

INTRODUCTION

The student handbook provides information about rules, policies, academic requirements, student privileges, and responsibilities. Each student should become familiar with the information in this booklet. A school is a community which needs the cooperation of all those involved in order to make the school a pleasant place in which to be. Students are expected to adhere to the handbook as policy. Handbooks will be approved on an annual basis and in the event there is a contradiction of the handbook item and any other approved document, whichever document was last approved will become the official position of the Board of Education. The Student Handbook will prescribe requirements and procedures for students to follow including items such as: Medications at School, Visitor Policy, Dress Code, Electronic Devices, Grading, Arrival and Departures Times, Internet and CIPA requirements, and all other rules for orderly conduct approved by the Board of Education.

MISSION OF WEWOKA SCHOOLS

The mission of Wewoka Public Schools is to establish an atmosphere that empowers each student to develop character and confidence, provide the opportunity for exemplary academic experiences, and promote a lifelong pursuit for personal success.

SCHOOL PHONE NUMBERS

Wewoka Superintendent's Office	257-2303
Wewoka High School	257-5473
Wewoka Middle School	257-2340
Wewoka Elementary	257-2341

DISTRICT INFORMATION

ENROLLMENT REQUIREMENTS

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

PROCEDURES FOR STUDENT ENROLLMENT

Basic requirements for student enrollment:

Copy of Birth Certificate
Copy of Social Security Card
Shot Records
Proof of Residency

IMMUNIZATION

No student shall be allowed to enter (School) public schools until certification is presented to the principal or designee that the student has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, haemophilus influenzae type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease.

If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication.

If the students religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member

WITHDRAWAL FROM SCHOOL

A student must have a parent or legal guardian present to withdraw from school.

STUDENT TRANSFERS

The Board of Education discourages any student from transferring out of the district on an emergency basis. Students who wish to transfer should do so during the open enrollment period specified by law.

GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS

- (1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal.
- (2) If the issue involves another student or other school personnel, the parties will address the issue with the principal.
- (3) If the issue is not resolved, the parties will bring the issue before the superintendent.

- (4) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least seven days prior to the next scheduled board meeting. The decision of the board is final.

ASSAULT ON A SCHOOL EMPLOYEE (School Protection Act)

A school employee shall mean any duly appointed person, employee or employees of a firm contracting with the Wewoka school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.

ASSAULT AT ATHLETIC CONTESTS

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, assault and battery upon the person of a referee, umpire, timekeeper, coach, official, or any person having authority in connection with any amateur or professional athletic contest is guilty of a misdemeanor and is punishable by imprisonment in the county jail not exceeding one (1) year or by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. (21-650.1)

INCLEMENT WEATHER DAYS (CLOSING OF SCHOOL)

In the event of inclement weather, school closings will be announced on TV Stations 4, 5 and 9. The district makes every effort to provide the announcement as early as possible. School will be held if roadways are determined safe for travel, however, students and parents are encouraged to plan extra time for their morning drive to school and to exercise extreme caution.

SAFETY PLANS

Wewoka Public Schools will form a School Safety Committee who will convene once a semester to review safety protocols and discuss any possible issues. The Safety Committee will consist of the principal, teachers, students, school counselor and parents/guardians will be invited to attend the meetings.

Each classroom will discuss the importance of practicing fire, tornado, lockdown, intruder, and bus evacuation drills along with regularly scheduled building wide drills which will meet state law. Escape routes and instructions are clearly posted inside each classroom. Students are reminded of the importance of these drills. Proper behavior and serious attitude are expected. It is paramount that everyone be well versed in the procedures for ensuring the safety of all personnel in the event of an emergency.

ASBESTOS HAZARD EMERGENCY RESPONSE

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan, which is located at the superintendent's office.

Wewoka Public Schools annually notifies all parents, teachers and other employees by posting this notice. Additional information regarding any asbestos related activities planned or in progress, will be disseminated by posting a notice or using handouts, bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

CAMERA SURVEILLANCE VIDEOS

Wewoka Public Schools utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other area except locker rooms and bathrooms.

Surveillance videos are not considered to be educational records of students. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

INTERNET POLICY

Wewoka Public Schools is pleased to make Internet access available to students, employees and patrons (for the purpose of IEP meetings) of the district. We believe that the Internet offers vast, diverse and unique resources to teachers, students and the public.

The Internet serves as an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, employees and patrons who utilize the Internet will have access to:

- electronic mail communication with people all over the world
- information and news
- public domain and shareware of all types
- access to an abundance of research information

With access to computers and people all over the world also comes the availability of material(s) that may not be considered to be of educational value in the content of the school setting. The district has taken precautions to provide appropriate control over undesirable information by utilizing software that provides an ability to limit and restrict access to controversial material(s). Access to minors including questionable or harmful material will be restricted. The safety and security when using electronic mail and other forms of direct electronic communications are also strictly limited and monitored. However, on a global network it is impossible to control all materials(s) and industrious user may discover controversial information

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided so that patrons, students and employees of Wewoka Public Schools are aware of their responsibilities as users of the Internet access provided by the district. In general, this requires efficient, ethical and legal utilization of the network resources. If an individual violates any of these provisions, his or her access will be terminated and future access could possibly be denied. In some cases, the district may pursue criminal prosecution and/or termination proceedings if such violations involve employees of the district.

Acceptable Use- The purpose of Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with the educational objectives. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

Privileges - The use of the internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate annually in a discussion with Wewoka Public Schools faculty members pertaining to proper use of the network. The system that administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke or suspend specific user access.

Netiquette - Users of the internet are expected to abide by the generally accepted rules of network

Etiquette - These include, but are not limited to the following:

- Be polite, your message should not be abusive to others,
- Use appropriate language,
- Do not swear, use vulgarities or any other inappropriate language,
- Do not reveal your personal address or phone numbers
- Illegal activities are strictly forbidden

Electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Do not use the network in such a way that would disrupt the use of the network by other users.

All communications and information accessible via the network should be assumed to be the property of Wewoka Public Schools.

Wewoka Public Schools offers no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by negligence, errors or omissions. Use of any information obtained via the system provided by Wewoka Public Schools is at the users own risk. The district is not responsible for the accuracy or quality of information obtained.

Security- Security on any computer system is a high priority, especially when the system involves many users. If any users feel they can identify a security problem on the internet, the user must notify a teacher who will in turn notify a system administrator. Do not demonstrate the problem to other users. Do not use another individuals accounts, or access information and/or password without written permission from the individual. Unauthorized use and/or attempts to log in to the Internet or any other school information system either unauthorized, as a system administrator or using any other identity not their own will result in cancellation of user privileges and may result in suspension and/or loss of credit. Legal or monetary restitution may be applied. Any user identified as a security risk or having a history of problems with other computer systems may be denied privileges on the Internet or with access to district-owned equipment.

Vandalism- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet or any agencies or other networks that are connected to the districts computer system. This includes, but is not limited to the uploading or creation of computer viruses.

Terms and Conditions- Terms and conditions for user access to the hardware, database systems, software systems and Internet system of Wewoka Public Schools requires all users to annually provide written verification that they have read and will abide by the policies of the district which govern the use of computer assisted technology. The terms and conditions set forth in this policy reflect the entire agreement of the parties supersedes all prior oral or written agreements and understanding of the parties. The terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

Students of Wewoka Public Schools are protected by a filtering system, monitoring of classroom by school personnel and of their own recognizance. Unauthorized use that jeopardizes any computer system, the information contained or knowledge retrieved illegally or unethically will not be tolerated. School electronic mail may be provided but should be used in the educational spirit intended. Outside chat rooms and email accounts will be restricted.

Students shall not disclose or disseminate any personal information within or throughout the computer system about themselves or any other person.

The Wewoka Public Schools approves the Technology Plan, Acceptable Use Policy and CIPA requirements in regularly scheduled board meetings annually. Notice of this policy is provided in the student handbook and is approved in an open meeting of the Board of Education annually.

VISITORS

Parents and patrons are welcome at Wewoka Public Schools. All visitors are asked to report to the main office and inform the school of the purpose of their visit and their presence in the building. The Students must receive prior permission from the principal before inviting a guest to school. The principal or their designee has the prerogative to approve or disapprove the visit.

CLASSROOM VISITATION

In order to provide school children with a reasonable opportunity to study and learn Wewoka Public Schools restricts classroom visitation to a minimum. Any teacher who needs an outside person for classroom visitation, for an educational or other necessary reason, should gain the approval of the building principal beforehand. Any outside person who needs to visit a classroom or other school facility must obtain permission from the building principal's office and sign in at the site office. Visitors on school property without permission may be asked to leave the premises. The building principal is directed to establish appropriate procedures to insure compliance with this policy. Such procedures will include posting notices at the entrance to each school building. The notices will require visitors to report to the principal's office before visiting any classroom or other facility. The principal is authorized to use his/her discretion in permitting visitation, and the board of education declares its support of any decision made by a principal in denying visitation to any person(s).

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

CIVIL RIGHTS STATEMENT

Wewoka Public Schools does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. The Wewoka Public Schools also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Civil Rights Coordinator

Steven Edwards, High School Principal
Wewoka Public Schools
P.O. Box 870
Wewoka, OK 74884
405-257-2149

NOTIFICATION OF RIGHTS UNDER PPRA

The building principal will screen all of the survey requirements presented to him/her when in his/her opinion the survey has merit or value to our students, school or the educational process. The principal will allow the survey in the school provided PPRA rights are met.

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning "protected information". If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- ◆ Political affiliations;
 - ◆ Mental or psychological problems of the student or student's family;
 - ◆ Sexual behavior or attitudes;
 - ◆ Illegal, anti-social, self-incriminating, or demeaning behavior;
 - ◆ Critical appraisals of student's family members;
 - ◆ Privileged or similar relationships recognized by law, such as with attorneys, doctors and ministers.
 - ◆ Religious practices, affiliations, or beliefs of the student or student's parents; or
 - ◆ Income other than that required by law to determine program eligibility.
- A survey that concerns any of these points is called a "protected information survey."

2. Opt out of certain surveys and exams. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them;

- ◆ Activities involving collection, disclosure, or use of personal information obtained from students for the purpose of marketing or selling otherwise distributing the information to others.
- ◆ Any protected information survey, regardless of funding; and
- ◆ Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screens, or any physical exam or screening permitted or required under state law.

3. Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district administers uses them;

- ◆ Protected information surveys of students (including any instructional materials used in connection with the survey);
- ◆ Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- ◆ Instructional material used as part of the educational curriculum.

4. Receive notification of district policy. The School District has developed a policy, in consultation with parents, regarding these rights, and has made information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and

eligible students, such as through the student handbook, U.S. mail or email, of this policy at least annually at the start of each school year and after any substantive changes are made.

5. Report violations. Parents and eligible students who believe that their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-4605

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5902.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Wewoka School District, with certain expectations, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wewoka School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Wewoka School District to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;

The annual yearbook;

The school website and/or Facebook

The community newspaper

Honor roll or other recognition lists;

Sports activity sheets, such as for football, showing weight and height of team members;

DIRECTORY INFORMATION

Wewoka Public School District does not maintain directory information. All information is kept in the student information system and it is not possible to retrieve directory information without providing additional information. The district does provide information to any of the Nation's armed forces, unless parents specifically request that we do not do so.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 P.L. 107-110. The Education bill, and 10 U.S.C 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provided funding for the Nation's armed forces.

ATTENDANCE

Research shows that there is a direct correlation between the number of days a student misses school and their academic success rate. Please make sure your child attends school for the entire day unless it is absolutely necessary for them to be absent.

Students who are absent, excused or unexcused more than 9 days during an academic semester will be subject to receiving NC (No Credit) if the student is passing the class or an "F" if the student is failing the class. Students have the right to a waiver for absences beyond their control. Request for a waiver must be in the form of a written appeal no later than one school week after report cards are issued. Administration may review a request of pre scheduled recurring medical absences at any time to determine if the student would need to appeal those absences or if they can be waived.

Students missing over the allowed 9 days during an academic semester will be reported to the appropriate authorities. People working for the educational system are mandatory required reporters of child abuse or neglect. The department of Human Services and local law enforcement will be notified.

EXCUSED ABSENCES

The following reasons will not count toward the maximum number of days missed per semester.

1. In the event of an extended illness it is important to make contact with the district for an alternative educational plan. Student's absences will not be counted toward the 10% absence figure if the student or the student's family makes arrangements for the work to be done at home while under a doctor's care. Absences will be excused, but work will still need to be made up in a timely manner. The time allotted to make up work will equal the days missed due to illness. If a family has access to the internet, and the student feels like completing work online, an alternate plan will be made for educational services.

2. Students are not counted absent when attending school -sponsored events. However, it is the student's responsibility to make up work missed. The student will be allowed to be absent from the classroom for a maximum of ten periods per each class per year to participate in the activities sponsored by the school.

3. Funerals of immediate family members and court dates when a student is required to go as a witness or defendant or internal personal family accounts.

All other excused absences will be counted toward the maximum number of days missed per semester.

Students have the same number of days they were absent to complete make-up work.

TRUANT ABSENCES

If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten or more days or parts of days within a semester, *the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title ten or the Oklahoma Statutes.

*Secondary students should note that for attendance purposes, a semester is that period of time which includes two consecutive grading periods, i.e. first semester equals grading periods one and two (first quarter and second quarter), second semester equals grading periods three and four (third quarter and fourth quarter).

ACTIVITIES ABSENCES

The maximum number of absences for activities sponsored by the school, which removes the student from the classroom, shall be ten for any one-class period of each school year. A student may appeal before an appeals committee if they go over ten absences. Please refer to the Activities Absences/10 Day Rule in the athletic handbook or board policy for further information.

ATTENDANCE AND MAKE-UP WORK

The Wewoka Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students with the opportunity to participate in co-curricular activities.

It is the responsibility of the parent to notify the school if a child is to be absent (the student will be considered truant if a note is not provided upon return to school). Parents will be notified each nine weeks by letter from school when their child has accumulated four absences. This could be absences or tardies alone, or a combination of both.

All work missed during a period of absence may be made up if completed in a reasonable amount of time. For each day of absence, a student shall have one school day to make up the work missed, unless granted additional time by the teacher or principal. Students are responsible for requesting make-up assignments when they return to school. No penalty shall be assessed against work made up for absences and turned in according to the above policy.

Any test announced in the student's presence, which is missed by the student due to any type of absence other than truancy, will be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she will be obligated to take the test on that day. Should the student be absent at the time the test is announced or if the test is not regularly scheduled, makeup will occur at a subsequent date chosen by the teacher. Any exceptions to the policy concerning administering a test will be limited to those expectations made by the principal. Making up missed work assignments is the responsibility of the individual student.

TRUANCY

A student is considered truant when absent from the classroom without the knowledge and consent of either the school or parent. Cutting class for one hour will be considered truancy, even though the student does not leave the school grounds. Students who are truant will not be allowed to make up work missed during their truancy and should expect disciplinary action.

TARDINESS

Tardiness is not acceptable behavior.

1. A student who is not inside the classroom door or seated when the bell sounds is tardy.
2. A student at the middle school and high school who is more than 15 minutes late or leaves before the last 15 minutes of class is completed will be counted absent for that period.
3. If a student at the elementary is between 5 and 30 minutes late, it will be counted as a tardy. Anything more than 30 minutes will be counted as an absence. Leaving 5 to 30 minutes early will be counted the same as a tardy and anything more than 30 minutes will be counted as an absence.
4. Tardiness may result in stronger disciplinary action.

SEMESTER TEST EXEMPTIONS FOR MIDDLE SCHOOL AND HIGH SCHOOL

Students will be exempt from semester tests for each class where the following criteria is met:

<u>Grade</u>	<u>Absences</u>
A	3 or fewer and no ISD or suspension
B	2 or fewer and no ISD or suspension
C	1 or fewer and no ISD or suspension

Students will be excused from school on the day of semester exams.

SCHOLASTIC ELIGIBILITY (DURING THE SEMESTER)

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week. A student must be passing all subjects in which he/she is enrolled during a semester in order to be considered eligible. If a student is not passing all of his/her classes at the end of a week, they will be placed on probation for the next week.

If the student is not passing all of his/her classes at the end of their probationary one week period, they will be ineligible to participate during the next week. The ineligibility period will begin on Monday and end on Sunday. Eligibility lists are due to the principal's office each Thursday no later than 1:00 p.m. Students losing eligibility under this provision must raise their grades to passing in all subjects to regain eligibility. Students regain eligibility with the first class of the new one week period, after raising their grades to a minimum of a D (60-69) in all courses.

Students on probation may compete during their probation week. The eligibility rule affects competition participation in all school activities. No ineligible student may represent Wewoka Public Schools in any way. All students that are ineligible will not be allowed to attend any school function until they are passing, unless they have prior approval from school administration.

ATTENDANCE ELIGIBILITY

A student must be present in four consecutive class periods in a school day to be eligible to participate in a school sponsored activity that day or night.

All late assignments will receive a 0 at the time of the due date. Assignments will be accepted up to two weeks from the assignment date, with five points taken away for each day. After ten school days (two weeks from the assignment date), assignments will no longer be accepted.

LEAVING SCHOOL DURING THE DAY

If a student finds it necessary to leave school during the day for a doctor's appointment or some other valid reason which is known by the student and parent, the parents should call and advise the main office or send a note with the student before time for the student to check out. The student must then stop by the main office and sign out before leaving. If returning to school the same day, the student must sign in at the main office. If a student chooses not to comply with any of these guidelines, it is cause for any reasonable discipline the principal may decide to impose.

If students should find it necessary to leave school for some unexpected reason, they must report to the main office, contact parents by phone, and let the secretary speak with a parent or guardian before leaving. They will then be allowed to check out and receive a verified absence when returning for the classes missed. If a student chooses not to comply with any of these guidelines, it is cause for any reasonable discipline the principal may decide to impose.

SCHOOL ATTENDANCE OF CHILD AFFLICTED WITH A CONTAGIOUS DISEASE- HEAD LICE AND/OR NITS.

A. Any child afflicted with a contagious disease or head lice and/or nits may be prohibited from attending a public, private, or parochial school until such time as he is free from the contagious disease or head lice and/or nits.

B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice and/or nits.

C. School district and county or city-county health department may enter into agreements under the Inter-local Cooperation Act for the purpose of providing assistance to the school district by inspecting children who are returning to school after an absence due to head lice to ensure that the child is no longer afflicted with head lice and/or nits.

D. If a school district and county or city-county health department has entered into an agreement as authorized in subsection C of this section, upon written authorization of the parent or guardian of a child, the county or city-county health department may provide treatment to the child for head lice and/or nits. (70-1210.194)

ATTENDANCE APPEAL BOARD

The Attendance Appeal Board of Wewoka Public Schools will be composed of three faculty representatives selected by the superintendent. They will oversee hearings for students who have exceeded ten absences per semester and review documentation of attendance in order to recommend a student receive NC (No Credit) or excusing the absences beyond ten days because of circumstances beyond the control of the student or guardian.

The Attendance Appeal Board will be held during the final two weeks of each semester. The student's parent/guardian must be present at the meeting. The decision will be presented in writing to the site principal the following day. The student and guardian will be notified of the decision by the building principal.

STUDENT WELLBEING

INSURANCE

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Contact the school for information. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provided the student accident insurance through approximately 400 school districts in Oklahoma.

MEDICATION AT SCHOOL

It is the policy of the Wewoka Board of Education that if a student is *required* 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 it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal or the principal's designee, may administer the medication only as follows:

1. 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 administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disabilities which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian or person having legal custody that indicates the following:

- A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by the student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma **or** anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that

the student has asthma or anaphylaxis and is capable of and has been instructed in the proper method of self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medications at all times.
- E. Definitions:

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.

Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

- 3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian or person having legal custody when other alternatives, such as requesting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator or administrator's designee, will

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescriptions to the parent or guardian only.

The parent, guardian or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent of guardian upon receipt of a request for long-term administration of medication.

DIABETES MEDICAL MANAGEMENT PLAN

WPS's Diabetes Medical Management Plan is to assist students that have diabetes and outline the health services and procedures that may be needed to assist the student.

The parent shall notify the school of the student's condition. Once notified, the school will develop a personal health care team for the student. The team will be in place to assist the student in attending to the management and care of diabetes as follows:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student; and
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on his/her persons at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan.

Any other procedures or needs shall be addressed and written within the student's diabetes individual medical plan as necessary and relates to each individual student. (70 O.S. 1210.196.1,etseq.)

INJURIES AND ILLNESS

All injuries and illness to students should be reported to the main office. At which time school staff will follow district policy.

HB2518 provides an exception for medical consent for minors if an emergency exists, surgery is necessary and an effort has been made to contact a parent or other adult authorized by law to consent on behalf of the minor.

CONCUSSIONS AND HEAD TRAUMA

The Wewoka Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports.

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth's athletes participation in practice or competition. They shall provide written instructions to all coaches to insure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance to return to participate from that health care provider.

THE PRINCIPAL (OR DESIGNEE) RESERVES THE RIGHT TO COMPLY WITH THE GUIDELINES OF THE HANDBOOK OR DEVIATE DEPENDING ON CIRCUMSTANCES AND CONSIDERATION OF FACTS INVOLVED.

MENINGOCOCCAL MENINGITIS NOTIFICATION

What is meningococcal meningitis?

Meningitis is rare. But when it strikes, this potentially fatal bacterial disease can lead to swelling of fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death.

How is it spread?

Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an infected person. This can include coughing, sneezing, kissing or sharing items like utensils, cigarettes and drinking glasses.

What are the symptoms?

Symptoms of meningococcal meningitis often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy and confusion. If any of these symptoms are present and are unusually sudden and severe, call a physician. Do not wait.

Can meningitis be prevented?

Yes. A safe and effective vaccine is available at your local health department to protect against four of the five most common strains of the disease. For students under 18, the vaccine is free of charge. The Vaccine provides protection for approximately three to five years. Adverse reactions to the meningitis vaccine are mild and infrequent, consisting primarily of redness and pain at the injection site and rarely a fever. As with any vaccine, vaccination against meningitis may not protect 100 percent of all susceptible individuals.

AIDS PREVENTION EDUCATION FOR STUDENTS

The Wewoka Board of Education recognizes that Acquired Immune Deficiency Syndrome (AIDS) prevention education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas. Therefore, age appropriate AIDS prevention and HIV education will be taught according to the following schedule. Students shall receive aids prevention education:

1. At the option of the school district, a minimum of once during *the fifth or sixth grade*.
2. A minimum of once during the period from grade seven through grade nine.
3. A minimum of once during the period from grade ten through grade twelve.

The district's AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the students and the subject matter of the course. Development of the program should take into account the instructional needs of all students in the district.

The superintendent shall ensure that the information presented as part of the AIDS program is articulated in such a way that the transition from grade to grade in the elementary schools and from elementary to secondary approaches to the material will be appropriate for **all students. The curriculum provided between grades 10 and 12 will have a heightened emphasis on transmission, prevention methods, virology and relevant statistics. The district is required by law to provide instruction that includes and analysis of the transmission and methods of prevention of sexually transmitted diseases and HIV with an emphasis on abstinence from sex and intravenous drug use. Instruction will also include identification of risk behaviors and situations involving potential exposure to HIV.**

The superintendent shall ensure that all staff involved in teaching the AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in universal precautions.

The district may develop its own AIDS prevention education curriculum and materials (with the approval of the State Department of Health for medical accuracy) or will use the curriculum developed by the Oklahoma State Department of Education.

AIDS prevention education shall specifically teach students that:

1. Engaging in homosexual activity, promiscuous sexual activity, intravenous drug use or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
2. Avoiding the activities specified above is the only method of preventing the spread of the virus;
3. Sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS;
4. Abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact; and
5. That artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved with the curriculum and materials. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation. Parents may complete an attendance waiver to opt out of this education for their children.

Reference: 70 O.S. §11-103.

EXPECTATIONS FOR STUDENT BEHAVIOR

MOMENT OF SILENCE

Oklahoma School Districts must observe a moment of silence each day when students may "reflect, meditate, pray or engage in other silent activity", that is not disruptive to the classroom. This will be done at Wewoka Public Schools each morning, after the Pledge of Allegiance, in a uniform manner.

DEPOSITS AND DUES

There are deposits, dues, and materials required for certain elective classes. You should check with the teacher or principal to find out how much it will be. These classes are: Art classes, Tech Ed, FFA and FCCLA, Marketing, Athletics and Band. Receipts will be given for all money transactions.

STUDENT CONDUCT

Student behavior must not interfere with school activities and teaching. Abuse of any form or threats of harm will not be permitted. Unacceptable speech is not permitted. Unlawful use, possession or distribution of drugs, alcohol or any controlled dangerous substances will result in disciplinary action. **Law enforcement officials may be notified.**

EXTRA CURRICULAR ACTIVITIES

Any student that participates in an extra -curricular activities band, athletics, academic team, graduation ceremonies, etc. is exercising a privilege not a right. If a student does not adhere to school rules and expectations they may not be allowed to participate in the activity.

HALL CONDUCT AND PASSES

Students shall adhere to the following guidelines while in the hall:

1. Move quietly, quickly staying to the right of the hall.
2. Do not congregate in one area or impede the process of other students.
3. Refrain from loud talking, yelling, etc.
4. Do not run, shove or push.
5. Avoid slamming doors.

Teachers will stand in the hallway or by their doorway to ensure a smooth transition during passing time.

Students are expected to be in their assigned classes at all times during the school day. If a student receives permission from a teacher to be out of class for any reason, he or she must have a hall pass and should present the pass upon request to any school personnel who request it. Students are not allowed to loiter in halls before school, during lunch or after school. Unless prior arrangement with a faculty member has been made and the student is in possession of a hall pass.

DISCIPLINE AND CORPORAL PUNISHMENT

Teachers have the right, when necessary, to discipline children. Oklahoma state law protects this right. (70 O.S. Section 6-114, 21 O.S. Section 844). All certified teachers in the school district shall assume the responsibility for assisting with student management and discipline.

Students will know expectations for proper behavior in the classroom and during school activities. Special effort must be exerted by the principal and the teachers to see that student behavior in the classroom and at other school functions is acceptable. This is a critical part of the overall learning process. The Wewoka Public Schools Board of Education authorizes the use of Corporal Punishment as an option in the effort to modify behavior that is unacceptable.

ACADEMIC DISHONESTY

When a student participates in a form of academic dishonesty;

1. The principal's office will be notified.
2. A 'zero' may be assigned as a grade.
3. No extra credit will be given to raise the grade
4. Parents will be notified by the teacher.

This policy is not intended to inhibit students from seeking tutorial assistance from peers, teachers, or parents. Interaction between students, faculty members, and parents is encouraged and often beneficial.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

Students shall not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings or others and presenting them as if they were original to the user.

Students shall respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the student should follow the expressed requirements. If the student is unsure whether they can use a work, they should request permission from the author or copyright owner.

GANG POLICY

Wearing or displaying of gang-related behavior or clothing on school premises or during school-sponsored activities and/or possession of gang related writing or items that threaten the health and safety of the students and impairs the school environment accordingly. Students may not display behavior, wear, possess, use, distribute, or display any clothing, color, jewelry, emblem, badge, symbol, colored bandana, or sash which represents or evidences membership or affiliation with any gang or promotes gang-related activity. Clothing which has been deemed through collaboration between Wewoka School District and local and state law enforcement or other experts to be gang-related is prohibited.

MAKE UP WORK FOR OUT OF SCHOOL SUSPENSION

All work completed during suspension will be worth 90% or less credit. Students suspended out of school for five days or less will be allowed to make up their missed assignments. It is the responsibility of the student to request assignments missed during the suspension. For suspensions of more than 5 days, the suspended student and his/her parent or legal guardian will be presented an educational plan in order to make up work. Work will be assigned, returned, and completed, through the principal's office by parent.

According to State Law (HB 2130) the responsibility for monitoring make-up work for students suspended out of school for more than five days rest squarely on the shoulders of the parent/guardian.

LOCKERS AND BOOKS

Students are to use only lockers assigned to them. Each student is responsible for the care of his or her locker and liable for damage. Lockers are school property and can be searched if needed. A lock for the locker issued to the student will be furnished by the student. Students who lose or destroy a textbook will pay for the textbook before being issued another one.

OFFICE PHONES

Office telephones are for business and should be used by students only in a case of an emergency. Student phone messages will be accepted only from a parent or guardian and must be of an emergency nature to interrupt class. Non-emergency phone messages will be delivered to students before the end of the school day.

STUDENT DRESS

It is the intent of the student dress code to permit students to express their individuality, while still maintaining an atmosphere conducive to the educational mission of the Wewoka School District.

Clothing shall not display lettering, which carries connotations of immorality, vulgarity, obscenity, nudity, or sexual suggestiveness, either at school or at school functions. Clothing shall not display or promote alcohol, tobacco or drugs.

Shoes shall be worn. House slippers are not acceptable.

Caps, hats, scarves or other head coverings may not be worn or carried into the building. The only exception is for religious, health safety reasons or administrative approved school activities. Hats or head coverings in violation of this policy will be confiscated and returned to the student at the discretion of the administration.

The hemlines of shorts and skirts must reach the tips of the fingers when arms are held at sides with shoulders down.

No undergarment shall be visible at any time.

No cut off shirts or clothes that have been altered in any way.

Shirts must be long enough that no midriff or back is exposed when arms are raised above the head, or when the student leans forward while seated.

Shirts may not expose sides/rib cage.

Sleeveless garments must have a strap at least two inches wide; no "spaghetti" straps and/or razorback tees.

Pants are to be worn at the natural waistline (no sagging) and with both pant legs rolled down. *No* leggings and/or jeggings.

The following items are prohibited: Clothing with holes in it, pajamas, mesh clothing, muscle shirts, spandex pants, sunglasses (worn inside), wallet chains, safety pins, dog chains or bicycle chains worn around the neck as jewelry or gang attire.

In the event a student recognizes a dress code violation they are encouraged to report it immediately to a school employee. This report will remain confidential.

This is not all inclusive. Any matter of dress or grooming, which is inappropriate, will be corrected. The principal will make all final decisions regarding dress. Students who are improperly dressed for school will be asked to change. NOTE: Students who are sent home for dress code violations may receive unexcused absences.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop.

WEAPONS

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

A weapon includes, but is not limited to: guns, *water guns*, rifles, pistols, shotguns; daggers, knives, razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Any facsimile counterfeit or toy weapon that resembles a real weapon is prohibited. This includes camps and any other school sponsored activity.

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

A student who violates this weapon policy may be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred, the succeeding semester per the circumstances and law enforcement may be notified.

STUDENT ATHLETES

HB2615 prohibits any person from giving or attempting to give money or other things of value to a student athlete or member of their immediate family to encourage the student athlete to participate in interscholastic sporting event or program. HB2615 also prohibits any person from entering into or soliciting a transaction, either directly or through an agent, which could cause the student athlete to lose eligibility.

HB2615 requires each public and private high school at the beginning of each sports season to advise in writing each student participating in a school-sponsored athletic program of the bill's provisions. The measure provides that violations will be a misdemeanor punishable by fine.

TOBACCO

Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242.) This includes while being transported to a school event or off school grounds at a school sponsored event. Prohibited tobacco products and paraphernalia include, but is not limited to: cigarettes, vapor, e-cigarettes, JUULs, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages. Paraphernalia will be confiscated and the student may be subject to discipline or a citation by the Oklahoma Beverages Laws Enforcement Commission.

DRUGS OR ALCOHOLIC BEVERAGES

It is the policy of the Wewoka Public Schools that the use of alcohol or illicit drugs is illegal and harmful to students. Students will be given appropriate information concerning the legal, social, and health consequences of drug and alcohol use.

Rules for Students Regarding Drugs and Alcohol under the Drug-Free Schools and Communities Act Amendments of 1989.

A. Controlled Dangerous Substances, Illicit Drugs, Mood-Altering Substances, Alcoholic Beverages and Low-Point Beer.

1. Use of illicit drugs and mood-altering substances and unlawful possession and use of alcoholic beverages, low-point beer and controlled dangerous substances is wrong and harmful.
2. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution or alcoholic beverages, low-point beer (i.e., 3.2 beer), controlled dangerous substances, illicit drugs, or other mood-altering substances at school, while in school vehicles, or at any school-sponsored event, including school-sponsored trips from the time the student leaves campus until he or she returns with the sponsor.

3. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
4. For purposes of this rule, the Wewoka School District adopts the state law definitions of "controlled dangerous substance," "alcoholic beverages," and "low-point beer."
5. Violation of this rule will result in imposition of disciplinary measures, which may include suspension out of school for the remainder of the current semester and the following semester.
6. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.
7. Teachers are required by law to report to the principal any student they may suspect of being under the influence of any intoxicant or mind altering substance.

DRUG DOG

Wewoka Public Schools may contract with a company or law enforcement to provide drug-sniffing dogs on our campuses. Dogs search lockers, vehicles and public areas. Visits are unannounced. Vehicles and lockers that are suspect will be opened and searched by the principal. If contraband is found, appropriate disciplinary action will be taken. Law enforcement officials may be notified.

Parents will be notified as soon as possible when the student vehicle or locker is searched due to a 'hit' by the drug dog. Students shall have no expectation of privacy in these areas.

Videos will not be retained unless the District's determines that a video is needed. Any requests from the media for copies of the videos are to be handled by the Superintendent. The District shall have discretion as to the release of surveillance videos.

PUBLIC DISPLAYS OF AFFECTION

Students must accept the responsibility of conducting themselves in a manner that is not subject to question. A public display of affection between students is considered offensive and unacceptable behavior. If a student chooses not to comply with this guideline, it is cause for any reasonable discipline the principal may decide to impose. Students must maintain a physical distance of at least 6 inches at all times.

PERSONAL COMMUNICATION AND OTHER ELECTRONIC DEVICES

It is the policy of the Wewoka Board of Education that a student at Wewoka Public Schools may have restricted possession of a wireless telecommunications device while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school. Restricted time where communication devices shall not be used include any time that students are in class. Calls or text messages to persons in class is prohibited. Times that the device may be used is before or after school, and while on school transportation and activities provided the student is not contacting someone in a classroom or educational environment. Further, any use of cell phones in a locker room or restroom area is always prohibited.

It is the desire of the Wewoka Public Schools to provide a distraction-free learning environment. Wireless telecommunications devices can serve as a distraction to the education process. Therefore, such devices shall be turned off and must not be displayed or used in school educational facilities, hallways, restrooms or locker rooms.

Students who are not in class shall not use cell phones during times that classes are in session. Every school in the Wewoka Public Schools has a phone, should one be necessary. In the case of an emergency, any student will be able to use school telephones. Upon violation of this policy the school administration or staff member shall have authority to detain any student and seize any wireless telecommunication device and submit the seized property to the office. The property will be returned by the principal to the parent or guardian.

Students shall not use any electronic communication device for any illegal or improper purposes such as the violation of privacy or in any way to provide or receive information. Sending or receiving personal messages (e.g. text messages), data or information that would contribute to or constitute cheating (helping someone else is also considered cheating) on tests or examinations is prohibited. Any such infraction shall result in having the device confiscated and the student will be subject to disciplinary action including the paper not being accepted at all, or the lowering of grades.

No I-Pods, CD, cassette players, headphones, radios, video games, laser pointers or other intrusive electronic or technological device which could be potentially harmful to self or the learning process are allowed to be used in the school building during the school day. Students in violation of this policy may have the device confiscated and returned to the parent/guardian at the discretion of the administration. If students choose not to comply with this guideline, it is cause for any reasonable discipline the principal may decide to impose. Repeated offenses will escalate appropriate disciplinary measures. Students bringing personal communication devices including cell phones and other electronic devices do so at their own risk. Wewoka Public Schools will not be responsible for lost or stolen items.

LIBRARY-MEDIA CENTER

Libraries are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials.

Students may visit the library individually with a hall pass during the class period or with their classes. Discipline policies of Wewoka Public Schools will be observed in the library. If students choose not to comply with this guideline, it is cause for any reasonable discipline the principal may decide to impose.

TRANSPORTATION

The driver of a school bus is a school official and has the same authority as a teacher in a classroom. Transportation is a privilege that can be revoked for inappropriate behavior on the bus, at the bus stop, or anywhere else that endangers the safe transport of students between home and school. Students who have persistent inappropriate behavior, poor conduct, bad language, smoking, or disrespectful behavior toward sponsors or parent sponsors may be subject to discipline or loss of transportation privileges.

For school sponsored activities, students must leave from school and return with transportation provided by the school. Students may be checked out by their guardians at the completion of school sponsored activities.

CAFETERIA

The school cafeteria offers well-balanced lunches at a reasonable price. The cafeteria will not open in the morning until 7:20. The serving window closes at 7:55. Students are expected to adhere to the same rules of conduct in the cafeteria as is expected in the classroom and hallways. Students are not allowed to drive to and park at the cafeteria. Any student who chooses not to behave in the cafeteria may be subject to discipline and may be barred from entering the cafeteria.

SUBSTITUTE TEACHERS

Substitute teachers are to be given the same respect, courtesy and cooperation as the regular classroom teacher. You are expected to abide by all policies and procedures in practice. If a student chooses not to comply with any of these guidelines they will be subject to discipline by the building principal determined by the severity of the students actions.

ASSEMBLIES

Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly over the intercom. Students are required to sit in their grade assigned areas. A student will be considered truant and disciplinary action may be taken if the student does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause.

Students who choose not to behave appropriately during assemblies may receive disciplinary action. Students with a history of disciplinary action may not be granted the privilege of attending assemblies.

ANNOUNCEMENTS AND POSTER DISPLAYS

All materials for distribution or display on Wewoka Public School property must be approved by the principal or the principal's designee. Petitions may not be circulated without the approval of the superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

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

Any organization at Wewoka Public Schools is at liberty to display posters and signs at appropriate locations throughout the school campus. Posters and signs should, of course, be in good taste and will not impede orderly school movement or function. Approval from the principal must be given before placing posters around the school campus. Posters should not be designed to stay up indefinitely and must be removed by the group, which placed them when they are no longer meaningful. Non-school posters must be approved by building principal at Wewoka Public Schools.

SEXUAL HARASSMENT/BULLYING

The Board of Education of Wewoka Public Schools forbids discrimination against, or harassment of any student or employee on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students, including substitute teachers, non-employee volunteers, and anyone whose work is subject to control of school personnel. Any student found to have engaged in sexual harassment of other students or employees shall be subject to the appropriate punishment. Examples of sexual harassment may include but are not limited to the following: Cursing or profanity, obscene gestures, writing sexually oriented statements to or about others, displaying any pornographic materials, fondling of others, or any other acts of sexually oriented nature that may be offensive to another person. Likewise any student that purposely tries to intimidate or 'BULLY' other students, either verbally, physically or through electronic communication may be disciplined by the attending staff and/or the principal in a prompt and effective manner. Law enforcement officials may be notified.

If you have been sexually harassed or bullied, it should be reported immediately to the building principal. **If unsatisfied with the results or uncomfortable with sharing personal details contact the districts Title IX Coordinator Nikki Azlin.**

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at school-sponsored activities home or away, or at school-sanctioned events and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication including video content is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerned bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Bullying includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Safety and Bullying Prevention Act, bullying includes a, "Pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student." and includes any gesture, written or verbal expression, electronic communication including video content or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying includes, but is not limited to gestures or written, verbal, or physical acts, or electronic communications including video content. Such behavior is specifically prohibited.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, *nor* does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring students to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Bullying set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

Procedures for investigating bullying is provided in school policy for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment;
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students, and posted on the school website;
1. Identifying the procedures for reporting documented and verified bullying to law enforcement if the acts may constitute criminal activity or reasonably have the potential to endanger school safety, and ;
2. Establish a procedure for recommending necessary mental health care, substance abuse or other counseling options;

Student Reporting

Students are encouraged to inform school personnel if they are a victim of or a witness to acts or harassment, intimidation, or bullying. Anonymous reports will be investigated but no formal discipline will result from any anonymous report of bullying. All employees are required and have a duty to accept and report bullying incidents.

Parental Responsibilities

Parent/guardians will be informed in writing of the district's program to stop bullying. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Parents can review the entire bullying policy in the Wewoka Public Schools Board of Education Policy and Procedures Manual located at each school site.

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

SUSPENSION OF STUDENTS

(REGULATION)

In accordance with the policy of the Board of Education, the following regulations shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the *superintendent or* respective building principals. *For all students under 18 years of age, parents/guardians shall receive all notices. Students 18 years of age or older are in charge of their own educational conduct and decisions. Unless authorized in writing by the student, the parent will not receive notices or be informed of educational matters or involved in the educational process. Only the parent of a student 17 years of age or less may request hearings. Students 18 years of age or older and parents, who have been given written permission to the school, by the student, may request hearings.*

1. Any student may be suspended for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See Under the Influence policy)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See Under the Influence and Weapons Free School policies)
- Possession of a firearm may result in out-of-school suspension of not less than one year (See Weapons Free School policy)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
- Adjudication as a delinquent

- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semesters. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
 - Other violations of rule, policy, handbook, disturbance, assault or decency.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See Weapons Free School policy)
 3. Except under circumstances that require the immediate removal of a student or students, the parent(s), legal guardian(s), or student 18 years of age or older should be informed before a student is released from school for a suspension. High school students may be sent home provided that; age and mentality appropriateness and circumstances shall be considered prior to sending a student home during school hours.
 4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
 5. Students suspended out-of-school who is on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the students IEP.
 6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student is suspended from school:

1. He or she will have an opportunity to tell his/her side of the story, investigate, and determine what the principal feels is the truth. Prior to making a final decision on the suspension, the principal may suspend or detain the student while the investigation is ongoing. The superintendent, if requested, may reinstate the student at his/her discretion during this time.
2. The principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, alternative education, on-line education or in-school detention; 3. If such alternate placement is rejected, written justification must be placed in the student's permanent record.
 1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s)/guardian shall be notified of the probation and the reasons therefore.
 2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, *on-line instruction* or in-school detention. both the student and the parent(s)/guardian or student 18 years of age or older shall be notified of the placement *and* the reasons therefore.
 3. Out-of-school suspension.

- A. The student and parent(s)/guardian or student 18 years of age or older shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension as described under “Appellate Procedures” below. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting with parent/guardian supervision.
- B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and the arts. The plan shall set out the procedure for *the student’s* education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student’s parents or guardian, and the parents or guardian shall be responsible for the provision of *providing* a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student’s educational progress until the student is readmitted to school. The parent or other non-suspended and approved person is responsible to transport any assignments and materials as prescribed by the education plan.

Appellate Procedures

1. Short Term Suspension (10 or fewer days)

A suspension appeals committee is hereby established which will consist of three administrators or teachers or a combination thereof. The members of the committee shall be appointed by a neutral administrator and may include the superintendent and personnel not directly involved with the incident. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Any student, who has been suspended for ten (10) days or less if over 18 years of age, or the student’s parent(s)/guardian if student is 17 years of age or younger, may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

- A. The student if 18 years of age or older, or the student’s parent(s)/guardian if the student is 17 years of age or younger shall notify the principal within two (2) school days following the suspension or the notice of intent to suspend of their intent to appeal the suspension.
- B. Upon receiving notice of a student’s intent to appeal, the principal shall advise the suspension appeals committee. The suspension appeals committee shall be assembled as soon as possible to hear the appeal with good faith attempt to convene within two (2) school days following the day of suspension. The superintendent, if requested, and at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the suspension appeals committee, the student or the student’s parent(s)/guardian or student 18 years of age or older shall have the right to provide evidence as to why the suspension or the duration thereof, is inappropriate and consider any other information surrounding the suspension. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- D. The suspension appeals committee’s charge (duty) shall be to determine the guilt or innocence of the student, and/or the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The suspension appeals committee shall inform the principal, in writing, of their final decision and any reasons for their decision. The student or the student’s parent(s)/guardian or student 18 years of age or older shall be notified by the principal, within

five (5) school days of the committee's decision. The committee's written decision shall be included in the notice.

- E. Decisions of the suspension appeals committee may not be appealed to the Board of Education or reviewed. The decision of the suspension appeals committee shall be final.

2. Long term suspension (more than 10 days)

Any student, who has been suspended for greater than ten (10) days for reasons listed above, or the student's parent/guardian or student 18 years of age or older, may request a review of the suspension with a neutral administrator or the superintendent. The student or student's parent(s)/guardian or student 18 years of age or older shall provide a written account of the reasons for the appeal, evidence to be reviewed, and the desired action requested. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Board of Education or hearing officer. The following procedures shall govern the appellate process:

- A. The student, or the student's parent(s)/guardian or student 18 years of age or older, shall notify the superintendent, in writing, within five (5) school days of the receipt of notification to suspend either by certified letter or personally delivered form or letter of their intent to appeal the suspension. They shall include a thorough written summary of the facts involved including the reasons for the review appeal and outcome requested. The superintendent will review the written request, facts of the case, and determine if the student committed the offense and the reasonableness of the length of the suspension. He/she will then disclose the findings of his/her administrative review and advise the student, or the student's parent(s)/guardian or student 18 years of age or older of his/her decision. The student, or the student's parent(s)/guardian or student 18 years of age or older may then have the opportunity to make a written request to appeal to the Board of Education if so desired. The written request of intent to appeal shall be provided to the superintendent within five (5) school days from receipt of notification. The student or the student's parent(s)/guardian or student 18 years of age or older shall include the reasons for the appeal.
- B. Upon receiving written notice of a student's intent to appeal, the superintendent shall advise the Board of Education. The Board of Education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The Board of Education or designee shall hear the appeal within ten (10) school days from the date the written notice of intent is filed with the superintendent or as quickly as possible if legal filing requirements prohibit an earlier hearing. The superintendent, if requested, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the Board of Education or designee, the student or the student's parent(s)/guardian or student 18 years of age or older shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel. The Board of Education or officer may elect to hear any evidence and ask any questions of any of the involved parties during the hearing.
- D. The Board of Education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education or designee may uphold, overrule, or modify the suspension. The student and the student's parent(s)/guardian or student 18 years of age or older shall be notified within five (5) school days of the decision. The decision of the Board of Education or hearing officer shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended 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 student shall not be entitled to enroll in a public

school of this state, and no public school shall be required to enroll such students, until the terms of the suspension has been met or the time of suspension has expired.

Alternative School and STEAM

ONLINE COURSES

Wewoka provides the unique opportunity for students to attend the virtual school. Students can attend part or all of their classes online. Working on classes at home requires a high level of dedication which is difficult for most students. There are several different options for the online classes. Parents must sign approval forms for students to take any of the online classes.

Definitions:

Supplemental courses: Courses which are not offered by Wewoka Public Schools, and are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate: Any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district.”

Online: Uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.

Guidelines

1. School district policies governing grading scales and credits earned shall be applied to supplemental online courses in the same manner as any other course offered by the district.
2. Only students enrolled in the district will be granted access to supplemental online courses.
3. Requests for enrollment in supplemental online courses shall be as follows:
 - a. Interested students will submit a completed Supplemental Online Request Form.
 - b. The principal or designee will evaluate the application and determine whether the course(s) is educationally appropriate.
 - c. If the course(s) is not deemed educationally appropriate, notification will be provided to the student in writing as to the reasons the determination was made. The student will be afforded the opportunity to appeal the decision to the site Supplemental Online Course Appeal Committee. The decision of the site committee with regard to whether a course is educationally appropriate is final and not appealable.
4. Students enrolled in supplemental online courses will have a fifteen (15) day grace period to withdraw from a course without academic penalty.
5. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation shall be monitored in accordance with district policies. The student may be counted “present” or “in attendance” when the supplemental online course provider supplies evidence of student/teacher/course interaction that demonstrates student progress and regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the

school district reports which reflect daily attendance/participation, progress reports, and grades. Such reports shall be provided via electronic format on a weekly basis.

6. Students can take mostly traditional classes and pick a couple of classes from the online section that are not offered as regular coursework.
7. Students can take most classes online, but remain on school grounds for tutoring and remediation. They may also attend any extra-curricular classes including athletics and band.
8. Students may take all classes online and work from home. Students will be monitored closely and if there is any sign of the student not meeting the minimum completion rate, they will be removed from the online program and forced to return to regular programming.

September 1st: 10% completed

October 1st: 20% completed

November 1: 30% completed

December 1: 40% completed

January 1: 50% completed

February 1: 60% completed

March 1: 70% completed

April 1: 90% completed

End of school: 100% completed

Internships

These guidelines are for all students that are assigned to an internship, including but not limited to, classroom assistants, office assistants, computer repair, library assistants, and mentorships in the community. Internship classes are given for credit and must be approached with dedication and commitment.

1. All assignments will have a syllabi created and three copies will be made. One copy will be given to the adult in charge of the student, one will be kept in the high school office, and one will be kept in the superintendent's office and made available for inspection by the SDE.
2. Only one student shall be assigned to positions that are located at the school except for the Tech. Bar, and two can be assigned to that area.
3. Students are not allowed to leave campus in their own vehicle unless there are extenuating circumstances. Students cannot run errands for teachers or staff.
4. Students must remain in their assigned area and cannot roam the halls.
5. Juniors can be assigned as an intern for one credit hour and seniors can be assigned for two credit hours.
6. Students will be formally evaluated bi-weekly by the person in charge.
7. Internships are a privilege and are used to prepare students for future employment. Many of the interns will be working in the community and will be serving as the face of the school district. Students must remember they are representing the school and will follow all school rules. If a student receives a bad evaluation there will be consequences.
 - a. The first bad evaluation will be considered a warning.
 - b. The second bad evaluation will result in a consultation of the internship committee and parent/guardian.
 - c. The third bad evaluation will result in removal of the program and the student will be assigned back into a classroom.
 - d. Additional consequences may be assigned at the discretion of the principal.

8. Students must maintain a GPA of 2.0 or result in losing the internship. If the student fails to meet the criteria they will be allowed one week to return to intern status. If students do not return to intern status the internship advisor will be notified and the student will be returned to regular classroom.

Internship Evaluation Form

Name of Student: _____ Date: _____

Name of Supervisor: _____

Name of Organization: _____

Please rate job performance, by checking the appropriate box: fair good excellent

1. Dressed appropriately for position			
2. Takes directions well			
3. On time			
4. Finds things to do without being told			
5. Attitude			
6. Keeps supervisor informed about schedule changes			

1. Comments:

Signature: _____

Wewoka 1:1 Handbook

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The Vision for Teaching and Learning with Digital Tools at Wewoka Public School District

The 1:1 initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the imitative is to provide each PK-12-grader in Wewoka Public Schools access to a device and more technology opportunities to all students. Providing Chromebooks to the High School is the first step.

The Wewoka Public School District is taking aggressive initiatives to transform teaching and learning. The 1:1 initiative allows several opportunities that will benefit student learning. Some of these benefits include:

- Promoting student engagement and enthusiasm for learning

- Encouraging collaboration among students, teachers, parents or legal guardians, and district stakeholders through interactive capabilities and opportunities
- Reducing the use of worksheets and workbooks
- Preparing students with digital access to lifelong learning
- Allowing students access to information and the opportunity to connect it to their learning in a meaningful manner

EQUIPMENT

Ownership

Wewoka Public School District retains sole right of possession and ownership of all devices utilized in the 1:1 initiative, and grants permission to the student to use the device according to the rules and guidelines set forth in this document. Failure to follow the terms of this policy will result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and revocation of student access to technology, as well as any other disciplinary action deemed appropriate by district policy. Wewoka Public Schools reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover administrative staff retains the right to collect and or inspect the devices at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using the computers, networks, or technology provided by Wewoka Public School District. The equipment has GPS software that will track the device and it will be used in the case of missing equipment.

Equipment Provided

All devices include a protective bag or case, AC charger, software, and other miscellaneous items. Wewoka public schools will retain records of the serial numbers of provided equipment.

Responsibility for Electronic Data

It is the sole responsibility of the student to backup such data as necessary. Wewoka provides a means for backup along with redirections but does not accept responsibility for any such backup of student materials.

Part One: Device Use and Conduct

The primary goal is to have technology available to enrich the learning that takes place in and out of classrooms. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use.

The following is a list of rules and guidelines that students must follow when using Wewoka technology. Network Resources in this document refers to all aspects of the school's owned or leased equipment, including, but not limited to computers, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the schools' network resources whether this access occurs while on or off campus.

Students will:

- Only access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Not use devices to engage in harassment, bullying, or cyber bullying of any individual or group.
- Observe and respect license and copyright agreements.
- Keep usernames and passwords and personal information (names, telephone numbers, addresses) confidential.
- Return the Devices to the Wewoka Public School District at the end of the school year for system updates and re-imaging of the device.

Students may not use network resources for the following:

- For accessing, viewing downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography,, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions. The appropriate authorities will be contacted if any illegal content is found.
- To download, stream or listen to internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The district will monitor the network for violations;
- To access Web Sites or other content blocked by the district.
- To send file attachments through the school's email system that is greater than 20MB in size.
- To alter add or delete a file that affect the configuration of a school device other than the device assigned for personal use

- To conduct any commercial business that is not directly related to a course offered by the district.
- To conduct any activity that violates school rules, board policy, or the law.
- To access the data or account of another user
- To install any software on the school device
- To copy Wewoka Public School software
-

In addition, students may not:

- Bring in their own laptops from home to use at school
- Attempt to change any network or server configuration or the configuration of the device.
- Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any websites to which you saved your password.
- Give user name(s) and/or password(s) to anyone other than parents or legal guardians.
 - Video tape staff or students without their consent or knowledge, this includes (but is not limited to): Webcams.○Laptops.○Cameras.○Cell phones.○or any other digital devices.
- Use school issued email accounts in ways inconsistent with defined policy.
- Forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”
- I.M. (instant message) or chat during class unless related to academic expectations set forth by the instructor.

Discipline

Any student who violates the rules and expectations relative to this handbook and technology use will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then an administrator or designee will decide appropriate consequences in accordance with school policy and the law. Any student violations may also result in the student’s access to the district’s technology being limited or revoked, or students having their hard drives restored to original settings. Students and parents/or legal guardians should reference the district handbook, “Behavior Guidelines” section for additional information on student discipline. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school’s electronic system or devices.

Internet Privileges:

Use of the device and any district network resource is a privilege, not a right. At each mid-term, quarter, and semester grading period, student grades will be evaluated to determine continued

internet privileges. Students earning an "F" for the term in one or more courses will enter a restricted internet list for the remainder of the current term. The student will still be able to use technology and their devices, but during this time, the student's device will only have access to teacher--approved websites and content. This list will include school and home use. Only the instructor may request that the technology office add a particular website to a particular student's approved list. At the next grading period, student grades will be re-evaluated –passing all courses will allow the student to leave the restricted list, and failing the same course or a new course will result in continued participation on the list for the remainder of the next term.

Monitoring of Devices

In compliance with the Children’s Internet Protection Act (“CIPA”), Wewoka Public Schools is and will continue to do everything practicable to keep students safe when using technology. This includes installing content filtering on all devices. Filtering technology is not perfect, and it is possible that restricted content may not always be stopped by filtering technology. The district does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the district. The district expects students to use technology appropriately and follow all policies when using the Internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical important to ensuring student safety and compliance with District policies and federal, state, and local law. Students found in violation of the policy will be subject to disciplinary action.

Part Two: Device Use and Policies for Students

1. Device Damages and Care Device Damages

- If a device is damaged, the school must be notified immediately. Fines are based on the scale below.
- Wewoka reserves the right to charge the Student and Parent/or Legal Guardian the full cost for repair or replacement when damage occurs due to intentional conduct or gross negligence as determined by the administration. Examples of gross negligence include, but are not limited to:
 - a. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device while at school.

- b. Lending equipment to others other than one's parents/or legal guardians.
- c. Using equipment in an unsafe environment.
- d. Using the equipment in an unsafe manner.

- A student whose device is being repaired will have access to a loaner device in most cases if one is available. These devices will be available for students to use during the time of repair. If it is determined that the device was damaged intentionally, the student will not be able to take the device home.

- If the device's charger is damaged or lost, the student is responsible for replacing it with the same model.

- If the student leaves the school district and does not turn in the device and bag, Wewoka will make a reasonable effort to obtain the device and bag. If those efforts are unsuccessful, Wewoka Public Schools will treat it like a stolen device and will notify the appropriate authorities.

- In the event of damage to the f not covered by the warranty and within the student's control, the student and parent/or legal guardian will be billed a fine according to the following scale:

- First Incident – up to \$50
- Second Incident – up to \$100
- Third and beyond Incident(s) – \$150

- This scale resets each calendar year.

- The administration has the authority to waive the charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident

- Lost or stolen devices will be assessed the full \$150 and the student may lose the right to take future devices home.

2. Student Use in Classrooms

- Students will be required to take their device to each class each day, unless told differently by the teacher for that specific day.

- When the device is not being used in class it is to be closed or partially closed (as determined by the teacher).

3. Student Access to the Internet

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district Devices if they have Internet access available to them in their home or other locations. Wewoka will not provide students with Internet access outside of school. The device's content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.

- Students may access the Internet on their district device at any time outside of school. As with any other Internet-enabled device, Wewoka recommends that parents or legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using their district Device.

4. Education of Students in Safe and Appropriate Use of Technology

- Students will receive instruction in safe, ethical, and appropriate use of technology prior to issuance of a Device. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.

- Topics covered in these learning sessions will include information on cyberbullying and cyber harassment, inappropriate websites, online safety including use of social networking platforms and chat rooms, plagiarism, and misuse of the equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise on the Internet.

5. Student Access & Monitoring

- There is no reasonable expectation of privacy while using Wewoka computers, networks, or technology. Ultimately the device is the property of, Wewoka and Wewoka has the right to determine what is appropriate and to search the Device if necessary at any time.

- Wewoka's filtering software allows Wewoka to block websites that are inappropriate for students whether they are accessing the web via Wewoka wireless network or if they are connected to the Internet at other locations.

- Software also allows for screen monitoring while at school, which makes it possible for appointed Wewoka personnel to monitor student device screens.

- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.

- If prohibited or inappropriate Web sites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult. NOTE: The Wewoka Public

School District will continue to expand “digital citizenship” in which students are educated on acceptable standards of online behavior. That being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.

6. Bringing the Device to School

- It is imperative that students bring their device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their device.
- The device must be kept in the carrying bag at all times when it is not being used.
- Students who accidentally leave their Device at home may have access to a limited number of devices that are available from appointed locations.

7. Charging of Devices

- It is the students’ responsibility to have their devices charged each day when they come to school. During a normal school day a typical Chromebook fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. Students must be responsible and charge their Devices before coming to school. If a student comes to class with a device that is not charged, specific consequences may occur for the student.
- Students should establish a routine at home for the charging of the devices so that it can charge overnight. The charging time of the device and responsibility is very similar to the charging of a cell phone.
- It is the student’s responsibility to maintain the power adapter and cable. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students NOT use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.

8. Loss or Theft of Devices

- Devices that are lost or stolen need to be reported to the school’s main office immediately.
- If a device is lost or stolen the student will be financially responsible for its replacement based on the “Cooperative Loss Program”.
- If a device is stolen or vandalized while not at an Wewoka sponsored event, the parent/or legal guardian shall file a police report and notify the school’s main office as soon as possible.

9. Downloading Programs and Personalizing the Device

- Only Wewoka Technology Department or its authorized representatives may install applications on student devices.
- All students will be able to personalize their device through the legal downloading of music, although some specific sites such as Limewire, torrents, and other music/peer-to-peer sites will not be accessible to students. In addition, screensavers, wallpaper and other pictures may be placed on the device. All items must be appropriate and not violate any Wewoka policy or rule.
- Stickers and other markings on the outside of the device will not be allowed. Each device is easily identified by a specific numbering system (“Asset Tag”) that is placed on the device by the Technology Department and may NOT be removed.
- Removable protective coverings may be purchased from third party vendors, at the student’s sole expense. Please check with the Technology Department regarding specific models.

10. Devices from Home

- Students are not allowed to bring their own computers from home to use or connect to Wewoka network. Devices at Wewoka are all provisioned with the same basic programs and structures.

11. Earbuds/Headphones

- The uses of ear buds/headphones in class and/or during study times are at the teacher/supervisor’s discretion.
- The first set of Earbuds/Headphones will be provided by the Wewoka Public School District.

12. Student Printer Use

- Students may have access to designated printers in the building.
- Wewoka expects that the need to print materials on paper will be reduced as a result of students’ ability to send assignments and other materials to their teachers through their device.

13. Legal Issues and Jurisdiction

- Because Wewoka owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Wewoka’s network resources is subject to the rules stated in this policy. Wewoka monitors its network and may investigate electronic incidents even if they

happen after school hours and outside of school. Wewoka reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.

14. Read all Safety Warnings and Information

15. Parents/Legal Guardian's Right To Waive 24/7 Access

- Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a written waiver with the school's main office. A record of that waiver will be kept on file. The student will still have access to the device while at school, but will not be allowed to remove the device from school. A location will be provided to store and charge the device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the device can be made at any time during the school year.

Part Three: Device Care Reminders

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Device. Loss or damage resulting from failure to abide by the details below may result in a fine. Please refer to the "Cooperative Loss" section.

1. General Care

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing. If these actions are taken, families will be assessed a fine based on the "Cooperative Loss" program. Here are some examples:
 - Keys are ripped off/removed;
 - Charging port damaged.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep the equipment clean. For example, don't eat or drink while using the device.
- Do not do anything to the device that will permanently alter it in any way.
- Backup your data. Never consider any electronic information safe when stored on only one device.

- Do not put stickers or use any type of markers on the device.
- Removable computer skins or protective covers may be purchased at the student's sole expense, but the following guidelines must be followed: The promoting of products, which are illegal for use by minors such as alcohol, tobacco, or drugs. The displays of obscene material, profanity, or references to subversion are not appropriate. Computer skins should show respect for yourself, those around you, the school and the community. Computer skins not appropriate for a school setting will be removed.
- Removable computer skins/covers purchased must fit the computer properly and cause no damage when removed.
- DO NOT charge your device while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

2. Keep The Device in a Safe Place

- The device bag, along with the device and other equipment, must be stored in a safe place (A locker, when locked, is considered a safe place). The device should not be left on the floor where it might be stepped on, or within reach of small children or pets. The device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the device back. If the device is confiscated a second time, the student may be required to get a parent/or legal guardian signature acknowledging financial responsibility before getting the device back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- If on an athletic team, the device should never be left in school vans, in the gym, in a locker room, on the playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

3. Device Bags

- Each student will be given a protective bag that they are required to use to carry their device in during the school day and outside of school. This is the only bag that is approved for the device to be placed in. It is specially designed for the device that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your device. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

4. Keep The Device Away from All Liquids.

- Exposure to liquids will severely damage a device and will result in large repair costs. Water, pop, juices, power drinks, coffee, etc. will all ruin your device completely. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your device—even if it is sealed.

5. Device Problems

- It is a student's responsibility to maintain a 100% working device at all times.
- If the device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must take the device to the appointed technical support location as soon as possible after discovery of the problem. If the device cannot be fixed immediately, the student may be issued a different device to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing. Doing so will void the warranty, and the student/family will be responsible for any repairs.
- When in doubt, ask for help.

6. Only One User

- NEVER allow anyone else to use your device. Parents or guardians may utilize the device for the sole purpose of monitoring a student's use or class work; personal or business use of a device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student's responsibility.

7. Cleaning the Device

- Device screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the device. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Screens can cost over \$500 to replace, so it is imperative that they are cleaned appropriately (as listed above).
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

8. Shutting Down the Device.

- Fully shut down the device when it won't be used for an extended duration. Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

9. Closing the Device

- The laptop lid/screen needs to be completely closed when moving it from one point to another.
- Make sure no foreign objects are in between the screen and keyboard when the lid is closed otherwise the screen may be broken or damaged.

10. Carrying the Device

- Always completely close the lid and wait for the Chrome book to enter sleep mode before moving it, even for short distances. Movement while the Chromebook is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.
- Always store the device in the protective bag.
- Bring the provided bag to classes and use the bag whenever transporting. Note: do not store anything (e.g., cords, papers or disks) in the area within the case designed for the Device other than the Device itself as this may damage the screen.
- We recommend that you carry the protective bag to and from school inside your normal school pack. The “vertical sleeve” style bag was chosen expressly for this purpose. Simply slide the device in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the device can cause permanent damage to the screen and other components. No books should be placed on your device.

- Do not grab and squeeze the device, as this can damage the screen and other components.
- Never carry your Chromebook by the screen.

11. Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices made specifically for this purpose, when working on your lap. Also, avoid lap--based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye--level and the keyboard at lap--level.

Part Four: Technology Acceptable Use Policy

Wewoka is committed to making available to all students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, devices brought to school by students and staff, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Wewoka Public School District to ensure excellence in education for every student. Wewoka has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

WEWOKA HIGH SCHOOL HANDBOOK SECTION

HIGH SCHOOL BELL SCHEDULE

The length of the school day is subject to change in the event of an excessive number of missed school days resulting in the additional make up of school **days or hours**.

Monday –Friday

Breakfast- 7:20-7:55

1st period- 8:00-8:55

2nd period- 9:00-9:55

3rd period- 10:00-10:55

4th period- 11:00-11:55

Lunch- 12:00-12:25 (CLOSED CAMPUS)

5th period- 12:30-1:25

6th period- 1:25- 2:15

7th period- 2:20- 3:10

CLOSED CAMPUS

Students will not be allowed to check out for lunch unless they are ill and will not be returning for the day or have a Dr. appointment (must provide note). Any student who leaves campus unexcused will be subject to disciplinary action.

ARRIVAL TIME

Students should not arrive on the high school campus until 7:45AM Faculty members will not be on duty until 7:45 AM, therefore, students will not be supervised until this time. Students that arrive before 7:45 AM without prior permission may be subject to discipline.

GRADING SYSTEM

At Wewoka High School student achievement is graded in each class on five levels. These levels and their designations are A-outstanding 90-100, B-above average 80-89, C-average 70-79, D-below average, F-failing 59-below.

Grade cards utilizing this grading system are used every semester. In addition, students are rated for their cooperation, preparation, attitude and working manner. Percentage will be shown on the grade cards. It is the student's responsibility to see that his/her parents or guardians are informed of his/her grades. Students may be given a criterion referenced test over the objectives covered up to the point the student enters the school. The grade made on the test will be the grade with which the student begins the class.

If the student enters the school system at a point that is determined by the counselor, principal and the classroom teacher to be beyond a reasonable period; in which a student can be expected to achieve the course work objectives: The student will be allowed to enroll in school for no credit until the new next semester begins. Then a student can be enrolled from the beginning of the new year.

Weighted Grade Policy for Advanced Placement, and Pre-Advanced Placement Classes

Students Graduating Between 2020-2022

- ▶ Advanced Placement (AP) and Pre-Advanced Placement (Pre AP) classes carry a weighted grade only when the student has completed the course.
- ▶ Honors class will not carry a weighted grade. Only AP and Pre-AP classes will reflect a weighted grade when computing GPAs on incoming transcripts from previous schools.
- ▶ Wewoka does not change any letter grade on the transcripts but will assign the point values based on Wewoka's grading scales.

Students Graduating Starting 2023

- ▶ Advanced Placement (AP), Pre-Advanced Placement (Pre AP), and college concurrent classes carry a weighted grade of 5.0 only when the student has completed the course with an A.
- ▶ Honors class will not carry a weighted grade. Only AP and Pre-AP classes will reflect a weighted grade when computing GPAs on incoming transcripts from previous schools.
- ▶ Wewoka does not change any letter grade on the transcript, but will assign the point values based on Wewoka's grading scales.

The Wewoka Weighted Grade Policy should not affect college acceptance. To minimize the impact of variances in high school grading policies and practices, colleges and universities often recalculate GPAs using internal methods.

Colleges and universities evaluate many factors when assessing students for admissions: rigorous coursework, SAT/ACT scores, participation in extracurricular activities, leadership experience and overall grades. The best practice for any student seeking college/university acceptance is to take the most rigorous program available and that will be reflected on the high school transcript.

Unweighted Scale	Weighted Scale
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

PROFICIENCY BASED PROMOTION

PBP tests may be taken in December and May each year. The student must notify the principal at least 30 days in advance of the test of the request to take the PBP test. PBP tests may be taken in Social Studies, Language Arts, the Arts, Languages, Mathematics, and Sciences. The student must score a minimum 90% on the test to receive credit.

Students will receive a PASS as a grade on their transcript. If a student fails the test, nothing will appear on the transcript. Limit 2 tests per semester. The student should contact the high school counselor for additional information. The student will receive weight credit based on classroom grade, and regardless of the test score.

OKLAHOMA'S PROMISE/HIGHER LEARNING ACCESS PROGRAM (OHLAP)

The Oklahoma's Promise/OHLAP program provides resident tuition for courses needed to complete degree or program within 5 years from the award.

Program requirements as defined by Oklahoma's Promise/OHLAP:

- A resident of Oklahoma.
- Family income of not more than \$50,000.
- The student must take 17 units of required high school courses to help get ready for college.
- The student must make a 2.5 GPA or better in those courses and a 2.5 GPA for their high school career. Attend school regularly, do your homework, stay away from drugs and alcohol, and don't commit criminal or delinquent acts. You must also meet with your counselor to review academic work and records regularly and take part in OHLAP activities that prepare you for college.
- A graduate from an Oklahoma high school.
- Make a commitment to the program in either the 8th, 9th or 10th grade.
- The student must apply for financial aid during their senior year of high school.
- Be admitted and enroll in an institution of higher education or a post-secondary career-tech program.

STANDARD DIPLOMA

Language Arts 4 units, Science 3 units, Math 3 units, Social Studies 3 units, The Arts 2 units, Electives 8 units. A total of 23 units.

All students must enroll in at least five classes, with the possible exception of those students enrolled in the Alternative Education Program.

Electives can include any classes not used to fulfill the requirements above.

Colleges, Oklahoma's Promise/OHLAP, NCAA Clearinghouse and other organizations have varying requirements. Students are encouraged to check those requirements and take as many classes in Science, Math and Social Studies. Seniors are required to enroll in 6 hours of rigorous instruction which may include college classes or field study, unless provisions are made in the Alternative Education Program.

Students who have not met the requirements for graduation by the end of the 2nd semester, will not be allowed to participate in the graduation ceremony.

GOLD DIPLOMA

Must be a member of National Honor Society and completed the core curriculum requirements of:

4 Units English (I, II, III, IV); 4 Units Math (Algebra I, II, Geometry, Trigonometry); 4 Units Social Studies (OK History, US Government, US History, and 1 other); 4 Sciences, (Biology I, plus 3 other lab sciences); 2 Units of Foreign Language/Technology; 1 Unit of The Arts, and 4 Units of Electives. A minimum of 23 total units is required.

VALEDICTORIAN AND SALUTATORIAN

The student (and ties) with the highest GPA during the first seven semesters of high school will be the Valedictorian. The student (and ties) with the second highest GPA during the first seven semesters of high school

will be the Salutatorian. His /her last three complete consecutive semesters must have been in Wewoka Public Schools.

To be considered for Valedictorian or Salutatorian the student must be accepted into National Honor Society, maintain a cumulative seven semester GPA of 3.7 or better as well as curriculum defined for Gold Diploma.

AP courses, Concurrent core subject courses and /or Board approved

Career Tech core subject courses may be used for WPS credit and Val/Sal determination.

ACADEMIC AWARDS/HONOR ROLLS

Wewoka High School acknowledges superior student achievement in several ways. Students obtaining an “A” average (4.00 GPA) each semester are placed on the Superintendent’s Honor Roll. Students obtaining a 3.5-3.9 average each semester are placed on the Principal’s Honor Roll.

HONOR SOCIETY

Membership in the Oklahoma Honor Society is limited to the top 10% of the student body during each calendar year (January through December).

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is limited to students in grades 10-12 who meet the criteria established by the National Association of Secondary Principal(s). Students are selected on the basis of their character, scholarship, leadership and community service. Students must have a cumulative 3.7 GPA to be considered for possible membership in the NHS.

TOP TEN PERCENT OF THE SENIOR CLASS

Senior students will be selected for the “Top Ten Percent of the Senior Class”, based on their overall GPA. Only ten percent of the seniors will be selected, in order of ranking.

COLLEGE DAYS

Senior students will be allowed a reasonable number of days (limit 3 days) to visit post-high school institutions in which the student is interested in attending after graduation. (*A student may visit more than one institution in a day.) The college day visitation must be pre-approved by the principal to be excused. A student who visits a post-high school institution without receiving prior permission from the principal will receive an unexcused absence. A student must demonstrate a bona fide interest in the institution to visit the institution.

CHANGE OF SCHEDULE

No student is to change his/her schedule without the consultation of sending and receiving teachers, permission of the parent, and guidance counselor. Class minimum and maximum size will be considered. We stress careful selection of courses by the student. Therefore, only necessary changes will be made. A record of each student’s schedule is kept in the office showing where the student is each period of the day. Students have five (5) school days from the beginning of each semester to change class schedules if there is a logical reason approved by the counselor and principal.

Students who choose to drop or change a class after the fourth (4th) week of the semester will receive a FAILING GRADE for the course dropped and will receive NO CREDIT for the course entered. However, a drop or class

change may be recommended by a teacher, counselor, or principal after the fourth (4th) week of the semester to better academically serve the student.

CONCURRENT ENROLLMENT

Concurrent enrollment is a cooperative education program set forth by the State Board of Education and the Regents for Higher Education. Concurrent enrollment allows students enrolled in an accredited Oklahoma high school to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements. To be eligible students:

1. Must be enrolled at an accredited high school.
2. Must have completed or be taking the Regents CORE course requirements.
3. Must take or have taken the ACT or SAT test. (Juniors must have a composite of 21 or a 3.5 GPA.)
4. Seniors must have a composite of 19 or a 3.0 GPA.
5. Must be enrolled in fewer than 6 credit hours per semester at their high school as attested by the high school counselor or principal. (Forms are available in the Guidance Office.)

Junior and Senior students may be enrolled in approved courses at an accredited college or university, if they meet academic criteria for admission and have made the appropriate score on either the ACT or SAT. The student must be able to satisfy requirements for high school graduation by the spring of their senior year.

Work completed at the college level may be counted toward meeting local graduation requirements. The student must have administration approval for courses that are taken in lieu of high school equivalent courses (ie. English 4) and the college course must meet State standards and be approved prior to enrollment.

Students who are enrolled concurrently at an institution of higher education are expected to meet the attendance regulations of the institution and of Wewoka High School. Records transfer will provide that a 3 hour course will be equal to 1 unit of high school credit except for English and History. It requires both sections to equal 1 unit of high school credit.

If a student fails or withdraws from a course at an institution or higher education through concurrent enrollment, the student will not receive credit for the class toward meeting requirements for high school graduation. Upon withdrawal, the student must resume full time attendance at Wewoka High School.

GORDON COOPER

Gordon Cooper Technology Center (GCTC) is available for juniors and seniors. All sophomores will tour GCTC to see available programs. All sophomores and juniors interested in attending GCTC will have the opportunity to apply for enrollment during the second semester of their sophomore or junior year. Applicants are screened during the second semester of their sophomore or junior year. Students may earn credits in science and math, which are embedded in the vocational technology curriculum. Some of the credits can be used as college credit. Contact Gordon Cooper for more information.

DETENTION

Detention will be served during morning, lunch, and after-school. Campus will be closed at lunch for all students. After the students are released from detention they are required to report back to the high school for class. Students who do not may be subject to further discipline.

Students will not be allowed to talk, listen to music, use cell phones or sleep in detention. Students will bring school related assignments to work on in detention or will be assigned additional work.

Students that receive detention for the sixth time may be assigned a day of ISD by the principal in addition to their detention. Students will be expected to serve detention, follow rules and expectations of detention or may be subject to further discipline.

FOOD AND BEVERAGES

No food or beverage is allowed to be consumed by students in the school building during the school day unless prior approval has been given by the building principal, or it is provided by child nutrition.

VENDING MACHINES

Students may only use vending machines at lunch and after 3:10 PM at the end of the school day, unless prior approval has been given by the building principal. All purchases must be taken out of the school building before being consumed unless prior approval has been given by the building principal.

STUDENT PARKING AND DRIVING REGULATIONS

Parking and driving on campus are privileges, which will be revoked if abused. The district is not responsible for vehicles or their contents. Student's vehicles are subject to search if there are reasonable grounds to believe prohibited items may be present in the vehicle. Vehicles may be routinely searched by the drug dog. Students are not permitted to sit in parked cars at any time during the day. Once students arrive at school, their cars are to be parked and students are not to return to the car without permission from the office except for the end of the school day.

EIGHTEEN YEAR OLD STUDENT

According to Federal Law (FERPA), when students turn 18 years of age, they become legally responsible for themselves. That means students who turn 18 can make their own decisions about their education. It also means that they must give their permission for anyone, other than themselves, to have access to their school information, including parents, family or guardians, and the school district has no control over this. The students who have turned 18 will be given a form to fill out and sign, listing those persons who will be allowed access to that particular student's record. The only exception is if parents/guardians can bring in a current year's tax return showing that they still claim their "child" as a dependent.

MARRIED STUDENT

A married student under the age of 18, all rights vest with the spouse (regardless of the spouse's age). Parents/guardians are not entitled to information, unless spouse of student under 18 or married student 18 or over grant the parent written permission to have information related to the student.

CLUBS AND ORGANIZATIONS

Any parent or guardian that does not want their student to participate in any of these organizations will notify the school in writing of this request. It will be the parent/guardian responsibility to enforce the nonparticipation and not the school district. A student whose name is posted on the detention list is ineligible to participate in any school-sponsored activity or athletic event.

ALTERNATIVE EDUCATION

Wewoka High School serves as the host school for the Wewoka Alternative Education Academy (WAEA). Currently the Academy serves four districts including Wewoka. The purpose of the WAEA is to identify, recruit and serve At Risk Students which includes but is not limited to Dropouts, Potential Dropouts, Parenting Teens, Students of Credit Recovery and other students who might be better served in the Alternative Education setting. WAEA can serve up to fifteen (15) students.

Students served in WAEA must meet state graduation requirements and complete at least the State Department of Education mandated twenty-three (23) units to receive a diploma. However, depending on specific home school requirements some students may be required to gain more than the SDE requirements.

Graduation ceremony options are available for WAEA students such as graduating with the student's current home school, graduating with Wewoka High School, or not participating in a ceremony at all. WAEA students will upon completion of mandated requirements receive a diploma through the Wewoka High School, unless otherwise conferred by home school.

WAEA students receive career guidance, group and individual counseling, courses in Life Skills, as well as the core curriculum courses. Students may participate in traditional courses not offered at WAEA and receive credit toward graduation, through their respective schools, such as sports, band, vocational or career tech, etc.

WAEA is a program that is operated from 9:00 am until 1:15 pm, Monday through Friday. Students must complete the intake process which includes meeting with the WAEA intake and screening committee made up of the Wewoka High School principal, WAEA director and counselor, and at least one administrator or designee from the student's home school. If the student is a minor, a parent and/or guardian must attend the intake meeting. WAEA students are expected to follow the guidelines outlined in the Wewoka Student Handbook. Failure to adhere to guidelines and procedures can result in a student losing his or her place in WAEA.

Attendance is an integral part of WAEA. Excessive unexcused absences may result in dismissal from the program. Circumstances beyond the students' control are taken into consideration, such as jobs, children, illness, etc. In addition, Wewoka Public Schools offers a Virtual School which provides students with unique circumstances an opportunity to enroll in full-time online instruction.

For more information on Wewoka Alternative Education Academy contact the Alternative Ed. Director and Counselor at 405-257-5473



WEWOKA MIDDLE SCHOOL HANDBOOK SECTION

WELCOME:

I want to welcome you to the 2019 - 2020 school year at Wewoka Middle School. In agreement with the Wewoka Board of Education, we believe in the dignity and worth of each student and strive to meet each individual student's needs. The staff at the WMS will be working as a team to provide for all students a quality education that is not limited to traditional methods but will allow students to engage in an interactive learning experience. We believe in the following concepts:

- Students learn in different ways and at different rates, each with unique needs: therefore, we will continually diagnose each student's needs and prescribe methods that promote the proper learning process.
- Learning occurs when a student is comfortable and secure; therefore we will institute a program in which he/she may find continuing success.
- The curriculum should be a constantly changing pattern for learning; therefore, we will continually reassess student needs in order to amend and vary the curriculum.
- Students learn best through active engagement in meaningful learning experiences.
- Students develop the capacity to think critically, solve problems, and communicate effectively through contextual, project-based learning opportunities.
- Students learn about themselves, their heritage, and the interdependent world through facilitative teaching, interdisciplinary instruction, self-directed learning activities, and subject content applied to real-world problems.
- Students prepare for further education and careers through a challenging curriculum, accelerated dual enrollment options, integration of technology throughout the curriculum, guided career exploration, mentoring, and internships with capstone projects.
- Students will fulfill their civic obligations through active involvement in school and community services.

We look forward to sharing learning experiences with your child this year. It is our pleasure to shape the young minds of tomorrow at Wewoka Middle School.

Sincerely,

Richard Jasna
Middle School Principal

SCHOOL PROCEDURES:

All students are expected to follow procedures. Failure to follow procedures will lead to disciplinary action. These procedures apply in the school building, on the school grounds, and off grounds at a recognized school function including school bus stops.

1. Students must sign out to leave school and only with a parent or guardian. Parents/ Guardians must come into the office to sign the student out.
2. Students will respect others by not putting hands on other students.
3. A student shall have, in their possession, corridor pass when in the hall during class time. There is only to be one student per class.
4. Students are to refrain from the use, possession, or distribution of tobacco, alcoholic beverages or drugs.
5. Students are expected to attend and be on time for all classes.
6. Students will respect and *take* care of school property and the property of others.
7. Students are to be only in supervised areas throughout the school day and during after school activities.
8. Students will show respect to teachers and fellow students. The use of abusive, vulgar, or threatening language and/or gestures indicates a lack of respect and will not be acceptable.
9. Students will obey the directions of all school personnel.
10. Students will not possess, distribute or use fireworks or explosives.
11. Students are not to bring toys of any kind to school, including electronic devices, laser pointers, CD players, cell phones, pagers, etc. Any items that disturb the educational process will be confiscated and returned only to parents/guardians. All confiscated items not claimed by the last day of school will be donated.
12. Students are to obey all the laws of the State of Oklahoma.
13. Students on out of school suspensions or expelled from school will not participate in any school related activity during the period of suspension or expulsion. This includes classes, parties, and athletics. Students will *not* be allowed to enter the building or be on school grounds without prior permission.
14. Students expelled from school will not receive grades or credit for all semesters of the expulsion.
15. Bullying is prohibited and should be reported to the principal immediately.
16. Students shall not buy or sell any items on school grounds or in school buildings *unless* they are school sponsored.
17. Students will not skateboard on school property.

IMMUNIZATION

No student shall be allowed to enter (School) public schools until certification is presented to the principal or designee that the student has received or is in the process of receiving immunizations. TDap or a state approved waiver must be taken prior to 7th grade.

COLLEGE PREPARATORY CURRICULUM REQUIREMENTS

This law requires eighth-grade students entering the ninth grade complete the college preparatory curriculum, unless the student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements. Successful completion of either curriculum will result in accomplishment of a standard diploma.

Choosing the course the student takes in high school is an important decision for you and your child. With your input, courses chosen for a student's career pathway can give him or her a head start on career and education success. A college preparatory curriculum is challenging and may help determine a student's future success in higher education and the world of work. Students who take a college preparatory curriculum designed to prepare them for both college and career have more opportunities. In addition, high school students who enroll in a career pathway at a technology center and meet eligibility requirements have the opportunity to earn college credit while in

high school. This opportunity has been made possible through a new Cooperative Alliance between the State Regents for Higher Education.

SCHEDULE:

School will operate during the hours of 8:00 AM and 3:10 PM Monday thru Friday with a 25 minute lunch break. The schedule is based on seven class periods; however students will experience flexible times to allow opportunity for enhancement activities along with science, math and reading labs. The length of the school day is subject to change in the event of an excessive number of missed school days resulting in the additional make up of school days or hours.

Schedule

Monday –Friday

Breakfast- 7:20-7:55

1st period- 8:00-8:55

2nd period- 9:00-9:55

3rd period- 10:00-10:55

4th period- 11:00-11:55

Lunch- 12:00-12:25 (CLOSED CAMPUS)

5th period- 12:30-1:25

6th period- 1:25- 2:15

7th period- 2:20- 3:10

DETENTION AND IN SCHOOL DETENTION GUIDELINES

Although any member of the teaching faculty may assign students detention, the building principal will make the final determination regarding the consequences of a student's misbehavior. Detentions will be given to those students that display undesirable behavior as outlined in this handbook. The student will be notified by the staff member of the detention, and written notification sent home to parents. The standard detention form will be used with one copy going to the student and one to the principal's office. The detention list will be revised daily and posted at the office. A student whose name is posted on the detention list is ineligible to participate in any school-sponsored activity or athletic event. Detentions may be served at two different times, Monday – Thursday: before school from 7:40 AM to 8:00 AM and after school from 3:10 PM until 3:40 P.M. Students will be given reasonable time to serve detentions, usually one day per detention received, allowing for excused absences due to illness, etc. Students will be required to work on classroom assignments while serving detentions and failure to complete assigned work will require the student to re-serve the detention. Failure to serve detentions within the specified time may be subject to a more severe discipline.

In-School Detention (ISD) is to give the student the opportunity to keep up with his/her class work while being confined to an area that is non-disruptive to the overall school atmosphere. ISD provides an alternative to home suspension for students who fail to function acceptably in an everyday school climate. Students are responsible for bringing paper, pencils, books and other necessary materials related to their assignments. Failure to follow ISD may result in out of school suspension.

Parents are notified when a student is placed in ISD. Any student placed in ISD is not allowed to participate in or attend any school activity without prior permission from the administration. Any student who is truant or tardy to ISD may be subject to more severe discipline.

CAR RIDERS

All students who arrive or leave from school with a parent/guardian need to be dropped off and picked up from the front of the building. This is the West side of the building which faces Ocheese Street. The street is one-way going South to North.

WALKERS

All students who walk to and from school shall enter and exit from the West doors.

BICYCLES



Bikes are to be parked in racks provided on the west side of the Middle School Building. They are to be ridden to and from school only, not to be used for travel to the cafeteria or high school. Any student failing to comply with these rules will not be permitted to ride his or her bicycle to school. Students are advised to lock their bicycles to the rack to discourage theft. The school will not be responsible for stolen bikes.

BACKPACKS AND LOCKERS

Book bags of any kind *may not* be used during the school day. After receiving their schedules, students are advised to develop a plan to return to their lockers at strategic times to ensure that they arrive to class on time with all of the materials they need without being overburdened.

CLUBS AND ORGANIZATIONS

Any parent or guardian that does not want their student to participate in any of these organizations will notify the school in writing of this request. It will be the parent/guardian responsibility to enforce the nonparticipation and not the school district.

WEWOKA ELEMENTARY HANDBOOK SECTION

SCHOOL HOURS

School hours are from 8:00 AM to 3:10 PM Monday – Friday. The length of the school day is subject to change in the event of an excessive number of missed school days resulting in the additional make up of school days or hours.

CHANGE IN STUDENT INFORMATION

It is imperative that the school be notified immediately of a change of address, home or office telephone number.

PHYSICAL EDUCATION

Physical education is an integral part of the instructional program. All students will be required to participate in physical education classes unless a doctor's note is presented.

BIKE RIDERS

Bikes will be parked in the bike rack. They should be locked to the rack. Students should walk their bikes to the street so they will not hurt others. Students should not ride their bikes on Seminole Street in front of the school before or after school. The school will not be responsible for stolen bikes.

CHECKING OUT OF SCHOOL

If the parent/guardian chooses to check their student out of school early, they must first stop by the office. Office personnel will call the student out of class. This will prevent valuable instructional time from being interrupted unnecessarily. When your child leaves school early by more than 30 minutes, tardy or leave early will be counted towards attendance.

RETENTION POLICY

We want all students to feel comfortable when they are learning. If tasks and skills are too difficult because of delayed development, lack of motivation, excessive absences or other factors, the child becomes frustrated and loses self-esteem.

Retention will be considered according to the following guidelines:

1. A letter grade of "F" or "Unsatisfactory Progress" in two or more basic skills areas for both semesters of the school year.
2. Standardized or criterion referenced test scores in math, reading or language below the 30th percentile.
3. Benchmark testing scoring intensive.
4. Unexcused absences for 17 or more days during a semester.
5. Developmental delay.

If a student meets one or more of these guidelines, the teacher will contact the parent/guardian at the end of the first semester. Another contact with the parent/guardian will be made at the end of the third nine weeks. These times will be used to discuss possible retention and determine what is best for the student.

If agreement cannot be reached between school officials and parent/guardian, the final decision regarding retention rests with school officials, in accordance with state law. Parent/guardian may appeal to the superintendent and Board of Education.

Beginning with students entering the first grade in the 2011-12 school year, any student with a reading deficiency, as identified through a reading instrument approved by the State Board of Education and administered to all first, second, and third grade students at the beginning of the school year, will be retained in the third grade if the deficiency is not remedied the end of the third grade. Beginning with third grade students in the 2013-14 school year, those students scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test shall be retained in the third grade. (Pursuant to OK Senate Bill 346, 2011)

THE PRINCIPAL (OR DESIGNEE) RESERVES THE RIGHT TO COMPLY WITH THE GUIDELINES OF THE HANDBOOK OR DEVIATE DEPENDING ON CIRCUMSTANCES AND CONSIDERATION OF FACTS INVOLVED.

READING SCREENING TESTS

In compliance with the Oklahoma House Bill 2511 and House Bill 2516, which relates to the Reading Sufficiency Act, each student enrolled in kindergarten, first, second and third grade shall be screened for reading skills. These skills will include, but not be limited to, phonological awareness, letter recognition, spelling, vocabulary, comprehension and oral language skills as identified in State Standards.

The Reading Screening Test will be approved by the Oklahoma State Board of Education and will meet the following criteria.

- Assess for phonological Awareness, phonics, reading fluency, and comprehension.
- Document the validity and reliability of each assessment.
- The Reading Screening Test can be used for diagnosis and progress monitoring.
- The Reading Screening Test can be used to assess special education and limited-English proficient students.
- The Reading Screening Test will be accompanied by a data management system.

READING SUFFICIENCY ACT

HB 2625 and HB 2497 both amend law regarding the Reading Sufficiency Act (“RSA”) and school testing.

The bills change dated references to state standards to “subject matter standards adopted by the State Board of Education.” The bills retain the existing good cause exemptions for promotion, including language regarding having been previously retained in grades K, 1, 2 or 3. However, language regarding that exemption has been amended to include retention in Pre-K if the retention was for academic reasons. The bills provide for some temporary alternate routes for promotion to 4th grade for students who have not yet demonstrated reading proficiency. The good cause exemptions are still an option for students, although now to grant a good cause exemption the principal must perform the existing obligations and meet with the members of the new Student Reading Proficiency Team (discussed below). The bills provide that any 3rd grader who demonstrates reading proficiency on a screening instrument is deemed to have satisfied the requirements of the RSA and will not be subject to retention. The bills

also state that the district must notify parents and begin a student reading portfolio for all 3rd graders who score below proficient in reading on a screening instrument at any point during the year. Third graders who score limited knowledge on the State Exam (and who didn't already demonstrate proficiency through a screening instrument or portfolio) may still be automatically promoted if the parent receives notice of: retention options, the grade level at which the child is reading, opportunities for summer reading programs, school and/or community based reading tutoring, vendors who provide tutoring, and the right to continuing intensive remediation. Such a promoted student must be provided intensive reading remediation in accordance with his/her remediation plan until he/she is reading at the correct grade level. Remediation plans must be developed by the "Student Reading Proficiency Team" which is to be composed of: the parents, current teacher, a reading teacher in the subsequent grade, principal, and, if available, a certified reading specialist. For the 13-14 and 14-15 school years students may also receive a probationary promotion by a Student Reading Proficiency Team. This team must be composed of: the parents, current teacher, a reading teacher in the subsequent grade, principal, and a certified reading specialist. Please note: the "if available" language regarding the certified reading specialist contained in the first Student Reading Proficiency Team is not included in this definition and, accordingly, this team must include a certified reading specialist. This team must unanimously recommend the promotion and the superintendent must approve the recommendation. The team must continue this process annually until the student demonstrates reading proficiency at the appropriate grade level or, passes the State Exam. Starting with the 15-16 school year students who score unsatisfactory on the 3rd grade exam and are not eligible for a good cause exemption "shall" be retained in 3rd grade and provided intensive instructional services and supports.

WEWOKA PUBLIC SCHOOLS

Short-Term (10 days or less) Out-of-School Suspension Form

Date	
Student Signature	
Print Name	
Administrator Signature	
Print Name	

1. Information, evidence, and alleged violations relating to consideration of out-of-school suspension of the above named student.

2. Student's response to the information, evidence, and alleged violations.

3. Alternative in-school placement settings considered:

a) _____

Reason not selected:

b) _____

Reason not selected:

Out-of-school suspension determination made for _____ school days, from _____ to _____ . The student may return* to school on _____ .

***The student is not allowed on school grounds, property, or other locations where school activities occur during the period of out-of-school suspension *either home or away*. Violation of this policy will result in additional penalties being assessed against the student.**

I understand that I have the right to appeal the principal's decision, per Board of Education policy, to the suspension appeal committee as a result of this suspension. This document serves as my official notification of the suspension, education plan, (if required) and opportunity to appeal.

In lieu of a signature below, a certified letter shall be mailed.

I appeal the suspension decision to the suspension appeal committee. (Within 10 days)

Student Placement _____

Superintendent _____ Date: _____

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

I DO NOT appeal the suspension decision to the suspension appeal committee.

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Student or parent/guardian *or student 18 years of age or older* must request a hearing, in writing, within *two (2) school* days of the suspension notice.

WEWOKA PUBLIC SCHOOLS

Long-Term (Over 10 days) Out-of-School Suspension Form

Date: _____

Student Signature: _____ Print Name: _____

Parent/Guardian Signature: _____ Print Name: _____

Administrator Signature: _____ Print Name: _____

1. Information, evidence, and alleged violations relating to consideration of out-of-school suspension of the above named student.

2. Student's response to the information, evidence, and alleged violations.

3. Alternative in-school placement settings considered:

Reason not selected:

Out-of-school suspension determination made for _____ school days, from _____ to _____.

The student may return* to school on _____.

***The student is not allowed on school grounds, property, or other locations where school activities occur *either home or away* during the period of out-of-school suspension. Violation of this policy will result in additional penalty for the student.**

Education Plan (Notes) _____

Dates of importance _____

Pick-up and delivery times and place _____

Who may deliver assignments _____

Other _____

I understand that I have the right to request a review of the principal's decision to administration/superintendent of the district as a result of this suspension. I further understand that I may appeal the review of the decision of administration to the Board of Education *per Board of Education policy*. This serves as official notification of the suspension decision and right to appeal.

In lieu of a signature below, a certified letter requesting review must be mailed certified.

To appeal, I request an administrative review of the suspension decision. (Within five (5) school days written request required, see below.)

Superintendent _____ Date: _____

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

I DO NOT request an administrative review of the suspension decision.

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

The Administrator will review the written request and circumstances to be considered within five (5) school days of receipt of the written summary and reasons for appeal and notify the student or the student's parent(s)/guardian of the decision.

Letter to Parents

Dear Parents:

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and if so, their qualifications.

You will receive a response to your request for information within ten business days.

Sincerely

Shellie Gammill, Superintendent

NOTIFICATION SYSTEM

Wewoka Schools now has an on-line notification system that will be used to notify parents and community members of certain events. All student information will remain confidential. The system may be used to notify parents of their child’s attendance, grades and discipline as well as other issues that may arise such as emergency situations, testing dates, parent/teacher conferences, school cancellations and extracurricular activity schedule changes/cancellations etc. We will also have the ability to notify various other community groups of situations such as severe weather notices, extracurricular events and cancellations, legislative issues related to education, local educational issues, etc.

Notifications of discipline, attendance, injuries and emergencies will be made to parents/guardians, however, if you do not want to participate in other topics of interest notifications offered by this program please sign and return this request to your school to “opt out” of the non-essential on-line notifications at Wewoka Schools.

I _____ am the parent/guardian of _____.
Parent/Guardian Name Student’s Name

I do not wish to participate in the non-essential on-line notification for information other than discipline, attendance, injuries and emergencies. Please remove my name from the non-essential notifications such as events and activities, tc.

Parent/Guardian Signature

Date

2019-2020 SCHOOL YEAR

Please read this sheet, sign it and turn in to the main office at school. (Tear out this page only).

Warning: If you choose to check **yes** below concerning the FERPA section of the handbook, it means that your student will **not** be pictured in the yearbook listed on sport's rosters, or programs of any kind.

Yes _____ No _____

Parent/Guardian's Signature

I give consent to corporal punishment being used for my child when necessary.

YES _____ NO _____

Parent/Guardian signature

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activity. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the insurance company.

I have read the above statement regarding accidents and insurance.

Parent or Guardian's signature

I have read and understand Wewoka Public Schools policies on computer and internet usage.

Student Signature

Parent/Guardian signature

I have read this handbook and understand the rules stated.

Student Signature

Parent/Guardian signature

Online Application

Name: _____

Date: _____

Age: _____

Grade: _____

Level of participation: 1-3classes 4-5 classes all classes

Why do you want to take online classes: _____

I agree to allow _____ to take online classes.

Parent signature: _____

Date: _____

TITLE I PARENT – TEACHER- STUDENT COMPACT

As a student I will:

Respect myself by eating right, getting enough sleep, being safe and keeping a good attitude

Respect teachers, parents and classmates

Ask for help

Listen and do my best at school and at home

Do my homework

Come to class on time, prepared and ready to learn

Read every night for at least 15 minutes

Respect school property. I will be responsible for books and materials that I borrow from the

Title I Specialist

Communicate with my parents about what I am doing at school

Share school notices with my parents

Attend school regularly

As a Teacher I will:

Provide a welcoming environment where each child is valued

Foster an atmosphere of mutual respect

Set clear and consistent expectations for students

Support home/school communication and be available to parents for conferences

Encourage each child to achieve high standards

Assess student needs and set clear goals based on individual needs

Establish goals and expectations for each child and communicate progress through

Quarterly reports

Continue our own learning to ensure quality instruction

Provide parents/guardians with home activities and strategies if needed

As a Parent I will

Support learning by reading with my child, providing a quiet place for homework and helping my child with homework

Attend parent/teacher conferences, Title I Night and other meetings

Ensure that my child is well-rested, has a balanced diet and is ready to learn each day

Teach my child to respect others and be responsible for their learning

Be involved at school by attending PTC and volunteering

Communicate as needed with my child's classroom teacher and Title I teacher

Encourage my child to write, read and explore math as a part of daily experiences

Ask for help if I need it

Parent _____

Student _____

Teacher _____

