

## MARIETTA STUDENT-PARENT HANDBOOK

All students and parents are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Marietta Board of Education, Oklahoma State Department of Education, and Oklahoma Secondary School Activities Association. All personnel hired by the Marietta Board of Education are authorized to enforce these rules and regulations. The administration reserves the right to use their discretion in relation to this handbook and/or any other matter concerning students of this school.

Marietta Public Schools  
Marietta, Oklahoma  
Revised June, 2020

Dear Students:

Welcome to the home of the Indians. Marietta Schools are justly proud of its student body and hopes that you are proud to be a part of it. A school earns a reputation for excellence through the character, sportsmanship, enthusiasm, attitude, spirit, morale, and academic excellence of its students and faculty.

You have the opportunity to be part of over 1000 students at Marietta Schools; to live, to study, to learn, and to play cooperatively. The school is a reflection of your willingness to participate in its programs and support its activities. Nothing short of your best will make Marietta the best. This is your privilege and responsibility.

Again, on behalf of the faculty and staff, we WELCOME you to Marietta Schools.

Cordially yours,

Brandi Naylor  
Superintendent

Adam Sherfield  
HS Principal

Carrie Tucker  
MS Principal

Kim Fraire  
HS Counselor

Bruce Oakley  
Assistant Principal

Jan Hayes  
MS Counselor

Dear Parents,

We, the administration and faculty of Marietta Schools, take this opportunity to say hello and welcome you as a patron to our endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a child may not achieve to his fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her best in every class or activity he/she may enter. With your help, our chances of doing something that will be of lasting benefit to your child are greatly increased.

We extend this invitation to all parents to visit the school at every opportunity. We strongly recommend that if any problem or question concerning classes or any school situation arises, you contact us or come by and visit with a school representative. When the students realize that their parents are working hand-in-hand with the school, the quality of education rises.

**SCHOOL COLORS: BLACK AND GOLD**

**SCHOOL EMBLEM: INDIAN**

**BELL SCHEDULE**

**Middle School / High School**

<b>AM Tutoring</b>	7:45 – 8:00
1 <sup>st</sup> Period	8:00 – 8:50
2 <sup>nd</sup> Period	8:55 – 9:50
3 <sup>rd</sup> Period	9:55 – 10:45
4 <sup>th</sup> Period	10:50 – 11:40
<b>MS LUNCH</b>	11:45 – 12:15
<b>HS LUNCH</b>	11:40 - 12:15
5 <sup>th</sup> Period	12:20 – 1:15
6 <sup>th</sup> Period	1:20 – 2:15
7 <sup>th</sup> Period	2:20 – 3:10
<b>PM Tutoring</b>	3:15 – 4:00

**Southern Tech Class Schedule**

AM Classes

PM Classes

**THE PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands - one nation under God, indivisible, with liberty and justice for all.

**MOMENT OF SILENCE**

A moment of silence will be observed each day as specified by state law

## **FOREWARD**

We solicit your cooperation in our efforts to make this year both profitable and happy. Please read your handbook carefully. It has been prepared to better acquaint you with all phases of the schools, and through this knowledge, to better unify our work together. Also, we have attempted to provide information that will help you in planning your work.

Enclosed within this handbook are rules and regulations that have been established to make the school programs as effective as possible. Many of the questions that arise daily can be answered by referring to this handbook.

We are proud of our schools and we want you to become a part of it. As years go by, we believe that you will look back on these days as some of the happiest of your life.

## **FREEDOM INCLUDES RESPONSIBILITY**

Marietta Schools allow students as much freedom as possible without hindering the freedom of the individuals. One of the most important lessons for students to learn is that to enjoy freedom, individuals must be willing to accept responsibility for their own actions. Students whose disruptive actions hinder another student's right to a good education in a safe environment must be penalized for their misbehavior. This understanding is essential in order for students to learn to function as responsible citizens.

## **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 SUMMARY**

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 Marietta School District, “sexual harassment” includes all forms of unwelcome conduct of a sexual nature by a student, an employee, or 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 Marietta 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 Marietta 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 Marietta School District will investigate all reports.

### **TITLE IX NOTICE**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in educational 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 Marietta School District's Title IX Coordinator, Kim Fraire, Marietta High School, P.O. Box 289, Marietta, OK 73448-0289, telephone (580)276-3204, fax (580)276-1208, for further information concerning Title IX requirements or to initiate a complaint.

### **NOTICE OF NONDISCRIMINATION 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 or 1964, Title IX Educational Amendments Act of 1972, Section 504 or the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, and Age Discrimination Act of 1975.”

### **PUBLIC NOTICE FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Marietta School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). These policies may be found in the Marietta Public School Policy and Procedure Manual in the section labeled “Students”. Copies of this board-approved school district policy are available for review in the office of the special education coordinator. All rights and protections are given to parents under the FERPA policy and this policy transfers to the student when he or she reaches the age of 18 or enrolls in a post -secondary school. The student then becomes an “eligible student”. Parents and eligible students have the following rights under Family Educational Rights and Privacy Act and this policy:

- the right to inspect and review the student’s education record;

- the right to consent to disclosure of personally identifiable information contained in the student’s records, except to the extent that the Act and the regulations in this part authorizes disclosure without consent;

- the right to request an amendment of a student’s education record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;

- the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of the Act;

- the right to obtain a copy of the policy as adopted by the Marietta Board of Education;

- the Marietta School District will arrange to provide translations of this notice to non-English speaking parents in their native language.

The Marietta Public School District proposes to designate the following personally identifiable information contained in a student’s education record as “directory information”, and it will disclose that information without prior written consent (as permitted by P.L. 99-31):

- the student’s name;

- the name of the student’s parents;

- the student’s date of birth;

- the student’s grade level (i.e., kindergarten, tenth);

- the student’s participation in officially recognized extracurricular activities;

- the student’s achievement awards and honors;

the student's weight and height, if a member of an athletic team;  
the school or school district the student attended before he/she enrolled in the Marietta School District;  
the student's photograph in yearbook or school website;  
the student's address and phone number.

Within the first three weeks of each school year the Marietta School District will publish in the Marietta Monitor the above list of the items it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time of enrollment.

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

### **VISITORS**

1. All visitors must report to the office upon entering school buildings, sign in, and obtain an ID badge.
2. Visitors must wear the ID badge at all times while on Marietta School District property.
3. When visitors leave they must return to the office, sign out, and return the ID badge.
4. A student is not to bring pre-school children, friends, or relatives to visit school.

### **GUIDANCE AND COUNSELING SERVICES**

The purpose of the Marietta School District guidance program is to assist individuals to make appropriate decisions and adjustments in the light of their interests, abilities, and levels of aspiration. The counselors will talk about educational plans, vocational plans, and/or school problems of any nature. The counselor is available for private individual conferences to answer any questions students may have.

### **ACTIVITIES/CLUBS/ORGANIZATIONS**

Students of the Marietta School District have the opportunity to participate in the following competitive and non-competitive activities, clubs, and/or organizations along with their sponsors at Marietta High School art: Courteney Anderson, Middle School: Art-Gayla Burge, Athletics, Band-Eric Gallaway, Cheerleaders-H.S./M.S. Tonya Bucher, Choir-Courteney Anderson, Freshmen Class-TBA, Sophomore Class-TBA, Junior Class-Kim Fraire, Senior Class-Pam Higle, Sharon Manley, FCA-TBA, FFA-Josh Bazor, FCCLA-Amanda Faulkenberry, Speech-Sharon Manley, Oklahoma Honor Society/National Honor Society-Kim Fraire, Pam Higle, H.S. Student Council-Scott Anderson, M.S. Student Council-Courteney Anderson, Show Choir-Courteney Anderson, 4-H Club-Amanda Faulkenberry, Spanish Club-TBA, MS Quiz Bowl - Melanie Taylor and school dances-TBA.

All activities, clubs, and/or organizations will be accountable to the following mission statement: All students, faculty, staff, and parents will work together to develop the skills necessary to help each student achieve his/her goals, and to use these skills to become productive members of society.

Some activities, clubs, or organizations may require a procedural contract to be signed by student and parent. Adherence to this contract is required. No activity shall have rules which prohibit its participants from participation in other school activities.

If parents or guardians wish to withhold permission for students to participate in one or more of the above -referenced activities, clubs, or organizations, please pick up a form in your child's site office.

### **ACTIVITY TRIP TRANSPORTATION**

Students who participate in any school-sponsored activity must ride school transportation to and from the event. Parents requesting an exception for the return trip must be present at the event and furnish the sponsor with a note indicating the student is riding with the parent. For emergency or special circumstances, the following procedure must be followed: prior to the trip, the student's parents must give the sponsor a written note requesting an exception and stating the reason; the request may be approved by the sponsor and be submitted to the principal for approval. If approved by both the sponsor and principal, the student may

have alternative transportation. If a request for alternative transportation is approved, and it is discovered that the student rode to or from the activity with other than someone approved, disciplinary action will be taken.

### **MEDICAL RELEASE FORM**

All students who participate in activities at Marietta Schools must have a signed medical release form on file with the appropriate sponsor.

### **INSURANCE**

In conjunction with an insurance company, Marietta Schools offers its students an opportunity to participate in a school group accident policy. Each student will have an opportunity to purchase this insurance during enrollment or through the principal's office.

### **TARDIES**

Attendance will be taken during the first part of each class period. A student is absent if he/she enters after the first 10 minutes for that class. The accumulation of three (3) unexcused tardies will result in a day being deducted from the ten (10) day allotment and toward semester exemption. Consequences may include warnings and detentions from teachers. Excessive tardies will result in office referrals.

### **REQUIRED ATTENDANCE**

All students are expected to be in class every period of every school day. **State Law (70-10-106)** requires 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. Parent/Guardian should call during office hours to report their student's absences. High School (580) 276-3204 or Middle School (580)276-3886. **All** absences should be verified by parent/guardian contact on day(s) of absence. If/when the school is not notified by the parent/guardian within 24 hours of the absence, the absence will be considered unexcused. A student **MUST** be in class at least 25 minutes in order to be considered present.

A student's record of attendance will be kept on a mid-term and semester basis. Students who are absent more than 5 days at mid-term will be placed on attendance probation for the remainder of the semester. A student may not miss more than 10 days total for the semester. When the student reaches their 11<sup>th</sup> absence per class period the student will fail that class period for the semester. (All attendance appeals must be submitted in writing within 7 calendar days of notification.)

Grade cards issued to parents will show the number of periods missed, and number of tardies in each period. Absences are to be recorded by the teacher, no matter what the reason, and these reports are to be kept up-to-date. The teachers' records are official.

## **ABSENCES**

Marietta Public School absences are recorded as follows:

- AE (Absence Explained)
- AU (Absence Unexcused)
- ED (Personal Dr. Note)
- EA (School Activity Absence) School Activity absences are the only absences not counted against a student's total accumulation.

Explained and unexcused absences will be determined by the proper administrator and/or attendance appeals committee.

1. **Explained absences** with full make-up privileges include; illness of the student, doctor's appointment, death or severe illness in the immediate family, an emergency, or other valid reason communicated by the parent/guardian shall be considered legitimate causes for being absent. Assignments are due within 3 days upon returning to school or at principal's discretion. Doctor's notes are due within 10 school days following student's return to school, or at principal's discretion. Final determination shall be made by the end of each quarter.

2. **Explained absences** with all work assigned in advance; students who miss school for religious holidays, school trips, or any other function from which the parent and school officials mutually agree that the student can derive educational benefit will be considered explained. Students must pick up assignments prior to absence. Assignments are due upon returning to school or at their teacher's discretion.

3. **Activity Absence**; students who miss class in order to participate in a school sponsored activity will be responsible for missed assignments and be ready to turn in work when returning to class. Extended time may be considered at teacher's or principal's discretion. Students who fail to adhere to the above policy shall not receive credit for assignment missed for school activity. A student may only miss a total of 10 days for activities. An extension of 5 activity days can be made only with board approval.

4. **Unexcused absences**; not documented properly; the student is required to complete missed assignments, and may receive credit for class work missed on day of unexcused absences. Unexcused absences are defined as absent from school, a particular class, or an assigned area without the permission of the school administrator, teacher, coach and/or a parent/guardian.

Parents/Guardians 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 attendance probation.
- 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 APPEALS PROCEDURE**

School officials on the attendance appeals committee determine whether absences will be Excused. 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 allowed to stand. All absences after the 10<sup>th</sup> absence must be excused as defined in sections A-E of the appeal

procedure, and an explanation for the absence must be on file with the school. A student's absences from school may be Excused by the Attendance Appeals Committee for the following reasons:

- A. **Personal illness**-When attendance at school would endanger the student or the health of others-verified by a note from a doctor, dentist, or health department.
- B. **Death or serious illness**- In the immediate family, verified by parents/guardian. Immediate family is defined as parent, sister, brother, grandparent, or other close 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 in writing within seven (7) calendar days of notification. The attendance appeals committee will consist of an administrator, the guidance counselor, and designated faculty member(s).

### **ACTIVITY ABSENCES**

The principal(s) of the high school/middle school will set up appropriate procedures to assure that the eligibility of the students pertaining to attendance in class, as well as making passing grades, is enforced. The principal will have the right to use his/her discretion on any problem that might arise.

In keeping with this policy, the following procedures will also be adhered to in order to keep absences to a minimum:

1. Since activities contribute heavily to the number of days students miss class, every effort will be made to hold these events after school and/or on Saturdays.
2. The maximum number of absences for activities, whether

sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are contests leading to district, state, and national levels of school sponsored competition. District, state, and national contests are those for which a student must earn the right to compete.

3. Students who miss class in order to participate in a school sponsored activity will be responsible for missed assignments and be ready to turn in work when returning to class. Extended time may be considered at teacher's or principal's discretion. Students who fail to adhere to the above policy shall not receive credit for assignments missed for school activity.

### **ATTENDANCE/ACTIVITY PARTICIPATION**

Students must attend school full-time on the day of an activity in order to be eligible to participate. Exceptions can be made for doctor's appointments, funerals, and other emergencies approved in advance by the principal.

### **SEMESTER TESTS / EXEMPTIONS**

Due to Covid19 - no semester exemptions will be given this school year. Semester exams or their equivalent will be given by each teacher. Students may be exempt from taking semester tests each period that they accumulate the following:

- Class average: 89.5% or above and 3 absences or less
- Class average: 79.5% or above and 2 absences or less
- Class average: 69.5% or above and 1 absences or less

### **COLLEGE DAY FOR SENIORS**

Two (2) days of excused absences will be allowed for seniors to visit college campuses for the purpose of enrollment. These days count toward the total allowed activity absences of ten.

Visits shall be coordinated by the high school counselor. Proof of

attendance must be presented to the school secretary for an excused absence to be given.

### **WEEKLY ELIGIBILITY**

The Oklahoma Secondary School Activity Association rule governing scholastic eligibility requires that a student must maintain passing grades in all subjects up to the end of the week preceding the event. A passing grade is considered to mean work of such quality that credit would be granted if the semester were to close at that time. Eligibility is therefore determined not necessarily on the basis of the one week's grades, but on the cumulative period through the week preceding the activity. Students determined to be ineligible on Friday of reporting week will begin ineligibility on Monday and remain so through the following Sunday. If an ineligible student participates in an event, forfeiture of any individual or team awards of process may be deemed warranted when a written protest is filed and upheld within 5 days of participation. Any additional OSSAA eligibility requirements will be enforced (6 week's hardship, etc.).

The Marietta School District will adhere to "The Rules Governing Interscholastic Activities in Senior High Schools" of OSSAA. OSSAA scholastic eligibility standards are required of all students' participation in extracurricular activity programs. Local school boards may make exceptions for only those students participating in non-competitive activities (board policy). The following activities fall into this category and eligibility will not be criteria for students' participation:

1. class field trips (during school time) which have been approved by the principal and it has been determined that the trip has educational benefits for all students. (The trip should be purely educational in nature and recreation is not included);
2. class programs in which students are performing skills that are a part of the regular classroom activities. (i.e., choir concert, band concert, FCCLA and FFA leadership activities, speech and debate workshops, etc.).

Eligibility criteria will be used for some activities in which there is no competition but where other students are competing and eligibility is a requirement. These include but are not limited to:

1. band members performing at athletic events where the band is performing and the athletes must be eligible to participate;
2. cheerleaders who are performing at athletic events where the athletes must be eligible to participate;
3. athletic assistants and trainers who are assisting at athletic events where the athletes must be eligible to participate;
4. ineligible students will not be allowed to participate in or to accompany any group's school sponsored activity.

### **SEMESTER ELIGIBILITY**

A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be five school credits for Middle School students. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend. Any student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.

### **SPECIAL PROVISIONS**

1. A senior student may maintain eligibility if he/she is passing (weekly check) the classes required for graduation. The number of classes which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college course to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subject's equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
2. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks (15 school days). A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three week period.

3. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-A for the end of spring semester.

### **ENTRANCE REQUIREMENTS**

For admission to Marietta High/Middle School, a student must be a resident of this school district or a legal transfer, must be living with parents or legal guardian, must provide proof of legal residence in Marietta School District, and must be willing to abide by the rules and guidelines set for our schools. He/she must also have current immunization records, official birth certificate, and copy of social security card for school files.

### **TRANSFERS**

Students and parents/legal guardians desiring to transfer into the Marietta School District must obtain a transfer document and attachments A and B from the principal's office. The parent /legal guardian must fully complete, sign and return all forms to the principal for consideration. Final approval must be given by the appropriate building principal/superintendent before the transfer is accepted.

### **STUDENT CLASS LOAD**

Students shall be enrolled in seven (7) classes unless a hardship case can be established. A junior or senior may be granted the privilege of enrolling in fewer than seven (7) classes in order to be concurrently enrolled, provided he or she is enrolled in a sufficient number of courses to complete all requirements for graduation.

### **GRADUATION REQUIREMENTS**

The Marietta Board of Education requires that all students must have satisfactorily completed the number of credits listed, and must have met all the requirements of the State and Local Board of Education in order to participate in graduation exercises. In addition to

minimum graduation requirements, all seniors will be required to complete courses in math, science, social studies, computers, and/or career readiness unless;

1. You are presently attending Southern Tech
2. You are concurrently enrolled (math and reading still required unless you have achieved a score of 19 or greater in the specified ACT area.)

These requirements are subject to change as determined by the Oklahoma Board of Regents. All students will be required to complete Algebra I, Geometry, and Algebra II. Any exceptions to this policy must be approved by the appropriate academic committee. Early graduation from Marietta High School is not allowed unless a unique circumstance arises requiring the need to do so. A committee of administration and staff will determine each need individually, and stipulations may be required.

**COLLEGE PREPARATORY/CAREER READY  
CURRICULUM FOR HIGH SCHOOL GRADUATION  
SENIOR CLASS 2019 & BEYOND**

- 4     **English:** Grammar/Composition and Literature
- 3     **Mathematics:** limited to Algebra I, Geometry, Algebra II, Trigonometry, Calculus, or other state approved math which meets college admission requirements.
- 3     **Lab Science:** (Biology I; 2 from the following: Physical Science, Biology II, Chemistry I, Chemistry II, or other state approved science meeting college admission.
- 3     **History and Citizenship Skills:** US History-1 credit; US Government-1/2 to 1 credit; Oklahoma History-1/2 credit; and ½ to 1 from the following: World History, Geography, Economics or other state approved history.
- \*2    **Foreign Languages or non-English language or 2 units of Computer Technology:** Computer classes must be approved for college admission requirements.  
Intro to Computers is excluded. You must take 2 units of the same foreign language. You cannot take 1 unit of Spanish and 1 unit of Computers.
- 1     **Additional unit from the following (as listed above):**

Math, Science, History, Foreign Language, Computers,  
or Career Readiness courses.

<u>1</u>	<b><u>Fine Arts: Music, Art, or Speech</u></b>
17	<b>Required</b>
<u>+7</u>	<b><u>Electives</u></b>
24	<b>Total</b>

### **ALTERNATIVE CREDIT**

Marietta High School accepts the following courses, when taught on a high school level, and when taken by 8<sup>th</sup> grade students for high school credit (courses also figured into student's GPA and class ranking):

- Algebra I
- Spanish I
- Computer Applications I
- Family & Consumer Sciences

### **DUAL CREDIT/ CONCURRENT ENROLLMENT**

Dual credit/ Concurrent enrollment for college courses will be accepted only at students' expense. Before enrollment, student will submit in writing a request for consideration of dual credit to the principal and/or counselor. Upon completion of the course, the student will provide an official transcript of the course with written notification whether the grade will be recorded on the official high school transcript. "Eligible junior and senior students can enroll in college classes while attending high school. Prior to enrollment, concurrent enrollment contract must be signed by parent, student and academic committee members. Dual Credit will be allowed for Senior Level courses per administrative approval. Core subjects of Math, English, Science, and History will be designated with the following Grade Scale:

Concurrent Course final grade average	80 – 100% = 4.0 (A)
	70 – 79% = 3.0 (B)
	60 – 69 % = 2.0 (C)

## **REPEAT CLASSES**

Students will continue to have the option of repeating a class. The student's transcript will reflect both grades and both grades (the higher and the lower) will be figured into the GPA. Students who repeat a class for the purpose of raising a grade shall not be considered for valedictorian, salutatorian, or class honors. Only one credit will be used toward graduation requirements. For the purpose of calculating class honors the lower grade will be used.

## **SUMMER SCHOOL**

Summer school can be used to make up needed credits for which students have failed to meet graduation requirements. Students wishing to participate in an accelerated program that is not offered at Marietta High School may complete summer school credits required for graduation only if they are not able to participate in the program without going to summer school. Approval is at principal's discretion.

## **GRADES**

The following grading scale will be used in the Marietta School System.

<b>Grade</b>	<b>Meaning</b>	<b>Numerical Equivalent</b>
A	Excellent Progress	90-100
B	Good Progress	80-89
C	Average Progress	70-79
D	Passing	60-69
F	Failure, no credit earned	Below 60
I	Incomplete, makeup required	

## **SOUTHERN OKLAHOMA TECHNOLOGY CENTER**

Southern Tech's mission is to prepare world-class employees for Southern Oklahoma and beyond. Located in Ardmore, Southern Tech provides educational programs at the 13-14 year levels (post-secondary), plus concurrent enrollment for secondary students (11-12 year levels).

The Southern Tech campus serves adults and high school students from a geographic area which includes Ardmore, Davis, Dickson, Fox, Healdton, Kingston, Lone Grove, Marietta, Plainview, Ringling, Springer, Sulphur, Thackerville, Tishomingo, and Wilson.

By the end of the first week of classes, Southern Tech enrollment contract must be signed by parent, student and academic committee members.

A high school student may earn three credits a year for a total of six elective credits towards graduation. Morning Southern Tech students may earn an additional elective credit.

Specific core courses and/or Oklahoma School of Science and Mathematics courses may be taken at Southern Tech for credit requirements with the approval of Southern Tech and the high school principal and/or counselor.

Students attending the Oklahoma School of Science and Math (OSSM) will have a grading scale as follows: A-87-100, B-77-86, C-67-76, D-60-66, and F- below 60.

### **CLASS CHANGES**

Students cannot request class changes after the first two days of each semester. All schedule changes must be approved by the building principal or counselor.

### **ACADEMIC RETENTION AND PROMOTION**

Middle School students who fail two or more core subjects, or had more than 10 absences may be candidates for retention. Core subjects shall be defined as social studies, math, science, and language arts.

Promotion - Promotion of a high school student shall be based on earned units. Assignment to high school grades shall be made in accordance with the following classification schedule:

- ninth grade - completion of eighth grade;
- tenth grade - completion of 7 units;
- eleventh grade - completion of 14 units;
- twelfth grade - completion of 21 units;
- graduation upon completion of required 26 units (Seniors 2020)

### **Promotion and Retention for Special Education Students**

Students enrolled in special education shall be promoted and retained according to the student's IEP and the IEP team's decision. A student in special education can receive a failing grade. He/she cannot fail because the academic level is too high (that is, not an appropriate program), but failing grades may be given because of refusal to do work within capability and/or poor attendance. However, when the prospect of failure appears, consideration should be given to addressing the problem on the IEP with the idea of alleviating it. Failure cannot be caused as a result of the handicapping condition.

### **REMEDIATION POLICY**

Students may be enrolled in remediation according to their performance level on state and national assessments, or classroom academic performance as required by state law. Remediation classes may be scheduled by course, period, semester, or other timeline.

### **PROFICIENCY BASED PROMOTION**

Upon the request of a parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency by scoring 90% or better on the test in one or more areas of the core curriculum. Arrangements for Proficiency Based Promotion must be made with appropriate counselor at least two weeks prior to the end of each semester of each school term. The Proficiency Based Assessment will be given one week before the start of each semester.

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

Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

## **PROCEDURES FOR OBTAINING AN OKLAHOMA DRIVER'S LICENSE**

Students must have a passing score on their eighth grade CRT reading test or an equivalent test to be eligible for an Oklahoma driver's license. Tests will be offered four times during the school year at announced times. If a student must retest more than once, a fee of ten dollars (\$10) per test will be assessed for Marietta Public School students and a fee of fifteen dollars (\$15) per test will be assessed for all other students.

A letter from the high school principal stating that he/she is a full-time student and has met the reading requirement must be taken by the student to the Driver's Examiner in order to take any part of the driving test. Students' absences will be excused with proof of examination furnished to the office.

## **WITHDRAWAL FROM SCHOOL**

In order to insure proper handling of school records and to facilitate entrance to another school, a student wishing to withdraw from school should:

1. have a parent call or come into the office;
2. obtain a withdrawal notice from the principal's office as early as possible on the day he/she intends to check out of school;
3. have the withdrawal notice properly endorsed by all subject teachers, the librarian, counselor, cafeteria, and the principal;
4. bring completed withdrawal notice to the office by 3:00 p.m.;
5. a student should have the following items before leaving school:  
(Withdrawal Notice, Personal Belongings, Final Office Clearance)

Records will be withheld without final clearance from the principal's office.

## **HONOR ROLL**

1. Honor roll will be based on semester grades only.
2. In order to be eligible for the honor roll, a student must be enrolled in at least four solid courses.

3. Those students who have an “A” in all subjects will be named to the Superintendent’s Honor Roll.
4. Those students who have a “B” average will be named to the Principal’s Honor Roll.

### **OKLAHOMA HONOR SOCIETY**

Membership in the Marietta High and Middle School Chapters of the Oklahoma Honor Society is decided by scholarship;

1. criteria for selection is based upon work completed during the first semester of the current year and the second semester of the preceding year;
2. the top ten percent of the student body making the highest average marks in the high school or middle school may be nominated.

### **NATIONAL HONOR SOCIETY**

Membership in the Marietta High School Chapter of the National Honor Society is an honor granted to those students selected by a majority vote of a designated faculty council:

1. criteria for selection is reserved for sophomores, juniors, and seniors;
2. must have been in attendance at MHS the equivalent of one semester, or have been an active member of NHS at his/her previous school;
3. cumulative grade point average of 3.5;
4. considered on the basis of outstanding service, leadership, and character.

### **MARIETTA ACADEMIC SCHOLARS**

In order to be considered for Valedictorian/ Salutatorian/ Marietta Academic Scholar, a student must meet all the requirements listed below:

1. Accumulate over Grades 9, 10, 11 and the first semester of Grade 12, a minimum grade point average or 3.7 on a 4.0 scale (un-weighted) or be in the top 10 percent of their graduating class.

2. Complete (or will complete) the curricular college preparatory requirements for a high school diploma.
3. Achieve a composite score or a super score of 22, on the ACT. The ACT must be taken no later than February of the graduation year.

The top 10% will be decided by student count. (example: 68 students= 7 in top 10%) The only way a tie will extend the number of students recognized in top 10% is if it occurs at the last rank within the top 10%.

Example:	4.0=1	4.0=1
	4.0=2	4.0=2
	3.8=3	3.8=3
	3.6=4	3.6=4
	3.5=5	3.5=5
	3.5=6	3.5=6
	3.3=7	3.3=7, 3.3=8, 3.3=9

The student must also have attended Marietta High School for at least three full semesters immediately preceding the time of selection to be considered for valedictorian/ salutatorian honors. These selections will be made at the end of the first semester of each school year.

### **TRANSCRIPTS**

Transcripts needed for transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the office. A fee may be charged for additional copies.

### **STUDENT COUNCIL**

The Student Council was formed to give the student body, through its elected representatives, a voice in school affairs. In many areas the Council is very effective in making a better school. The projects it sponsors help the faculty and administration to enhance the development of the student body.

## **ROYALTY ELECTIONS**

Homecoming elections will be under the direction of the student council sponsor. The sponsor will go over the procedure for electing a queen and attendants before the election of these persons with the principal. Students shall not be exempted from nominations or consideration for homecoming queen because they received a previous honor.

### **FOOTBALL ROYALTY**

Nominations for all queen candidates and attendants will take place at least three weeks before homecoming. The student council sponsor or the principal and/or the football coaches will conduct nominations of candidates and attendants. The football team (9-12) will nominate three senior girls for queen and three girls from each class (Fr., So, & Jr.) for attendants. The nominations will take place during their athletic hour. Queen candidates will be placed on a ballot and voted on by the entire student body one week before homecoming. The voting will take place by secret ballot. The student council sponsor will conduct the voting with student assistance during a class period determined by the sponsor. The sponsor and another faculty member will count the ballots. The queen candidate receiving the highest number of votes will be the football homecoming queen which will be announced during homecoming coronation that will take place at the football game. Attendants will be elected as follows: each class will vote to elect an attendant from the three girls that were nominated by the football team. Juniors will vote for juniors; sophomores will vote for sophomores; and freshmen will vote for freshmen. A person may not be nominated for football homecoming attendant if they have been a football attendant in the past, but all former homecoming attendants are eligible to be nominated for homecoming queen their senior year.

### **BASKETBALL ROYALTY**

Nominations for all queen candidates and attendants will take place at least three weeks before homecoming. The student council sponsor or the principal and/or the girls and boys basketball coaches will conduct

nominations of candidates and attendants. The high school girls and boys basketball teams will nominate three senior girls for queen and three girls from each class (Fr., So, & Jr.) for attendants. Nomination will take place during the school day when both girls and boys teams can be assembled.

To be elected queen candidate, a student must be on the basketball team their junior and senior years. An exception can be made if they were injured and are not able to play, but remain with the basketball team in some capacity i.e., manager, score keeper, etc. If there are only two senior girls who meet the above criteria, there will be only two candidates for basketball homecoming queen. If there are less than two senior candidates, the girls and boys basketball teams will select from juniors to get to the three candidates for queen. Queen candidates will be placed on a ballot and voted on by the entire student body one week before homecoming. The voting will take place by secret ballot. The student council sponsor will conduct the voting with student assistance during a class period determined by the sponsor. The sponsor and another faculty member will count the ballots. The queen candidate receiving the highest number of votes will be the basketball homecoming queen which will be announced during the homecoming coronation that will take place at the basketball game. Each class will vote to elect an attendant from the three girls that were nominated by the girls and boys basketball teams. Juniors will vote for juniors; sophomores will vote for sophomores; and freshmen will vote for freshmen. The attendant election should take place the same week as nomination. The three attendants elected will be announced at school. A person may not be nominated for basketball homecoming attendant if they have been a basketball attendant in the past, but all former homecoming attendants are eligible to be nominated for homecoming queen their senior year.

### **HALL PASSES**

A student is not permitted in the halls during class periods unless he/she is accompanied by a teacher or has a hall pass from an authorized staff member. Students are responsible for obtaining a hall pass.

## **CAFETERIA**

A well-balanced breakfast and lunch are offered at a reasonable price.

The cafeteria users will be expected to:

1. deposit all lunch litter in wastebaskets;
2. return all trays and utensils to the dishwashing area;
3. leave the table and floor in a clean condition for others;
4. pay all charges by the dates posted;
5. refrain from all horseplay;
6. no gum in cafeteria;

## **SAFETY DRILLS**

### **FIRE, TORNADO, LOCK-DOWN, and INTRUDER**

Four kinds of drills are required by law and are important safety precautions. Fire, tornado, lock-down, and intruder drills will be conducted throughout the year. Instructions for drills have been carefully planned. Each teacher will go over these instructions with each class during the first week of school.

## **LIBRARY**

Marietta School District provides and maintains a library/media center of outstanding quality for the students at the high school and the middle school. A librarian and aides are employed to care for this facility and to assist students in finding what they need. Fines and overdue books and loss or damage to books and materials in the center must be paid for by the student responsible. These charges must be paid by dates posted.

## **LOCKERS**

Lockers are assigned early in the year. It is recommended that each student purchase a quality lock and place it on his/her locker to insure its contents against theft or damage. It is also recommended that lockers remain locked as the school cannot assume responsibility or liability for books and articles missing from lockers. Locks on lockers should have a duplicate key or the combination in the office. Students are not allowed to exchange or share lockers without clearance from the

building principal or counselor. Keep your locker neat and clean at all times and close locker doors quietly. No food or drink allowed in any lockers. No stickers, etc. on lockers unless approved by the principal.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform students in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

### **STUDENT FEES**

Student fees, payable to sponsors, may be charged in the following classes and activities: athletics, FFA, art, band (uniform cleaning), choir, chemistry, physics, biology, environmental science, computer classes, speech, and FCCLA.

### **TELEPHONE**

The school telephones are business telephones and should not be used by students except in emergencies. Parents should not call the school asking to speak with their children on the telephone except in cases of real emergency. Students are responsible for obtaining a pass before using the telephone.

### **CELL PHONES**

Usage of cell phones, Smart watches and other electronic devices are not allowed during school hours and must be powered off from 7:55a.m. until 3:10 p.m. Cell phone / electronic device 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.

1<sup>st</sup> offense: 2 days ISD, corporal punishment at principal's discretion, phone can be picked up by student.

2<sup>nd</sup> offense: 4 days of ISD, corporal punishment at principal's discretion, phone must be picked up by parent

3<sup>rd</sup> offense and those after: Principals discretion which may include but not limited to: 5 or more days of ISD, corporal punishment, OSS. Phone must be picked up by parent/guardian.

## **TEXTBOOKS**

When books are issued, the teacher will write the student's name in ink on the label in the books issued to the student and log the book number in the teacher's grade book. Any lost or damaged books must be paid in full by the student or the parent. Textbook value will be determined by the state textbook price less depreciation.

## **MEDICATION**

All medications will be checked in and dispensed through the office. All medications must be properly labeled. Prescription asthma inhalers, diabetic supplies, and epi-pens may be carried by a student with written permission by a parent and physician. This documentation must be on file in the office.

## **HOMEBOUND**

With proper documentation, parents may contact the High School office to set up an education plan until the student is able to return to school.

## **CHECK-OUT PROCEDURE**

Middle school and high school students are not permitted to leave the school grounds at any time during the school day without permission from the office. This begins upon arrival at school each morning. **If the student must leave the campus, permission must be obtained through contact with the parent/guardian, and the principal's office.**

Failure to follow proper procedure will cause the student to be considered truant. Before a high school student is allowed to leave school at lunch time his/her parents must sign the proper release form.

In any situation that involves truancy, the police, as the school truancy officers, may be called and/or school disciplinary action will be taken.

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

The **Marietta School District** is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

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

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user

violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **Term of the Permitted Use**

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

### **Acceptable Uses**

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

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

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

B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that

misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, “Trojan horse,” “time bomb,” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

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

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

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

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

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

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

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

### **Internet Safety**

1. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet. ~~and stay away from these sites. Parents of minors are the best guides to~~

~~materials to share.~~ If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

2. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. “Hacking” and Other Illegal Activities. It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

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

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

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

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Privacy**

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

### **Failure to Follow Policy**

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

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

#### **Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F) CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, and Certified Employees, Policy EFBC, Computer Use, Policy EFEA, Using Copyrighted Materials.

We are using **K12USA/Secure School** for our technology protection measure (Internet filtering software). **K12USA/Secure School** protects against access by adults and minors to visual depictions that are

obscene, child pornography, or-with respect to use of computers 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 online;
- d. unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- e. measures designed to restrict minors access to materials harmful to minors.
- f. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### **DRESS REGULATIONS**

1. Dress regulations for students of Marietta Public Schools shall be based on personal cleanliness and respect for each other. Clothes, jewelry, and grooming shall be neat and shall reflect pride in one’s self and one’s school and will not distract from the educational programs. Students should remember at all times that they represent their school to the community: therefore, ordinary community standards of good taste and modesty must be observed. The principal will use discretion in what is inappropriate dress and the principal’s decision is final with no appeal.
2. Hats, caps, bandannas, head wraps, hoods etc. are not to be worn in any building on the school campus during regular school hours.

3. Shirts/blouses prohibited at school:
  - alcohol, drug, tobacco advertising and/or vulgarities and any offensive, provocative, inflammatory language or graphics
  - see-through apparel
  - tank tops, halter tops, tube tops, backless tops
  - spaghetti straps
  - indecent holes/large armholes
  - low-cut necks
  - skin showing from under the arms to mid-thigh
  - reveals underclothing
  - sleeveless shirts
  - loungewear/sleepwear/pajamas
  
4. Pants/shorts/skirts/dresses:
  - minimum length –2 ½ inches above knee (width of a dollar bill)
  - pants must not reveal underclothing
  - leggings/jeggings/tights must be worn with tunic-length (mid-thigh)
  - no holes/frays above the pocket line; frays acceptable between knee and pocket line.
  - the practice of “sagging” will not be allowed
  - no loungewear/sleepwear/pajamas
  
5. Shoes/footwear:
  - no house shoes/slippers
  
6. Jewelry/Body Piercing:
  - jewelry may be worn, but not so as to cause a distraction or pose a threat to others
  - no large chains, dog-collars, or buckle-type jewelry may be worn anywhere on the body

## **VEHICLES**

1. **A STUDENT MUST BE A LICENSED DRIVER.** A photo copy of your license, insurance verification, and tag number of any vehicle, will be registered in the high school office.
2. Students are required to obtain a parking permit from the high school office. Parking passes may be obtained for a fee of \$5.00. Parking stickers must be placed on the bottom of the drivers side rear window of each car the student will drive.
3. A student who drives a car to school is to park it in the student parking area only. Parking south of gym, north of band room, west of agriculture building, and the cafeteria is prohibited for students.
4. **THE PARKING LOT IS OFF LIMITS AFTER THE STUDENT HAS PARKED HIS/HER CAR EXCEPT TO ACCESS THE VEHICLE TO LEAVE CAMPUS WITH PROPER CHECK OUT OR OFFICE APPROVAL.**
5. The student agrees to observe the following rules:
  - a - speed limit of 10 miles per hour in the parking area and observe all traffic regulation in all school areas;
  - b - no parking or driving through the faculty or visitor parking lot;
  - c - no parking in the driveway area;
  - d - no vehicle to be overloaded with passengers;
  - e - no passengers in pickup beds.
  - f - no alcohol, drug, tobacco advertising and/or vulgarities and any offensive, provocative, inflammatory language or graphics on vehicles.
6. Parking on school property is a privilege, not a right, permits may be revoked for any violation to the vehicle codes for any period of time, including the entire year at principal's discretion (which means that student cannot park or drive a vehicle on school property).
7. Failure to adhere to the vehicle codes can result in the vehicle being towed at the students' expense.
8. No alcohol, drug, and/or tobacco in vehicle.
9. Student is responsible for contents inside their vehicles.
10. Police may conduct random license, insurance, and tag inspections.

## **BUSES**

Students should be careful when getting on and off the bus. Always wait for the bus to come to a complete stop before leaving your seat.

Students should not move around in the bus or have arms and heads outside windows while the bus is in motion. The driver of the bus is a school official and has the same control over students as the teacher in the classroom. Misconduct will be reported immediately to the principal. Improper conduct or vulgar language may cause the student to be deprived bus privileges.

### **DISCIPLINARY RULES FOR STUDENTS RIDING BUSES**

1. First Offense; parents contacted, the student may be suspended from riding privileges for five days.
2. Second Offense; parents contacted, the student may be suspended from riding privileges for ten days.
3. Third Offense; parents contacted, the student may be suspended from riding privileges for no less than the equivalent of one semester.
4. For serious offenses, such as vandalism or violence of any kind, discipline action may supersede the above.

### **PHILOSOPHY OF DISCIPLINE**

It is beneficial to students, parents, and school staff to identify the basic component of our approach to discipline at Marietta Public Schools.

1. We regard discipline as training intended to produce a pattern of behavior which promotes a learning environment and ensures the well-being and safety of students and staff.
2. School rules and procedures are assigned to effect a learning environment and ensure safety.
3. Rules are communicated to all students. We encourage parents to review the school handbook so that there is mutual understanding of both the rules and the consequences for not complying with the rules.
4. It is our hope that the consequences of breaking rules will foster student responsibility and motivate students to display behavior which offers them opportunities for positive reinforcement rather than negative consequences.

5. Detention is the penalty for most minor violations of school rules.
6. Suspension from school occurs in serious cases of misconduct or failure to comply with detention requirements

### **GENERAL CLASSROOM RULES**

Teachers have the discretion to post their own classroom rules.

### **MARIETTA SCHOOL DISTRICT POLICY ON STUDENT BEHAVIOR**

The Board of Education of the Marietta School District adopts the following policy and procedures with student behavior:

#### General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Marietta Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

#### Discipline Code

The following behaviors at school, while on school vehicles going to or from, or attending school events, will result in disciplinary action which may include in-school placement options or out-of-school suspension:

1. arson;
2. attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message or material;
3. attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast,

- published or distributed, any message or material;
4. cheating;
  5. conduct that threatens or jeopardizes the safety of others;
  6. cutting class or sleeping, refusing to work in class, or eating food, candy or drinks in building without principal approval;
  7. disruption of the educational process or operation of the school;
  8. extortion;
  9. failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
  10. failure to comply with state immunization records;
  11. false reports or false calls;
  12. fighting;
  13. forgery;
  14. gambling;
  15. harassment, intimidation, and bullying;
  16. hazings (initiations) in connection with any school activity;
  17. immorality;
  18. inappropriate attire;
  19. inappropriate behavior or gestures;
  20. inappropriate public behavior and/or public display of affection (PDA);
  21. indecent exposure;
  22. intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to;
    - (a) assault and battery,
    - (b) damage, destruction, vandalism or defacing any real personal property,
    - (c) threatening, by word or act, the acts identified in (a)/( b)
  23. obscene language;
  24. physical or verbal abuse;
  25. plagiarism;
  26. possession of a caustic substance;
  27. possession of obscene materials;
  28. any use of a cell phone or any wireless telecommunication device, that interrupts the educational process;
  29. possession, threat or use of a dangerous weapon ( guns, knives, and/or any chemical gases) and related instrumentality's (bullets, shells,

gun powder, pellets, etc.);

30. possession, use, distribution, sale, conspiracy to sell or possess, or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer ( as defined by Oklahoma law, i.e., 3.2 beer), and/or controlled substances;

31. possession of illegal and/or drug related paraphernalia;

32. profanity;

33. sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;

34. theft;

35. threatening behavior whether involving written, verbal or physical actions;

36. truancy;

37. use or possession of tape/CD players, tapes, CD's, cameras, ipods (MP3),and radios;

38. use or possession of roller skates, roller blades, skate boards, or scooters;

39. use or possession of tobacco in any form, including e-cigarettes will result in a \$100.00 fine from the state of Oklahoma.

40. use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;

41. using racial, religious, ethnic, sexual, gender, or disability-related epithets;

42. vandalism;

43. violation of the Marietta Board of Education policies, rules or regulations, or violation of school rules and regulation;

44. vulgarity;

45. willful damage to school property;

46. willful disobedience of a directive of any school official

**\* Incident reports may be filed with police.**

**\*\* This list is not all inclusive.**

**Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will**

**also result in disciplinary action, which may include in-school placement options or out-of-school suspension.**

## **STUDENT SEARCHES**

The superintendent or, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct to any warrant less search.

The superintendent or, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons or, control dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item

shall be subject to the provisions of Section 24-101.3 of this title.

Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform students in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

**THE SCHOOL BULLYING PREVENTION ACT**  
**(70 OKLA. STAT. 24-100.2)**

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's mission of the student or other students.

**Dear Parent or Guardian:**

**On the 5<sup>th</sup> day of December, 2016, the Marietta Board of Education met at a regular monthly board meeting. One of the acts of business at this board meeting was the revision and ultimate adoption of the school district's policy regarding bullying. The bullying policy is found at FNCD, FNCD-R, FNCD-P, and FNCD-E in the school district's policy manual. You are entitled to a copy of the policy. If you would like to receive a copy of the policy, please contact the office of the principal or the superintendent at 580-276-9444.**

The policy is also available on the school website at [www.mariettaisd.org](http://www.mariettaisd.org)

Sincerely,  
Brandi Naylor  
Superintendent, Marietta School District

### SAMPLE DISCIPLINARY OPTIONS APPLICABLE TO STUDENT MISCONDUCT

#### *Detention*

Detention is a correctional measure used when it is deemed appropriate.

1. Noon detention is from 11:40 to 12:00 Middle & High School.
2. Students assigned to detention are to report directly to the designated room. In order to gain credit, students must be on time.
3. Students must bring books or materials related to academic subjects for study.
4. Upon entering the detention room students will be seated and begin studying.
5. Absolutely no disruption of any kind will be allowed.
6. Students cannot leave the room during detention.
7. If a student fails to report on the day assigned, additional detention may be given. If for some reason a student is unable to report for detention, he/she must clear this in the office before the designated detention time.
8. In the event a student is absent on a day he/she is assigned to detention, the detention is due on the next day he/she returns to school.
9. Continual failure to attend assigned detention may result in suspension.
10. Students accumulating more than 5 consecutive days will be referred to the office.

## TEACHER ASSIGNED DETENTION

The individual teacher has the right to assign detention in his/her classroom.

## ALTERNATIVE IN-SCHOOL PLACEMENT

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

## IN – SCHOOL – SUSPENSION (ISS)

The purpose of this suspension is to give the student the opportunity to keep up with his/her class work while being confined to an area that is nondestructive. The overall objective of this program is to provide an alternative to home suspension for those students who fail to function acceptably in an everyday school climate. **The Principal will be notified of any infraction of ISS rules. This may result in home suspension.**

1. Students may not arrive before 7:50 a.m. Students assigned to ISS will report directly to the ISS room upon entering the school.
2. **ISS begins at 8:00 a.m. and is over at 3:10 p.m.** ISS supervisor will make arrangements for lunch to be brought from the cafeteria at 12:15 p.m. at regular charge, or students may provide their own lunch.
3. Students are responsible for bringing school supplies to ISS.
4. The ISS supervisor will obtain assignments from each teacher. Failure to complete assignments in ISS may result in home suspension.
5. Students suspended for misconduct in ISS will have to finish the remaining days previously assigned to ISS upon completion of suspension and returning to school.
6. Any student who is placed in ISS will not be allowed on school campus except at ISS area and may not be allowed to attend or participate in any school activity during or after school, home or away at principal's discretion. Appointments for teacher assistance in subject

areas may be scheduled after school hours.

7. Students will not be truant or tardy.
8. Any student who has spent two separate assignments in ISS may be home suspended.
9. All regular classroom rules and any additional rules deemed appropriate by the ISS supervisor apply in ISS.
10. When assigned to ISS, the student will sign a procedural contract.

### **CORPORAL PUNISHMENT**

Corporal punishment is administered to students according to the following policy:

1. Corporal punishment is a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.
2. Corporal punishment will be administered by an administrator in an office or designated area and in the presence of another certified person. Punishment must be applied to buttocks only. The witness should be informed of the infraction in the presence of the student.
3. A written report shall be made for each student receiving corporal punishment. The report is to be signed by the administrator involved and the witness.
4. Parents of students who do not want corporal punishment (a paddling) administered to their child must come to the HS/MS office and state that in writing.

### **STUDENT SUSPENSIONS**

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term “out-of-school suspension” refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY**

**LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.**

Reference to “parent” in this section of the policy refers to a student’s parent or legal guardian. Reference to “principal” means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

**BEHAVIOR OR CONDUCT WHICH MAY RESULT IN  
SUSPENSION**

Students who are guilty of any of the following acts may be suspended out-of -school by the administration of the School or the District for:

- a. violation of a school regulation;
- b. immorality;
- c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
- d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
- e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District’s policy related to firearms.

In the event of a suspension in excess of five (5) days for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of School Suspension section of this policy, below, shall be applicable for acts which fall within parts “a” through “d,” above. As allowed by law, no education plan will be provided for acts which fall

within part “e,” above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher’s classroom without the teacher’s prior approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

**SCHOOL DISTRICT’S OBLIGATION APPLICABLE  
TO ALL OUT-OF-SCHOOL SUSPENSIONS**

***Alternative In-School Placements:***

Before the School District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school suspension, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. **STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.**

***Pre-Conference Applicable to Out-of-School Suspensions:***

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss

his/her conduct.

4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state that alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

***Immediate out-of-School without a Pre-Out-of-School Suspension Conference:***

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

***Conferences with the Parents:***

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the out-of-school suspension review committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

***Out-of-School Suspension Requirements:***

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension for ten (10) days or more. A short term out-of-school suspension shall be a period of nine (9) or fewer school days.

2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions in excess of (10) days be imposed only in serious situations.

3. Out-of-School suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

***Individualized Plans for Out-of-School Suspension:***

Out-of-school suspensions in excess of five (5) days shall include an individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstance of the out-of-school suspension.

The plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education of grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

***Records and Reports:***

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the education plan and the student and/or parent's compliance or non-compliance with the plan.

**LONG-TERM OUT-OF-SCHOOL SUSPENSIONS**

**SUSPENSIONS OF TEN (10) SCHOOL DAYS OR MORE**

***Right of Appeal:***

A parent or the student may appeal the principal's out-of-school suspension decision of ten (10) school days or more to the Superintendent of Schools and the Board of Education.

***Method of Appeal to the Superintendent of Schools or his/her Designee:***

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principals' out-of-school suspension decision will be final and non-appealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with

having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.

5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

***Method of Appeal to the Board of Education:***

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable.

***Hearing the Appeal:***

1. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

***Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:***

1. The Board President should:
  - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.
  - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President should advise the parents/child:

- a. That they are entitled to legal counsel, if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given the opportunity to cross-examine.
  - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
  - d. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
  - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
  4. Parents/child may call any witnesses and present any documents subject to cross-examination.
  5. After each witness is presented School Board members may ask the witness any questions.
  6. Parents'/child's' closing statement.
  7. Administration's closing statement.
  8. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
  9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.

***Attendance at School Pending Appeal Hearing:***

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

- a. the conduct for which the student was suspended out of school reasonably indicated that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
- b. the conduct for which the student was suspended out of school

reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

**SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS**  
**SUSPENSIONS OF NINE (9) OR FEWER SCHOOL DAYS**

The Board of Education recognizes that student out-of-school suspensions of nine (9) or fewer school days (referred to as “short term out- of -school suspensions”) involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of ten(10) or more school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the School District’s discretion.

***Right of Appeal:***

A student who has been suspended out of school for a period of nine (9) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of ten (10) or more school days. A student who has been given a short-term out-of-school suspension and that student’s parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

***Method of Appeal to a Committee:***

1. An appeal to a committee can be requested by letter to the school Superintendent, which must be received within one (1) calendar day after the principal’s out-of-school suspension decision is received by the student or his/her parents. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
2. Upon receipt of the request, the school Superintendent shall confirm that the student’s out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school Superintendent determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond

ten (10) school days prior to the committee hearing the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

***Hearing the Appeal:***

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or

guardian of the student, the principal and the Superintendent of Schools.  
5. The decision of the committee shall be final and non-appealable.

**STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL  
SUSPENSION OR UNDER OTHER DISCIPLINARY OR  
CORRECTIONAL MEASURES**

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

**SUSPENDED STUDENTS**

Students under out of school suspension are prohibited from being on school property during the suspension.

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**2020-2021  
PARENT/STUDENT  
HANDBOOK**

**MARIETTA HIGH SCHOOL  
AND  
MARIETTA MIDDLE SCHOOL**

## NOTES