms
3. Metal objects (chains, brass knuckles, handcuffs, etc.)
4. Explosives
5. Clubs
6. Sharp or pointed instruments

Parking

The loading zone in front of the cafeteria should be used only for loading and unloading the students. Do not block drive or leave vehicles unattended.

Family Educational Rights and Privacy Act of 1974

On May 7, 1990, the School Board of Marietta Public Schools adopted a student records and procedures policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office, each principal's office, the elementary counselor's office, and the high school counselor's office. Copies may be obtained at the superintendent's office.

In the course of the child's education, the Marietta School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of a student's parents or an eligible student to seek to correct part of the student's education

record which he/she believes to be inaccurate, misleading, or in violation of the student's right. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student records, policies, and procedures policy.

It is the intent of the Marietta School District to limit the disclosure of the information contained in a student's educational records except; (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances as permitted by the FERPA.

The Marietta School District 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 names of the student's parents
3. The student's date of birth
4. The student's class designation (1st grade, 10th grade, etc.)
5. The student's extra-curricular participation
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or school district the student attended before he/she enrolled in the school district.

In case a parent of a student, a student or former student 18 years old or a citizen of the Marietta School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education.

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

Asbestos Hazard Emergency Response Act

Marietta Public Schools has completed the inspection and management plan as required by the Asbestos Hazard Emergency Response Act of 1987. The management plan is available for perusal in the superintendent's office.

As part of the rule, all parties with an interest in the actions of the school district are hereby notified that steps have been taken to eliminate any asbestos containing material which may be harmful to the school occupants.

Initial problems have been corrected and are under the surveillance, operation and management program.

Sexual Harassment Policy

All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the Marietta School District. In the case of a student of the School District, "sexual harassment" includes any third person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's code of student conduct. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an

intimidating, hostile or offensive working environment. Any person engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

Title IX

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any student who believes that the Marietta School District has violated Title IX is encouraged to file a discrimination complaint using the District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a free copy of the Grievance procedures from their school principal or the superintendent. Contact the School District's Title IX Coordinator, Marietta High School, P.O. Box 289, Marietta, OK 73448-0289, telephone (580) 276-3204, facsimile (580) 276-1208, for further information concerning Title IX requirements or to initiate a complaint.

Notice of Non-Discrimination Statement

"This school district does not discriminate against any person on the basis of race, creed, national origin, color, age, sex or disability in the implementation of its programs and activities.

Marietta Public Schools are in conformity with the Civil Rights Act of 1964 Title IX Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, and Age Discrimination Act of 1975."

Parents' Right-To-Know

In accordance with the **No Child Left Behind Act (NCLB), Section 1111 (h) (6) PARENTS' RIGHT-TO-KNOW**, this is a notification from the Marietta School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner 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 teacher's baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications.
- In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

Parental Involvement Plan

We at Marietta Elementary School believe that parents play an important part in their child's academic success. The results of recent research are very clear: When parents are actively involved in their children's education, they do better in school. It is essential for parents to have a positive attitude regarding education, and to demonstrate trust that their children can do well.

The following are ways Marietta Elementary School will involve parents:

- Parents are invited to the annual Title I parent meeting where they can make suggestions for revisions to the Parental Involvement Plan and discuss how to improve instruction. This meeting will be held at the beginning of the school year and will provide parents with information about the Title I program and their rights as parents.
- The Parental Involvement Policy will be available as part of the registration packet. A *Compact for Learning* will be sent home with each student for parents to sign at the beginning of the school year.
- Halfway through each nine-week session student progress reports are sent home with students.
- Teachers invite all parents to attend scheduled parent-teacher conferences each semester. In addition, parents are welcome to make arrangements to speak with their child's teacher when needed.
- Fliers will be sent home to inform parents of school events and activities (such as book fairs).
- Parents are encouraged to join the Parent Teacher Organization (PTO).

Marietta Elementary School Parent Involvement Policy

Parent involvement in all levels of children's education is the key role in the success of a student. Students that understand their parent's commitment to their education have enriched self worth and place greater value on their education. When parents become involved, both students and school benefit:

- Grades and test results are higher;
- Students' attitudes and behavior are more positive;
- Academic programs are more successful; and
- The schools, as a whole, are more effective.

The participation of all parents, including those with limited knowledge of English, is important to the academic achievement of their children. Such participation has many positive consequences for the family, the school, and especially for the young student.

- The family has the chance to understand the school system better.
- The teachers can understand students who come from other cultures more easily.
- The students receive support from adults in order to confront the problems of adolescence-particularly where these problems are accentuated by the conflicting cultures of home, friends, and school.
- The school can become the natural extension of the home, aiding in the preservation of families' cultures and values.

There are many ways parents, other adults who play an important role in a child's life, and community groups can be involved with children's education at home, at school, and in the community. Here are some ways you can be involved in your child's education at school:

- **Meet the teacher.** Tell him/her about your child's interests and hobbies. Let the teacher know how and when it is best to reach you. Ask how you can support your child's learning at home.
- **Make a date with the teacher to visit your child's classroom.** Are the kids busy learning, exploring, and asking questions? Does the teacher draw them in? As a courtesy to the teachers, please call the office to arrange an appropriate time. We request that visits be limited to 20-30 minutes.

- **Maintain contact with child's teacher.** Teachers welcome information via telephone, E-mail, or in-person conferences. Additional conferences, including those with other faculty members or administrators, can also be scheduled to address particular issues. Parents are encouraged to contact teachers, administrators or counselors at any time to discuss ideas, concerns, or suggestions. Teachers of younger children maintain a daily notebook as a means of exchanging information about the school day.
- **Parent/Teacher conferences** are offered one per semester. All children learn in different ways. They have their own individual personalities, and their own listening and work habits. To help their students learn new knowledge and skills, teachers must know as much as they can about each child's likes and dislikes. No one knows more about these things than you, the parents. And no one has more influence over your children than you. Teachers need your help to do a first-class job. Working together, you and the teacher can help your child to have a successful school year.
- **Join the PTO.** Parents provide valuable support as volunteers in the library and for other special programs. Their very successful fundraising activities insure that we maintain a strong program and continue to expand our resources.
- **Stay up-to-date on school policies, schedules and rules.** Read the school handbook. Ask about opportunities to participate in the development of school policies.
- **Make sure that your child is learning** what she/he needs to know. There are certain state standards that must be met for each grade level.
- **Check your school's Web site regularly** (www.mariettaisd.org).
- **Contact your child's teacher or counselor** if you have any concerns about what's going on with your child at school.
- **Volunteer in your child's class.** Opportunities abound throughout the school year for parents to participate in the life of the school. You may volunteer to be a room parent or participate in special activities and projects, or sharing occupations and hobbies.

What Can Parents Do To Support Education at Home?

There are many ways that parents can demonstrate to their children that they are interested in academic success and they are available to offer support and protection when there are problems. Here are some suggestions:

- Talk with your child about what happens at school every day. Ask often if there are messages from the school.
- Spend some relaxed time with your children. Share a meal or a snack. Tell them often what you like about them.
- Listen to and share their worries. Support what you believe to be good about the school and offer your help to change any school practices that you believe could be harmful to your child.
- Avoid scolding and arguments when your students bring bad news home. Listen to their reasons and offer your help to improve the situation. It helps if your children know you believe they will be successful.
- Value their education by encouraging homework and reading. Help your children choose a goodtime and place to do their assignments and specials projects. Provide the necessary materials and give them your unconditional support.
- Homework is considered an important part of the school program. One of the school's major obligations is to provide the children the opportunity for developing proper work habits, promoting growth in responsibility for their work, and encouraging independence. Toward these ends, homework is assigned on a regular basis throughout the school year beginning in Grade 2. Maximum homework time, Monday through Thursday, for grades 2 and 3, should be 20 to 30 minutes. Children in Grades 4-5 may require 40-45 minutes to an hour. We ask parents to make sure that their children have a suitable place for study, away from distractions, and that they keep

to a regular schedule. If you find that child is routinely spending more time on homework than these guidelines suggest, contact his/her teacher.

- In addition to the above mentioned items, parents need to be aware of retention policies. It is no disgrace for a child to be held back in the same grade, especially in the early grades. If a student has not learned and mastered all the skills necessary to succeed at the next grade level, he/she should be retained. If he/she is not retained, these students usually continue to be behind the rest of their school years. Parents are usually informed of any problems by the middle of the school year, or before. Teachers will give parents suggestions for providing practice at home on the skills they are behind on. Retention may make the difference between a struggling learner and a successful one.

School Bullying Prevention Act (70 O.S. § 24-100.3)

A. The Legislature finds that bullying has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits their ability to learn, and leads to other antisocial behavior.

Bullying behavior has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, and the use of drugs and alcohol. Research has shown that sixty percent (60%) of males who were bullies in grades six through nine were convicted of at least one crime as adults, and thirty-five percent (35%) to forty percent (40%) of these former bullies had three or more convictions by twenty-four (24) years of age. Successful programs to recognize, prevent, and effectively intervene in bullying behavior have been developed and replicated in schools across the country. These schools send the message that bullying behavior is not tolerated and, as a result, have improved safety and created a more inclusive learning environment.

B. The purpose of the School Bullying Prevention Act is to provide a comprehensive approach for the public schools of this state to create an environment free of unnecessary disruption which is conducive to the learning process by implementing policies for the prevention of harassment, intimidation, and bullying.

C. As used in the School Bullying Prevention Act:

1. "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, gestures or written, verbal, or physical acts, or electronic communications;
2. "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
3. "Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer; and
4. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

CIPA COMPLIANCE

Marietta Elementary School is in compliance with the Children's Internet Protection Act (CIPA).

We are using TELEMATE for our technology protection measure (Internet filtering software).

TELEMATE protects against access by adults and minors to visual depictions that are obscene, child pornography, or—with respect to use of computer with Internet access by minors—harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. Our district policy includes monitoring the online activities of minors.

Our Internet Safety Policy addresses the following as required by CIPA:

- a. access by minors to inappropriate matter on the Internet and World Wide Web;
- b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. unauthorized access, including so-called “hacking”, and other unlawful activities by minors on line;
- d. unauthorized disclosure, use, and dissemination of personal information regarding minors;
- e. measures designed to restrict minors’ access to materials harmful to minors; and
- f. educating minors about appropriate online behavior, including interacting with other individuals on social networking website and in chat rooms and cyberbullying awareness and response.

Computer/Internet Acceptable Use Policy

Introduction to the Parent or Legal Guardian:

Electronic information resources are available in the computer lab and classrooms at Marietta Elementary School. Students are responsible for their behavior on school computer networks. The computer network is provided for students to enhance information gathering and research skills and to facilitate students’ personal growth in the use of technology. Student use of the school computers and the Internet is closely monitored. Students who abuse their acceptable use rights, will be subject to discipline. Please discuss these rules with your child:

- Treat all computer equipment with care.
- Respect copyright laws. (Cite where you found your information.)
- Use the computer and Internet only with your teacher’s permission and for the purpose your teacher has requested.
- Do not give out personal information