

**2016-2017
ELEMENTARY
AND HIGH SCHOOL
HANDBOOK
FOR
STUDENTS AND PARENTS
OF THE
WEBBERS FALLS
PUBLIC SCHOOL**

Effective August 8, 2016

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Section I: SCHOOL AND STAFF INFORMATION

A. EDUCATIONAL PHILOSOPHY OF THE BOARD OF EDUCATION

The Board of Education has adopted the following set of statements as its philosophy for providing and maintaining an educational program for the children and youth of the community:

Public education is an institution established by the people to perpetuate and improve the American way of life.

It shall be the educational purpose of this community to constantly improve the training of all boys and girls in mind and in character, so each may develop his or her own unique talents, attitudes, and skills toward making satisfactory contributions to the welfare of both self and society.

Each student shall be prepared scholastically to the best of their ability to meet the requirements of society today and in the future.

Each student shall have the opportunity to develop and appreciation for literature, art, music, and nature through curricular offerings of this school.

It shall be the intention of this school to promote healthy relations between members of the student body, between students and faculty, and between the school and community at all times.

Every effort will be made to cause each student to develop a sense of responsibility and opportunity as a citizen of this community, state and nation.

B. MISSION STATEMENT

The mission of Webbers Falls Public School is to promote a positive learning school environment, to provide opportunities for every child to gain knowledge, and develop skills that are valuable to the individual and society through cooperative efforts involving both school and community.

C. PHILOSOPHY

At Webbers Falls Public School, our philosophy is to establish a firm foundation of which students build citizenship and gain skills valuable to themselves and society. Through a safe and positive learning environment, we provide opportunities for each child to obtain pride. We encourage cooperation among school, home, and community because we believe the cooperative effort is necessary to the success of the whole individual – intellectually, emotionally, and physically. Because we are committed to the learning success of each child and believe all children can learn, we challenge each to achieve a level of success in accordance with their abilities and potential. By equipping students with knowledge and skills, we strive to prepare all students to become life-long learners and productive citizens in an ever-changing world.

D. OBJECTIVES OF EDUCATION

The following have been adopted as the general objectives of this school. It is the hope of the Board and the administration that the effort to achieve these objectives will result

in the best possible education for students in this community. The Webbers Falls Public School will strive:

To develop in children and youth an appropriate, understanding of the physical, social, scientific, and economic world in which we live, and to assist them to use their energies and abilities in proper and effective ways.

To encourage and stimulate the continuous growth in all students' abilities to think clearly, logically, and independently, and to know and master their own potentials as they exercise their wills in conscious regard for the rights of others.

To develop a moral and ethical sense in each youth so that he or she will manifest self-control, honesty, fairness, justice, tolerance, courtesy, and kindness to others.

To give each child and youth insofar as his or her abilities permit, a sound communication, reading, writing, and all disciplines of scholarship offered in this school.

To develop in students an appreciation of the aesthetic values of art and music, and to offer the opportunity to increase their skills in each.

To help pupils find their most productive roles in life, and to give them the necessary preparation for further education or vocational training.

To provide, as far as possible, physical and health education for each child.

To prepare each student psychologically and socially for a well-balanced and productive life.

E. THE AMERICAN'S CREED

I BELIEVE IN THE United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed: a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable, established upon humanity for which American patriots sacrificed their lives and fortunes.

F. WARRIOR'S CREED

I am a WEBBERS FALLS WARRIOR, I have Great Expectations for myself and others. I am a unique person with goals to set and to achieve. I will begin each day by striving to prepare myself for my future through learning. I will practice good citizenship skills and be an example for others to follow. I will take responsibility for my attitude and actions. I will not allow myself to settle for anything less than my best effort. I am a **WEBBERS FALLS WARRIOR.**

G. SCHOOL COLORS

Maroon and Grey

H. SCHOOL MASCOT

WARRIOR

I. BOARD OF EDUCATION

Terry Hayes President
Jennifer HedgeVice President
Bill Stricklin..... Clerk
Larry Stephens Member
Judy MortonMember

J. ADMINISTRATIVE STAFF

Dr. Dixie Swearingen Superintendent
Jim McCabe Principal
Lisa Ward Principal

K. COUNSELOR AND ATHLETIC DIRECTOR

Diana Burris Counselor
Rodney Smith..... Athletic Director

L. OFFICE SUPPORT STAFF

Shawna Smith.....Attendance/registrar/Child Nutrition
Paula TurleyPayroll/Encumbrance Clerk/Board Minutes Clerk

M. SCHOOL CONTACTS

1. Contact the superintendent 918-464-2580 for:
 - a) Information on school policies
 - b) Permission to use school buildings or equipment
 - c) Letters of recommendation
 - d) Arranging special programs
 - e) Information on general questions about school
2. Contact the principal 918-464-2334 for:
 - a) Daily schedules of school activities.
 - b) Letters of recommendation.
 - c) Arranging special programs
 - d) The principal will not be available until 9:00 a.m. to visit with parents/guardians during the school day. Please call to schedule an appointment with the administration if you need to visit about your student or a school situation.
3. Contact the attendance clerk 918-464-2334 for:
 - a) Attendance records and information.
 - b) Admit slips
 - c) Reporting student absences
4. Contact the school counselor 918-464-2334 for:
 - a) Requirements for graduation.
 - b) Arranging and changing classes.
 - c) Grades.
 - d) Guidance problems.
5. Contact the school registrar 918-464-2334 for:

- a) Records requests.
- b) Transcript requests.
- 6. Contact the classroom teacher 918-464-2334 for:
 - a) Assignments
 - b) Make-up work.
 - c) Subject matter questions.
 - d) Scheduling a parent/teacher conference.

N. SCHOOL WEB SITE

www.webbersfalls.k12.ok.us

- 1. School Calendar
- 2. Activities
- 3. Athletic Schedules
- 3. Upcoming Events
- 4. Academic Information
- 5. Scholarship Information
- 6. Student Information
- 7. Parent Information
- 8. Photos

SECTION II: STUDENT/PARENT HANDBOOK

Contained in this handbook is a set of rules and regulations concerning student progress and conduct, which have been formulated by the local school administration and approved by the local Board of Education. The nature of these rules has resulted from requirements set forth by Oklahoma State Board of Education regulation, and where such laws and regulations permit, from local student and staff desires and needs.

State and Federal courts have consistently upheld that local boards of education have broad discretionary power to formulate rules of conduct which they deem necessary for the orderly operation of an educational program in their school districts, and that local officials have the power to administer those rules in a fair and judicious manner.

It is therefore very important that students become familiar with the rules set forth.

A. REGULAR SCHOOL PROGRAM

- 1. The current daily school schedule is 8:25 a.m. to 3:05 p.m.
- 2. The school term consists of at least 1080 hours, of which five (5) days may be used for attending professional development meetings.
- 3. The Board has the authority to extend the school term beyond the minimum.
- 4. All children between the ages of five (5) on or before September 1, and eighteen (18) are required to attend school free of charge in the district in which they reside, and others by arrangement with the superintendent.
- 5. Full day kindergarten shall be a prerequisite to attendance in the first grade.
- 6. As mandated by Senate Bill 1143, all public schools must recite the Pledge of Allegiance to the U.S. Flag and salute the Flag of the State of Oklahoma at least once

a week. The measure does provide for an opt-out for students wishing not to participate. This will be done during the first period class, followed by a Moment of Silence, and reading the daily bulletin.

7. As mandated by Senate Bill 815, effective August 22, 2002, students at Webbers Falls Public School will observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

B. ARRIVING AND LEAVING

1. Time Schedule

- 8:00 a.m. - Breakfast
- 8:20 a.m. - 1st Take-up Bell
- 8:25 a.m. – Classes Begin
- 3:05 p.m. - School Dismissed.

2. Closed Campus

- a) Webbers Falls Public School has a closed campus, which means no student may leave the school buildings or property during school hours except by permission of the parent and principal.
- b) No student will be allowed to leave the school grounds for lunch without parent and principal permission.
- c) No student may accompany another student who has permission to leave the grounds without their parent's and office permission.
- d) ALL visitors, including parents, MUST check in at the office upon entering the school grounds, for any reason and get a name tag if they wish to visit the campus other than the administrative offices. This includes the athletic and agriculture facilities.
- e) Once a student has entered the school grounds he or she is not to leave until school has been dismissed or until his or her academic duty has been completed.
- f) Students who drive shall park their cars in the designated student parking area immediately upon arrival to school. No one is to remain in his or her car on school grounds. Abuse of driving privileges may be considered as an improper driving or parking violation. Students who abuse this privilege will not be allowed to drive cars to school. Cars will not be moved until school is out. It is the desire of the administration that cars not be driven to school by students. However, students who drive their cars to school are responsible for them and assume responsibility in case of accidents, theft, etc. The school recommends students keep their cars locked when they are parked in the parking lot. All accidents or theft reports will be turned over to the Webbers Falls Police.

C. SCHOOL DISMISSAL

School will be dismissed for certain holidays and teachers' meetings. Consult the official school calendar. **Please make sure all contact information in the school's student**

information system is current and remains up to date so you will receive all emergency information.

1. Bad weather or unforeseen emergency closing
 - a) In the event of bad weather or unforeseen emergency closing during the school day that necessitates the early dismissal of school, the superintendent will contact bus drivers and dismiss early. Parents/guardians will be notified of such closure via district automated emergency notification system.
 - b) In the event of bad weather or other unforeseen emergency that will prohibit buses from picking up students in the morning, the superintendent will cancel school for the day. Announcement of cancellation will be made via district automated emergency notification system. Announcement of cancellation will also be made via radio and television as soon as the decision is made. We will use TV stations 2, 6, 8, and 23 and radio stations KRMG (FM 102.3 and AM 740), MIX 96, STAR 103, KZBD (AM 105) and KXXM MIX 105.1).

D. ACADEMIC REQUIREMENTS

1. MINIMUM UNITS REQUIRED FOR GRADUATION

Webbers Falls Public School requires a minimum of twenty-four (24) units of credit for graduation.

2. GRADUATION, OKLAHOMA’S PROMISE AND COLLEGE REQUIREMENTS

- a) One unit equals one credit: Every student receives ½ unit (or ½ credit) for each semester of successfully completed coursework. Webbers Falls High School requires 24 units (credits) for graduation. There are two curriculum choices for graduation (*Title 70 O.S. §1-103.6 and State Board of Education Regulation*): Core Curriculum for High School Graduation (Webbers Falls High School Core Curriculum) or College Preparatory/Work Ready Curriculum (satisfies curricular requirements for Oklahoma’s Promise).
- b) Oklahoma State Statutes, Title 70, and Federal Law under the Elementary and Secondary Education Act are increasing academic requirements for high school students. Ninth graders will be required to complete a College Preparatory/Work Ready Curriculum. Parents who choose not to have their student in a College Preparatory/Work Ready Curriculum will be required to sign a waiver to opt-out.

3. CORE CURRICULUM FOR HIGH SCHOOL GRADUATION:

In order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students may enroll in the core curriculum for high school graduation upon *written approval of the parent or legal guardian*. Core Curriculum meets those curriculum requirements

Core Curriculum	
4 units English	Grammar, Composition, Literature
3 units Mathematics in Grades 9-12	Including Algebra I plus 2 units equal to or higher than Algebra I. If Algebra I is taken in the 8 th grade, students must take 3 units higher than Algebra I in high school.

3 units Science	Must include: one unit of a Life Science (Biology, Anatomy, Zoology or other SDE approved Life Science); one unit of a Physical Science (Chemistry, Physics, Physical Science or any SDE approved physical science course); and one additional unit of a Life Science or Physical Science). General science with or without a lab may not be used.
3 units Social Studies	1 U.S. History, ½ Oklahoma History, ½ Government, plus 1 World History or other Social Studies course approved by the SDE. SDE Rule 210:35-9-31 allows the Oklahoma History requirement for children of military families who have completed a similar state history class in another state.
1 unit Computer Education	Business applications, programming or any computer technology course approved by the SDE. Keyboarding <u>will not</u> fulfill this requirement.
1 unit Fine Arts	Music, art, drama, or humanities
9 units Electives	
24 Total Units to receive a standard diploma	

4. COLLEGE PREPARATORY/WORK READY CURRICULUM

This curriculum is recommended by the SDE and satisfies all requirements for admission to Oklahoma colleges and universities as well as the OSRHE program, Oklahoma's Promise.

College Preparatory/Work Ready Curriculum for High School Students (Courses required for Oklahoma's Promise)	
4 units English	Grammar, composition, literature
3 units Lab Science	Must include: one unit of a Life Science (Biology, Anatomy, Zoology or other SDE approved Life Science); one unit of Physical Sciences (Chemistry, Physics, Physical Science or any SDE approved physical science); and one additional unit of a Life Science or Physical Science). General science with or without a lab may not be used.
3 units Mathematics in Grades 9-12	Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, or any SDE approved mathematics course.
3 units History and Citizenship Skills	Including 1 unit U.S. History, ½ unit of Oklahoma History, ½- 1 unit U.S. Government, and ½ - 1 additional unit from the subjects of history, economics, geography, government or non-western culture. Rule 210:35-9-31 allows the Oklahoma History requirement for children of military families who have completed a similar state history class in another state.

2 units Foreign or non-English language OR 2 units of computer technology	Must be two years of the same foreign language
1 additional unit from one of the areas above or career-tech course approved for college admission.	
1 unit Fine Arts or Speech	Music, Art, Drama OR Speech
17 Units	Core curricular requirements and 17 core unit requirement for Oklahoma's Promise
7 units Electives	Elective units required to graduate from Webbers Falls High School
24 Total Units to Graduate	

5. OKLAHOMA'S PROMISE:

Students are encouraged to apply online for Oklahoma's Promise (www.oklahomaspromise.org). If unable to apply online, a paper application may be obtained from the counselor. To qualify for this scholarship, a student must: be an Oklahoma resident; be the child of parents, custodians or guardians who earn no more than \$50,000 per year; graduate from an Oklahoma high school that is accredited by the State Board of Education. There are special income provisions which may apply to: Children adopted from certain court-ordered custody and children in the custody of court-appointed legal guardian; families receiving Social Security benefits based on the disability or death of the student's parents; families receiving nontaxable military benefits.

Oklahoma's Promise Applications must be completed during the school year in your 8th, 9th, or 10th grade year and be witnessed by your parent(s), custodian(s) or guardian(s), who agree to help you comply with Oklahoma's Promise requirements. If all requirements are met, Oklahoma's Promise will pay a student's college tuition. Student is responsible for room and board, books and fees. For additional information, as to financial need during 11th or 12th grade, and to obtain an application, contact your school counselor.

6. OKLAHOMA SCHOOL TESTING PROGRAM

- a) House Bill 3218, repeals End of Instruction tests and ACE graduation requirements as currently in place.
- b) Re-test/Winter/Trimester and Summer testing will not be necessary.
- c) For the 2016-2017 school year, assessments will measure the currently adopted Oklahoma Academic Standards. Current Oklahoma State Statutes mandate testing each spring for grades 3-8, and grade 10 in English Language Arts (ELA) and Mathematics. Additionally, students in grades 5, 8, and 10 will test in the subjects of Writing (embedded in the ELA tests) and Science. U.S. History will be tested once during high school.

d) As the Oklahoma Board of Education adopts a plan through the 2020 school year, these requirements may change.

7. OFFICE AIDES

A junior or senior with a 3.0 GPA may be considered as an office aide.

8. GRADING SCALE

The grading scale for elementary and high school are as follows:

4 points	=	A	=	90-100
3 points	=	B	=	80-89
2 points	=	C	=	70-79
1 point	=	D	=	60-69
0 point	=	F	=	Below 60

9. INDEXED/WEIGHTED CLASSES

Webbers Falls High School will no longer calculate grade point averages using indexed/weighted computation for Valedictorian and Salutatorian. Please refer to number 11 of this section.

10. HOMEWORK EXPECTATION

The amount, frequency, and the grading procedure of homework will be left to the discretion of each individual teacher. Tests will not be graded by students. Consistent, concerted effort should be made by every teacher to prevent all forms of cheating.

11. PROMOTION OR RETENTION

Oklahoma Statutes give the decision on promotion and retention to the school system. Parents will be notified of decisions by school authorities, and given opportunity to appeal said decisions. The appeals process will be the same as discipline appeals process the Board of Education's decision shall be final.

12. READING SUFFICIENCY ACT

- a) Students in grades K-3 will be assessed for reading sufficiency. Beginning with the 2005-2006 school year, each student enrolled in kindergarten, first, second, and third grades shall be assessed by multiple ongoing assessments for the acquisition of reading skills for the grade level in which that student is enrolled. Except for students who are an individualized education program, have limited English proficiency or for which English is a second language, students found not to be reading at the appropriate grade level shall be provided a reading assessment plan. The reading assessment plan shall include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. This shall occur before the close of each year. Students failing to meet the minimum requirements will be remediated according to the reading sufficiency policy approved by the Board of Education.
- b) Students who score at the unsatisfactory level on the vocabulary or reading comprehension portion of the third grade test of the Oklahoma State Testing Program may be promoted to fourth grade (on a probationary basis) if the student qualifies for a good cause exemption pursuant to 70 O.S. § 1210.508C. (Please see the principal for this information.)

- c) If a student does not meet a good cause exemption for promotion, a team consisting of the parent or guardian, the elementary principal, instructional specialist, and a reading specialist shall make decisions regarding the retention or promotion of a student.
- d) Students who receive a probationary promotion to the 4th grade will continue to repeat the probationary promotion/retention decision-making process every year until the student achieves grade level reading status. (Please ask principal for this information.)

13. HONOR ROLLS

Honor rolls will be computed at semester only, using permanent records. All minuses (-) and pluses (+) will be eliminated in calculations. Two (2) Honor Rolls are available to students:

- a) Superintendent's: No grade below and A, and
- b) Principal's: No grade below a B.

14. HONOR SOCIETIES

a) Oklahoma Honor Society is the top 10% of the 10th, 11th and the 12th grades in high school for the immediate preceding two (2) semesters, and the 9th grade for the preceding one semester. This is computed at the end of the first semester of each school year.

b) National Honor Society

- 1) Membership in this chapter shall be based upon scholarship, service, leadership, and character.
- 2) Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.40. This average is based upon grades accumulated from the first semester of their ninth grade year through the first semester of the school year they are in at the time of election. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. Their eligibility shall then be considered based on their service, leadership, and character.
- 3) The election of members to this chapter of the National Honor Society shall be made by a faculty council, consisting of five members of the faculty, who are appointed by the principal and/or counselor. The National Honor Society advisor shall be a former member of the faculty council.
- 4) Membership of this chapter shall be known as "Active" and "Graduate." Graduate members have no vote; "Active" members become "Graduate" members upon graduation from Webbers Falls High School.
- 5) In order to be eligible for election to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in Webbers Falls Public School.

15. STUDENT COUNCIL

- a) The purpose of this student council will be to advance high standards of education, to promote the right attitude toward good scholarship, to create and maintain a friendly and cooperative understanding between student and faculty, to develop a closer cooperation between school and community for student expression, and

to secure for council members, and those they represent, the benefits of a free public education.

- b) The name of the organization shall be the Webbers Falls Student Council.
- c) The council power herein granted is delegated by the superintendent, principal, and the faculty and may be recalled anytime.
- d) The legislative and executive powers of the student council shall be vested in the council as a whole.
- e) This council shall work as a deliberative body. It shall include:
 - 1) A sponsor appointed by the principal before the beginning of the school year. The sponsor will automatically be a member of the council and will have veto power only.
 - 2) Qualification: All students in grades 9 – 12 who wish to be considered as a candidate for an office of the student council shall have the following: a petition signed by twenty (20) WFHS students, no disciplinary referrals involving suspension or expulsion, a 70% approval rating on their teacher surveys from five teachers on their current class schedule, and a 3.0 GPA on their high school transcript.
 - 3) Student Council Officers: President, Vice President, Secretary, Treasurer, Parliamentarian, and Reporter.
 - 4) Election Process: Once a slate of candidates is formed, these students will have one day for campaigning. The election will be on the day after the campaigning and those voting will be students enrolled in grades 8 – 11. The upcoming senior (senior in the following year) receiving the largest number of votes will be president and the remaining officers identified in section iii will be relative to their number of votes received. For example, the candidate receiving the second largest number of votes will be vice-president, etc. This process will take place during the last nine weeks of the school year.
 - 5) Student Council Representatives: During the fall, class officers will be elected in each grade 9 – 12. At this time, a boy and a girl will be selected to serve as their class representative on the student council. This will be a non-voting position. Qualifications are that they must maintain a 2.5 GPA.

16. VALEDICTORIAN AND SALUTATORIAN CRITERIA

To be considered for the honors of Valedictorian and Salutatorian:

- a) Students must be enrolled in the College Preparatory/Work Ready Curriculum for high school students and have completed, or will complete required course(s) if taking the course their senior year.
- b) Must have no grade of "F" on the high school transcript.
- c) Senior class valedictorian will be the student(s) with the highest grade point average for seven (7) semesters, beginning with the first semester of the freshman year.
- d) Senior class salutatorian will be the student(s) with the second highest grade point average for seven semesters, beginning with the first semester of their freshman year.

17. MARSHALS AND USHERS FOR GRADUATION

- a) Marshals for the Senior Graduation shall be two 11th grade students on the College/Work Ready Curriculum track with the highest five (5) semester cumulative grade point average.
- b) Ushers for the Senior Graduation shall be two 11th grade students with the second highest five (5) semester accumulated grade point average.
- c) When there are more than two individuals with equal grade point averages, additional Marshals or Ushers will be used.

18. SCHOOL TESTING

- a) District Mandated Standardized Tests:
 - (1) All students in grades K-12 may be tested via standardized test as determined by the administration and/or tests required by the Oklahoma State Board of Education.
 - (2) The teachers in grades K-12 will administer these tests on a concurrent schedule with no more than one grade per room (K-8).
 - (3) Interpretation of test results is conducted yearly or as needed by principals, teachers, and counselor.
- b) The Oklahoma State Testing Program
 - (1) These subject area tests will be administered by the teacher of the subject being tested and will have a trained test proctor present at all times as dictated by the Oklahoma Board of Education. See number 2 above for subject requirements.
 - (2) The WFPS Testing Calendar for 2016-2017 will be posted on the school website when finalized. The Testing Window for the state will be posted on the State Department of Education website.
- c) Local Testing

All teachers, grades 9-12 will give a comprehensive nine weeks tests at the end of the 1st, 2nd, 3rd, and 4th nine week periods. The nine-week test will be 10% of the nine weeks' grade. Comprehensive semester tests may be given at the discretion of the classroom teacher and will be 20% of the semester grade.
- d) Proficiency Based Testing

Students will be given the opportunity to demonstrate proficiencies in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum areas. Proficiency testing may be requested for students who are performing at a 90 percent level in the curriculum areas in which testing is requested. Proficiency assessment will be provided at or near the end of first and second semesters. Student must score at or above the ninety (90) percentile to be considered proficient in the subject in which he/she is tested. Proficiencies demonstrated will be noted on the official transcript. Students must progress through the curriculum areas in a sequential manner. A student may take tests twice per year. These tests will be offered through advanced notice and will be taken by arrangement only. The passing of an exam will not result in a free period for the student, i.e. the student may be enrolled in another course to take the place of the one tested.

19. TEXTBOOKS

Students are fully responsible for textbooks issued to them. Textbooks which are lost must be paid for and the assessed fine for damaged books must be paid. Students are required to take care of textbooks.

20. CLASS CHANGES

- a) Class changes after the first five days of each semester will require written approval of the sending and receiving teachers and the principal. Class changes at the semester break will be permitted if the change is needed to fit the graduation credit requirements of the individual student. After careful consideration, if a student is failing a class, change may be made on a case basis, but must be approved by the building principal.
- b) Changes from one sport to another, or from a sport to a class, must have the approval of coaches and principal for such moves. No student may be left unattended before or after a sport. He/she must be in a structured learning environment whether athletics or regular classes. The class change form must be presented to the counselor or registrar with the signatures of coach and principal.

21. ACADEMIC AWARDS ASSEMBLY

- a) Each teacher in grades 1 – 4 will present one medal to the outstanding student in his/her classroom. This will be based on effort, citizenship, and overall performance in all areas.
- b) Each teacher in grades 5 – 12 will present one medal to the outstanding student per class based on grade, effort, and attitude.
- c) Criteria for outstanding students is entirely discretionary, but should be based on scholarship, attitude, and overall student character.
- d) Medals are in addition to any certificates the teacher may wish to award.

22. PERFORMANCE STANDARDS FOR COLLEGE ADMISSION

Oklahoma State College and University Admission Standards for Fall 2016			
College or University	Option 1 Minimum ACT/SAT	Option 2 Minimum GPA and Class Rank	Option 3 Minimum GPA in the 15 Unit Core
Oklahoma State University	24/1090	3.0 GPA AND Top 33%	3.0 GPA AND ACT 21 or SAT 980
	Option 4 ACT/SAT or High School GPA plus Cognitive Factors and Non Cognitive Factors*		
	Students who score between current OSU admissions standards and the minimum State Regent’s standards (22ACT/1029SAT or		

	unweighted high school core curriculum GPA of at least 3.0 Cognitive Factors (60%) Non-Cognitive Factors (40%)		
University of Oklahoma	Resident: 24 /1090 AND 3.0 GPA or top 50%	Resident: 3.0 GPA AND top 25% of class	Resident: 3.0 GPA AND ACT 22 or SAT 1020
	Nonresident: 26/1170 AND 3.0 GPA or top 50%	Nonresident: 3.0 GPA AND top 33% of class	Nonresident: 3.0 GPA AND ACT 22 or SAT 1020
University of Science and Arts of Oklahoma	24 /1090 AND 3.0 GPA or top 50%	3.0 GPA AND top 25%	3.0 GPA AND ACT 22 or SAT 1020
Regional Universities	20 / 940	2.7 GPA AND top 50%	2.7 GPA
Community Colleges	No minimum required.		

23. CONCURRENT ENROLLMENT

- a) Concurrent enrollment is available and participation encouraged. *When a student earns college credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district* (Title 70 E. S. §628.13)
- b) The Oklahoma State Regents for Higher Education (OSRHE) will pay tuition for up to six (6) hours of college credit for high school seniors. Some colleges will extend this benefit to high school juniors. Students are responsible for fees and books. Some Tribal Governments will help to defray those costs for students who are members of a federally recognized tribe.
- c) Students must be aware that grades are recorded on both the high school and college transcript. Poor grades in concurrent college classes could result in starting the student's freshman year of college on probation.
- d) The following higher education courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education (OSDE) and approved for High School (HS) Academic credit:

<i>College Algebra</i>	<i>1 unit HS Algebra II</i>
<i>General Biology</i>	<i>1 unit HS Biology II</i>
<i>General Botany</i>	<i>1 unit HS Botany</i>
<i>English Composition I</i>	<i>½ unit English IV</i>
<i>English Composition II</i>	<i>½ unit English IV</i>

<i>Introduction to Chemistry</i>	<i>1 unit HS Chemistry</i>
<i>Chemistry I</i>	<i>1 unit HS Chemistry</i>
<i>American History Survey to 1877</i>	<i>½ unit U.S. History</i>
<i>American History Survey from 1877</i>	<i>½ unit U.S. History</i>
<i>Introduction to Geography</i>	<i>½ unit HS World Geography</i>
<i>American Federal Government</i>	<i>½ unit HS American Government</i>
<i>Introduction to Speech</i>	<i>1 unit HS Speech</i>

- e) Courses not listed for which academic credit is sought must be cleared by Webbers Falls Schools. Most classes will receive ½ unit elective credit. See your guidance counselor for more information. The grade received from the college will be the high school credit grade and will thereby impact the student's class rank and status as a Valedictorian or Salutatorian.

D. ATTENDANCE

Anytime a student is not in attendance at school they are counted absent no matter what the reason. *Students who are absent more than ten (10) times per semester in any class will not receive any credit for that class.* Students with more than ten (10) may petition the administration for a hardship. *Hardships may not be granted if the student has any unexcused absences.* Hardships shall be granted on a case by case basis with documentation from officials being required that states the student could not attend school. Exceptions shall be made at the discretion of the principal. Absences will be excused or unexcused depending on the following criteria:

1. EXCUSED ABSENCES

Excused absences are defined as those for which the student will be qualified to make up missed work for full credit, if the student follows certain reasonable procedures.

- a) Death, Illness, Accident, Doctor or Dental Appointments
 - (1) The occurrences of death of an immediate family member, student illness, or an accident involving a student or immediate family member may result in an excused absence. Absences due to family emergencies and educational activities not sponsored by the state or the school district must have prior approval by principal before the student leaves, no exceptions. Doctor or dental appointments will be considered a Medical absence only if a note is presented from the doctor or dentist.
- b) Court appointed appearances, and driver's tests.
 - (1) Students will be allowed one excused absence for driver's testing. Any further tests will count as an unexcused absence
 - (2) Court appointed appearances must be pre-approved by the principal. The principal will determine if the court appearance is excused or unexcused.
- c) College Days

No more than two (2) college days per year will be excused unless prior approval is given by the principal.
- d) Make-up work procedure
 - (1) Students will be given one day for each day missed. Assignments will be issued

to students upon returning to class. Students will hand in assignments within the time frame of absences (i.e., 2 absences will have a total of 2 days to complete assignments from absences).

(2) No credit will be given for late assignments unless assigned as a disciplinary punishment, and the returning student must participate in the ongoing class work upon return (Exception: See Paragraph 4 Make-Up Tests). Homework assignments can be picked up in the office after 3:15 p.m. if the parent will call and make arrangements with the office before noon on the day he/she wishes to pick up the work. Requests received after noon will be ready the following day at 3:15 p.m.

(3) *Students taking scheduled absences (trips) are responsible for getting their assignments from each of their teachers before they leave and will be required to have all work completed upon their return to class.*

2. UNEXCUSED ABSENCES

Unexcused absences are defined as those for which the students is NOT qualified to make up the missed work.

- a) Absence from school without the knowledge of parents will be unexcused and may also be considered truancy for which there will be disciplinary consequences.
- b) Leaving school without permission from the office shall be considered unexcused and will have disciplinary consequences. Absences for reasons not mentioned in paragraphs 1.b will be unexcused. For example, if a student is assigned to a class but stays in a school area not designated on his/her schedule or assigned by the teacher responsible for the student during that period, that student will be listed as having an unexcused absence. If the application of rule #1 becomes ineffective and the student becomes a repeat offender, the principal will notify the District Attorney and possibly begin suspension procedures. (See O.S. 70-10-105 and O.S. 70-24-101.
- c) Students who are absent for four (4) or more consecutive days without notifying the school will be considered truant. Notification will be sent to the parent of this violation of the Compulsory Attendance Law. Any days absent after notification will be recorded and sent to the District Attorney for prosecution of the parent or persons sixteen (16) years and older will be acting on their own behalf.
- d) Students who have head lice or other parasitic infestations will be excused for the first infestation for one (1) day. Any repeated occurrences that require the student to be absent from class will be recorded as unexcused.

3. TARDIES

All tardies are unexcused. Three tardies will result in disciplinary action and will be counted as an unexcused absence.

- a) Elementary: Unexcused or chronic tardies may result in the student receiving zeros with no make-up work.
- b) Jr. High and High School: All tardies will be unexcused. Three (3) tardies in one class will result in disciplinary action. Exception – a note from the teacher of the previous class.

4. ADMISSION TO CLASS

A student returning from an absence *should report to class and give all notes to the teacher who will submit them to the attendance secretary*. A note from the student's parent or guardian must accompany the student. This note shall state the reason the student was absent and a phone number where the parent can be reached during that day. Notes will be placed in student's personal file for reference. Phone calls from parent/guardian will be accepted. Students returning to school during the school day *shall sign in* upon their arrival to school *and immediately go to class*.

5. TESTS, MAKE-UP

Tests missed due to Excused Anticipated Absences or School Sponsored Activities:

- a) The student shall be prepared to take the test upon the first day of return; (If required work is administered before the student leaves.)
- b) Should not be administered after the third continuous day of the student's attendance upon return, unless, in the teacher's discretionary judgment, and after consultation with the sponsor of the activity, it is determined to be appropriate to wait.
- c) The student is responsible for notifying the teacher of the need to take the test, if the assignment was made prior to the absence or activity.
- d) *Student activity forms will need to be filled out prior to students leaving by the activity teacher.*
- e) *Student activity assignment forms will need to be filled by the classroom teacher and student prior to students leaving.*

6. TESTS, UPCOMING

Tests scheduled to be given the day of the student's return:

- a) From Unexcused Absences shall be taken at the regularly scheduled time.
- b) From Excused Absences and from School Sponsored Activities shall be taken at the regularly scheduled time, unless in the teacher's discretionary judgment, and after consultation with the sponsor of the activity, it is determined to be appropriate to wait.
- c) From Excused, Unanticipated Absences
Shall be taken when the student is prepared within three (3) days of the student's return,
- (d) Should be administered before the third continuous day of the student's attendance upon return.

7. STUDENT'S RESPONSIBILITY

In ALL absences where assignments and/or tests can be made up, it is the student's responsibility to obtain and complete the missed work, NOT the teacher's! Students are responsible for knowing their grades, absences, and eligibility status.

8. PERFECT ATTENDANCE

A student will have perfect attendance if he or she have no excused or unexcused absences on a regular school day for any reason.

9. TRANSFERS

A student living in one school district must have a transfer from the district and an approval from the receiving school district before he/she can attend that school. All transfers must be approved by the superintendent.

F. WITHDRAWAL AND RE-ENTRY

1. A student withdrawing from school must present a withdrawal sheet to each teacher. The teacher will sign the slip and indicate a grade after all fees and fines have been paid by the student. The principal reserves the right to contact parents before official withdrawal is complete.
2. Proper procedure for withdrawal is as follows:
 - a) Notify teachers twenty-four (24) hours in advance so grades may be prepared.
 - b) Get withdrawal sheet from principal.
 - c) Take sheet to all teachers, librarian, and secretary; pay fines overdue; secure signatures.
 - d) Take sheet to principal for his/her signature. One copy of withdrawal sheet will be filed by the principal; one copy will go with the student to the new school.
 - e) After the withdrawal sheet is completed and turned into the principal, the student's transcript may be sent to the student's new school.
 - f) No student who has made an apparent permanent withdrawal by completion of a waiver of attendance form shall be allowed to re-enter Webbers Falls Public School without the execution of a Re-Entry Form.

G. EXTRA-CURRICULAR ACTIVITIES

Absences relative to participating in activities on the day of absences. The student must be in attendance four of seven periods of that day to compete (OSSAA). Exceptions to this rule must have prior approval by the Principal.

1. Extra-Curricular Activities Eligibility

- a) Eligibility is required for participation in ALL extra-curricular activities.
- b) Eligibility will be determined weekly on a semester basis.
- c) Students in grades 9-11, must have passing (1.0) SEMESTER grades in at least five (5) courses which count for graduation. Seniors must be passing all courses required for graduation, but a minimum of four (4) courses. Students in grades 7 and 8 must have passing SEMESTER grades in any five (5) courses. Failure to meet this requirement will cause the student to be ineligible to participate for the first six (6) weeks of the following semester. At the end of the six-week period, if the student is passing all subjects, he/she will be eligible to participate beginning the following Monday.
- d) Students who have a failing grade in any course at the end of the third (3rd) week (and each week thereafter) of the semester, shall be on probation for one week. This means the student may participate during that week, but at the end of the week must be passing ALL COURSES, or will be ineligible until he/she is passing. (Probation for seniors will occur if they are failing any course required for graduation, or are not passing at least four (4).
- e) Students must be in attendance 90% in each class enrolled to be eligible. (Exception: Seniors must be in attendance in all classes needed for graduation requirements only.)
- f) Students must be in class four of the seven class periods of the day to be eligible to compete in extracurricular activities that day.

- g) Students who are absent the following day after an extracurricular activity will not be eligible to participate in the next scheduled activity, of any type. Exceptions may be made at the discretion of the principal.

2. ACTIVITY TRIPS

- a) An activity trip is one in which students participate in an event; as opposed to a field trip, one in which students do not participate, but observe.
- b) Students out of class for an activity in which they are participation in on at that time are not absent, and nothing should be indicated in the grade book to the contrary.
- c) All assignments are obtained prior to leaving.
- d) Assignments will be turned in at the beginning of each class period the first day of the student's return, unless in the teacher's discretionary judgment it is appropriate to wait, and after consultation with the sponsor of the activity, in order to determine any hardship. Principal will have discretion case by case.
- e) Generally, no credit will be given for late assignments, and the returning student must participate in required class work.
- f) All parties must meet said requirements, if and when there are discrepancies, those must be brought to the principal.
- g) When going on a school activity trip, all students must ride the bus to be allowed to participate; or the parents must notify the trip supervisor in person and present a note to the sponsor for their records or sign the student out with the sponsor, if the student is to ride in any vehicle other than school transportation, either going to or returning from a school activity.
- h) Student conduct on a trip is the direct responsibility of the teacher or sponsor in charge of the activity, and will be consistent with the rules governing classroom situations. Responsibility is also shared by chaperones, and students will respect the authority of chaperones.
- i) The sponsor shall cause the bus or van to be thoroughly cleaned following each trip. Failure to do so will result in "no-food-or drinks-allowed" in vehicles on subsequent trips by that group.
- j) When more than one organization is gone on activities on the same day, only one sponsor per group may accompany them.

3. ACTIVITY TEN (10) DAY RULING

- a) Review of Activities: The superintendent and Board of Education shall annually review the schedule of activities so that minimal interruptions occur in the instructional program of each student. Each activity sponsor shall at the beginning of school submit to the board the criteria each student must meet in order to participate in the school activity he/she sponsors.
- b) Absences for Activities (10 Day Rule):
- c) If students are on school sponsored activities, they are usually not counted absent, they are officially present; however, for the sake of the "10 Day Rule" the word "absent" is used as follows: "A student shall not be absent from anyone class period more than ten times in one year. In addition, any deviation from the ten days' absence rule shall not exceed five days."

- d) This is an Oklahoma State Board of Education policy and has two exceptions:
 - (1) School sponsored state and national contests are exempt from the 10-day Rule.
 - (2) Any event for which the student earns the right to compete at state and national contests is exempt from the 10-day Rule. (Each organizational sponsor must file a policy with the superintendent outlining the prerequisites for attending each event.)
- e) A committee known as the Internal Activities Review Committee will be appointed by the board in the regular September board meeting. This will be a seven-member committee composed of four teachers (two sponsors and two non-sponsors), two administrators, and one board member. The purpose of this committee shall be to:
 - (1) Approve or deny deviations from this policy.
 - (2) Evaluate the policy at year's end and recommend changes to the board.
- f) Students must petition the committee in writing at least ten school days in advance of the requested absence to be considered if the absence will exceed the ten-day rule. Petitions should be made with the building principal.

4. COMPLAINTS

Any complaints that this policy has not been followed or has been misapplied must be in writing, signed and filed with the Board of Education within ten week days following the suspected date. This complaint must include a list of the names of the students, dates and classes missed which exceed the ten days allowed. If the complaint is not resolved by the local Board of Education, the complaint should then be filed with the Accreditation Section of the Oklahoma State Department of Education.

a) Excessive Activity Absences

Any absence from a class for a school activity in excess of ten days and not approved by the Board of Education shall be treated as an absence. The principal shall determine whether the absence is excused or unexcused.

b) Recording Activity Absences

The principal's office will be responsible for keeping a record of activity absences, for inspection by outside, interested parties that have the authority to inspect the records.

- c) Students are responsible for knowing their individual activity day absence status. The office will keep a record on each student for this purpose. Sponsors are responsible for knowing students' absences and eligibility status of students they are taking on activities.

5. ACTIVITY ABSENCES

- a) Prior to leaving on a school sponsored activity, each student will complete the "Student Activity Assignment Form" (SAAF).
- b) The SAAF will give the student the opportunity to obtain their assignments from all of their instructors prior to attending and/or participating in the activity.
- c) Student must complete an SAAF for each school sponsored activity.
- d) Each teacher will complete their section of the SAAF and sign their names as

proof of the assignments.

- e) The SAAF will require the signature of the Principal, Superintendent, or Activities Coordinator after each teacher has completed their section of the SAAF.
- f) Prior to leaving on the activity the sponsor shall make sure each student has a completed SAAF, indicate completed SAAF on the Activity Roster, and file the Activity Roster in the office.
- g) The attendance clerk shall maintain a file for Activity Roster documents for the purpose of accurately recording activity absences and providing proof of assignments given.
- h) Consequences for noncompliance:
 - (1) Student will not be allowed to attend or participate in the activity.
 - (2) If the student fails to complete the SAAF procedures and then attends or participates in the activity, they will receive zeros on all assignments and receive an unexcused absence. Other punishment may be considered by administration.
 - (3) If the sponsor allows the student to attend or participate when said student has violated the SAAF procedures, the sponsor may be subject to forfeiture of the next scheduled activity.

6. ACTIVITY CALENDAR

To eliminate conflict, an official calendar is maintained by the high school principal. All school activities must be scheduled at least one (1) week in advance. Any activity that is not scheduled one (1) week in advance must be cleared by the principal. This calendar will be posted on the school website.

7. SENIOR TRIPS

a) Eligibility

- (1) Only Webbers Falls seniors, sponsors, spouses of sponsors, administration and parents of seniors (at the invitation of the class), may go on senior trips.
- (2) Selection of school sponsors will be done by the administration.
- (3) In order to be eligible to go, a student must be in good academic and disciplinary standing, have all dues and fines paid, and be eligible for graduation as determined by the principal.
- (4) Students taking correspondence courses to complete graduation requirements must have those courses completed.

(a) Conduct

Student conduct on senior trips will be consistent with the code of conduct for the classroom situations.

(b) Length

Senior trips will be limited to a total of 24 hours, from departure to return, and shall not include any motel stops, neither shall any luggage be permitted.

(c) Time

To participate on the senior trip, a student must ride the sponsor's designated transportation to and from the trip destinations. Students who

- do not attend will be at school or counted as unexcused.
- (d) Transportation: Pursuant to Oklahoma Laws no School Bus may be used if transporting students outside of Oklahoma state boundaries.

H. MISCELLANEOUS

1. FUND RAISING POLICY

- a) All fundraising activities under the school premises must be submitted to the building principal for approval and scheduling on the master calendar. The principal will coordinate projects so as not to have too many fund raisers near the same time. All fundraisers must be turned into the principal by the second Monday in June and be approved by the Board of Education in the September meeting. No other fund raisers will be considered after this time each school year unless approved by the board. The implementation of approved fundraisers must be preceded by a two week notice and approval by the Superintendent.
- b) Parents and students must sign a statement of responsibility to receive products from the school to be sold as a fund raiser. Money must be turned in to the office and or sponsor daily for deposit. Accounts must be paid in full within two weeks. Students will be limited to products with a total combined value of \$100.00 dollars at any given time. When the money is turned in to the sponsor, more products may be issued. Sponsors will determine how products and money will be distributed and collected.

2. CAREER ACTIVITIES

Elementary and Junior/Senior High School will have a minimum of one career awareness activity per nine-week period in a general assembly. Career guidance opportunities are available in the counselor's office.

3. DAILY BULLETIN

The daily bulletin, which contains news of what has happened, what is happening, and what will be happening will be read to students during first hour each day in both elementary and secondary schools.

4. BUS EVACUATIONS

Bus evacuation drills will be held during the first two weeks of both semesters.

5. SAFETY DRILLS

A minimum of two fire drills will be conducted per semester. The first fire drill shall be conducted within the first fifteen (15) days of each semester. The second drill must occur after the first thirty (30) days of the semester. Other safety drills may be added as prescribed by law or the local Board of Education. All students and teachers at the school shall participate by state law. Fire drills consist of one long steady blast or ring. Tornado drills consist of several short blasts or rings.

6. CLASS SPONSORS

Only certified personnel will be assigned class sponsorships, although parents are encouraged to volunteer to help.

7. CLASS PARTIES

Each class is permitted, but not required, to host four (4) parties during the school year. (Halloween, Christmas, Valentines, and Easter.) The teacher is in charge of his

or her class parties. Parents will be asked by the teacher to plan and direct these parties. *Birthday parties and other kinds of parties are not allowed.*

8. JUNIOR/SENIOR BANQUET AND PROM

The prom activities will be submitted to the administration for approval.

9. LOCAL LIVESTOCK SHOWS

To be eligible to participate in Webbers Falls Livestock Shows, a student must be currently enrolled in Webbers Falls Schools in good standing in all areas. Students must also meet all eligibility requirements for participation set forth by the O.S.S.A.A. and the regional livestock requirements. Students must also be a member in good standing with either the Webbers Falls FFA or 4-H Clubs. Sponsors of the organizations must nominate students for participation. Final approval of eligibility will be made by the principal for participation.

10. ELECTION OF ROYALTY

Male and female candidates for royalty positions must possess high ethical, moral, academic, and leadership qualities. Requirements for each candidate are listed and these requirements will be in compliance the day of selection:

- a) Candidates must have 90% attendance for the current semester.
- b) Candidates must have passing grades in all classes which may be indicated by not being on the weekly academic ineligible list.
- c) Candidates must have a discipline record consisting of no more than two (2) discipline referrals for the current semester. *(The principal will give the sponsor a list of eligible students prior to the selection of candidates.)*
- d) One person may hold only one position of royalty (i.e. King or Queen) during his/her high school career (grades 9-12) per activity. *Ex. He is King and she is Queen their Freshman Year for football and basketball. For the next three years he/she can be some candidates for both, but not king or queen.*
- e) Once selected as the King or Queen of that activity, they can no longer be a candidate for the royalty of that activity.
- f) For detailed selection criteria for football, basketball, FFA Sweetheart, Yearbook, and flower girl/ring bearer, please contact the principal and/or sponsor for this policy.

11. ELECTION OF CLASS AND ORGANIZATIONAL OFFICERS

In order to be eligible to be elected as a class officer, the student must have maintained in the preceding nine weeks and be maintaining for the current nine weeks, a 2.5 grade average, 90% attendance, and a clean discipline record, as determined by the principal. All requirements will start new each school year. No carryover from year to year on discipline, grades or attendance. The principal will furnish each class sponsor a list of eligible nominees. The sponsor(s) will provide a list of candidates to the building principal.

12. GIFTED AND TALENTED POLICY

It is the policy of the Webbers Falls Public Schools to identify and supplement our curriculum to meet the needs of our students. Gifted and Talented Program guidelines will be in accordance with Sec up O.S. 1210.301-308. Upon request, a copy

of this law, procedures and policies will be furnished to parents of students in the school district.

13. CHANGE OF ADDRESS/PHONE NUMBERS

At times during the school year, students move from one address to another within the school district. Phone numbers may also change. Please report this information to the office where it will be entered on the student's records so we can get in touch with parents or guardians in case of an emergency.

14. OPEN HOUSE

During the first five weeks of school, the Webbers Falls School staff will host an Open House for parents at which time the parent will be encouraged to meet their child's teacher(s) and be provided information pertinent to the operation of the classroom, particularly homework expectations and grading practices.

I. STUDENT CODE OF CONDUCT

1. PLAYGROUND RULES K-6

The following is a list which includes, but is not limited to, potential risks taken on the school playground. *These rules are made in hopes of preventing injuries, thefts, and to insure the safety and well-being of each child. If there are any questions regarding these rules, please contact your student's classroom teacher or the principal.*

- a) Organized games such as Dodgeball, Red Rover, Crack-the-Whip, or any game where a student may be injured are forbidden. If you are not sure, ask the teacher on playground duty.
- b) No fighting or wrestling on playground.
- c) There are to be no air-pistols, BB guns, darts, sling shots, pocket knives, or any object that might cause harm or discomfort to another child. If a child is not sure, check with the teacher.
- d) No throwing of rocks, sticks, glass, etc.
- e) All students (K-6) play on east side of classroom building.
- f) No sliding head first on playground slides.
- g) No tackling.
- h) No twisting in swings.
- i) No baseball (hardball) or bats on playground.
- j) No balls in the playground area before school.
- k) Basketballs only on the tennis courts. Footballs and soccer balls on the grass.
- l) Students are not allowed to bring toys to school unless approved by their classroom teacher. *The school will not be responsible for lost, damaged, or stolen private property brought to school.*
- m) The school does not assume responsibility for loss or breakage of items such as eyeglasses, watches, etc.
- n) Shoes must be worn at all times while on the playground.
- o) No Wheelies, Heelies, or Skate Shoes permitted at Webbers Falls School between 8:00 a.m. and 3:05 p.m.
- p) No tying jump ropes together for any purpose.

- q) No kicking bouncy balls.

2. SCHOOL PHONES

- a) Students are not to leave the classroom to answer the telephone or to make calls. In case of illness or emergency, word should be left with the principal's office and the message will be relayed immediately. Students who become ill will be removed to the office and allowed to call.
- b) Faculty members may be contacted by telephoning the school office at (464-2334) and requesting the teacher to return the call during his or her planning period.
- c) The school phones are for business calls to promote the school program; they are not for personal or social calls. Students will not be allowed to call from the office for personal matters. With faculty permission, a student may be allowed to use the office telephone in the interest of school welfare. All calls will be documented and monitored by school staff for safety.

3. WIRELESS TELECOMMUNICATION DEVICES

- a) Students may be permitted to carry wireless telecommunications devices, including electronic pagers or cellular phones, on the premises of this school district, in transit under the authority of the school, or at school district functions, only as follows:
 - (1) Students may possess and operate such devices outside the school buildings before school, outside the buildings during lunch, and outside of the school buildings after lunch and after school has dismissed for the day.
 - (2) Upon entry into any of the school buildings, such devices shall be powered off. Exceptions may be made by the principal or superintendent upon request by the parent or guardian for purposes of medical necessity or in other appropriate circumstances.
- b) Any unauthorized use of a device found in a student's possession will result in removal from the student's possession and disciplinary action will be taken in accordance with the procedures set forth in this policy.
 - (1) First offense, the phone will be taken from the student and given to the principal. The principal will notify the parent. The student may retrieve the device from the principal at the end of the day.
 - (2) Second offense, the phone will be taken from the student and given to the principal. The parent must retrieve the phone from the principal.
 - (3) Third offense, the parent will be contacted and the student may lose the privilege of carrying the phone to school. The principal will use discretion at this point.

4. PROPER DRESS

Recognizing that secondary and elementary appropriate dress may vary, it is the building principal's discretionary authority to implement the following dress code in a manner that will promote the most positive educational environment possible. ***At the secondary level, all first period teachers will be required to identify and address any dress code violation.***

If one's appearance attracts excessive attention or presents possible safety issues to the wearer or others, then their appearance may be in violation of policy. The

principal will have final say on all dress code policies or discrepancies. Wearing of materials through pierced holes in the body; except the ears, is not acceptable. Chains connected to body and/or apparel will not be permitted. Necklaces, if larger than standard chain necklace, will not be permitted. Any clothing or apparel, either by design or by wearing style, considered to represent any gang affiliation will not be allowed and will be subject to disciplinary action.

a) Personal Grooming

- (1) Hair shall be well groomed and clean.
- (2) Neither sex shall wear hair so long that it hinders vision or is a potential safety hazard.
- (3) Students who manifest chronic body odor will be discreetly dealt with by the principal or counselor.

b) Clothing (Grades 7-12) The following are prohibited:

- (1) Muscle shirts (boys' shirts without sleeves) and girls' blouses with straps that are less than two inches wide, see-through shirts and or blouses that exposes any portion of the midriff or cleavage; skirts shorter than 3" above the knee when standing; shorts less than fingertip length when student is in a natural stance, shirts with offensive, obscene, or questionable pictures, insignia, or other messages; any bicycle shorts (tights) will not be permitted at school or at any activities.
- (2) Headwear will not be allowed in any school building during school hours. This policy applies to both genders and school sponsored activity trips unless it is part of the activity uniform or approved by the building principal and activity sponsor.
- (3) Exception: the above standards apply to the classroom during the school day. More relaxed standards may be permitted at activities such as ball games, class outings, etc., and more stringent standards might be required at more formal activities, such as banquets, proms, graduation, etc.
- (4) Dress for prom will be formal attire for both males and females.
- (5) Dress for graduation will be appropriate attire worn under the graduation gown.
- (6) Appropriate footwear will be worn by students at all times.

c) Clothing (Grades 4-6) The following are prohibited:

- (1) Muscle shirts and girls' blouses with straps that are less than one inch wide, halter tops, see-through shirts and or blouses that exposes any portion of the midriff or cleavage; skirts and shorts less than half way between hip and knee when standing in a natural stance, shirts with offensive, obscene, or questionable pictures, insignia, or other messages; any bicycle shorts (tights) will not be permitted at school or at any activities.
- (2) Headwear will not be allowed in any school building during school hours. This policy applies to both genders and school sponsored activity trips unless it is part of the activity uniform or approved by the building principal and activity sponsor.

- (3) Exception: the above standards apply to the classroom during the school day. More relaxed standards may be permitted at activities such as ball games, class outings, etc.
- (4) Appropriate footwear will be worn by students at all times.
- d) Clothing (Grades K-3)** The following are prohibited:
 - (1) Any clothing article that may be a danger to the student or others. No swimwear, no clothing articles with offensive, obscene, or questionable graphics, symbols or text.
 - (2) Headwear will not be allowed in any school building during school hours. This policy applies to both genders and school sponsored activity trips unless it is part of the activity uniform or approved by the building principal and activity sponsor.
 - (3) Exception: the above standards apply to the classroom during the school day. More relaxed standards may be permitted at activities such as ball games, class outings, etc., and more stringent standards might be required at more formal activities, such as graduation, etc.
 - (4) Appropriate footwear will be worn by students at all times.
 - (5) Always check to be sure before wearing something questionable. Students will be informed in advance when there is a change. In all cases, shirt, shoes, and pants/skirt will be required to avoid disciplinary action.

5. DRUG-FREE SCHOOLS AND COMMUNITIES POLICY

This policy includes, but is not limited to all illicit drugs, including alcohol and tobacco. The Webbers Falls Board of Education hereby adopts and implements a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and /or employees.

- a) Reporting** students and/or employees with unlawful possession, use, or distribution of illicit drugs (tobacco, e-cigarettes and vaping devices are included) and alcohol:
 - (1) Whenever it appears to any school teacher that a student may be under the influence of low point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes or a controlled dangerous substance, as defined in Section 2-101 of Title 63, of the Oklahoma Statutes, that a teacher shall report the matter, upon recognition, to the school principal or his or her designee. The principal or designee shall immediately notify the superintendent of schools or designee and a parent or legal guardian of the student of the matter.
 - (2) No officer or employee of any public school district or member of any school board shall be subject to any civil liability for any statement, report or action in assisting or referring for assistance to any medical treatment or social service agency or facility or any substance abuse prevention and treatment program any student reasonably believed to be abusing or incapacitated by the use of low point beer, alcohol beverages, or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose. No such officer or employee of any public school district, member of any school board, or school or school district shall be responsible

for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility or substance abuse prevention and treatment program.

- (3) Students who appear under the influence of low point beer, alcoholic beverage, or a controlled dangerous substance shall be immediately removed from the classroom and escorted to the principal's office, where a determination can be made of the student's status; in regard to his/her being under the influence.

b) Conduct

- (1) The unlawful use, possession, dispensing, distribution, manufacture, or possession with intent to distribute, of any illicit drug, including alcoholic beverage, in any of the Webbers Falls School District property (including vehicles), or at any school district sponsored function or event, is strictly prohibited.
- (2) Reporting to school or to any Webbers Falls School District sponsored function or event under the influence of an illicit drug, including alcohol, is strictly prohibited. Definition: A school sponsored function or event is any activity, business or social, which has been called for, or in the name of, any group of students and/or employees representing the Webbers Falls Public School or any collection of schools where there are students and/or employees representing the Webbers Falls School District, regardless of its location.
- (3) *Cell phones* will not be permitted *to be turned on* in any school facility during the school (8:00-3:05) unless specifically required based on documented medical and/or IEP needs. Violation of this stipulation will result in the confiscation of said device and held by the principal until released only to the student's parent.
- (4) Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion. If this were to occur, the parent will be notified immediately.

c) Consequences

- (1) Any student suspected of violation of this policy may be immediately suspended from school by the principal.
- (2) If the student is found innocent, he/she will be immediately reinstated with full benefits, and shall be assisted in making-up any missed work.
- (3) If the student is found guilty of violating this policy, the board will use its discretion in either:
 - (a) Initiating due process to suspend the student for an indefinite period of time (up to the maximum allowable by Oklahoma law), with promise of re-entry upon completion of a counseling and/or rehabilitation program;
 - (b) Initiating due process which may require the student to complete a counseling and /or rehabilitation program, while continuing to attend school.
 - (c) Referring the student to the proper agency for prosecution;

(d) Initiating due process to do any of, all of, none of, any combination of, or anything not mentioned in the three preceding paragraphs.

d) Rehabilitation

- (1) If a student of the Webbers Falls Public School is found guilty of violating this policy, the Board of Education may assist the guilty student in seeking out competent counseling and/or rehabilitation, upon request of the student and/or the student's parent/guardian.
- (2) If a student of the Webbers Falls Public School has not violated the policy, but is aware of a need for counseling or rehabilitation, he/she may receive information on where to get help, such as counseling, or for emergency situations where more immediate help is needed. The drug hotline is 1(800) 522-9054
- (3) If the student mentioned in the preceding paragraph (not in violation but in need of counseling or rehabilitation) approaches the school counselor requesting assistance from the board concerning his/her problem, the Board of Education will be lenient in arranging release time from school for counseling.

e) Notification

You are hereby notified that compliance with this policy is mandatory, and will be consistently enforced.

f) Documentation

Evidence of students and parents having read and having had this policy explained to them will be made manifest by the execution of a sign-off sheet, date-signed, and specifying all school policies, including but not limited to this one.

g) Review

The Webbers Falls Board of Education will review this policy every two (2) years in its August regular session. Evidence of review will consist of written reports of any incidents pertaining to the violation or compliance with this policy commencing with this date, August 15, 1990. The principal is responsible for recording the incidents and maintaining the records.

h) Education

- (1) The Webbers Falls Public School will provide age-appropriate developmentally based drug and alcohol education for all its students, grades K-12.
- (2) Assembly programs will be presented at the rate of one (1) per nine-week period for each division of grades: K-3, 4-6, 7-9, and 10-12. These will be arranged by the counselor's and administration. These assemblies will focus on providing effective techniques for resisting peer pressure to use drugs, including alcohol, and to convey to the students that their use of them is both wrong and harmful.
- (3) Teachers will present information addressing the legal, social, and health consequences of the use of drugs, including alcohol, from time to time, during selected/extended home-room periods. This material will be provided by the counselors.

i) Extra-Curricular Activity Subsection of the Drug-Free Schools and Communities Policy

The following policy applies to violations by members of extra-curricular organizations, and the resulting consequences will be assessed in addition to those specified in the Drug Free Schools and Communities Policy.

j) Violations

Whenever a coach or sponsor has reasonable suspicion, based upon what he/she believes to be reliable source(s), that a Webbers Falls student organizational member has been involved in the use, possession or distribution of illicit drugs (including alcoholic beverages), whether at or away from school, the coach or sponsor will inform the principal, and the principal will investigate the alleged incident.

k) Consequences

Following the investigation, a group comprised of all coaches and sponsors will convene, and discuss the principal's findings. If the findings lead the group to be reasonably assured of the student's guilt, the principal will initiate discipline procedures.

6. TOBACCO USE AND POSSESSION POLICY

- a) The use of tobacco products by young people is discouraged by society, as well as, the Webbers Falls School District. The effects of tobacco of any kind upon young people are not good. Therefore, the Webbers Falls Board of Education prohibits the use or possession of any tobacco, e-cigarettes, or vaping device on the school premises or at any school sponsored activity.
- b) Possession, use or distribution of tobacco products (including e-cigarettes and vaping devices, SB 1602) and alcohol by minors is a violation of the State Law: Section 759.1, and use or possession will result in disciplinary action.
- c) *This is a 24/7 policy for all properties of Webbers Falls Schools and applies to any school activity in which Webbers Falls students are involved.*
- d) The Webbers Falls Public Schools, teachers, administrators, and Board of Education realize to have an effective impact on drug and alcohol related problems we need to use all areas of help at our command. Therefore, we purpose to use referrals to the different agencies for counseling of Students and Parents, as well as, employees with problems of DRUG and ALCOHOL ABUSE.
- e) Refusal of minor to furnish information concerning acquisition of cigarettes, cigarette papers, cigars, snuff, chewing tobacco or other tobacco products.
 - (1) Any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, any other form of tobacco products or simulated cigarettes or vaping device and being questioned by any police officer, constable, juvenile court truant officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, any other forms of tobacco product, or simulated cigarettes or vaping device were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor and upon conviction thereof before the district court, such minor being of the age of sixteen (16) years or upwards shall be sentenced to

pay a fine not exceeding five dollars (\$5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, or both; if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper. (21-1242)

f) The Webbers Falls Board of Education hereby adopts and implements a “non-smoking policy for children's services.”

g) “NON-SMOKING POLICY FOR CHILDREN’S SERVICES”

Webbers Falls Public Schools is in accordance with the “Environmental Tobacco Smoke Act,” Section 1043 part C. does not permit smoking within any indoor facility owned or leased by the district and utilized for regular kindergarten, elementary, or secondary education or library services to children.

h) SECTION 759.1 FURNISHING TOBACCO PRODUCTS TO MINOR-- PUNISHMENT.

Any person who shall furnish to any minor by gift, sale or otherwise any cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other forms of tobacco product shall be guilty of a misdemeanor and upon conviction therefore, shall be sentenced to pay a fine of not less that twenty-five (\$25.00) nor more than two hundred dollars (\$200.00) and be confined in the county jail not less than ten (10) days nor more than ninety (90) days for each offense. (21-1241)

i) Any person who furnishes a minor with any form of vapor products shall be guilty of a misdemeanor. Any minor in possession of a vapor product shall also be guilty of a misdemeanor (SB 1602).

7. DANGEROUS WEAPONS POLICY

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 pupil or property in the possession of the pupil when said pupil 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. 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.

In no event shall a strip search of a student be allowed. No student’s clothing, except cold weather outer wear, shall be removed prior to or during the conduct of any warranted search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property that might be in their possession including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (Sec. 492, 70-24-102)

8. PENALTIES TO PARENT FOR CHILD WITH FIREARM AT SCHOOL

Any custodial parent or guardian of a child under eighteen (18) years of age whose child commits the crime of possession of a firearm on school property may be fined not exceeding Two Hundred Dollars (\$200.00), or ordered to perform community service not exceeding forty (40) hours or both such fine and community service. To satisfy any community service requirement, the court may give preference to work which benefits the school said child attends. Said penalty shall be an administrative penalty and shall not be recorded on the custodial parent's or guardian's criminal record. The fine shall be payable to the court clerk to be deposited in the court fund. Nothing in this section shall prohibit the filing or prosecution of any criminal charge. (Sec. 815, 21-858)

9. WEAPONS PROHIBITED ON SCHOOL PROPERTY AND VEHICLES

It shall be unlawful for any person, except a peace officer or other person authorized by the board of education of that district or governing body for any public or private school, to have in his possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon designated in Section 1272 of this title. "School property" means any publicly or privately owned property held for purposes of elementary, secondary or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.

10. GUN-FREE SCHOOL POLICY IN ACCORDANCE WITH THE GUN-FREE SCHOOLS ACT.

- a) Students who bring a firearm to school will be suspended/expelled for a period of not less than one year. The chief administrative officer may modify the expulsion requirements on a case-to-case basis.
- b) The Webbers Falls Public School will include, in each application to the SEA for assistance under the ESEA, a copy of its's "Gun-Free School Policy" and a description of the circumstances surrounding any expulsion imposed under the policy, including:
 - (1) Name of the school concerned.
 - (2) The number of students expelled from school.
 - (3) The type of weapons concerned.
- c) In implementing the Gun-Free Schools Act/Policy the Webbers Falls Public School will comply with nondiscrimination requirements and will not discriminate on the basis of race, color, national origin, gender, age, or disability. Discipline of

students with disabilities will be on a case-by-case basis in accordance with disability laws. Determination of whether the child's behavior is caused by his/her disability will be determined through reevaluation by the child's I.E.P. committee. Students with disabilities may be expelled for behavior unrelated to their disability.

- d) The board of education through its superintendent may seek a court order to remove a student who is considered to be dangerous to himself or other persons.

11. SEXUAL HARASSMENT

- a) This school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employed volunteers whose work is subject to the control of school personnel.
- b) For purposes of this policy, sexual harassment includes:
 - (1) Verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually-oriented "kidding" "teasing," double meanings, and jokes.
 - (2) Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately.
 - (3) Writing graffiti which names a student or otherwise identifies a student is potentially slanderous. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- c) Specific Prohibitions for Administrators, Supervisors and Other Employees
 - c) It is sexual harassment for an administrator, supervisor, support personnel, or teacher to use his or her authority to solicit sexual favors or attention from students.
- d) Administrators, supervisors, support personnel, or teachers who either:
 - (1) Engage in sexual harassment of students, or tolerate such conduct by other employees shall be subject to sanctions, as described below.
 - (2) The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18) during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.
- e) Report, Investigation, and Sanctions

- (1) It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the following Sexual Discrimination Grievance procedure:
- (2) Students who feel that administrators, supervisors, support personnel, teachers, or others students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
- (3) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- (4) In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Principal has the responsibility of investigating and resolving complaints of sexual harassment involving students.
- (5) Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- (6) Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. 2000e-2
29 C.F.R. 1604.1, et seq

12. VIDEO/AUDIO SURVEILLANCE

Students may at times be recorded by audio and video equipment. Cameras may be placed in hallways, classrooms, I.S.S. room, buses, and areas where potential hazards and heavy traffic exist. Audio recordings may be made to clarify statements or to make record of events. Recording is done for documentation purposes and will not be viewed or heard by unauthorized persons. Private areas such as restrooms and dressing areas will not be monitored with video equipment.

SECTION III: STUDENT DISCIPLINE

A. DISCIPLINE REGULATIONS DEFINITIONS

1. Discipline regulations at the Webbers Falls Public School are based upon O.S. 70-06-114 which reads: A teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

In summary, the following code of conduct will be expected of the students at all activities, whether participating or observing, as well as in all classroom situations, and in transit to and from school and activities.

Discipline intervention through the principal's office is a necessary ingredient for building self-discipline among students and for the protection of all student rights to a safe and orderly learning environment. Administrators and counselors will work with students and their parents to avoid repeated infractions of school rules. The principal will attempt to establish good communications between school personnel, students and their parents, and will welcome hearing from the parents. Parents are invited to call the school to request to speak with or schedule an in person visit with all certified personnel.

In any school wide conduct code, fairness, consistency and the law will be extremely important elements. The principals will try their best to determine if school rules have been broken and the disciplinary action to be taken which discourages additional rule violations.

2. FORMS OF DISCIPLINE

Depending on circumstances, frequency, and severity of the offense, the principal has the discretion to choose any of the following disciplinary actions:

- a) Verbal Reprimand:** Student will report to the teacher or the principal's office to discuss the nature of the offense.
- b) Contacting Parent/Guardian:** Student will report to the principal's office to discuss the infraction and parents will be contacted with information concerning the offence. Principal has discretionary judgement on the method of any disciplinary action taken.
- c) Detention:** Students will report to the office before, during, or at the close of school to serve detention. Students will be responsible for finding a ride home if after school hours detention is assigned. The length and duration of detention will reflect the level of infraction.
- d) ISS:** In School Suspension - Students will be assigned to the I.S.S. room. Regular assignments will be accepted as full credit if turned in on time. A contract between parent, student, and school is required before student is placed in I.S.S. Rules for ISS: Students assigned to ISS are not to talk to other students.
- e) OSS:** Out of School Suspension. Removed from school.
- f) Pecuniary:** Police Ticket
- g) Alternative School:** Educational setting off school grounds maintained by non-school staff where students will receive instruction for credit.
- h) Saturday School:** To be served from 9:00 a.m. to 12:00 a.m. and will supervised by certified personal. The activities that will take place will consist of study hall format or light cleaning in the immediate school campus area. The latter will be subject to the agreement of the assigned student.
- i) Corporal punishment:** The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transition to and from school or any other school function authorized by the school or classroom presided over by the

teacher (70-6-114 Section 127), 1990. Corporal punishment permission forms are used as a courtesy to show good faith with parents. The school has the option, by law, of corporal punishment without parent consent.

- j) **Expulsion:** According to HB 2692, expulsion may be used when other methods have been unsuccessful. Expulsion will be determined by the principal and/or superintendent. Alternative school, I.S.S. or other forms of discipline may be considered depending upon the seriousness of the offense. Violations that are unlawful may be reported to law enforcement agencies for prosecution.
- k) **All methods of discipline will be administered on a case by case basis abiding by IDEA and other state/federal regulations as well as school policy. "Discretion of teacher" will be cleared through the principal on all matters. Students may be placed in I.S.S. until parent is contacted. Principal will have final discretion on all disciplinary matters and will administer discipline in a fair and consistent manner.**

3. ORDINARY FORCE FOR DISCIPLINE OF CHILDREN

- a) Permitted-provided; however, that nothing contained in this act shall prohibit any parent, teacher, or other person from using ordinary force as a means of discipline, including but not limited to spanking, switching, or paddling. (21-844)
- b) When a teacher has determined that corporal punishment is appropriate for a student who has broken school rules the following procedure will be followed:
 - (1) The teacher will remove the student from the classroom and the presence of other students, notify parent/guardian, and check permission slip, before administering corporal punishment.
 - (2) The teacher will secure a certified teacher to witness the paddling.
 - (3) The teacher shall not willfully or maliciously injure, torture, or use unreasonable force in paddling students.
 - (4) The teacher must report all paddling to the principal and must provide written information concerning the reason for the paddling on the appropriate form. The report must be made the day the corporal punishment is administered.
 - (5) Students who refuse to take corporal punishment will be offered an equivalent punishment of alternative school or other off campus settings, and reminded that he/she may call home if he/she desires.
 - (a) If parents are reached, and based upon their response, the principal will either administer the corporal punishment, or will administer an equivalent punishment.
 - (b) If parents are not reached, the student will remain in ISS until the end of the school day or until he/she agrees to take the corporal punishment.
 - (c) Parents may be contacted before corporal punishment is administered. If they have been contacted before and have granted permission to teacher or principal, corporal punishment will be administered and a note sent home if parents cannot be reached by phone.
 - (6) Corporal punishment will always be administered by either the teacher or principal with another certified staff member present.

4. SUSPENSION OF STUDENTS

The authority to suspend a student from a school in the school district is delegated to the respective building principal or superintendent.

- (1) Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property.
- (2) A suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Weapons-Free Schools Policy which provides suspensions for up on one calendar year. Students found to be in possession of a firearm will be suspended for a period of not less than one (1) year. The term of the suspension may be modified by the superintendent on a case-by-case basis.
- (3) Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
- (4) Suspended students must comply with the following, pursuant to 70 O.S. 24-19.3
 - (a) Non-violent acts plus assault: Any student who is guilty of immorality or violation of the regulations of a public school, or who has been adjudicated as a delinquent for an offense that is not a violent offense or commits an assault may be suspended from school by the principal. A student suspended for a non-violent act for more than five (5) days shall be placed in a supervised structured environment in either a home based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the principal that provides education to and monitoring of the students, which shall be complied with /by the parent or legal guardian. A time and date will be scheduled with the parent to discuss the suspension plan.
 - (b) Violent acts: A student who has been suspended out of school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students will not be entitled to enroll in a public school of this state. No public school will be required to enroll the students; until the terms of the suspension have been met at the time of suspension has expired. Students suspended for a violent act will not receive an educational plan while under suspension
 - (c) Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school suspension (ISS), placement in an alternative school setting, reassignment to another classroom or in-school detention or some other in-school option.
 - (d) Students on an Individualized Educational Plan (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA), shall be provided the education and related services in accordance with the students Individualized Education Plan.
 - (e) Students suspended for violent or non-violent acts will not be able to attend school or any school sponsored function or activity.

- (f) No public school of this state will be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent until the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students, or faculty. The school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.
- (g) Any student, for a violent crime directed towards the classroom teacher, cannot be readmitted to that teacher's classroom without the teacher's permission.
- (h) Students may not possess a pager or wireless communications (cell phone) device during the school day (8:00 to 3:05) in any school facility unless required as per documented medical and/or IEP needs. A violation of this stipulation will result in the confiscation of said device and its being held by the Principal and only released to the parent of the student.
- (i) For any student that enrolls in a school district other than the school district for which the student was enrolled for that year or the prior year, upon the request of the receiving school district for the education records for that student, the sending school district will include in the records a copy of any disciplinary records for the student. The forwarding and disclosure of disciplinary records or other education records to a school district in which a student seeks or intends to enroll will be in accordance with the annual notification requirements and provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

5. OUT OF SCHOOL SUSPENSION PLAN

- a) Students may be suspended out of school for the following offenses:
 - (1) violation of a school regulation,
 - (2) immorality,
 - (3) non-violent offenses plus assault,
 - (4) possession of alcohol, or missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities,
 - (5) posting inflammatory materials of students or staff on social media, and
 - (6) possession of a dangerous weapon or controlled dangerous substance.
- b) A student who has been suspended out of school will not be allowed to attend school, school sponsored functions and activities, or participate in any extracurricular activities. Suspension shall not extend beyond the present semester and the succeeding semester except for violation of the Weapons Free Schools policy, which provides for suspension up to one (1) calendar year. Students found in possession of a firearm will be suspended for not less than (1) year. The term of the suspension may be modified by the superintendent on a case-by-case basis.
- c) Short term suspension (**up to 5 days**) - A student may be suspended from school for up **to the term of** the suspension **without appeal. The student and the parent(s) shall be notified of the suspension and the grounds for the suspension.**

- d) Long-Term suspension (**more than 5 days**) - A student may be suspended from school **more than five days or** for the remainder of the current semester and then entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, grounds therefore, and the right to appeal.

6. STUDENT SUSPENDED OUT OF SCHOOL FOR MORE THAN FIVE (5) DAYS

- a) The administrator will provide the student with an educational plan which provides for, but is not limited to, the core units in which the child is enrolled. Parents will receive instructions as to when assignments must be obtained and returned. No educational plan will be provided to the student if suspended for possession of a dangerous weapon, possession of a controlled dangerous substance or violent offenses.
- b) Students who are suspended out of school for three (3) days or less will receive their work upon returning to school. They will have two days per day of suspension to complete the work. They will receive credit for satisfactorily completed work. They will also be responsible to complete the current day's assignments. Students who are suspended out of school more than four (4) will have their assignments provided during the suspension and must return the completed work upon return to class. They will receive academic credit for satisfactorily completed work.
- c) Students who are suspended for over 5 days will receive an educational plan. A copy of the educational plan shall be provided to the suspended student and the student's parent or guardian. Parents will be requested to meet with the principal to develop an educational plan to set timeliness for completion and to establish to whom completed work will be delivered.
- d) The parent is responsible for a supervised, structured learning environment and must monitor the student's educational progress until the suspension is completed. Before students can be re-admitted into school a conference between the principal, parent/guardian, and student will be required.

7. SUSPENSION APPEAL PROCEDURE

Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension committee **for a suspension of more than five (5) days**. The following procedures shall govern the appellate process:

- a) The student, or the student's parent(s), shall notify the **principal** in writing within five (5) days of the receipt of the written suspension notice of their intent to appeal the suspension
- b) Upon receiving notice of a student's parent (s) intent to appeal, the **principal** shall advise the suspension committee. The appeal shall be heard within ten days from the date the notice of intent is filed with the **principal**. The decision of the committee is final for suspensions **up to ten (10) days**. If the student or the student's parent (s) wishes to appeal the suspension committee's decision for long-term suspension (**greater than 10 days**), the superintendent shall be notified in writing within five (5) days of the receipt of the hearing decision. The superintendent upon receipt of notice shall notify the board of education and the

appeal shall be heard at the next board meeting or within ten days of receipt of the intent to appeal whichever comes first. The superintendent, at his discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- c) During the hearing of the appeal, the student may: be represented by legal counsel or another adult representative; may examine witnesses on his/her own behalf; cross examine opposing witnesses, and offer other evidence in his/her behalf including the student's own testimony
- d) The suspension committee (**5-10 days**) or the board of education (**greater than 10 days**) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent (s) shall be notified within five school days of a decision.

8. SUSPENSION APPEAL FOR REINSTATEMENT

A student, who has been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, at his or her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.

9. SUSPENSION APPEALS COMMITTEE

A suspension appeals committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the principal and may include the principal.

10. SUSPENSION GRIEVANCE PROCEDURE

In the best interest of everyone, these steps should be followed in any complaint or grievance in which parents are involved.

- a) All persons entering school premises must report to the main office to receive visitors pass.
- b) Contact the principal.
- c) Parents discussion with teacher; the principal may be in attendance.
- d) No satisfaction-appeal to the principal.
- e) Not resolved-appeal in writing to appear before the Board of Education at its next meeting.
- f) If time permitting before next meeting, submit a written complaint to superintendent. *Example:* Regular board meetings are held the second Monday night of each month. If grievances occur on Thursday before meeting, time would not be available to follow procedure and turn in a written complaint before the meeting. Unless an emergency grievance, it will not be considered by the board.
- g) Local board hearings shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of the date of hearing and at the specific charge, reserved right to cross examine and to present written statements. The decisions of the board will be public.

h) The local Board of Education will respond to the complaint within thirty (30) days.

11. ORDERS TO LEAVE SCHOOL PROPERTY

- a) The superintendent and/or principal have the authority to order non-students or parents to leave the school premises for interfering with or committing an act which interferes with the peaceful conduct of the learning process and activities of the school.
- b) Any person to whom this applies, who fails to leave the school premises as directed or returns within thirty (30) days without first obtaining written permission from the superintendent, shall be guilty of a misdemeanor. 70 24-131
- c) Some of the acts which are covered by this law:
 - (1) The use of foul or abusive language to any person.
 - (2) Non-students or parents who enter school campus without checking in with the main office and/or administration.
 - (3) Unsportsmanlike conduct at any school sponsored activity in which Webbers Falls students are entered or in attendance.
- d) After the first occurrence it will be policy of the School Board to notify the person by registered mail of the procedures and the laws. On committing the second offence, the person will be prosecuted.
- e) It is a felony for any person to commit assault and/or battery on any school employee.

12. OFFENSES

The following are examples of possible infractions and/or actions:

- a) Violation of the dress code.
- b) Tardiness.
- c) Excessive talking or making loud or disruptive noises in classroom or hall.
- d) Inattention in class, or diverting another student's attention in any manner.
- e) Running or scuffling in classrooms or hallways.
- f) Failure to hand-in assigned work.
- g) Loitering.
- h) Eating candy or food or consuming of drinks in any non-designated areas. (Exceptions shall be made by the principal for special events or circumstances.)
- i) Leaning back in chair, scooting chair, rubbing chair against wall.
- j) Littering anywhere on school property.
- k) Failure to bring necessary supplies to class.
- l) Rudeness, impoliteness, or disrespect to another student.
- m) Chewing of gum in school buildings.
- n) Activation of wireless communication devices within the confines of a school facility during the school day (8:00-3:05) unless specifically required due to documented medical needs or an IEP. Violation of this stipulation will result in the device being held by the Principal and released only to student's parent.
- o) Talking back or showing disrespect in any manner to any staff member.
- p) Throwing any object, in any manner, on school property, not proper for that specific circumstance.

- q) Abusing or aggravating another person, taunting or provoking others into a fight. (Either as a participant or observer.)
- r) Abusing or aggravating another person, taunting or provoking others into a fight. (Either as a participant or observer.)
- s) Use of profanity or other obscenities either verbally or physically expressed.
- t) Failure to meet a reasonable request of a staff member.
- u) Minor theft.
- v) Leaving school grounds or classrooms without permission.
- w) Loitering in restroom or failure to use restroom equipment properly.
- x) Public display of affection.
- y) Body Piercing will not be allowed to worn at school (examples nose, lip, eyebrows, or any other exposed area of the body.)
- z) Fighting (*Encouraging, or spreading rumors associated with the fight.*)
 - aa) Verbal assault on student/teacher
 - bb) Truancy
 - cc) Extortion, blackmail
 - dd) Possession of a dangerous weapon
 - ee) Sale, use or possession of illegal drugs
 - ff) Failure to comply with direct orders by school staff
 - gg) Repeated classroom disturbances
 - hh) Threatening school employees
 - ii) Endangering others
 - jj) Creating false alarms
 - kk) Leaving school without office permission
 - ll) Other types of mischief
 - mm) Harassment of a student or staff that is verbal, written, or expressed and has a sexual content as perceived by the receiver. (Gestures are included.)
 - nn) Intentional destruction of school property or vandalism to school or personal property of others.
 - oo) Smoking or possession of tobacco products, tobacco paraphernalia, e-cigarettes, or vaping devices.
 - pp) Major theft or repeated theft
 - qq) Following offenses are grounds for expulsion:
 - Possession of a dangerous weapon or controlled dangerous substance.
 - Making threats of violence including verbal and/or written remarks or knowledge of a weapon on a person or on school property.
 - Violent act toward person and/or property or threats of such acts if it is determined the intent was to cause harm to person and/or property.
 - Gang related- colors, signs, tattoos.

SECTION III: TECHNOLOGY

A. WEBBERS FALLS SCHOOL DISTRICT INTERNET USE AGREEMENT

Internet access is now available to students and teachers in the School district. We are pleased to bring this access to the school district students and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to the Internet the availability of material not of educational value is possible. The school district has taken available precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. The school district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet access is coordinated through a complex association of agencies and global networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources.

The school district will cancel Internet privileges of any user who violates the provisions of this agreement. The school district will determine the duration of the loss of the student's or other user's privileges. The signature(s) at the end of this document is (are) conditions carefully and understand(s) their significance.

1. INTERNET ACCESS TERMS AND CONDITIONS

- a) The use of Internet access must be in support of education and research and consistent with the educational objectives of the School district. Use of another organization's network or computing resources must comply with the rules appropriate for that network.
- b) The school district prohibits transmission of any material in violation of any U.S. or state regulations. This includes, but is not limited to:
 - (1) Copyrighted material;
 - (2) Threatening or obscene material;
 - (3) Material protected by trade secret.
- c) All users shall comply with the Internet safety rules and regulations, as set forth below.
- d) Chat Rooms are prohibited.
- e) E-mail cannot be filtered. Students will be responsible for any material contained in his/her e-mail in box or messages/attachments that he/she sends or receives.
- f) Any materials a student/staff member accesses, receives, or sends with school equipment will be considered property of the school and the user will have no rights to privacy of the materials. All materials may be accessed by staff, administration or the authorities and will be subject to school policy, state and federal laws.

- g) Any material a student/staff member accesses, receives or sends on school equipment will not be considered private and may be accessed by school personnel or authorities. All material will be subject to school policy, state and federal laws.

2. INTERNET SAFETY REGULATIONS

The District shall endeavor to:

- a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- b) Prevent unauthorized access and other unlawful online activity;
- c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) Comply with the Children’s Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)).

3. DEFINITIONS

The following key terms are as defined in the Children’s Internet Protection Act:

- a) Technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are:
 - (1) Obscene, as that term is defined in section 1460 of title 18, United States Code;
 - (2) Child pornography, as that term is defined in section 2256 of title 18, United States Code; or
 - (3) Harmful to minors.
- b) Harmful to minors means any picture, image, graphic image file, or other visual depiction that:
 - (1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - (2) 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; and
 - (3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- c) Sexual act and sexual contact have the meanings given such terms in section 2246 of title 18, United States Code.

4. BLOCKING ACCESS TO INAPPROPRIATE MATERIAL

- a) To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- b) Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- c) Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

5. PROHIBITING INAPPROPRIATE NETWORK USAGE

- a) To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- b) Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
 - (1) Unauthorized access, including so-called 'hacking,' and other unlawful activities;
 - (2) Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

6. EDUCATION, SUPERVISION AND MONITORING

- a) It shall be the responsibility of all teachers and administrators to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.
- b) Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designated representatives.

B. CHROMEBOOK/IPAD PROGRAM

1. INTRODUCTION

The Webbers Falls Public School District, moving forward to become a leader in technology innovation and integration, seeks solutions to prepare our students for the world they face when they leave our halls. We want to help them acquire the skills they need to succeed – academically, professionally and personally. We are pleased to announce that all 9th through 12th grade students will be part of our Chromebook program this year. Each student will be issued a Chromebook computer to use both at school and at home as a learning tool to meet these goals. Chromebooks and/or iPads for Kindergarten through 8th grade students will remain in the classrooms for use at school only. These grades will not be allowed to take them home, but are still responsible for the care and correct use of the devices while at school.

Parents and educators are important partners to the students and district to ensure the success of this pilot program. Home monitoring of technology use should be embraced and practiced.

When your child's Chromebook is issued, both students and parents must read, accept and comply with the Webbers Falls Public School District's **Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; and Code of Ethics Agreement**. They also must sign the **Student/Parent Technology Use Agreement**. These documents are available under "Forms" at the end of this handbook. Any questions or concerns about the program should be directed to the superintendent, Dixie Swearingen.

2. USE, DISTRIBUTION, REPOSSESSION AND OWNERSHIP OF CHROMEBOOKS, IPADS HARDWARE, DATA AND OTHER TECHNOLOGY DEVICES

Chromebooks will be distributed in school, once the students and parents/guardians have read and signed the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement. The Chromebooks will remain with the students until the end of the school year, at which time notice will be given as to the process and timeline for the Chromebooks to be returned. Chromebooks and chargers must be returned to the district before the end of the school year. When a student leaves the district, he/she will surrender the Chromebook to the District.

All data on the Chromebook is considered the property of the Webbers Falls Public School District. **The Chromebook and its data can be searched at any time** and no data will be saved for the student. It is the student's responsibility to archive any data on his/her on personal removable media.

Electronic documents, network usage and all stored files **shall not be considered confidential and may be monitored at any time** by designated district personnel to ensure appropriate use. The District complies fully with local, county, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

3. NETWORK USE

As part of **Google Apps for Education (GAFE)** all students have their own online drive that is accessible through the student's personal log in. This drive is a safe and secure place for students to save their work. Should the Chromebook experience problems and be out for repair, the students will be able to access their files in Google Apps for Education using a computer. Students are encouraged to save all important work to their GAFE drive on a regular basis.

Students should not loan their Chromebook to any other student, nor should they borrow a Chromebook from another student. In no circumstance should a student allow another student to log into his/her network drive, nor should any student share his/her login (user names and passwords) with any other student.

The safe and responsible use of the Internet is of utmost importance to the district. While at school, students are protected from potentially dangerous and inappropriate content through the District's network filter. Parents are encouraged to be aware of and monitor their child's Internet usage at home.

4. GENERAL RULES AND CODE OF ETHICS FOR CHROMEBOOK/IPAD PROGRAM

Every student and parent/guardian must read and agree to the Webbers Falls School District Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement before any student is allowed to use the computers in the district. In addition, the following are rules and guidelines that both the student and

parent/guardian must agree to before the Chromebook is issued to a student participating in the one-to-one program:

a) Preparedness for School

- (1) Students will bring their Chromebook to school each day.
- (2) Student will come to school each morning with the battery fully charged.

5. GENERAL USAGE OF CHROMEBOOK/IPAD AND INSTALLED DEVICES

Use of the Chromebook/iPad at school is for academic purposes only. Students will not use Chromebooks/iPads for game playing, instant messaging, chat rooms or online forums unless part of a school project and with teacher consent.

Students will not use the Chromebook webcam or iPad camera to photograph any other student or teacher unless for academic purposes, and only with the other person's consent.

Students will not use the Chromebook/iPad microphone to record any other student or teacher unless for academic purposes, and only with the other person's consent.

6. NO LOANING OR BORROWING CHROMEBOOKS

- a) Students must not loan Chromebooks to other students.
- b) Students must not borrow Chromebooks from other students.
- c) Students must not share user names and passwords with others.

7. DAMAGE AND LOSS

- a) Students will immediately report any malfunctions, damage or loss of the Chromebook or iPad to a classroom teacher or administrative staff member at school.
- b) In the case of theft, vandalism and other criminal acts, a police report must be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police/sheriff by the parent and a copy of the police report be brought to the school. The parent/student will be responsible for the replacement of the Chromebook, which is currently \$300.
- c) The student and guardian are responsible for the replacement cost of the Chromebook or iPad if it is damaged.

8. INAPPROPRIATE CONTENT

- a) Inappropriate content is not allowed on Chromebooks or iPads.
- b) Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and gang related symbols or pictures will result in disciplinary actions.

9. CARE AND MAINTENANCE OF CHROMEBOOKS/IPADS

- a) Students will keep their Chromebooks and/or iPads clean with **no attached stickers** or other items that might deface or damage the finish, screen or other components.
- b) Exposure to food and beverages can have damaging effects on the workings of a Chromebook or iPad. The student will be responsible for damage due to neglect of this rule.

10. INSTALLING PROGRAMS/DELETING FILES/DOWNLOADING & STREAMING

- a) Students will not attempt to install or download software not approved for District use.

- b) Students may not delete, move or rename any folders or files that they did not create or that they do not recognize.
- c) Students will not download streaming video, music or participate in any task which would require excessive amounts of bandwidth while connected to the school network, unless the task is teacher sanctioned.
- d) Students will not reset the configuration of the Chromebook.

11. TRANSPORTING AND STORAGE OF CHROMEBOOKS

- a) Chromebooks must be transported in a district approved backpack or Chromebook case provided by the parent/guardian.
- b) Between classes, Chromebook lids must be closed and Chromebook must either be shut down or in hibernation mode.
- c) Students will store their Chromebooks in a secure location (hall locker or locker room lockers) when not using them.

12. SOUND

- a) Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b) Students must provide their own headphones or ear buds when engaged in programs requiring sound.

13. MUSIC, GAMES AND OTHER PROGRAMS

- a) Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- b) All software loaded on the Chromebook or iPad must be installed by district personnel and/or be district approved.

14. STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

- a) **Students agree that violation of the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook/iPad Use Agreement for the Chromebook/iPad program may result in disciplinary action, the revoking of Chromebook/iPad and network privileges and appropriate legal action.**
- b) Computerized information resources can motivate student learning, expand opportunities for individualized instruction, provide new learning resources, and make abstract concepts more concrete. The Board of Education provides computers and Internet access as tools to enhance its mission to teach the skills, knowledge, and behaviors student will need as successful and responsible adults.
- c) Student use of school computers shall be limited to work related to their academic program and their school-sponsored extracurricular activities. Students are responsible for appropriate behavior on the district's computer network. The Student Code of Conduct rules for behavior and communications shall apply.
- d) The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for all activity that originates from his/her account while accessing and utilizing the school's computer resources. These rules are intended to help ensure that students use school computers and the Internet in a safe appropriate manner.

- e) The Board of Education also provides students instruction in the proper and effective use of these resources. Generally, the same standards of acceptable conduct that apply to any school activity shall apply to use of the district's computer system. Students are expected to act in a respectful, responsible and legal manner.
- f) Although the district exercises professional judgment in selecting computerized information resources, the nature of the Internet makes it impossible to control this resource fully. Access to the Internet will be granted for all students and all students agree to abide by the Student Code of Conduct and the district's Acceptable Use Policy. A parent or guardian may explicitly request their child not have access to the Internet. A formal written request must be submitted to the district.
- g) Electronic material that users transmit or store is not private. The district reserves the right to monitor use of its computer system to assure that it is being used in compliance with Board of Education policy and administrative regulations as well as applicable state and federal laws.
- h) Misuse of the computer system can result in disciplinary action, including restriction of computer privileges. Illegal actions will be subject to police investigation and action.
- i) Administrative regulations will further define guidelines of appropriate use of the district's computer system.

15. INTERNET AND SCHOOL NETWORK ETHICS

Access to the Internet and the school computer network is a privilege, not a right.

- a) **BE SAFE** – Passwords are secret. Do not share your password or use anyone else's password. It is like stealing a key and is an invasion of privacy. Never reveal personal information including your or another's personal address and telephone number. Never transmit credit card information.
- b) **BE YOURSELF** – Never use anyone else's name or account. Do not post anonymous messages.
- c) **BE HONEST** – Observe copyright laws. Be certain to cite sources properly. Do not transfer any commercial software onto school computers.
- d) **BE POLITE** – Do not insult or lie about anyone or use offensive language, not even in private messages to friends. This includes materials created off-school and accessed at school. Do not send or access pornographic materials or files containing racial, ethnic or minority slurs. Hate mail, harassment, discriminatory remarks and other anti- social behavior are prohibited.
- e) **BE FAIR** – Use the Internet, which includes email and IM for schoolwork only. Do not use for commercial purposes or political lobbying (excluding student government).
- f) **BE CONSIDERATE** – Do not waste time on-line.
- g) **BE CAREFUL** – Do not download or transmit any file with a computer virus. Do not violate federal, state, or local laws.
- h) **BE ALERT** – Report any security problems, violations or abuses to your teacher.

- i) **BE RESPONSIBLE** – Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users. Hardware or software shall not be destroyed, damaged, modified or abused in any way. Users are not allowed to install software from any source without permission from a system administrator.
- j) *Should I commit any violation, my access privileges may be suspended or revoked and disciplinary action will be taken.*

C. COMPUTER, INTERNET AND EMAIL USE GUIDELINES AND PROCEDURES

1. The Webbers Falls Public School District provides extensive computer and Internet resources to its staff, students and community at large as part of its educational mission. When used appropriately and responsibly, these resources provide a wealth of information and access to state-of-the-art technologies that have become fundamental to the everyday educational experiences of our staff and students.
2. The district has the right and responsibility to monitor the use of its equipment and network for compliance to policies and procedures. Violation will result in disciplinary action.
3. Students and staff in the Webbers Falls Public School District are expected to adhere to the following guidelines and procedures:
 - a) All computer, Internet and email resources are the property of the Webbers Falls Public School District. Users will follow the District’s policy and regulation for use.
 - b) Students and users must understand that they have the responsibility for their own actions while using the Internet or the network.
 - c) Education and school-related business is the purpose of Internet, network and email use in the Webbers Falls Public School District.
 - d) Users may not install, modify or delete software on individual workstations, Chromebooks, or on the network file server.
 - e) Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - f) Users will be responsible for activity on their accounts. No user may access the network with another user’s identification.
4. Plagiarism constitutes a violation of the law and district policy.
5. All copyright laws, including those governing the copying of computer software, must be observed.
6. The use of the computer to transmit or view hate mail, harassment, profanity, obscenity, pornography, discriminatory remarks, misrepresentation, impersonation, and other anti-social behaviors are prohibited.
7. Any use of the Internet, the network or email for personal use, political lobbying, advertising, commercial or for-profit purposes or any illegal purpose is prohibited.
8. For the user’s safety, discretion should be used when revealing personal information such as full name, home address, phone number, age, gender, etc., to unknown parties over the Internet or in email communication.
9. The computer network is a finite resource; users have been allocated access to a finite portion of that network and must be respectful of that allocation.

10. The district reserves the right to monitor use of the network. A user has no expectation of privacy as to his or her communications or uses of the Internet.
11. Anyone using the district's technological resources is bound by the content of the Acceptable Use Policy and Guidelines.

V: MEDICAL CONSIDERATIONS

A. ILLNESS AT SCHOOL

Any student becoming ill at school should report immediately to their classroom teacher. The teacher should alert the office, which will notify parents to take proper action. Should a student become ill while outside the classroom, he or she should report to the office immediately.

B. MEDICAL RECORDS

Any medical problem or special condition should be on record. Such conditions as diabetes, epilepsy, asthma, rheumatic fever, heart condition, migraine headaches, etc., should be noted on a child's school records when he or she is enrolled, and teachers should be made aware of potential problems.

C. ALLERGIES

Any allergies which could result in serious illness should be on record. Allergic reactions to bee or wasp stings, allergies to medication, or allergies to food should be noted, and if medicine is prescribed, school personnel should be made aware of its dosage instructions, and emergency procedures.

D. MATERNITY

1. Maternity policies are designed to protect the health and well-being of the student or students involved. The following is Webbers Falls Schools procedure:
2. The student shall obtain a written statement from her physician stating the approximate date of birth and any instruction or information relevant to protecting the student's health (i.e., medication, curtailment of activity, etc.). She shall present this information to the counselor and or principal.
3. The student will continue to attend classes until advised by her physician to no longer attend. At this time, the student may continue her education through home bound instruction until her physician releases her to come back to school.
4. When regular class attendance is terminated, out-of-class or extracurricular activities and eligibility cease.

E. COMMUNICABLE DISEASES

1. Communicable disease policies are designed to protect the infected student and the non-infected students who might come into contact with the infected student.
2. Students with highly contagious diseases including, but not limited to, measles, mumps, chicken pox, flu, head lice, body lice, and impetigo shall be prohibited from

attending school, until given a certificate of non-contamination by a doctor, and/or the principal is satisfied with the degree of progress.

3. Students will be checked for head lice by school officials, at least once, at the beginning of each nine weeks. Students found to be infected during school hours will be sent home immediately and will be required to get treatment from a health professional. A note from a health professional will be required stating the student has been treated for the problem. A head check will be conducted when student returns. If any signs are still present, the student will not be allowed to reenter school. Parents/guardian must accompany the student before consideration of re-admittance is granted. Repeated infestations of parasitic organisms that can be controlled through parental involvement. Failure to comply may be considered as neglect and may be reported to D.H.S. for an investigation. Students will be counted unexcused for any absences after the initial infestation. (The first day will be excused only!)

F. ADMINISTERING MEDICATION TO STUDENTS

1. If a child is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate that it is in the best interest of the student that a non-prescribed medication be dispensed to that student, only the school nurse, an administrator, or administrator's designee may administer the medication in compliance with the regulations that follow:
2. Prescription medication must be in a container that indicates the following:
 - a) Student's name;
 - b) Name and strength of medication;
 - c) Dosage and directions for administering;
 - d) Name of physician;
 - e) Date and name of pharmacy.
3. Such medication shall be accompanied by a written authorization from the parent/guardian, physician, or dentist that indicates the following:
 - a) Purpose of medication;
 - b) Time to be administered;
 - c) Termination date for administering the medication.
4. Non-prescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The parent or guardian may give a blanket permission or conditional permission for the student to receive non-prescription medication, which the parent/guardian must supply. The parent/guardian shall give permission for prescription medication to be given. Non-prescription medication will be given during passing periods and at lunch break for the high school and at lunch time for the elementary only. Students will not be released from class to get non-prescription medication such as aspirin or cough drops.
5. A permission form will be sent to parents at the beginning of the school year. The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

6. School District I-6 retains the discretion to reject requests for administration of medicine.

G. SELF-ADMINISTRATION-INHALED ASTHMA MEDS & ANAPHYLAXIS MEDS

Pursuant to 70 O.S. § 1-116.3, the Board of Education of the Webbers Falls Public School District permits students to self-administer inhaled asthma medication and anaphylaxis medication in accordance with the following conditions and guidelines:

1. Definitions:
 - a) Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; or an anaphylaxis medication used to treat anaphylaxis, including but not limited to epinephrine injectors, prescribed by a physician and having an individual label.
 - b) Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.
2. Requirements for Parents and Students:
 - a) Permission granted by this policy for self-administration of inhaled asthma medication and anaphylaxis medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
 - b) The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication or anaphylaxis medication. Such written permission shall include the following:
 - c) Permission statement authorizing the student to self-administer inhaled asthma medication or anaphylaxis medication.
 - d) A written statement from the student's physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of the prescribed medication for such condition.
 - e) Acknowledgement from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication or anaphylaxis medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.
 - f) Prior to the District granting permission for the student to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 800.11, Dispensing Medications. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.
 - g) A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication—including but not limited to an epinephrine injector—at all times.

H. ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

1. The Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school.
2. Educational Placement
It is the policy of this Board of Education that students who have contracted AIDS will not be denied educational opportunities. The placement of students with AIDS within the school system will depend upon the student's needs and school's capabilities. Students who have been verified by the Oklahoma Department of Public Health, the school physician, or a private physician as having contracted AIDS will be placed in the school's handicapped program or will be enrolled according to procedures established by the superintendent.
3. The superintendent is directed to prepare regulations and/or procedures which support this policy. A complete copy of the district AIDS policy is available upon request from the superintendent or principal. (See Policy Manual)
4. AIDS prevention education will be taught to grades 5-12 once each year. The general objective of the curricula for all three levels, (elementary, junior high, and high school) includes being made aware of the (1) forms of the disease, (2) methods of transmission, and (3) prevention of AIDS. The district will use the curriculum developed by the Oklahoma State Department of Education. These materials will be offered for parent viewing and questioning. They will be kept on file for thirty (30) days in the library or counselor's office. They may be viewed during regular school hours.
5. In accordance with the policy of the Board of Education, this regulation shall govern the placement of students infected with the Human Immunodeficiency Virus (HIV) which can result in Acquired Immune Deficiency Syndrome (AIDS), and its related illnesses.
6. The knowledge that a student of this school district is infected with AIDS may arise from different sources. If a student or the student's parents or guardian advises a member of the staff that the student has AIDS or is suspected of having AIDS, the staff member will report that information immediately to the superintendent.
7. If the student or any person other than a student's parents or guardian reports that a student has or is suspected of having AIDS, the superintendent will meet with the student's parents or guardian as soon as possible. The superintendent will determine if the parents/guardians have knowledge of the student's infection and, if not, whether further medical examination is desired. If the superintendent confirms that the student is infected with AIDS, the superintendent will report the student's illness to Oklahoma Department of Public Health.
8. When a student is confirmed as being infected with AIDS, the superintendent will discuss the educational options of the student with a Health Review Committee composed of the parents, the student's physician, public health personnel, and school personnel. School personnel may include the superintendent or the superintendent's designee, the counselor, and, for elementary students, the room or grade teacher. The Health Review Committee shall make recommendations for the educational placement after weighing the risks and benefits to both the infected child and to

others in the educational setting. If the Health Review Committee determines that the condition of the student warrants the child being classified as a “handicapped child” in need of special education or related services under P.L. 94-142, then the district shall convene a Special Education Placement team to devise an Individual Educational Placement for the child.

9. The Health Review Committee will determine if the student’s health poses an immediate and present danger to the student, the school staff, or other students if the infected student is placed in a regular classroom environment. If the Health Review Committee determines that such a danger is present, the superintendent will offer homebound instruction to the student under the school’s homebound instruction program. A student with AIDS may be temporarily removed from the classroom by the school superintendent if and when communicable diseases are occurring in the school population in order to protect the infected student from extraordinary risk.
10. If the Health Review Committee determines that the student’s health does not pose an immediate danger to the student, school staff, or other students, the Health Review Committee will be requested to conduct a monthly evaluation of the infected student’s progress or a more frequent evaluation as circumstances warrant.

I. CONFIDENTIALLY REQUIREMENTS

Protection of the confidentiality of information regarding HIV infected students is of utmost importance. Only those employees who have an absolute need to know are to be made aware of the identity of AIDS students. The superintendent will identify by name those employees who are given information. This list will be given to the principal who will be responsible for ensuring that only authorized employees are made aware of the student’s condition, and that they are informed of the potential legal consequences of revealing that information. When an HIV student is identified, the principal is to establish a separate file on that student to which only he and those identified employees are to have access. No entry regarding the AIDS condition is to be made on the student’s cumulative records, health card, the computerized data base or other record.

J. CLEAN UP OF BODY FLUIDS

Since it is not always known whether a student is infected with the HIV virus, rubber gloves and a one to ten solution of household bleach in water are to be used in the cleaning up of a spill of body fluid of any student. Insofar as possible, paper towels or other disposable products are to be used. Following cleanup, the rubber gloves and paper towels or other disposable products are to be sealed in a plastic bag and discarded. Sanitary napkins are also to be sealed in plastic bags and disposed of in the same manner. Other materials used in the cleanup, such as mop heads, rags or clothing are to be thoroughly rinsed in a bleach and water solution or washed separately in hot water. Teachers should prevent continued practices which could cause either intentional or accidental sharing of body fluids, such as: sharing band instruments, inserting drinking devices into one’s mouth, finger sticking for blood analysis, and failure to wash hands

thoroughly following restroom usage. These precautions will help guard against the spread of not only AIDS but other more communicable, though less deadly, diseases.

K. IMMUNIZATION REQUIREMENTS

1. No student will be allowed to enroll if they do not have or have not begun immunizations required by law. Information available through the office and the county health department.
2. Oklahoma School Immunization Law allows for exemptions to immunization for medical, religious or personal belief reasons. Forms are available in the office.
3. All students will be required to have a hepatitis B vaccination.

SECTION VI: PUBLIC NOTICES

This policy handbook is a collection of operating procedures based upon state law and local Board of Education guidelines. Its purpose is to establish a more efficient educational plant for the children and patrons of the Webbers Falls School District I-006

Because the federal government and the State of Oklahoma are constantly revising, eliminating, and originating laws pertinent to schools, the Board of Education feels a responsibility to its employees and its patrons to try to maintain a policy book that is up to date on these laws. Most of the items within this policy book do not contain the specific laws which dictated the policies, but interested patrons should feel free to ask about precedents for these policies to become better aware of the dictates which the local Board must follow.

The Webbers Falls Public School system wishes always to support an open door policy encouraging all interested in education. Students, faculty, parents, administration and Board, and members of the community should feel free to sit down together and discuss any matters related to obtaining the best possible instruction for this area's youth. Each of us is interested in quality education for our youth, and in that interest this policy book is submitted.

A. FORMULATION OF POLICIES

1. The superintendent of schools shall initiate the updating annually of this policy handbook by seeking input from students, parents, and staff. Recommendations will be formulated and presented to the Board of Education, having as their foundation sound educational philosophy, state law, and Oklahoma State Board of Education regulations.
2. Any legislative act, Oklahoma State Department of Education ruling, or court decision which makes any part of this handbook unlawful will in no way make inactive the rest of said handbook.
3. In the case of a situation arising for which there is no policy, the superintendent shall have the authority to establish one, which shall have the effect of law until and unless overturned pursuant to school Board action.
4. Any action regarding policy taken by the Webbers Falls Board of Education in a duly called meeting, whether actually mechanically written, duplicated, and placed in this

handbook, shall immediately upon passage become a policy of the Webbers Falls School District.

B. NOTICE OF NON-DISCRIMINATION

The Webbers Falls School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. This policy of non-discrimination applies to all matters concerning staff, students, the public, employment, educational programs and services, events, and individuals, companies and firms with whom the Board does business.

The District does not discriminate in its hiring or employment practices. The District provides equal access to the Boy Scouts and other designated youth groups.

Questions, complaints or requests for additional information regarding the Civil Rights Act, the Americans with Disabilities Act, Section 504, the Age Discrimination Act, the Boy Scouts Act and/or Title IX may be submitted to the following persons, who have been designated to handle inquiries regarding the District's non-discrimination policies and procedures and compliance therewith:

**Jim McCabe, Principal – Title IX Coordinator or
Dixie Swearingen, Superintendent of Schools
P. O. Box 300
Webbers Falls, OK 74470
918.464.2580**

The superintendent has been designated by the Board to coordinate the school district's efforts to comply with this assurance. Notification of this policy shall be made to students, parents, employees and the general public prior to the beginning of each school year.

C. GRIEVANCE PROCEDURE:

In the event that a student, employee, or prospective employee feel discriminated against either in regard to educational opportunity or employment opportunity or condition, that disaffected person may:

1. File a complaint with the superintendent of schools who will direct the complaint to the Board of Education at the next regular meeting. (Forms are available at the superintendent's office.)
2. The Board of Education will hear or review the written grievance and make a determination as to the validity of the complaint and take corrective action if necessary.
3. A complete copy of the Equal Employment Policy is available for view at the superintendent's office.

D. FILING A GRIEVANCE BASED ON A CLAIM OF DISABILITY DISCRIMINATION

1. Definitions:
 - a) Discrimination Complaint: A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, national origin,

sex, religion, age, veteran status or disability (including harassment and retaliation).

- b) Grievant: Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on sex, race, color, national origin, religion, age, veteran status or disability (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.
- c) Title VI, Title IX, Section 504/Title II, and Age Act Coordinator: The person designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, Title IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings.
- d) Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- e) Day: Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

2. PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

3. FILING, INVESTIGATION, HEARING AND REVIEW PROCEDURES

- a) The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. I
- b) If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the offices of the District's Coordinators.
- c) The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; indicate acceptance or rejection of the Grievant's requested action; and outline alternatives.
- d) As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the

Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

- e) Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.
 - f) If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.
 - g) Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. If the Superintendent is the person alleged to have committed the discriminatory act(s), then a different decision-maker will be appointed to maintain impartiality.
 - h) The Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.
 - i) At the hearing, the Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
 - j) Within 5 days after completing the investigation the Superintendent will issue a written decision to the Grievant and Respondent.
 - k) If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis of the appeal.
 - l) The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
 - m) The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented.
 - n) Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.
4. General Provisions

- a) Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.
 - b) Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.
 - c) Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
5. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
 6. Retaliation: The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.
 7. Basis of Decision: At each step in the grievance procedure, the decision-maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
 8. Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact the Section 504/Title II of the Americans with Disabilities Act Coordinator for questions or complaints based on disability.
 9. Notice: The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of the Coordinator listed below and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

**Jim McCabe, Principal-Title XI Coordinator or
Dixie Swearingen, Superintendent of Schools**

P.O. Box 300

Webbers Falls, OK 74470

918.464.2580

E. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

1. In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. Parents have the right to inspect and review any and all records, files, and data related to their child; records will be available for such review at any time during the regular school day. If parents have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, they should not hesitate to inform the principal of that concern.
2. Notice is hereby given that WEBBERS FALLS SCHOOL DISTRICT of Muskogee County, Oklahoma, is in full compliance with the Family Education Rights and Privacy Act (FERPA) of 1974.
3. Parents and eligible students (over 16) have the following rights under the Family Educational Rights and Privacy Act and the school district policy:
 - a) The right to inspect and review the student's educational records.
 - b) The right to seek to correct the student's educational records in a hearing if necessary.
 - c) The right to report violations of the FERPA to the U.S. Department of Education: The Family Educational Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C., telephone (202)732-2058. A copy of the policy can be obtained at the local Office of the Superintendent of Schools, 200 South Stand Watie Boulevard, Webbers Falls, OK.
4. The WEBBERS FALLS SCHOOL DISTRICT will arrange to provide translation of this notice to non-English speaking parents in their native language.
5. All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age eighteen or enrolls in a post-secondary school. The student then becomes an "eligible student."
6. Annual Notice of the Family Educational Rights and Privacy Act will be included with enrollment information at the beginning of each school year.
7. Child find activities and identification, location, and evaluation of students are covered under the FERPA policy.

F. SMOKING IN PUBLIC AREAS

HB 2529 Prohibits anyone from using tobacco products at school:

1. Smoking has been shown to be responsible for much illness and early death. Smoke-laden air (passive smoke) also affects the non-smoker's health and causes discomfort. Therefore, in an effort to provide a pleasant environment for all of our patrons and employees while recognizing the preference of smokers, the following smoking policy is adopted for the Webbers Falls Public School.
2. This entire school plant is designated as NON-SMOKING, 24/7.
3. SB 1602 prohibits any minor to possess a vapor product. It also prohibits anyone from furnishing a minor with any form of vapor product. Both the minor and the person who furnished the vapor device shall be guilty of a misdemeanor.

G. USE OF SCHOOL BUILDINGS

1. The Board of Education invites the community to use school buildings for educational and/or beneficial purposes. Arrangements for buildings can be made through the superintendent's office.
2. The Webbers Falls Public School will permit the use of its auditorium for funerals under the following conditions.
 - a) The service is for a person who has a large body of local sympathizers, students, or staff members, and;
 - b) All churches in town have been contacted and have refused to hold the service, and;
 - c) The service will be held on a day when school is not in session, or at a time when school is not in session (if on a school day).

H. LENDING OR RENTING SCHOOL PROPERTY

1. Property of the school district such as machinery, tools, furniture, etc., shall not be loaned or rented under normal circumstances. The superintendent has the authority to make exceptions to this policy when community organizations or educational agencies make a request.
2. No alterations may be made to school property without prior Board of Education approval, and shall be requested through the superintendent.

K. LIBRARY AND MEDIA CENTER CHALLENGED MATERIALS

Any person desiring to challenge library or media center material shall complete a Citizen's Request for reconsideration. These forms, as well as a complete copy of this policy, may be obtained at the superintendent's office.

L. AHERA LETTER - ASBESTOS

Webbers Falls Public Schools D.O.H. 0583
P.O. Box 300
Webbers Falls, Oklahoma 74470-0300
(918) 464-2580

TO: PARENTS, TEACHERS AND EMPLOYEES
FROM: R.E. Phillips, AHERA Program Manager
MESSAGE:

All of the buildings of the Webbers Falls Public School were inspected for asbestos containing building materials and a report of this inspection, laboratory analysis of the samples and other pertinent data are included in the AHERA management plan. A copy of the AHERA management plan for each organizational unit is on file in the office of the Principal of that unit and the master AHERA management plan is on file in the office of the Superintendent of Schools.

These AHERA management plans are available for the public to review upon request to the building Principal or to the Superintendent of Schools. These documents are made available to enable the public to determine if the AHERA management plan has been satisfactorily implemented.

Webbers Falls Public School will annually notify all parents, teachers and other employees of the availability of the asbestos management plan by inclusion of this information in the student handbook which is distributed to all students, as well as being hand delivered to all employees and posted on the school bulletin board. Be further notified that R.E. Phillips OKMP-137950, Asbestos Program Manager, will be conducting walk through observation inspections of the buildings each six months.

SECTION VII: FORMS

INTERNET USE AGREEMENT

Student contract agreement and application for Webbers Falls Public School access to the Internet. I have read the above policy and I understand that I will abide by the terms and conditions of said policy. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and/or appropriate school disciplinary action may be taken.

(Student Name)

(Student Signature)

(Date)

Parent or Guardian (If student is under the age of 18 a parent/guardian must also read and sign this agreement) As the parent/guardian of this student, I have read the above policy and hereby understand and agree that technology access is designed for educational purposes and Webbers Falls Public School has taken available precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold my child responsible for material acquired on the network. Further, I accept full responsibility for if and when my child's use is not in a school setting. I hereby give my permission for my child to access the Internet through Webbers Falls Public Schools and certify that the information contained on the form is correct.

(Parent Name)

(Parent Signature)

(Date)

Student/Parent Chromebook Use Agreement

Student Name: _____
Last Name First Name Student ID #

Parent Name: _____
Last Name First Name Phone Number

In this agreement, “we,” “us,” and “our,” means the District. “You” and “your” means the parent/ guardian and student enrolled in the Webbers Falls Public School District. The “property” is a Chromebook owned by the WFPS district with the following serial/asset tag numbers.

Terms: You will adhere to the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; and Code of Ethics Agreement before taking possession of the property and will comply at all times with these agreements. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. By signing this agreement, you also agree to allow your child permission to use Google Apps for Education.

Title: Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditional upon your full and complete compliance with the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement.

Loss or Damage: If the property is damaged, lost or stolen, you will report the incident to the District immediately or by the next school day if the incident occurs out of school. Normal wear and tear is covered by the District’s insurance, but if you demonstrate negligence you may be held responsible for the costs associated with the damage. In the case of theft, vandalism and other criminal acts, a police report must be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police/sheriff by the and a copy of the police/sheriff report be brought to the school. We will then report the loss to our insurance company. The parent/student will be responsible for payment of our deductible to replace the computer, which is \$300.

Repossession: If you do not comply fully with all terms of the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement, the District shall be entitled to declare you in violation and can take possession of the property.

Term of Agreement: Your right to use and possess the property terminates no later than the last day of the school year unless terminated earlier by the District or by your withdrawal from the District.

Appropriation: Your failure to return the property on time and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

Users’ Signatures:

Parent or Guardian Signature

Student Signature

Date

**PARENTAL AUTHORIZATION
FOR STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION**

The undersigned, _____, ("Parent") is the parent or legal guardian of _____, ("Student") who attends Webbers Falls Public School.

By Parent's signature below, Parent understands and agrees to the following:

1. Parent hereby authorizes Student to self-administer inhaled asthma medication pursuant to the guidelines set forth in District Policy.
2. Parent has read, understands and agrees to the provisions and regulations of District Policy, *Student Self-Administration of Inhaled Asthma Medication*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student's permission to self-administer inhaled asthma medication at school.
3. Parent has provided to the District a written statement from Student's physician indicating that Student has asthma and is capable of, and has been instructed in the proper method of, self-administration of inhaled asthma medication.
4. Parent acknowledges the following statement:

"The District, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student."

5. Parent has read, understands and agrees to the provisions and regulations of District Policy, *Dispensing Medications*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student's permission to self-administer inhaled asthma medication at school.
6. Parent has been given a copy of District Policy, *Student Self-Administration of Inhaled Asthma Medication*; a copy of District Policy, *Dispensing Medication* and any accompanying signed forms; and a copy of this signed Parental Authorization form.

Signature of Parent or Legal Guardian

Date

Student/Parent Signature Page
(Must be signed and returned to the office)

I _____ have read and discussed with my student
(Parent/guardian name)

The Webbers Falls Student Handbook. I understand and agree to abide by the policies and procedures set forth by the local and State Boards of Education described in this handbook.

(Signature of parent/guardian)

Student Statement

I, _____ have read or have had the Webbers Falls
(Student name)

Student Handbook read to me. I understand and agree to abide by the policies and procedures set forth and detailed within this handbook while enrolled at Webbers Falls Public Schools.

_____ Date _____ Grade _____
(Student signature)

NOTE

Sign (parent and student), cut out, and return to the office. This sheet must be returned within one week of receiving this handbook.