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STUDENT HANDBOOK

This handbook (the "Handbook") has been prepared to bring about a consistent policy at Lomega Public School. It is hoped that the Handbook will promote a better understanding between the students and their school. Frequent reference to this booklet will be a real benefit to the student and faculty. It is the responsibility of the student and parent to be knowledgeable of and compliant with these established policies. The fact that something is not specifically listed or addressed in this document is not a valid excuse for conducting one's self contrary to, or in a manner not complimentary to, or respectful of, the intent outlined by this policy. Students who elect not to conform to the procedures, policies, and guidelines set forth may be subject to appropriate interventions, disciplinary actions and/or sanctions. The Lomega Public School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

PHONE NUMBERS

Superintendent:	405-729-4215
High School:	405-729-4281
Elementary:	405-729-4251

SCHOOL HOURS

No School Supervision will be available before 7:30 a.m. and students may not enter the building until 7:30 a.m. Students must leave the school at 3:50 p.m. unless otherwise permitted by a teacher or principal to remain longer. Doors of the school building will be locked at 4:30 p.m.; at this time no student is permitted inside unless supervised.

POLICIES & PROCEDURES

ABSENCES/TARDIES

Oklahoma school law provides that it is unlawful for a parent or guardian to not compel a child to attend school. (Oklahoma Compulsory Education Law, State Statute Title 70, §10-106). Regular, student attendance is essential for learning. The Lomega Public School educational program requires regular, on-time attendance to be effective. Oklahoma law places the responsibility for school attendance on the parent/guardian, as well as the student. It is the responsibility of each student and his/her parent/guardian to keep track of absences.

Students must be in attendance at least 90% of each class to receive credit for the class.

A maximum of nine (9) days a semester may be missed for excused absences, school activities, absence by arrangement, unexcused absences, or truancy in any one class. A student who has been absent will report to the

principal's office on the day the student returns to school. No student who has been absent may re-enter a class without an admit slip signed by the office.

Elementary students not in attendance 80% of total days enrolled will be retained unless a committee of the teacher, administrator, and parents concur that the student shall be promoted. Students not in attendance 90% of the time, parents will be required to attend an attendance committee meeting consisting of the parent, teacher, administrator to pass for the semester.

Students are expected to be in class and ready to go to work when the tardy bell rings. A student who is more than 10 minutes absent in a class is counted absent for the period. The 10 minutes may occur at the beginning, middle, or end of the class hour. Three tardies count as one unexcused absence and will be counted against the student's record.

3 tardies per class = 1 unexcused absence
6 tardies per class = 2 unexcused absences
6 tardies (overall) = weekend school
Other options will be considered for excessive tardies.

All class work missed by students, either for absences or tardies, must be made up to the satisfaction of the teachers concerned.

(1) Excused Absences: Personal or family illnesses, medical appointments (doctors notes required), legal matters; including service on a grand, multicounty grand, or petit jury, extenuating circumstances deemed necessary by the principal (ex. Funeral), or observance of holidays required by student's religious affiliation. Administrators will take each situation into consideration and classify appropriately. Students will not be excused from school once they arrive unless a parent contacts the school or picks up the student. **A student who misses school for any reason other than a school-sponsored activity must be excused by the student's parent either in person or by telephone. It is the responsibility of the parent to notify the school within 24 hours if a child is to be absent for one of the above reasons.** Notes will not be accepted for excuses. The school will attempt to contact those students' parents who do not call. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. After 48 hours, all 'Absences' that are undocumented or without parental explanation will be considered 'Unexcused'

(2) Unexcused Absences: This is any absence that does not fall within one of the above categories. 10 unexcused absences will result in student not receiving credit in class for the semester.

(3) Truancy: A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Class work cannot be made up. Such absences can lead to suspension from school if persistent or of such a nature as to affect the discipline of the school.

ACTIVITIES

All school activities will be approved by the principal and/or superintendent and placed on the school calendar. No class or organization shall plan to hold any activities on Wednesday night.

ACTIVITY ABSENCES (10-Day Rule)

A student shall not be permitted to miss any one (1) class period more than ten (10) times per school year due to participation in extra-curricular activities. Excluded from this number are state and national levels of school sponsored contests. In addition to qualifying competitions, the following activities are exempt:

1. General:
 - Assemblies, performances, & plays
 - Scholastic Contests
 - Serving as a page in the State Legislature
2. Agricultural Education:
 - Tulsa State Fair (for participants only)
 - Oklahoma City Youth Expo
 - Oklahoma State Fair Or Tulsa State Fair (participants only)
 - National FFA Convention- (1 time in a student's high school career will be exempt). Any student receiving an award will be exempt.
3. Other:
 - The administration reserves the right to exempt events at their discretion.

Absences taken beyond the 10 days without administration approval will be unexcused absences.

ACTIVITY TRANSPORTATION

Students participating in school sponsored activities off-campus must ride to & from the activities on school-provided transportation. Exceptions may be made for students who have received prior permission from the parent and approval of the administration. Students must return on the school-provided transportation in which they were transported unless released to parents.

ANNOUNCEMENTS

The Administration or Administration designee must approve all materials for distribution or display on school property by persons who are not personnel or students of Lomega Public Schools. Petitions may not be circulated without the approval of the Superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

School and personnel publications, including the school newspaper and other school-sponsored materials that represent the district, are to be submitted to the Principal for review and accuracy and compliance with district policies.

ASSAULTS

Employees who are victims of assault and/or battery while performing school duties shall notify, in writing, the superintendent, the building administrator or a member of the Safe School Committee of the incident within 30 days of the incident. The building administrator or committee member shall report such incidents to the superintendent. The superintendent shall determine the action to be taken as a result of the incident. The said victim of the assault and/or battery shall be informed of the action taken. If the employee is not satisfied with the action, he or she may ask to be heard by the board of education.

The superintendent shall notify the State Department of Education of all such incidents of the previous year on July 1 of each year. The report shall include a description of the battery or assault and the final disposition of each incident.

Nothing in this policy shall be meant to prevent the school employee himself or herself from filing criminal charges.

BELL SCHEDULE -High School

1st hour:	8:25 - 9:17
2nd hour:	9:20 -10:12
3rd hour:	10:15 -11:07
4th hour:	11:10 -12:00
LUNCH:	12:00 -12:32
5th hour:	12:35 - 1:27
6th hour:	1:30 - 2:22
7th hour:	2:25- 3:17

BULLYING, HAZING, AND HARASSMENT

It is the policy of the Lomega School that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to be a school activity.

Lomega Public School Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying, harassment, hazing, and intimidation. All students are strictly prohibited from engaging in any form of harassment, intimidation, hazing, or bullying. These include but are not limited to verbal epithets, slurs, gestures, physical intimidation or abuse, written threats or graffiti targeted toward an individual because of race, color, gender, age, national origin, sexual orientation, or disability (mental or physical). In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an

interference with the rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, regardless of whether such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying, harassment, or intimidation at school. Such actions/activities, even in jest, are violations of these rules and regulations and will be subject to consequences pursuant to District policy. All harassment, intimidation, and bullying complaints will be investigated. Any student who is or has been subjected to harassment including but not limited to sexual harassment by another student or knows of any student who is or has been subjected to harassment should report all such incidents to an administrator, counselor, dean, or teacher. Anonymous reports may also be submitted.

For the purposes of this policy, hazing is generally defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

For the purposes of this policy, bullying is generally defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else.

For the purposes of this policy, violence is generally defined as any word, look, sign, or act that hurts a person's body, feeling, or things.

For the purposes of this policy, electronic communication means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees. (21 O.S. Sec. 1190)

BUS RIDER RULES

The driver is in complete charge of the bus and the students on the bus. Pupils must obey the driver promptly. All students are under the supervision of the bus driver while on the bus. The principal, or his/her designee, may remove a student from riding the bus for failing to behave in an appropriate manner. A principal's decision to limit or revoke bus riding privileges is final and may not be appealed.

1. Be on time at the designated school bus stops.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.

WHILE ON THE BUS:

6. Keep hands and head inside the bus at all times after entering and until leaving the bus.
7. Any form of tobacco or tobacco products is prohibited.
8. Assist in keeping the bus safe and sanitary at all times.
9. Refrain from loud talking or creating confusion.
10. Damage to seats, etc. must be paid for by the offender.
11. Leave no books, lunches, or other articles on the bus.
12. Never tamper with the bus or any of its equipment.
13. Keep books, backpacks, packages, coats, and all other objects out of the aisles.
14. Help look after the safety and comfort of small children.
15. Do not throw anything out of the windows.
16. Do not leave your seat while the bus is in motion.
17. Horseplay is not permitted around or on the school bus.
18. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
19. No televisions, radios, cassette tape players, CD players, Game Boys (with or without earphones), iPods, iPads, cell phones, or computers, are to be powered on while on the school bus routes.

CAFETERIA RULES

All lunch bills will be sent out monthly and payment is expected promptly. Eating areas are to be left clean & all litter placed in the trash. Do not take or give "cuts" in line. All students are expected to conduct themselves in a mannerly and orderly fashion while in the cafeteria and/or the commons area. Please abide by the following rules during lunchtime so that everyone's lunch will be pleasant, comfortable, relaxing, and expedient:

1. Put trash in the trash cans;
2. Keep food and condiments in their proper place;
3. Students are to take their place at the END of the lunch line;
4. No food or drink outside of cafeteria, except for students enrolled in college class at noon;
5. Leave backpacks and large purses outside of the serving line.

CHEATING/PLAGIARISM

Cheating at Lomega Public School is considered an act of intent to gain or give information/knowledge for or during an assignment, test, quiz, examination, etc. The minimum penalty for the act or intent of

cheating will be a zero (0) for that assignment, test, quiz, or examination. Students engaging in multiple and/or repeated incidents of plagiarism and/or cheating, including, but not limited to: stealing other students' work, copying/pasting from source material, using electronic devices during an exam, or other action deemed dishonest, shall be subject to sanctions and disciplinary action to be determined by the Administration based on the totality of circumstances, and extent of the academic dishonesty.

FORGERY

The act of falsifying teacher/administrator signature or information on official school records, hall passes, documents, or any items requiring staff signatures is not tolerated. Any student who forges a teacher, administrator, or parent signature will face disciplinary consequences, including out-of-school suspension.

HALL PASSES

A hall pass should be open and visible to any teacher who may ask to see the hall pass in the hallways. Hall passes must be presented and returned to the appropriate teacher. No student should be out of his/her assigned class without a pass from that teacher.

CHECKING OUT OF SCHOOL

Students are not to leave the school grounds once they arrive or while school is in session for any purpose without permission from the school principal, or, in his/her absence, the superintendent.

Students must check out through the office. (Failure to do so may result in ISD or other disciplinary action at the principal's option per the circumstance.) Students may only check out of school with the personal permission of their parent/legal guardian. Permission must be given in person; a signed, dated, written note; or on the phone before the student may be approved to leave school.

ONLY A PARENT OR LEGAL GUARDIAN MAY DESIGNATE ANOTHER ADULT (OVER THE AGE OF 18) TO PICK UP A STUDENT EARLY FROM SCHOOL. Such authorization must be presented in writing and entered into the District's emergency contact database. Persons authorized by the parent or legal guardian for early pickup must be able to produce a valid, unexpired, photo identification card. A legal guardian is automatically authorized to check his/her child out of school unless official court documents are submitted to the school's main office with instructions that restrict the parent/guardian's access to the child. Such instructions will be entered into the District's student information management system. Adults who arrive

at a school to check out a student must check in with the attendance office, sign an early release document, and provide valid photo identification. The school office staff will check the signature and photo identification against the District's student information management system to ensure the adult is authorized by the parents to have physical custody of the child. Leaving school without Administrative permission is classified as Truancy

CLOSING SCHOOL (BAD WEATHER)

Announcements regarding school closings & delayed opening times due to bad weather will be made on local radio and TV stations.

COLLEGE DAYS

(Applies to seniors only during the school year in which the senior will graduate.) A Senior student will be allowed a reasonable number of days (limit 3 days) to visit post-high school institutions in which the student is interested in attending after graduation. A student may visit more than one institution in a day. These college days will be counted against the 10-day Activity Absences.

COMPUTER USE

Students will not be allowed in a classroom without a teacher present. Students must have a pass from the teacher issuing the assignment to work on an assignment on a computer in a different classroom. The pass will give the nature of the assignment.

Student misuse of computer resources will result in appropriate disciplinary measures. Tampering, altering, or falsifying teacher grade books or computer programs will result in immediate out-of-school suspension. Any damage to any portion of the computer will be classified as vandalism, and students will be disciplined pursuant to District policy.

DRESS CODE

The Lomega Public School Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure, and orderly educational environment for all students. The Board solicits the support of parents/guardians in the enforcement of its dress code. Students and their parents/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice. Students at Lomega schools are expected to dress appropriately for the school setting. Clothing, accessories or hairstyles that

are disruptive to the educational environment or creates a risk of health or safety to any person are prohibited at school or any school activity.

Body piercing will not be allowed unless it is an earring in the ear.

Disallowed clothing includes, but is not limited to: clothing that reveals the midriff or inappropriately exposes other areas of the body (including legs) or undergarments; caps/hats (indoors); clothing, accessories, or hair styles that promotes (directly or indirectly) alcohol, tobacco, chemical abuse, criminal behavior gang colors or symbols (including "sagging" pants); inappropriate moral conduct; nudity (partial or whole); obscenity; profanity; any form of violence; tank tops (width of shoulder strap is irrelevant).

Dress shorts will be permitted during a time period to be set by the administration during the fall and spring.

Boys will not be allowed to have facial hair at extra-curricular activities, and tattoos must be covered during any school activity.

If a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

If any unusual situation relative to dress, accessories, or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of attire.

Violations of the Dress Code may be subject to discipline pursuant to District policy.

DRUG-FREE PREVENTION PROGRAM

The Lomega Public Schools have adopted and implemented the following drug prevention program for students with the intention to maintain a drug-free environment:

- A. Lomega Schools has implemented drug, alcohol and illegal substance education and prevention programs for students in K-12 grades. It is the intent of the school district to address the legal, social and health problems caused by the involvement of drugs, alcohol and illegal substances use with emphasis on effective measures for resisting peer pressure use of illegal drugs, alcohol and substances.
- B. Students are to be made aware of illicit drugs, alcohol and substances and their harmful effects.

- C. There will be no possession, use, or distribution of illicit drugs, alcohol, and substances by students on school grounds or any school sponsored activities.
- D. Students who possess, use, or distribute illicit drugs including anabolic steroids; alcohol and substances shall be subject to disciplinary action. Such action may include long-term suspension. In addition to suspension, students are subject to referral for prosecution under applicable laws.
- E. Students may receive information concerning drug, alcohol and substance counseling, rehabilitation, and re-entry programs from the principal's office.
- F. Copies of this policy concerning the standards of conduct and disciplinary sanctions will be made available to students and parents.

ELECTRONIC DEVICES

Electronic devices such as MP3 player, CD players, games, headphones will **not be allowed** during instructional hours of the school day. They are allowed for activity trips (athletics, band, etc.) outside of the school day by the discretion of the sponsor/coach. The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.

WIRELESS TELECOMMUNICATIONS DEVICES

In an effort to promote a healthy, safe environment, to remove distractions from the academic environment, and to protect the integrity of the curriculum, **cell phones must be turned off and use will not be allowed during the school day in the classroom or on school property. Additionally, students may not charge electronic devices on school property. Lomega Public School, its faculty, staff, and employees assume no responsibility for lost, misplaced, or stolen items.**

1st offense-Phone confiscated & parents will need to pick up the phone.

2nd offense- Phone confiscated & student will be restricted from bringing the phone back to school for one semester. Parent will need to pick up the phone.

Cell phones with internet access will not be allowed at school or school activity.

The school district will not be responsible for loss, damage, or theft of any telecommunication device.

ELIGIBILITY

A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to: competitive events against other schools; field trips; student activities outside the normal school day; prom; and non-classroom activities. A student who is not eligible will not suit up, travel with the team group, organization, nor sit on the bench or stand on the sidelines.

Academic Eligibility - Semester Grades:

- (1) A student must have received a passing grade in any five subjects that he/she was enrolled in during the last semester he/she attended fifteen or more days.

- (2) 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 he/she attends.
- (3) A 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.

Student Eligibility During a Semester:

- (1) Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- (2) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period they will be ineligible to participate in any extracurricular activity during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.
- (3) A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility with the first class of the new one-week period Monday through Sunday).

Special Provisions:

- (1) An ineligible student entering Lomega Public School during a semester will not be eligible at Lomega Schools for a minimum period of three weeks. A student may regain his/her by achieving all passing grades in all subjects at the end of the three week period.
- (2) Incomplete grades will be considered the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two weeks to apply this exception.)
- (3) One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the semester requirements for the end of the spring semester.

Attendance Eligibility

A student who has not attended classes ninety percent of the time for the semester becomes ineligible. If he is ineligible because of late enrollment, he must attend the number of days he was late in enrolling to regain eligibility; otherwise, he must attend a period of time equal to the number of days absent in excess of ten percent for the semester. Time of additional absences while regaining eligibility will be added to time required to become eligible. After a student regains eligibility and then is absent, his eligibility is determined by percentage of attendance from

the beginning of the semester, except that percentage of attendance for late enrollees, after becoming eligible, shall be calculated from the date on which eligibility is regained.

Students must attend school at least 3 class periods of the school day in order to participate in an activity that evening. This does not apply to students who attend funerals, if the administration is notified in advance. (The 3 class periods do not have to be consecutive.)

EMERGENCY DRILLS

Fire Signal: **VERY LOUD** intermittent fire alarm.

Tornado Signal: Several short rings of the school bell.

Lockdown & Intruder Drill: Announcement over intercom

Emergency/disaster drills are conducted on a regular basis, per state law, to assure that everyone is familiar with emergency procedures should a true emergency arise.

1. Directions and maps are posted in the classrooms and throughout the building.
2. Students and staff should familiarize themselves with the procedures in each room in which they have classes.
3. Each student is expected to participate and cooperate during emergency procedures.

ENTRANCE REQUIREMENTS

To gain admission to Lomega Public Schools, a student must be a legal resident of this district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Lomega Board of Education.

EXTRA-CURRICULAR ACTIVITIES

No student with facial hair will be allowed to participate in any extra-curricular activity. Extra-Curricular Activities are activities of organizations that are sponsored by the school and/or are held during the school day.

FEES

No fees are charged to students for school facility use. Fees may be charged for overdue library books, classroom materials, etc.

FOOD ON CAMPUS

Chewing gum is not allowed anywhere on campus. Food and drinks are not allowed in any classrooms including classrooms not located in the main building. (Ex: Ag, Gym, etc.) except on special occasions as directed by the teacher or principal.

GRADUATION PROCEDURES

Seniors who have failed to complete all requirements and obligations for graduation will not be permitted to

participate in graduation exercises, attend the senior trip, or have their picture on the class panel.

GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS

(1) If the issue involves a teacher, the student or parent should address the issue with the teacher. If the issue is not resolved, the issue should be brought before the principal. (2) If the issue involves another student or other school personnel, the parties should address the issue with the principal. (3) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

HAZING

Students and/or student organizations are prohibited from hazing other students.

HOMEWORK

Homework is an integral part of the total Lomega Public School educational experience. It is designed to reinforce and enrich classroom activities, develop self-discipline, and foster a sense of responsibility within the student. It is an indispensable, learning activity which increases in complexity with the course of study.

Definition: All class-related work which must be completed within a time frame determined by the classroom teacher. Homework includes daily independent practice, as well as preparation for tests, quizzes, and class discussions.

Homework enables the student and teacher to assess whether the material is being mastered and helps to determine areas which may require additional instruction/practice. Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a-day" to turn in homework when the student has an excused absence from school. (EX: A student who is absent for 2 school days due to a documented illness has 2 school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero for missed class assignments, including homework.

IMMUNIZATIONS

Exemptions to the immunizations required by law:

- (1) Medical Contra-indications: a signed statement, using ODH Form 216A, from a licensed physician stating the physical condition of the child is such that immunization would endanger the life or health of the child.
- (2) Religious Objection: a signed statement using ODH Form 216A, from the head of a religious organization stating immunizations are contrary to the teachings of that religion.
- (3) Parental Objection: a signed statement, using ODH Form 216A, from a parent or legal guardian objecting to the required immunizations.

All minor children applying for admission to Lomega School, who have not completed the required immunizations will be informed of the necessary requirements and be enrolled in a plan of completion that is certified by the proper medical authorities.

INSURANCE

Student health and accident insurance is available through the school at the student's expense. Student insurance application forms may be obtained during enrollment or at any time from the principal's office.

INTERNET POLICY

The Lomega Board of Education has adopted an Internet policy. Students will be provided a copy of this policy upon entrance to Lomega Public Schools. This policy must be read and signed by both the student and the student's parents/legal guardian before the student will have access to the Internet. Violations of the Internet Policy will result in the student's removal from Internet use for a period commensurate with the violation and /or further disciplinary actions per the circumstance.

LIBRARY

Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Student records (report cards, diplomas, etc.) may have HOLD placed on them until all books and materials are returned or restitution is made. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739).

LOCKERS & SCHOOL PROPERTY

Lockers are the property of the school and are assigned to the students for school use. Students hold no expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

School officials must report incidents of child abuse or neglect to the proper legal authorities. (25 O.S. 846A (1)(c)).

MEDICATION

The school does not provide medication of any type. Medication, provided by the student or parent/legal guardian of the student shall only be dispensed to a student with written parental/legal guardian permission and written dispensing instructions. Medications will only be kept in the office.

NONDISCRIMINATION

Lomega Public Schools does not discriminate on the basis of sex, race, color, religion, national origin or handicapping condition.

PROMOTION AND RETENTION OF ELEMENTARY STUDENTS

It is the intention of this policy that students will be placed at the most appropriate grade level. This determination is to be based upon documentable evidence as to the student's ability, level of academic achievement, and social and emotional characteristics. Students will normally spend one year in each grade. It is believed that the utilization of immediate and thoughtful corrective actions will benefit and remediate most deficiencies in achievement. However, there may be those few students who for unidentifiable reasons refuse to perform at a level consistent with their ability or due to excessive absences would benefit by repeating a grade. This measure should be employed as a last resort only. Factors to be considered are: (1) academic achievement; (2) chronological age; (3) social maturity; (4) physical development; (5) work & study habits; (6) attendance record.

Students who fail a core curriculum course (English, math, science, reading, humanities, or social studies) during the 7th or 8th grade year MUST take remediation during the summer in order to advance to the next grade level in that course. Failure to take remediation will result in the student repeating the course failed.

Students receiving a D in a core curriculum course during the 7th or 8th grade will be required to take remediation during the summer.

PUBLIC DISPLAY OF AFFECTION (PDA)

Inappropriate physical contact including, but not limited to, intimate touching, kissing, etc. at school or a school-sponsored activity is prohibited.

SCHEDULE CHANGES (High School)

No schedule changes are permitted after the 3rd day of each semester except in extenuating circumstances.

SEARCH & SEIZURE

All school property assigned to students is the property of the District. The student is given a temporary right of use the property, and this right may be revoked at any time. School property will not be used to store any contraband or other prohibited materials, objects, etc. that are in violation of school rules. The school principal or designee may at his/her discretion authorize the search of any school property without the permission or presence of the student. Students have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for their personal use. School personnel may remove from lockers or desks any articles that are prohibited at school

or could be used to interfere with or disrupt the educational process.

No student attending a school-sponsored event may conceal on his/her person or in a purse or bag of any kind any weapon, narcotic, dangerous drug, alcohol, or any other substance or object that is in violation of local or state ordinances or school rules. The principal or his/her designee may authorize the search of a student's person or personal property and seize illegal or harmful items in his/her possession.

Student searches may be made based on a reasonable suspicion of a violation of school rules and/or state or federal law by a student. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable in scope 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 of any warrant less search. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. Return of the property may be made to the parents/legal guardians of the student.

STUDENT CLASSIFICATION

Freshmen	0 - 6 credits
Sophomore	6.5 - 12 credits
Junior	12.5 - 18 credits
Senior	18.5 + credits

STUDENT RECORDS - Family Education Rights & Privacy Act (FERPA)

Parents/legal guardians & students 18 years of age have the following rights under FERPA: (1) the right to inspect & review the student's educational record. (2) The right to exercise a limited control over other people's access to the student's educational record. (3) The right to seek to correct the student's record, in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed about FERPA rights & procedures.

The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language.

Location of Offices

Superintendent's Office...Located inside the front doors of the high school building at Omega.

High School Principal's Office...(same as superintendent's office)

Elementary Principal's Office...Located inside the front doors of the elementary school at Loyal.

Location of Records

1. Cumulative (including health) Principal's Office
K-6 grades: Principal, Lomega Elementary School,
Loyal, OK 73756
7-12 grades & post-graduate records; Principal,
Lomega High School, Omega, OK 73764
2. Special Education, including speech
Special Education records
Grades K-6...Special Ed. Office, Lomega Elementary
School, Loyal, OK 73756
Grades 7-12...Special Ed. Office, Lomega High
School; Omega, OK 73764
3. Occasional Record...High School Principal

(Student education records not identified above, such as those in superintendent's office, in the school attorney's office, or in the personal possession of teachers will be collected and made available when appropriately necessary.)

Procedure to inspect educational records

1. Present a written request to the principal of the precise records to be inspected.
2. Request a time and place convenient and accessible to all parties.
3. Ask for a copy of any information in the student's records.
4. Seek to correct any parts of the student's educational records, which is inaccurate, misleading, or in violation of the student's rights. If the school disagrees with the request to correct the record, a hearing may be called by the parent/legal guardian/surrogate.

No person other than the parent/legal guardian/surrogate or the student may inspect student's records unless they have specified written permission from the parent/guardian/surrogate.

Copies of student records may be sent to another person and/or agency upon receipt of a signed written permission from the parent/legal guardian/surrogate.

Lomega School will not deny parents or eligible students any rights to copies of their records because of the following published fees. When the fee represents an unusual hardship, it may be waived in part or entirely. However, the school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admission purposes. The district will deny copies of records (except for those required by this act) in the following situations:

- a. The student has an unpaid financial obligation to the school
- b. There is a situation involving the student which warrants the denial of copies

Fees: 10 cents per page copied plus postage if copies are mailed; 20-25 cents per page copied for records forwarded to a third party plus postage.

TEACHER'S WORKROOM

Students are not to be in the teacher's workroom except by permission of a teacher or administrator.

TELEPHONE USE AT SCHOOL

Students may only use the telephone with permission of principal or designee for necessary school-related business. Phone messages will be delivered to students at an appropriate time except in emergencies.

TESTING

Teachers will administer tests to students at their discretion as appropriate for the course of study. A student must take a preannounce test on the first day the student returns to class, or the day following the student's return to class at the discretion of the teacher. Otherwise, the student will receive a grade of zero on that test.

TRANSFER STUDENTS

A student whose parents are not legal residents of the Lomega school district must obtain a legal transfer to attend Lomega Public Schools.

TRANSFER APPLICATION PROCEDURE:

(1) Submit a transfer application from the sending school district in person to the principal's office. (2) The principal will recommend or not recommend the student transfer to the superintendent. (3) The superintendent will accept or not accept the transfer application. (4) Principal will notify the student or parent/legal guardian of the transfer request.

Before the transfer request can be accepted, the parent/legal guardian & the student must sign the *Cancelable Transfer Student Agreement* form. The enrollment & attendance of the transfer student at Lomega Public Schools is conditional upon the academic performance, regular attendance, and behavior according to the student handbook & Board policy. A student on a *Cancelable Transfer Student Agreement* will be suspended without further notice given for any violation of Lomega School's code of student conduct. The determination of a violation & length of suspension up to the current semester & the following semester will be the responsibility of the administration. Appeal may be made to the Lomega Board of Education.

TRUANCY

A student who is absent without valid excuse four or more days or parts of days within a four-week period or is absent without valid excuse for ten or more days or parts of days within a semester will be reported to the student's parent, legal guardian or custodian and the appropriate Count District Attorney. The parents/legal guardian of the student

may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106)

VEHICLES

Students may only drive to school and away from school at the end of the school day unless the principal/principal designee authorizes otherwise. Chisholm Trail Technology center students will be exempt.

Students may not remain in their vehicles after the vehicle is parked. Students are not to go to their vehicle or any other student's vehicle during the school day without permission from the principal.

. Vehicles improperly parked may be towed at the owner's expense.

Students are to park their vehicles in the parking north and west of the gym in a reasonable manner. Do not block any other vehicle or the driving lanes, nor park in the handicapped parking in front of the gym.

Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense.

VISITORS

All visitors (including parents/legal guardians must check in at the principal's office immediately upon entering the building. Students must receive prior permission from the principal before having a guest at school.

WEAPONS

The possession or use of any weapon during the time a student is in attendance in Lomega Public Schools, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns, daggers, and knives.

Also prohibited is any facsimile or counterfeit weapon resembling a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy shall be subject to: Out-of-school suspension for the remainder of the

semester in which the violation occurred and the succeeding semester per the circumstances. (70 O.S. 24-101.3)

SMOKING

All Lomega Public Schools facilities are tobacco free. Tobacco use by students or staff is strictly prohibited. It is against Oklahoma State Law §37-600.4A for persons under the age of 18 to possess tobacco or tobacco products. Students in possession of tobacco will be subject to discipline procedures by the school and fines by the State of OK ABLE Commission.

Smokeless, tobacco-less, synthetic, vapor, prescription medication, over-the-counter products, designer drugs, and other such substances, whether designated legal or illegal by Law, which are designed to enhance or alter mood, mental acuity, or physical performance are PROHIBITED and may NOT be consumed or possessed by students. This includes, but is not limited to: e-cigarettes, flavored "natural" smoking items, performance enhancers, synthetic marijuana, etc.

ACTIVITIES & ORGANIZATIONS

ATHLETICS

Students at Lomega have the opportunity to participate in competitive baseball, basketball, cross country and track. Students may *Letter* in each sport in the 9th, 10th, 11th, or 12th grades upon completion of criteria established by the coach and upon approval of the administration.

Students are encouraged to attend open gym but open gym is not meant to be a social gathering. Members of the opposite sex other than siblings are only allowed in the gym together if an adult is present. It is the responsibility of the person with the key to make sure they are in compliance.

BACK-TO-SCHOOL BASH

The Student Council Officers are in charge of planning the Back-to-School Bash with administrative approval. This party is open to current Lomega students in grades 7-12 ONLY.

BAND

Students in 9th-12th-grade band will be allowed to letter when they meet the criteria set by the band instructor with approval from the administration.

FIELD TRIPS

Field trips are a means of extending the school's curriculum beyond the classroom setting. To participate in a field trip, a student must have passing

grades and good attendance (95% or higher) as well as written permission from his/her parent/legal guardian. ANY TEACHER OF A STUDENT MAY DETERMINE A STUDENT IS INELIGIBLE TO ATTEND A FIELD TRIP BASED ON ATTENDANCE AND GRADES IN HIS/HER CLASS. Students who do not present written permission to the teacher will not be permitted to attend. The absence for a field trip is School-Related and not charged against the student with regard to the attendance policy. Each student will be responsible for work missed in all classes on the day of the trip. All school rules and regulations governing students at school apply on all field trips.

CLASS ACTIVITIES

Class Officers: President; Vice-President; Secretary-Treasurer; Student Council Representative. Eligibility: minimum GPA of 2.50 with no grade below a "D" for the previous school year.

CLASS & ORGANIZATION SPONSORS

Class & organization sponsors will be appointed (on a rotating basis) by the administration. High School Girls and Boys Basketball Coaches will not be a Junior or Senior sponsor nor will be a 1st year teacher without board approval.

CLASS PROJECTS

The Lomega Board of Education at the Board's September meeting must approve by the administration and all class and organization projects then.

Seniors: 3 projects

Juniors: 2 projects. The junior class will have basketball concessions, which will not count as a project. They must pick up litter after each ball game, from the recreation room and gym. They are to clean the area behind the counter. Items to be sold and prices must be approved by the administration.

Sophomores: 2 projects

Band: 1 project

FFA: Blue & Gold Sales and Member Auction Supper/Sale

Student Council: Coke machine sales and Leaf Auction Supper

HALL DECORATING CONTEST

The Hall decorating Contest will be held the week of basketball district tournament and will be planned and organized by the Student Council. Classes in grades 7-12 will compete with each other for the best hall decorations. The overall class winner will receive a Pizza Party.

HOMECOMING

The date for homecoming will be set by the administration. The Student Council will be in charge of Homecoming

activities, decorations, and dance. Attendance is limited to Lomega students in grades 7-12 and his/her date and Lomega High School alumni and his/her date.

JUNIOR-SENIOR BANQUET/PROM

The Jr.-Sr. Banquet/Prom will be held near the end of the school year. Attendance at the prom is limited to Lomega Junior & Senior class members and their dates. Dates must be in the 9th-12th grades or not older than 20 years. Dates who are not members of the Lomega Junior or Senior classes must have the prior approval of the Principal. It is the responsibility of the Junior or Senior class member to request the approval. Lomega Juniors and Seniors and their dates will NOT be charged a fee to attend the prom except for those who have not participated in Junior/Senior projects will be charged a fee of \$15 each (per student and date) to attend the Banquet/Prom. Sophomores (who are not dates) who are asked by the Juniors, will serve at the banquet and will then be allowed to attend the prom along with their dates. All attendees will wear formal wear and will be required to stay until 11:00pm. All juniors are required to help decorate and clean up after prom.

SENIOR PANEL

Seniors may purchase senior pictures anywhere, but they must pose for a panel picture with the rest of the class by November 1st if they want their picture on the panel. Boys shall wear a coat and tie or formal wear. No facial hair, caps/hats, or body piercing allowed unless approved by administration. Girls shall wear drapes or dresses. Dresses must be pre-approved by the administration.

SENIOR TRIP

- (1) Students must have attended Lomega Public Schools from November 1 of their junior year through their senior year to be eligible to go on the Senior Trip.
- (2) Students must participate in approved class projects to raise funds to be eligible to attend the Senior Trip. (Participation means each student must earn the amount set by the class. The student must meet 75% of the expected quota and then they will be allowed to pay the difference (25%) of the unsold profit. The exception to this is the concession stand—each student must work his or her fair share in the concession stand.)(Subject to the discretion of the class sponsor)

SENIOR COMPUTER PROGRAM

Seniors will be provided the opportunity to have a laptop computer if they meet and maintain the requirements of the Senior Computer Program. Basic laptops will be purchased through donations provided by donors & business partners.

*Students will be allowed to upgrade laptop computers at their expense.

*Students will buy insurance.

*School will provide software.

*The computers are school property through graduation, thus; students are required to follow Lomega's Internet Policy at all times. Lomega reserves the right to inspect any content downloaded at school or home.

SPIRIT WEEEEK

Spirit week activities are under the direction of the Student Council and held during the week of Homecoming. Each class (grades 7-12) will compete against the other classes in various activities during the week for the honor of being the class with the most school spirit.

STUDENT COUNCIL

Membership includes 1 representative elected by each class (grades 7-12) and high school organization and all students who run for a Student Council office, along with their campaign managers. Candidates must have a minimum 3.00 GPA with no grade below a "C" for the school year. Campaign for office will last one week. The Council serves pursuant to rules promulgated by the Council subject to administrative approval.

ROYALTY

BASKETBALL HOMECOMING QUEEN & KING

The Student Council will be in charge of Homecoming and the Homecoming dance. The high school boys basketball team will select four (4) candidates from the high school girls basketball team. The high school girls basketball team will select four (4) candidates from the high school boys basketball team. The Student Council Officers will then make a ballot and oversee the election. Both teams will select the queen and king. The Student Council will choose the Crown Bearer and Flower Girl from the Lomega kindergarten class.

MR. AND MISS LHS

The girls in grades 7-12 will choose 4 candidates from the boys in grades 10-12 for Mr. LHS; the boys in grades 7-12 will choose 4 candidates from the girls in grades 10-12. Candidates should reflect what is best about Lomega High School. The student body (grades 7-12) will vote by secret ballot for Mr. & Miss LHS from the candidates. The Sophomore Class will organize the election and the pageant. Lomega students in grades 7-12 and his/her date are invited to attend the LHS dance.

CURRICULUM

CONCURRENT ENROLLMENT

Lomega High School students in the 11th and 12th grades may concurrently enroll at Lomega High School and a college or university in the Oklahoma State System of Higher Education as a special student if the student meets the required criteria. Information about concurrent enrollment may be received from the counselor. Concurrent enrollment information is given to each 11th &

12th grade student during enrollment. Every concurrent class will be documented on the student's transcript. Students may add H.S. credit for a concurrent class if they choose.

COURSE OFFERINGS

All students must enroll in a full school day schedule unless they are in Concurrent Enrollment or Correspondence Courses unless other arrangements are made with administrative approval. All students must complete English I, English II, English III, and English IV to meet the graduation requirements for Lomega High School. Students must meet attendance requirements of all classes including technology center.

A student may count a maximum of 2 credits for the following courses toward fulfilling requirements for graduation: Athletics, Band, Music, and Yearbook/Newspaper.

9th Grade required courses: English I, Oklahoma History/Government, Physical Science, Algebra I

10th Grade required courses: English II, American History, Biology, Humanities, and Math

11th Grade required courses: English III, Math, (World History, and or World Geography, and Chemistry 11th or 12th grade)

12th Grade required courses: English IV, (World Geography, and or World History, and Chemistry 11th or 12th grade)

Speech competencies set by the school board will be required. 8th grade-Completion of Toastmasters & Modern Woodsman Speech Activities, 10th grade Completion of Toastmasters Speech Activities, 12th grade Lion's Club Speech Competition, Sr. Play without missing more than two practices.

CORRESPONDENCE COURSE CREDIT

Lomega H.S. students may pursue, with prior administrative approval, a maximum of one credit by correspondence course each year. (Maximum of two credits in two years.)

DRIVER'S EDUCATION

Students who attend Lomega Schools are eligible to take Driver's Education during the summer for a fee of \$125. Students must meet eligibility requirements as set forth by the State Department of Education.

GRADE POINT AVERAGE (GPA)

GPAs will be calculated to the nearest one-hundredth place. (Ex 3.987= 3.99) GPAs will be calculated using the 4-point letter grade scale below for honors (Honor rolls and societies, valedictorian/salutatorian.) Semester grades only are used in the calculation.

GRADING SCALE

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60

GRADUATION REQUIREMENTS - 23 credits

General Academic required courses for the Class of 2017:

- English - 4 credits
- Math - 3 credits (Algebra I must be 1 of the credits)
- Science - 3 credits (Biology I must be 1 of the credits)
- Social Studies - 3 credits, to consist of 1 credit of American History, .5 credit of Oklahoma History, and .5 credit of U.S. Government
- Arts - 2 credits
- 8 Electives

College Prep. Required Courses for Class 2017:

- English - 4 credits
- Math - 3 credits, Algebra I and above
- Science -3 Lab Sciences
- History - 3 credits (must include 1 credit American History, ½ Oklahoma History, ½ Government) 1 from the subjects History, Gov., Geography, Economics, Civics, or non-Western culture.
- Foreign Language/Computer Technology-same 2 credits or computer technology-2 credits
- Other recommendations: 1 Additional credit selected from the courses listed above or career and technology education courses approved for college admission
- Fine Arts - 1 credit or Speech 1 credit
- Electives-8 credits
- 23 credits

College or University admission also depends on GPA, ACT score, and other factors.

Passport to Personal Financial Literacy- Beginning with students entering the seventh grade in the 2008-2009 school year, in order to graduate with a standard diploma, students shall fulfill the requirements for a Personal Financial Literacy Passport during grades 7-12th.

Additional Ace Testing Requirements for the Class of 2017

Beginning with students entering ninth grade in 2008-2009, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with standard diploma.

1. Algebra I;
2. English II; and
3. Two of the following five:
 - a. Algebra II,
 - b. Biology I,
 - c. English III,
 - d. Geometry, and
 - e. United States History

PROFICIENCY BASED PROMOTION (PBP)

PBP tests may be taken in May and August of each year. The student must notify the principal at least 30 days in advance of the test of the request to take the PBP test. PBP tests may be taken in Social Studies, Language Arts, the Arts, Languages, Mathematics, and Sciences. The student must score a minimum 90% on the test to receive credit. Tests may be taken only in courses/grade levels the student has not taken before except in the case of taking the PBP to make up core curriculum as a result of out-of-school suspension.

REMEDIATION PROGRAM

Remediation will be provided for those students not scoring satisfactory or above on state testing or students listed on the D and F list for eligibility. After school tutoring on Mondays and Thursdays, study hall during lunch, before school tutoring, summer school and during an elective hour in the school day. If student fails to serve assigned tutoring time, weekend school may be an option.

SPECIAL EDUCATION

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-474. Lomega Schools has a comprehensive child identification district plan to identify, locate & evaluate those children with disabilities, birth through 21 years of age, who are in need of special education & related services. This is an attempt to locate these children in order to assist in providing the services to which they are entitled. If you know of a child with a disability living in the district in need of service, please contact the District.

Career and Technology Center - (High School)

Career and Technology education is available for students in the 11th & 12th grades. Contact the high school principal for information.

HONORS

*Students found to have violated the cheating/plagiarism policy will not be eligible for academic honors recognition. All GPAs for honors are calculated using semester grades only.

GOLD HONOR CORDS

Graduating seniors with cumulative GPAs (grades 9-12) of 3.50 or higher will wear a Gold Honor Cord during graduation ceremonies.

LOMEGA JUNIOR HIGH HONOR SOCIETY

Students in grades 7-9 who rank in the top 10% GPA of these three grades will be eligible for membership. GPA is calculated for the second semester of the previous school

year and the first semester of the current school year except in the case of 7th graders—only first semester of the current school year is calculated for 7th graders.

LOMEGA NATIONAL HONOR SOCIETY

Students in grades 10-12 who have a 3.75 GPA for the first semester of the current school year and the second semester of the previous school year are eligible for membership.

OKLAHOMA HONOR SOCIETY

Students in the top 10% GPA of grades 10-12 are eligible for membership. The GPA is determined for the second semester of the previous school year and the first semester of the current school year.

PERFECT ATTENDANCE

A student who has missed no more than one-half day of school will receive perfect attendance. One-half day is defined to be three class periods.

PRINCIPAL'S HONOR ROLL

A student who has no grade lower than a "B" in all courses for the grading period will be on the Principal's Honor Roll.

SUPERINTENDENT'S HONOR ROLL

A student who receives a grade of "A" in all courses for the grading period will be on the Superintendent's Honor Roll.

SALUTATORIAN/VALEDICTORIAN

The salutatorian/valedictorian must fulfill the requirements for the College Preparatory Required Courses, complete the 11th and 12th grades at Lomega High School, and be members of the graduating class.

The salutatorian will be the student who has the second highest GPA for 7 semesters beginning with the 1st semester of the 9th grade and ending with the 1st semester of the 12th grade. The valedictorian will be the student who has met the above criteria and has the highest numerical GPA for the 7 semesters.

In the event of a tie, co-salutatorians or co-valedictorians will be declared. If co-valedictorians are declared, the student with the second highest numerical GPA and met the above criteria will be declared salutatorian. GPAs will be calculated to the nearest *one-hundredth place*.

Valedictorian/Salutatorian for the 8th grade will be the same as for high school except that the student must have attended Lomega Schools the 7th and 8th grade year and their GPAs will be calculated for 7th grade and 1st semester of 8th grade only.

DISCIPLINE POLICY

Forms of Discipline

The following are SOME (but not necessarily all) of the forms of discipline that will be employed at Lomega Public Schools.

CORPORAL PUNISHMENT

Corporal punishment may only be given to a student who has a signed "Parental Consent to Administer Corporal Punishment" form on file in the principal's office. Swats will be given by administration only and witnessed by certified personnel in a school office, room, or other place out of the presence of other students. No more than 3 swats will be given in a school day. The swats will be given with reasonable force with a wooden paddle on the buttocks of the student.

LUNCH DETAIL

Students who have created "messes" in the lunchroom will stay in the lunchroom after lunch and clean up. Clean up will be under the cook's supervision and to her satisfaction.

LUNCH DETENTION

The student will serve lunch Detention during the student's lunch period in the ISD room. A teacher or principal may assign lunch detention. A student who is absent from, or tardy to Lunch Detention shall be subject to the policy for *Failure/Refusal to Serve Assigned Discipline*.

FIGHTING

Fighting between students is not tolerated. All such acts of violence are considered dangerous and a disruption to the school process. Students who participate in this type of behavior will be disciplined according to the District policy. Fighting at any school-related activity or event will be subject to the same disciplinary action as if it occurred at school.

IN-SCHOOL DETENTION (ISD)

ISD is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school & receive instruction.

ISD is during the regular school day in the ISD room. A student must serve the ISD on consecutive school days. A student in ISD may not participate in extra-curricular activities that occur outside the regular school day.

Teachers will provide assignments for the students in ISD and will grade these assignments as in the regular classroom. Students are not penalized academically in ISD.

ISD Rules

1. Remain in assigned seat.
2. Do not tamper with ANYTHING in the ISD room.
3. No sleeping.
4. Work on assignments. When all assignments are completed, read a library/AR book.

Failure to comply with these rules will result in additional ISD or up to 10 days of out-of-school suspension per the circumstances. Students will take drink/restroom breaks as directed by the principal/principal designee that prohibits contact with students in the regular educational setting. Students in ISD will eat lunch in the ISD room.

OUT-OF-SCHOOL SUSPENSION

A student may be placed on probationary status or suspended from school when he commits an offense during school hours, while on school grounds at any time, or while under the sponsorship of the school, such as athletic events, FFA activities, music contests, etc. An offense is defined as any act, which, in the judgment of the Principal, is willful, and in direct disobedience to school rules, or any state laws or regulations.

During any out-of-school suspension, the student will NOT be allowed to participate in any extra-curricular activity.

Teachers in the core curriculum units of English, math, science, social studies, and the arts will provide assignments to the student during the suspension. Students are encouraged to complete all work so they will be able to reintegrate into all courses successfully. Parents and/or guardians may pick up these assignments by making arrangements with the principal.

A student shall receive an educational plan for the core curriculum for days suspended beyond 5 days. Assignments will be provided on a weekly basis with due dates for completion. The parents/legal guardians shall bear the responsibility for picking up the assignments from the principal's office and for monitoring the student's progress until the student is readmitted into school.

For out-of-school suspensions over 5 days, the student and parents/legal guardians will be notified, given an opportunity to review and present evidence and an opportunity to respond to the charges at an evidentiary hearing conducted before a school administrator. If after this hearing the student and/or parents/legal guardians are not satisfied, they may ask for a hearing before the Lomega Board of Education. The decision of the Board is final.

WEEK-END SCHOOL

For students with excessive tardies (6 or more) and excessive number of absences.

FAILURE or REFUSAL TO SERVE ASSIGNED DISCIPLINE - If the student fails to serve the discipline due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student "refuses" to serve the discipline, the student will receive out-of-school suspension. Upon

returning from the suspension, the student must serve the original discipline.

CONDUCT SUBJECT TO IMMEDIATE OUT-OF-SCHOOL SUSPENSION

1. Violation of school rules, regulations, or policies.
2. Conduct that jeopardizes the safety of others.
3. Flagrant or otherwise disrespectful conduct toward a teacher or school personnel in or out of the school setting.
4. Conduct that is disruptive to the operation of the school.
5. Obscenity/Profanity
6. Absences without parental consent (Truancy)
7. Fighting
8. Theft
9. Vandalism
10. Possession or use of any form of tobacco or tobacco products
11. Providing false information or omission (misinforming by remaining silent)
12. Possession of any narcotic drug, stimulant, barbiturate, alcoholic beverages, non-intoxicating beverages, controlled dangerous substance, wireless telecommunications devices, and missing or stolen property.
13. Possession, threat, or use of a dangerous weapon. *

*Any student found in possession of a firearm on school property or while using school transportation MUST be suspended for not less than one year.