

WHS

STUDENT HANDBOOK
2016-2017

“I will obey, and help other students to obey these rules which further the good of life”

WANETTE HIGH SCHOOL

INDEX

Accelerated Reading Policy-----	71
Accelerated Reading Chart-----	72/73
Accepting Transfer Students-----	38
Accreditation-----	9
Activities-----	29
Aids Education-----	44
Alternative In-School Placement-----	20
Alternative Punishment-----	15
Announcements-----	36
Asbestos-----	37
Attendance-----	12/13
Attendance Committee-----	13
Authority of the Teacher-----	15
Awards, Scholarships and Recognition-----	33
Bell Schedules-----	11
Bullying, Harassment and Hazing-----	18/20
Bus Absences & Tardies-----	14

Bus Conduct-----	29
Cafeteria Privileges-----	11
Cafeteria Prices-----	11
Classroom Procedures-----	16
Communicable Diseases-----	44
Communication Devices-----	26
Conduct resulting in suspension-----	16/18
Contagious Disease/Head Lice-----	44
Corporal Punishment-----	21
Deficiency Reports-----	31
Discipline Code-----	17
Disciplining for Bus Violations-----	28
Discrimination Clause-----	44
Dispensing Medication-----	42/43
Disruptive or Interfering Behavior-----	15/16
Dress Code-----	25/26
Educational Goals-----	9
Electronic Devices-----	26
Eligibility-----	34

End of School Day-----	11
Fire Drill-----	35
Gifted Education Plan-----	53
Graduation Policy-----	32
Graduation Requirements-----	32
Gym Use-----	37
Hall Passes-----	10
Homework Assignments-----	29/30
Honor Rolls-----	32
Immunization-----	41/42
Internet Acceptable-Use Policy-----	55
Internet Safety Policy and Use Agreement-----	66/67
In-School Detention-----	21
Law Enforcement-----	20
Library-----	36
Lockdown Drill-----	35
Marking System-----	30/31
McKinney-Vento Homeless Education Assistance Act-----	53/55

Meningococcal Disease-----	59/62
Nine Weeks & Semester Tests-----	10
Oklahoma’s Promise-----	33/34
Online Instruction-----	57/59
Parent/Teacher Conferences-----	36
Parents Right to Know-----	10 & 59
PDA-----	26
Permission To Leave School-----	13/14
Philosophy-----	9
Policies and Procedures-----	37
Policy on Student Behavior-----	16
Policy on Child Nutrition/Lunches	68
Principal’s Office-----	35
Proficiency Criterion-Referenced Testing-----	45
Proficiency Based Promotion-----	45
Records and Reports-----	24/25
Report Cards-----	34
Rules & Regulations-----	25

Rules of Conduct-----	14
School Arrival Times-----	11
School Board Meetings-----	36
School Closings Due to Weather-----	35
School Colors-----	9
School Conduct, School Loyalty and Code of Ethics-----	14
School Field Trips-----	30
School Lunch Times-----	12
Search of Students-----	39/40
Self-Administration of Medications-----	43
Selling-----	25
Special Education-----	40/41
Statement of Rights-----	38
Student Discipline Plan-----	15
Student Drug Testing Consent Form-----	52
Student Drug Testing Policy-----	46/51
Student Insurance-----	37
Student Records-----	37

Student Retention Policy-----	31/32
Student Suspension-----	21/24
Student/Parent/Teacher Compact-----	68
Student Testing Mandates-----	45/46
Student Vehicles-----	27
Students Under the Influence-----	49
Suggestions to Parents-----	10
Tardiness-----	14
Textbooks-----	36
Tornado Alert-----	35
Valedictorian & Salutatorian-----	33
Vandalism & Graffiti-----	27
Viewing Student Records-----	38
Visitors-----	36
Weapons Free School-----	53
Weapons-----	26
Weighted Classes-----	30/31
Withdrawal From School-----	31

FORWARD

This handbook contains general policies for students to follow. These policies are intended to be detailed but not all-inclusive. All students and faculty are bound by local board policy, state, and federal laws.

ACCREDITATION

Wanette Public School is accredited by the State Department of Education.

SCHOOL COLORS

Orange and Black

PHILOSOPHY

With the belief that every child has the ability to learn, Wanette Junior High/Senior High School endeavors to provide a positive environment for students build a foundation of lifelong learning skills, good citizenship, respect for yourself and others, and enthusiasm for achieving their highest creative and academic potential.

EDUCATIONAL GOALS

- To develop the intellectual, physical and emotional abilities of all students by offering a full range of educational opportunities.
- To provide the appropriate curriculum for the students to receive a suitable background for their future educational endeavors.
- To assist the students in discovering and developing their major interest and aptitudes through the use of a guidance program.
- To create the proper desire in the students to maintain the basic principles of our democratic form of government.
- To provide an environment for the students to grow morally, ethically, and spiritually through the positive leadership of the staff and through interaction/cooperation with the community.
- To create an atmosphere of mutual helpfulness among teacher, school, administrators, and the community at large through the following:
 - Formal guidance programs.
 - Student-teacher counseling/mentoring
 - Parent/teacher conferences
 - Parent/teacher organizations
 - Extra-curricular activities
 - Student service projects
- To encourage students toward an appreciation of the cultural and aesthetic values of life

SUGGESTIONS TO PARENTS

- Encourage your child to come home immediately after school is dismissed.
- Please do not phone your child during school hours unless there is an emergency.
- Your child is not to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, radios, jewelry, etc.
- Place names on all articles of outer clothing-coats, gloves, hats, caps, sweaters, raincoats, etc.
- The school maintains a lost and found area. Please feel free to investigate if your child loses or misplace something.
- Instruct your child never to converse with a stranger, and never get into a car with a stranger.
- Your child must have plenty of sleep each night for him/her to do good schoolwork.
- To leave the school grounds during school hours, your child must have permission from the principal's office.
- If there is something that you want to know about school, if something has happened at school that worries your child, if there is a misunderstanding, or you need more information for any reason see the principal.
- Visit your school. You as a parent are not only welcome at school, you are urged to visit. It is highly desirable that you attend the various meetings arranged by the principal.
- You will also want to know your child's teacher. If you wish to confer with a teacher, please call the school and make an appointment. You should not take his/her class time to discuss an individual problem.

PARENTS RIGHT TO KNOW

Parents have the right to request information regarding the professional qualifications of the student's classroom teacher. If you have a need for such information, please contact the high school principal.

HALL PASSES

A hall pass is required for student in the hall during class. This hall pass should be signed by the teacher and include the time the student left.

NINE WEEKS AND SEMESTER TESTS

Nine weeks tests will be given in the 1st and 3rd – 9 weeks grading period. All students will be required to take the nine weeks tests. Semester tests will be given at the end of each semester.

ARRIVAL AT SCHOOL

Buses will arrive at school by 8:00 a.m. Students may enter the school building at 8:00 a.m., not before! The school district cannot be responsible for students who arrive before 8:00 a.m.

BELL SCHEDULES

8:20 a.m.	Prepare for school day
8:25 a.m.	School day begins (Students are tardy after this bell)
3:20 p.m.	Students dismissed
3:30 p.m.	Buses run

END OF SCHOOL DAY

School is dismissed at 3:20 p.m. NO student is allowed on school premises after 3:30 p.m. unless attending a school function or under adult supervision. The school district cannot be responsible for students who are not picked up by 3:30 p.m.

CAFETERIA

MEAL PRICES

Breakfast-Daily	\$1.00
Breakfast-Daily (Adults)	\$1.70
Lunch-Daily	\$2.25
Lunch-Daily (Adults)	\$3.50
Extra Milk	.25

REDUCED MEAL PRICES

(for those who qualify)

Breakfast	.30
Lunch	.40
Extra Milk	.25

CAFETERIA PRIVILEGES

Our cafeteria will be in operation for your use and benefit. All meals, whether you bring them or buy them, shall be eaten in the cafeteria. Students shall not take food from the cafeteria.

We are striving to serve you the best meals possible at the lowest price possible. To do so, all lunch bills must be paid regularly. It is our desire that no student goes hungry and undernourished. If it becomes impossible for parents to pay for a student's meals, the parents should contact the superintendent's office: and when it is determined that the necessity exists, proper arrangements will be made.

SCHOOL LUNCH PERIODS

12:00 – 12:35

Grades 7th – 12th Lunch

CHILD NUTRITION / CHARGE POLICY

Wanette Public School Meal Charge Policy:

Elementary and Secondary students will be allowed to charge a maximum dollar equivalent of five breakfast meals and 5 lunch meals. Once the student has charged the total number of meals allowed the student will be provided as a courtesy an alternative meal until charges are paid in full.

Alternative Meals:

Breakfast: Toast and Milk

Lunch: Cheese Sandwich or Peanut Butter and Jelly Sandwich, Fruit, and Milk

Unpaid charges for students will result in the following:

- a) A verbal reminder to student
- b) A written reminder sent home with student
- c) Telephone call home
- d) Letter sent home
- e) Retention of report card each nine weeks
- f) Retention of Diploma
- g) Legal action

Adults (including staff) will not be allowed to charge any meals. Our accounts are closed out at the end of the school year. All charges must be paid by the last day of school.

ATTENDANCE

Parents and student please read the following carefully:

The only legitimate reason for school absence is sickness or serious emergency.

Regular attendance is of tremendous value to the student as well as to the school. Irregular attendance, regardless of the cause, will not produce satisfactory results. Regular attendance stimulates interest in work and prevents discouragement that comes from being behind in class work. A student out of school one-day really loses two days of work because he comes to school unprepared for the day following the absence. Habits of regularity and punctuality are good habits to form. In many cases, business firms have refused to employ those whose school attendance has been poor.

Oklahoma School Code, Article 10, Section 10, or Oklahoma Compulsory School Attendance Law Provision, 70 O.S. 10-105 states, "It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section.

It shall be the duty of the attendance officer to enforce the provisions of this section.

When a student knows that he has to be absent, he should ask his parents to confer with the principal. This must be done a day in advance.

It is the responsibility of the parent or guardian to cause or compel the student to attend and comply with the rules of the school and to notify the student's principal concerning the cause of any absence.

There will be no excused or unexcused absences, only absences or truancies. Qualified school activities will not count as an absence. The definition of terms is as follows: Absence- not present at school, with parental consent. Truant- not present at school, without parental consent or leaving school without consent.

The only exception to this policy is extenuating circumstances such as death in the immediate family, a visit to the doctor's office or court appearance. A doctor's visit or court appearance must be verified by a written statement from those establishments and must be presented to the principal's office within two school days of the student returning to school.

4 absences per nine-week period are allowed.

A total of 5 or more absences without a doctor's note or court affidavit per 9-weeks will result in failure for that grading period. In case of a long-term illness or hospitalization, the parents may request a homebound teacher or appeal the absence(s) to the superintendent.

ATTENDANCE COMMITTEE

The principal shall appoint an attendance committee, consisting of the principal, counselor, and a teacher, whose responsibility will be to review on the request of student whose absences exceed the number permitted for passing. Where there are extenuating circumstances, this committee is authorized to recommend that the provisions of this policy be waived. The building principal may then waive the requirements when satisfactory arrangements are made with the student and parents to ensure regular school attendance.

PERMISSION TO LEAVE SCHOOL

Wanette Public School is a closed campus. Students are required to be at school six clock hours each day. A request to have a student excused from classes early should be sent with the student on the morning of the dismissal. The time and reason for leaving should be included. If a parent calls and checks out a student, that parent must report to the principal's office to officially pick up that student. No student may leave school at an irregular time without being released through the office. If a student leaves school and fails to check out through the office, he will be treated as though he had skipped school. The principal will determine punishment.

Parents: Under no circumstances will a teacher release a student to a parent, guardian, or other person without permission from the principal's office. Parents are to appear in person at the office to check out their children. If this is not possible, a note will be required signed by a parent or guardian stating whom the person is who are checking a child out and reason for checking the child out. Students will be

discharged from the office. The office staff has been instructed to be absolutely sure who each person is who checks out a child (even to the point of asking for identification, calling a parent at work, etc.) before giving permission to dismiss a student. Parents please work with us and support us in this very important manner!

In order for an absence to be excused and work to be made up, a parent or guardian must call and report the excuse on or before the time a student is to enter any class that he or she missed. Phone numbers to call to report excuses are:

HIGH SCHOOL OFFICE: 405-383-2254

ELEMENTARY OFFICE: 405-383-2222

TARDINESS

Three tardies equal one absence. A student is tardy in a class if not in an assigned room when the bell stops ringing. Students are not to run to avoid being tardy. It is the student's responsibility to be in class on time.

BUS ABSENCES AND TARDIES

No penalty will be assessed against an absent or tardy student's record if:

- his/her school bus is late arriving at school, or
- his/her school bus does not make the regular run for the day.
- In the event that a student is absent because his school bus doesn't make its regular run for the day, the student will be required to make up work missed and will receive full credit for work thus made up.
- When a student fails to catch the school bus, or when a student does not ride the bus when the bus makes its regular trip, the conditions governing regular excused or unexcused absences will apply.
- When a bus is late arriving to school, an announcement will be made advising teachers that the bus was late and to admit students riding the bus to class without a tardy slip.

STUDENT CONDUCT, SCHOOL LOYALTY AND CODE OF ETHICS

In order for your school to become even better, its school citizens must be loyal, devoted, and faithful with respect to every area of school life; full of courage; and regardful of honor. To be a good citizen, you should be able to carry out the following pledge: "I will obey, and help other students to obey, those rules which further the good of all."

RULES OF CONDUCT

Students who attend Wanette Public Schools are ladies and gentlemen. Their standard of conduct shall be to always think and do things, which are right and proper in a democratic society. Their speech and deeds will be expected to be above criticism.

All rules will be administered strictly. As a last resort corporal punishment may be administered.

AUTHORITY OF THE TEACHER

According to Oklahoma State Law (Oklahoma School Code, Article VI, Section 95), the teacher of a child attending a public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher. The same control applies to an extracurricular school activity.

STUDENT DISCIPLINE PLAN

The goal of any disciplinary policy should be to correct the misconduct of the individual student and to promote adherence by that student and by other students to the policies and regulations of the district.

The Wanette Public Schools, in order to provide quality education for all its students, will not tolerate disruptive acts that would interfere with the tranquility of its schools or the safety of its students or that cause damage to school or personal property. Students, while enrolled in Wanette Schools, shall be under the supervision of and accountable to school personnel. The supervision shall include time-spent going to and from school and attending any school-sponsored activity or going to and from such an activity.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline should be based upon a careful assessment of the circumstances (for example, the student's attitude or the seriousness of the offense and its potential effect on other students) surrounding each infraction.

ALTERNATIVE PUNISHMENT

When administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, administrators should be mindful of the fact that they are dealing with individual personalities. Administrators should consider consultation with parents concerning disciplinary measures that might prove most evocative in particular instances.

DISRUPTIVE OR INTERFERING BEHAVIOR

A disruptive or interfering act shall be defined as, but not limited to inviting, encouraging, promoting, or participating in activities, which interfere with the due process of the educational program of the school. The following activities, if accomplished for the purpose of disrupting or interfering with the due process of the educational program, are examples of behavior that will constitute disruptive activities:

- Demonstrations
- Sit-ins
- Walk-outs
- Blockages
- Group violence
- Disrespect or disobedience to school personnel
- Verbal or physical harassment and/or intimidation of students or school personnel
- The use of obscene, lewd, or profane language (visual and/or auditory)
- Fighting
- Disruptive publications
- Theft or inappropriate use of personal or school property

CLASSROOM PROCEDURES

The procedures of conduct which apply to all classrooms are:

- Take all needed supplies (books, paper, pen or pencil) to class.
- Be in your seat by the time the last bell rings. Do not get out of seat without teacher permission.
- Do your work to the best of your ability. If you do not understand class material, talk to your teacher before the first class period of the day begins, during lunch period, or after the last period ends.
- Do not talk to your neighbor or teacher without permission.
- Each classroom teacher may add procedures for students to follow in their classrooms

POLICY ON STUDENT BEHAVIOR

The Board of Education of the Wanette School District adopts the following policy and procedures dealing with student behavior.

GENERAL EXPECTATIONS

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

DISCIPLINE CODE

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

- Arson
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
- Cheating

- Conduct that threatens or jeopardizes the safety of others
- Cutting class or sleeping
- Disruption of the educational process or operation of the school
- Extortion
- Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
- Failure to comply with the state immunization records
- False reports or false calls
- Fighting
- Forgery
- Gambling
- Harassment, intimidation, and bullying
- Hazing (initiations) in connection with any school activity
- Immorality
- Inappropriate attire
- Inappropriate behavior or gestures
- Inappropriate public behavior
- Indecent exposure
- Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a.) assault and battery; (b.) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
- Obscene language
- Physical or verbal abuse
- Plagiarism
- Possession of caustic substance
- Possession of obscene materials
- Possession, without prior authorization, of a wireless telecommunication device
- Possession or use of a dangerous weapon and related instruments (i.e. bullets, shells, gun powder, pellets, etc.)

- Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of a sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer) and/or controlled substances
- Possession of illegal and/or drug related paraphernalia
- Profanity
- Sexual or other harassment of individuals, including, but not limited to students, school employees, and volunteers
- Theft
- Threatening behavior (whether involving written, verbal, electronic or physical actions.)
- Truancy
- Use or possession of tobacco in any form
- Use or possession of missing, or stolen property, if property is reasonably suspected to have been taken from a student, school employee, or the school.
- Using racial, religious, ethnic, sexual, gender or disability-related epithets
- Vandalism
- Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations.
- Vulgarity
- Willful damage to school property
- Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Wanette Public Schools **Bullying Policy**

Policy 7315

Bullying exists in all schools and we recognize the detrimental impact it has on children and young people's lives. It is Wanette Public Schools purpose to adhere to the following policy to prohibit bullying in all forms.

Definitions of Bullying (According to 210/; 10-1-20)

Harassment, intimidation, and bullying-any gesture, written or verbal expression, electronic communication, or physical act that a responsible person should know will;

- a. Harm another student
- b. Damage another student's property
- c. Place another student in reasonable fear or harm to the student's person or damage to the student's property; or
- d. Insult or demean any student or group of students.

The aforementioned conduct constitutes harassment, intimidation, and bullying if conducted in such a way as to disrupt or interfere with the school's educational mission or the education of any student. This includes, but is not limited to gestures, written, verbal, or physical acts, or electronic communications.

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

Threatening behavior- any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Scope-threatening behavior, harassment, intimidation, and bullying is prohibited on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school sanctioned events. Threatening behavior, harassment, intimidation, and bullying by electronic communication 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 concerns harassment, intimidation, or bullying at school.

Prevention

Prevention strategies will include:

- a. Guidance classes
- b. Peer tutoring
- c. Student/parent/teacher surveys
- d. Counseling as needed
- e. Bullying information posted on our school website

Procedure for Investigation

When starting to explore an allegation of bullying school personnel will be consistent in the way information is collected and processed. The following six questions, asked in a sensitive way will provide a useful framework.

1. What happened?
2. Who was/is involved?
3. Where did it take place?
4. When did/does it take place?
5. Does the incident indicate that bullying was taking place and if not bullying, what is the nature of the difficulty?
6. What is required to try to resolve the difficulty now and in the future?

As part of the investigation procedure, notes should give a factual account of what happened; names of those involved (including witnesses) and what they said; and record the outcome/action taken. The notes can/will provide the background information for compiling the "Record of Bullying Incident Form".

The recording form is not intended for use in every incident. Rather, the professional judgment of the Head Teacher must be used to describe the appropriate response to each incident. If the victim feels that an incident of bullying has taken place, it must be taken seriously and investigated.

The school may request the disclosure of any information concerning students who have received mental health care.

Disciplinary and Support Procedures

Disciplinary procedures against the perpetrator(s) are intended to change or modify behavior. These strategies include:

- a. Circle time activities for lower elementary
- b. Positive behavior strategies
- c. Setting of positive behavior goals
- d. Withdrawal of privileges
- e. Daily conduct sheets
- f. Mentoring or buddying system
- g. Peer mediation
- h. In school suspension
- i. Out of school suspension
- j. Involvement of other outside agencies (community mental health care options)

Support for the victim(s)

- a. Peer support
- b. Mentoring or buddying system
- c. Staff support
- d. Parent support
- e. Outside agency support

LAW ENFORCEMENT

Should it become necessary for a member of a law enforcement agency to talk to a student and/or school personnel during the school day, the following procedures should be observed to assist law enforcement officers and to protect the rights of pupils and parents. All law enforcement personnel will coordinate all business through the principal's office.

ALTERNATIVE IN-SCHOOL PLACEMENT

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

IN-SCHOOL DETENTION

While in ISD the student will---

- Remain in ISD room for the duration of the school day assigned.
- Complete assignments given by classroom teachers.
- Not participate in any discussion.
- Only read required books.
- Eat lunch in the ISD room.
- Not sleep or lay head on desk.
- Not draw or color.
- Report to ISD room at 8:10 sharp.
- Will not participate in in-school activities.
- You may not participate in any extra-curricular activity or event while you are assigned to ISD.
- You must complete the packet you received from the principal.
- Failure to follow these rules may result in the assigning of an additional day of ISD or further disciplinary action.

CORPORAL PUNISHMENT

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

Corporal punishment may be used when the infraction by the student is considered serious or is a repeated infraction of school rules.

Corporal punishment will be administered by certified staff members in an office or designated area and in presence of another certified person. Punishment must be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.

A written report will be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. The report is to be signed by the staff member involved and the witness.

STUDENT SUSPENSION PROCEDURE

The judicial extension of Fourteenth amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases.

The policy of the school district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses.

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures set forth herein.

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

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION

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

- Violation of a school regulation
- Immorality
- Adjudication as delinquent for an offense that is not a violent offense. For the purpose of this section, “violent offense” will include those offenses listed as the expectations to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” will include the offense of assault with a dangerous weapon but will not include the offense of assault.
- Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substance Act. Possession of a firearm will result in out-of-school suspension as provided in the Districts policy related to firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed (Out-Of-School Suspension Requirements), below will be applicable for acts, which fall within parts a-d above. However, no education plan will be necessary for acts, which fall within part “e” above.

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

DISTRICT'S OBLIGATION

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in school placements including, but not limited to: placement in alternative school setting, reassignment to another classroom, placement in-school detention, or other available disciplinary or correctional options will be considered. These will not be considered as an out-of school suspension but will be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. Students identified as disabled under the individuals with disabilities education act or section 504 of the rehabilitation act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom require additional procedural considerations.

PRE-OUT -OF -SCHOOL SUSPENSIONS CONFERENCES:

When a student violates board policy or a school rule or regulation or has been adjudicated as delinquent for an offense that is not violent offense (as set out in Okla. Stat. Tit. 57 & 571), the principal will conduct an informal conference with the student.

At the conference with the student the principal will read the policy, rule or regulation, which the student is charged with having violated, and will discuss the conduct of the student which is a violation of the policy, rule or regulation. The student will be asked whether he or she understands the policy, rule or regulation and be given and a full opportunity to explain and discuss his or her conduct.

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

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

IMMEDIATE OUT OF SCHOOL SUSPENSION WITHOUT A PRE-OUT-OF-SCHOOL SUSPENSION CONFERENCE:

A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process. In such cases, an out-of-school suspension conference with the student and the parent/or guardian will be scheduled as soon as possible after the student has been removed from the building.

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

CONFERENCE WITH THE PARENTS:

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

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

At the conclusion of the conference the principal will state whether he or she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his or her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-

School Suspension Committee as provided by this policy. If the parent is in agreement with the principal's decision, he or she will be requested to sign a Waiver of Review.

OUT-OF-SCHOOL-SUSPENSION REQUIREMENTS:

An out-of-school suspension may be short term or long-term. A long-term out-of-school suspension will be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension in excess of ten (10) or fewer school days.

In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of school suspension for up to one calendar year is appropriate. The School District's Gun-Free School Policy governs out-of-school suspension involving firearms.

Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

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

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

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

The plan will provide for the core units in which the student is enrolled. Core units will consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

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

RECORDS AND REPORTS

The principal will keep written records of each out-of-school suspension conference containing the date of the conference containing the date of the conference, the names of the persons present, the time

duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal will maintain records related to the Education plan and the student and/or parent's compliance or noncompliance with the plan.

RULES AND REGULATIONS

Some rules and regulations are necessary in our society to guide our actions and behavior. Realizing that not even a simple game can be played without rules can readily see the necessity of such rules.

SELLING

No student is to sell any items without permission from the appropriate principal.

DRESS CODE

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general good taste. It is the intent to permit students to dress according to current fashions and at the same time restricts extremes and indecency in grooming which will distract from the main purpose of the educational program. Any attire which disrupts the educational process is prohibited. The student dress code applies at school, on school vehicles and at school-sponsored or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes they miss. The principal's discretion will judge questionable attire. Violations may result in disciplinary action. The following is a general guide regarding proper dress, inappropriate attire including, but not limited to:

- Students are not permitted to wear shredded, tattered, or holey clothing worn independently or with other clothing. There shall be no holes in pants above the knees.
- Students are not permitted to wear biker-shorts, short mini-skirts or boxer shorts that are higher than 4" above the knee.
- Students are not permitted to wear halter tops, off-the-shoulder tops, bare midriffs, tube tops, muscle shirts, mesh shirts (or fishnet unless with a t-shirt underneath), backless garments, outer garments that have the appearance of underwear.
- Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drugs or tobacco, or carry connotations of immorality, vulgarity, obscenity, or nudity, or promotion of violence and/or gang/cult activity on any person or article of clothing, belt buckles, jewelry, school materials, etc will not be allowed.
- Students must wear shoes. No cleats or any shoe that limits physical activity or safety will be permitted.
- All headgear (examples, but not limited to: caps, hats, headbands, bandannas, and sunglasses, etc) may not be brought to or worn in or around the school building or classrooms. Stocking caps will be permitted in grades PK-6 during inclement weather.
- Apparel which is too tight or too loose, and/or revealing or does not cover undergarments may not be worn. Jeans, slacks or pants or garments worn below the waist are prohibited.
- No leggings, jeggings, yoga pants or skin-tight pants allowed unless worn with a top that follows other dress code policy and is at fingertip length when hands are placed on the sides.

- Any known gang/cult related attire or personal grooming including headgear, colors, “sagging”, “Dickies”, or “Dickey” look-alikes, etc. is prohibited. Students may not wear colors, clothing or identified articles denoting gang/cult membership.
- Jewelry or personal items or manner of dress, which could cause harm to others. Examples of this are not limited to: chains, which are excessively lengthy and/or heavyweight and/or connected to keys, wallets, etc.
- Length of hair and sideburns is left to the individual discretion, but must be styled in a reasonably modest way so it will not cause distractions to others in the classroom.
- Students may have one facial piercing other than the ears.
- Coaches and/or sponsors may set codes higher than the ones listed above.

Any student who is in willful and persistent violation of this dress and grooming code will be suspended from school until all provisions of the school code are met.

PUBLIC DISPLAYS OF AFFECTION (PDA)

During school hours, physical contact between boys and girls such as holding hands, hugging, kissing, etc., will not be allowed. Students displaying this behavior may be subject to disciplinary action.

COMMUNICATION DEVICES

It is the policy of the Wanette Board of Education that cell phones/electronic devices, which are visible or audible during school hours, will be confiscated by school officials. Students who possess these devices without prior consent of both parent or guardian and a school administrator or Superintendent shall be subject to the following disciplinary actions:

FIRST offense: Cell phones will be collected and student may pick them up at the office after 3:30 or if he/she is being checked out of school by parent/guardian. The student will also serve a detention (lunch or after school).

SECOND offense: Cell phones will be collected and student may pick them up at the office after 3:30 or if he/she is being checked out of school by parent/guardian. The student will also serve a 2 days of detention (lunch or after school).

THIRD offense: The parent/guardian must pick up student cell phone/device from the principal’s office and the student will receive ISD (In School Detention)

WEAPONS

No student will be allowed to carry any type of knife, gun or other weapon or any other object that maybe considered dangerous. Doing so is a suspendable offense.

VANDALISM AND GRAFFITI

Any student who cuts or otherwise injures any school building, bus, or other property or who writes or draws any profane or obscene language or lewd pictures on school premises shall be liable to suspension, expulsion, or other punishment befitting the offense, including corporal punishment. All damages by a student must be paid for before such student will be allowed to attend school.

STUDENT VEHICLES

Driving to school is a privilege offered to those of legal driving age. Students choosing to drive to school do so at their own risk. The school is not responsible for damage to vehicles. Students are asked to register his/her vehicle in the office. At the time of registration the student will be asked to show a copy of his/her current driver's license, proof of insurance, and he/she will be asked for the tag number of the vehicle. Upon registration, the student will receive a WHS identification tag to display on the left front window of the vehicle. Vehicles in the lot without proper identification may be removed from the lot and may be at the owner's expense.

Those driving to school are to park their vehicle in the lot west of the gymnasium upon arrival at school and then leave the parking lot in a timely manner. The vehicles are to remain parked during the school day. Those athletes driving to school may drive only him or herself to the baseball and softball fields at the beginning of their class period as directed by the appropriate coach. Students are to ride to school provided transportation to school activities. Students are not allowed to drive to these activities.

BUS CONDUCT

Bus students are under school authority from the time they get on the bus in the morning until they get off the bus in the afternoon. Students are under the jurisdiction of the bus driver while they are riding the bus. Some simple rules to observe in riding the bus are:

- Students may be required to walk a short distance to the bus stop. (Usually a few blocks in the city or a little more in rural areas depending on turnaround access.) Passengers should be prompt in reporting to the bus stop. Usually a five-minute arrival before the scheduled stop is ample.
- "Honk service" or "door to door" is not feasible. Of course there may be days, especially during the bitter cold of winter that passengers seek shelter until bus arrival. In that event, passengers should be alert and prepared to board the bus at the regular stop when the bus arrives.
- Passengers shall remain seated when the bus is in motion. (Upon boarding the bus the students should be promptly seated. The student should also be alert and prepared to depart the bus at the appropriate stop, causing no delay.)
- The bus driver shall be authorized to assign seats if it is deemed necessary to maintain passenger control, and an efficient schedule, and/or other reasonable administrative purpose.
- While waiting for the bus, students are encouraged to stand a safe distance from the roadway or thoroughfare until the bus has arrived at the designated stop.

- Students shall cross ten feet in front of the bus (never behind). If it is necessary for a student to cross a lane of traffic to board or after departing they must have eye contact with the driver and should wait for the driver to motion them across.
- In case of a bus accident or breakdown, passengers should be orderly and follow the directions of the driver.
- Students wanting to ride a bus other than their assigned bus must bring a note from home and have it signed by the principal of the school.
- Students cannot get off the bus at any stop but their assigned bus stop without permission from the parent and the principal.
- Several items or activities are not allowed on the bus, without permission from the parent and the principal.
- Parents and students are responsible for the cost of repairs for damaged property caused by vandalism by the student.
- Pupil misconduct on a school bus can endanger the lives of pupils, driver and the general public. The driver shall report such incidents to the Director of Transportation by using a conduct report. If more than three reports are issued during the year, it will probably result in suspension from riding the bus.
- Subsequent notices could result in a conference with the student and parents.
- Deliberate defiance - refusal to cooperate with the driver.
- Obscene and unacceptable language.
- Unusually loud talking or other undue noise.
- Throwing/shooting items of any kind. Spitting in the bus or out the windows.
- Scuffling/teasing/tormenting other students on the bus or at the bus stop.
- Fighting on the bus or at the stop.
- Deliberate delay loading and unloading.
- Refusal to stay seated/turning around in the seat/standing/ or moving around the bus.
- Extending any part of the body or objects out of the window.
- Tampering with bus equipment.
- Vandalism and destruction of property.
- Restricted materials or items on the bus.
- Other violations endangering safe operation on the bus.
- When the weather conditions in the school indicate a possibility of or an existence of dangerous road conditions, every effort will be made to notify the news media by 6:00 a.m. Further, every effort will be made to return home at the regular scheduled time. However, if school is dismissed early because of weather conditions, the news media will be notified immediately. It is important to listen to the radio or T.V. for updated school closing information.

POLICY FOR DISCIPLINING PUPILS FOR BUS VIOLATION

The first time a student creates a disturbance, the driver will verbally warn the students about what rule the student is breaking and that if student misconduct continues a conduct notice will be issued. If the first conduct notice is issued, the driver will inform the student that their parents must sign the notice and that the student must return the conduct notice to the driver when getting on the bus the next time the student rides. Principal will issue discipline that deem fit to the infraction.

If a second conduct notice is issued, the parents must call the transportation officer or Principal to talk over the problem and possible consequences and try to resolve the problem. Principal will issue discipline that deem fit to the infraction

If a third conduct notice is issued it may result in in school suspension (ISD). The parents will be contacted. Additional conduct notices may result in a definite suspension.

SEVERE CLAUSE: A severe clause is an action that will occur immediately if the incident is serious and jeopardized the safety of the passengers. Examples of sever behavior could include fighting, weapons, alcohol, smoking, drugs & verbal, physical or sexual harassment or/abuse. Such infractions will result in immediate suspension from the bus.

If a child received a green slip from the bus driver and does not return it within two days, the bus manager will notify the parent that a green slip has been given to the pupil.

Appeal Procedure: A parent/guardian desiring to appeal the issuance of a misconduct notice or subsequent punishment may do so by contacting the Superintendent's office at (405-383-2656). The appeal shall be heard within five school days of the request unless an extension is requested in writing by the parent.

The request for an appeal hearing shall temporarily restrain the implement of a suspension unless the director of transportation or the building principal determines that in the interest of bus safety and/or good order the suspension is necessary or the hearing cannot be conducted in a timely manner. Riding the school bus is a privilege provided by the school.

ACTIVITIES

The high school will designate the dates for classroom holiday parties at the beginning of each school year. Ordinarily, such parties will be limited to twice during the year. Exceptions will require advance approval by the principal or his designee.

SCHOOL FIELD TRIPS

Classrooms may take properly planned field trips that are related to the curriculum and that enhance classroom instruction. A signed parental-permission slip from each student is required. Parents will be well informed of each trip, and adequate supervision will be required. Parents of students going on field trips will often be called upon to aid in the supervision of the students. Due to insurance considerations, no children other than the students directly involved in field trips may participate in any such trips. Any student who participates in a field trip that is not intended for his class or grade level will be credited with an unexcused absence and will not be able to make up class assignments missed.

ACADEMICS

HOMEWORK ASSIGNMENTS

No homework assignments are to be made immediately before holidays and teachers' meeting days. The administration feels that it is important for students to have a break from class work during holidays and extended weekends.

MARKING SYSTEM

All students entering Wanette Public Schools will immediately become subject to the grading scale and grading policies of Wanette Public Schools. Progress reports will be provided to students during the fifth week of each nine-week period. The following indicators or marks are assigned to students for work completed in the high school.

GRADES 7TH – 12TH

Superior Work:	A (90-100%)
Above Average:	B (80-89%)
Average:	C (70-79%)
Below Average:	D (60-69%)
Failing:	F (0-59%)

All term papers, book reports, reading workbooks, etc. must be turned in before credit can be assigned, regardless of the expected grade. An "I" will be given for all incomplete work. A period of one week is considered adequate time for making up incomplete work.

The following classes will carry a weight of 5.0 if taken through Wanette Public Schools or other accredited institutions. Students must receive authorization from the principal or guidance counselor prior to enrollment. All classes must align with or exceed state mandated requirements for graduation:

- Anatomy
- Physics
- Trigonometry
- Advanced Algebra II
- Pre-Calculus or Calculus
- Any coursework for college credit through concurrent enrollment
- Any coursework taken through the Oklahoma School of Science and Mathematics or its regional centers
- Zoology

(Courses must be completed during the junior or senior years of enrollment.)

All term paper credit can be assigned regardless of the expected grade. An "I" will be given for all incomplete work. A period of one week is considered adequate time for making up incomplete work.

DEFICIENCY REPORTS

Deficiency (grades D or F) reports will be mailed during the fifth week of each nine-week period or whenever evidence of the students' possible failure occurs.

WITHDRAWAL FROM SCHOOL

If you plan to withdraw from school, your parents should advise the principal's office. On the morning of the last day in attendance, you must report to the principal's office to obtain a withdrawal-from-school clearance sheet. You must present this sheet to each of your teachers to obtain clearance.

All books must be returned to the teachers who issued them. Final clearance is obtained in the principal's office. No records will be forwarded to another school until a student has withdrawn through the principal's office.

STUDENT RETENTION POLICY 7-8 GRADES

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade will be used in this school district. The district recognizes that the professional opinion of the classroom teacher will be greatly considered.

The criteria for retention of students are:

- Students must successfully complete by 60% or higher, three out of the four core curriculum courses during the school year. Core curriculum for grades consists of reading, math, language arts, and social studies. This 60% or higher will be calculated by taking the average of the first and second semester grades.
- Students cannot fail reading or math and be promoted (exceptions might be attending a summer school, etc.).
- Physical education/music is not included in the total subjects.
- No pupil will be retained more than two years.
- Students who will be 14 years of age before September 1, may be placed in Grade 7, grade students who turn 16 by September 1, may be promoted to 9th grade.
- Each teacher will be responsible for keeping parents informed of students who may be having difficulties. Documented conferences shall be scheduled and held with their parents. If parents fail to come to conferences, it shall be noted in the written documentation.

Parents who disagree with a teacher's decision to retain a student shall have the right to a hearing with the teacher, the building administrator, and any other teacher that may have information regarding the child. The parent may request the school board to hear their concerns. The decision of the school board is final.

A team consisting of the principal and teacher(s) shall determine if a student is to be assigned to the next higher grade. The team shall consider standardized test scores, the student's age, and grades. The impact on the student's overall well being will be considered when retention is being considered.

Whenever a teacher or teachers recommend that a student be retained at the present grade level, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent records of the student, stating the reason(s) for disagreeing with the decision of the board.

REFERENCE: O.S. 70 24-41.

HONOR ROLLS

Students making all A's in a nine-week grading system shall be placed on the Superintendent's Honor Roll. Students making all B's or a combination of A's and B's will be placed on the Principals Honor Roll.

GRADUATION REQUIREMENTS

Students must have a minimum of 25 units to receive a high school diploma. The following courses are required in grades 9-12:

<u>COLLEGE PREP CLASSES</u>		<u>CORE CURRICULUM</u>	
History and Citizenship Skills	(3 units)	*Language Arts	(4 units)
Mathematics	(3 units)	*Mathematics	(3 units)
English	(4 units)	*Sciences	(3 units)
Laboratory Science	(3 units)	*Social Studies	(3 units)
Computer Technology/or equal units of same	(2 units)	*Fine Arts	(2 units)
Foreign or non-English Language	(2 units)	*Computer Tech	(1 unit)
Fine Arts/or Competencies of Speech	(1 unit)	*9 Electives	
Additional Unit from courses above	(1 unit)		
8 electives			

State law requires that in order for students beginning the freshman year on or after the 2008-2009 school year to receive a high school diploma they must score proficient in four (4) end of instruction tests. Students must score proficient in Algebra I and English II end of instruction tests. In addition, students must also score proficient in a minimum of two (2) of the following end of instruction tests: Biology, English III, Geometry, Algebra II, and U.S. History.

GRADUATION POLICY

A student will be a graduate of the Wanette School District and entitled to a high school diploma when that student has successfully completed the minimum number of credits as established by the district for graduation and met state mandated graduation requirements.

Any student who participates in the graduation ceremony is considered to be a student of this district until the ceremony has been completed.

The administration shall have the power to impose discipline on any student who commits any inappropriate act. Students who admit to, or who are found, after an informal hearing process conducted by the administration, to have committed any inappropriate act shall be subject to discipline. Such discipline may include, but shall not be limited to, permanent denial of a diploma.

VALEDICTORIAN AND SALUTATORIAN AWARDS

The honor of Valedictorian will be given to the top ten (10) percent scholastically ranking students in the senior graduating class. The next highest-ranking student will be honored as Salutatorian in the senior graduating class. In the event of ten (10) percent not resulting in a whole number; the percentage will be rounded to the next highest whole number. Grades are based on cumulative grades earned in grades nine through the end of the third nine weeks of the senior year. GPA carried out to two (2) decimal places will determine the rankings. In the event of a tie, a co-valedictorian or co-salutatorian will be awarded. A student must be enrolled in Wanette High School for their entire senior year to be eligible for these awards. To be specific, a student will not be eligible for these awards if suspended during their senior year or enrollment lapses during their senior year.

AWARDS, SCHOLARSHIPS AND RECOGNITION

Whenever possible, public recognition will be given to outstanding students. Among the awards presented each year are:

- Letters – Students are encouraged to show school spirit by wearing their school letters and jackets after being awarded for an activity.
- FFA Awards—Various awards are presented at the FFA Banquet for outstanding work in the Future Farmers of America.
- Oklahoma Honor Society—Certificates will be given to students who are in the upper 10% scholastically at grades 9-12 based on their cumulative GPA.
- National Honor Society-Certificates will be given to students who are up in the upper 10% scholastically at grades 10-12 based upon their cumulative GPA.
- Trophies—Trophies won by the various athletic teams are presented to the school for display.

OKLAHOMA'S PROMISE

How It Works

Discover the promise of FREE college tuition!

Oklahomans want to see deserving students succeed – students who study and work hard, but whose families find it difficult to afford college. If your child dreams of going to college and works to achieve it, then we can help make it a reality!

To make that happen, the Oklahoma Legislature has set up a unique program for eighth-, ninth- and 10th-grade students (home school students must be age 13, 14 or 15) that will help pay for their college education if their family's income is \$50,000 or less at the time the student applies for the program.* This program is Oklahoma's Promise.

But college isn't easy. So to make sure students get ready for college while they're still in high school, the program requires students to take certain high school courses. They will have to pass those courses and keep up their grades. And besides staying on top of the books, students will also have to show that they're in control outside the classroom. That means staying away from trouble like gangs, drugs and alcohol. In short, the student promises to prepare academically for college and stay out of trouble, and in return, the state of Oklahoma promises to help pay the student's college tuition.

If you don't qualify for this program, there are still other ways to pay for college, including scholarships, grants and student loans. For more information on other financial aid, see your counselor for more details, visit the financial aid section on the Student Center, call the Oklahoma State Regents for Higher Education's student information hotline at 800.858.1840 or visit www.okpromise.org.

*In addition, the income of the student's parents (or the student if the student is financially independent of their parents) may not exceed \$100,000 at the time the student begins college and prior to receiving the scholarship. This provision becomes effective for students receiving the award in college for the first time in 2012-13 and thereafter.

REPORT CARDS

Report Cards will be given to students on the next Thursday following the end of the nine- week period.

ELIGIBILITY

The Oklahoma Secondary Schools Activities Association sets up eligibility rules for athletics and all other activities. Eligibility is determined on both a semester and weekly basis.

Any student participating in an activity in the afternoon or the evening must be in school a majority (4 classes) of that day to be eligible to participate. A student must attend school on Friday in order to participate in Saturday activities.

If you are absent on the day of an extracurricular activity, your parents must call the office to verify your absence for you to be eligible to participate. Staying home to rest is not excuse.

A student must be in attendance at school a minimum of one-half (1/2) day on the day of an event in order to participate in the event. Exceptions to this rule are funerals, doctor or dental appointments that prevent the one-half day attendance or another extreme emergency. Shopping, etc. are not legitimate reasons for missing.

Since a few activities may occur on Saturday or leave students may leave in the morning prior to the beginning of the school day, this rule will be enforced by requiring attendance the day prior to the event. Follow the same guidelines as above but the day preceding the event, for those Saturday and early events.

Coaches and/or sponsors will check the absentee list that applies to their event. If a participant is absent, then they will need to be cleared by their Principal prior to participating.

GENERAL INFORMATION

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Whenever road conditions become hazardous due to inclement weather, school may be called off by the school administration. If school is dismissed, extracurricular activities that are scheduled for that day and evening will also be cancelled. The only exception to this policy is when Wanette is participating in playoff competition (district, regional, area, or state). If that case arises, the decision to participate will be decided by the administrative staff.

When school is closed due to inclement weather, patrons may tune to television 4, 5, 9 and radio station KXY. These stations will be alerted to Wanette School closing.

TORNADO ALERT

The school's tornado alert will consist of a series of three short bells (three short bells, followed by three short bells, followed by three short bells, etc.) Shelter will be in the basement of the elementary building for elementary school persons, with students seated with backs to the wall and heads in folded arms. The safety location for high school students is located in the middle corridor of the high school building.

FIRE DRILL

A series of short bells will be the signal to evacuate the building for a fire drill. You will walk in a single line from your classroom with your teacher and leave the building through the nearest exit. No running will be allowed. There will be two fire drills each semester; the first will be conducted within the first fifteen days of each semester.

(A LOCK DOWN DRILL WILL BE HELD TWO TIMES PER YEAR.)

PRINCIPAL'S OFFICE

The principal's office is the administrative headquarters for our schools. If you have a problem or question, a visit to the office is welcome. We want to help you.

The office telephones are for school business use only. Elementary school students may use the office phone only in the case of an emergency. No students may use telephones during class time, except in cases of sickness or emergencies. Parents, you may call the principal's office and leave messages for your children at school. Such messages will be delivered as soon as possible. Messages received after 3:00 p.m. may be impossible to deliver before the school day ends.

ANNOUNCEMENTS

All announcements to be made must be brought to the principal's office and must be written out completely when brought to the office. The principal must approve each announcement. All announcements should be brought to the office by the morning of the day that they are to be made so that all announcements for the day can be made at one time.

VISITORS

Students are asked not to bring pre-school children, friends, or relatives to visit school. All visitors are requested to register in the principal's office before visiting any other part of the building.

LIBRARY

The library is open each day that school is in session. The library is to be used as a study area (no talking or visiting). The librarian will be on duty. Students are urged to use the library for both school reports and leisure reading. No book or magazine is to be taken out of the library unless the librarian checks it out. When books are kept past their due dates, fines will be levied.

SCHOOL BOARD MEETINGS

The regular monthly Wanette School Board meeting is at 6:30 p.m. on the third Monday of each month. Visitors are welcome. If any person wishes to add to the school board agenda, he must notify the superintendent forty-eight hours in advance of the school board meeting.

TEXTBOOKS

All students are expected to have access to textbooks. Students will be expected to pay for damage to or loss of textbooks issued to them.

STUDENT INSURANCE

All students are given a chance to enroll in a student insurance program at the beginning of the school year. All students who participate in extracurricular activities are encouraged to enroll in the program unless they have their own personal coverage.

PARENT/TEACHER CONFERENCES

There will be two parent/teacher conferences each school year, at least one in each semester. The dates and times of these conferences are listed in the "School-year Calendar".

ASBESTOS WITHIN SCHOOL FACILITIES

The superintendent wishes to inform parents that inspections of district facilities for asbestos have been conducted and management plans have been developed in accordance with state and federal regulations. Every six months the buildings will be surveyed to see if the condition of the asbestos has changed. If there is a change in the condition, proper steps will be taken to ensure the safety of all students, employees, and other occupants of the buildings. The required three-year inspection has been completed. Management plans are available for review in the administrative offices.

GYM USE

No student is allowed to be in the gym before the school day begins, during lunch period, or at other times other than when he has a class period in the gym.

POLICIES AND PROCEDURES

STUDENT RECORDS

Your permanent record is one we think is of utmost importance to you. We take every precaution to safeguard it. This record cannot be changed. It contains:

- Full name, birth date, age, and social security number;
- All semester grades and credits earned;
- Results of all special tests taken;
- Conduct and character rating; and
- Any special information, which will enable us to recommend you for employment or college entrance.

The purpose of this communication is to alert you to policies adopted by the Board of Education of Wanette Public School regarding students' records and permanent files. These policies are adopted to comply with the provisions of Public Law 93-380, Sections 513-515. It is the intention that we comply 100% with the provisions of the law. A transcript of this permanent record will be sent on request to any college or prospective employer.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this policy:

- The right to inspect and review the student's education record.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record in a hearing is necessary.
- The right to report violations of the FERPA to the Department of Education. All rights and protections given to parents under the FERPA and this policy transfer to the student when he or she reaches 18 or enrolls in a post-secondary school. The district will arrange to provide translations of this notice to non-English-speaking parents in their native language.

VIEWING AND CHANGING STUDENT RECORDS

Any parent or guardian of a student in the Wanette School System may inspect and review any and all official records directly related to his child. Request for such records must be made in person or by written letter to the principal or superintendent. If the identity of the person requesting such records is not certain, proof of identity will be required before allowing that person to see a student's records.

The records cannot be taken from the office, and changes to records cannot be made, without authorization from the committee assigned by the school board to review the records. The committee should consist of the principal, the teacher who taught a course in question if possible, a teacher who has had the student in class before is possible and a person not directly connected with the school. The principal should act as chairman of the committee.

A request by a parent or guardian to see his child's records will be granted immediately upon request when proper identification is given. In the event the accuracy of a student's records is challenged, the parent or guardian may request and be granted a hearing before a committee to challenge the content of those records. The committee should be created using the procedure explained above. The committee's task is to determine the accuracy of the records, whether they are misleading, or whether they are otherwise in violation of privacy or other rights of the student. In no instance should the committee attempt to undermine a teacher's rights and responsibilities.

A student's personally-identifiable records cannot be released without written consent of his parent or guardian, with certain exceptions, such as to other school officials who have legitimate educational interests, to authorized representatives of the United States, and in connection with the student's application for financial aid.

Whenever a student has attained eighteen years of age or is attending a post-secondary educational institution, the permission or consent required of, and the rights accorded to the parent or guardian of a student, shall thereafter only be required of, and accorded to the student.

All parents or guardians of current students and those enrolling in the future, or the students themselves if they are eighteen years of age or older or are attending a higher educational institution, shall be informed of these policies and procedures. Wanette Public Schools does not maintain statistical information not identified with a particular student and directory information, which shall be open for inspection and copying. Directory information shall include a student's name and date of birth.

ACCEPTING TRANSFER STUDENTS

It shall be the policy of the Wanette Public School System to not accept any student from another system as a transfer if that student is under disciplinary action from his home district. Exceptions may be made should the following be considerations:

- The student under disciplinary action makes restitution with his home district.
- By mutual agreement the two principals involved feel it would be in the best interest of the student. However, in no way can we place an undo hardship on our own system.
- All transfer students will be placed on probation for one semester. The probation may remain in effect as long as the principal feels it is in the best interest of the school and the student.

SEARCH OF STUDENTS

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

- The superintendent, principal, teacher, or security personnel of this school may detain and search or authorize the search of any student or students on the premises of the school or while attending or while in transit under the authority of the school, or while at any event or function sponsored or authorized by the school. Only a female may search a female student's belongings and only a male may search a male student's belongings and shall be witnessed by at least one other person of the same sex. These searches may be conducted only under the following conditions:
- The superintendent or principal has reasonable suspicion that the student may have on his or her person or property alcohol, dangerous weapons, or controlled dangerous substances as defined by law; stolen property, if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items, which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
- School lockers and school desks are the property of the school, not students. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
- The principal or superintendent may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion, is not considered to be freely and voluntarily given.
- The superintendent or principal conducting or authorizing a search shall have authority to detain the student or students and to preserve any contraband seized.
- Any searches of students as outlined herein will be conducted by an authorized person who is the same gender as the person being searched and shall be witnessed by at least one other authorized person who is of the same gender as the person being searched.
- Strip searches are forbidden. No clothing except cold-weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
- Items may be seized during a lawful search-in addition to those mentioned in paragraph one above-shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example, switchblade knives, brass knuckles, Billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which in the opinion of the principal or superintendent may pose

a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

- Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal history. A student suspended as a result of this regulation may appeal the suspension.

SPECIAL EDUCATION

Summary of Parents' Rights in Special Education

A. Records - You have the right to-

- Review or have your representative review the confidential records of your child.
- Receive a copy of the records.
- Have explained all items in the records.
- Ask for amendments to the records,
- Ask for a hearing if records are not amended.
- Control the release of records.
- Be informed when records will be destroyed

B. Consent – You have the right to---

- Give your consent for evaluation and placement
- Refuse permission for evaluation and placement.
- Know that the school also has a right to request a hearing for evaluation and placement.

C. Protection – You have the right to---

- Know a qualified person will do testing in child's native language.
- Know that testing alone is not a basis for placement.
- Have complete information collected concerning any suspected disability.
- A description of all evaluation procedures.
- Request reevaluation every three years or more often if requested.

D. Independent Evaluation – You have the right to---

- Be informed of outside evaluation agencies.
- Have independent evaluation considered for placement.

E. Least Restrictive Environment – You have the right to---

- Have your child educated in the mainstream as appropriate if it can be done with success.
- Equal extracurricular activities for your child.

F. Individualized Education Program (IEP)

- You have the right to be involved in a team meeting to write a program for your child and that it will be reviewed annually.

G. Hearing – You have the right to---

- Request a Due Process Hearing.
- Be advised about the problems of the disabilities.
- Have your child present in an open or closed hearing.
- Submit evidence and cross-examine witnesses.
- Appeal the decision.

Child Find

With changing times in education, the Oklahoma State Department of Education would like to inform parents about child find opportunities. "All children with disabilities, residing in the State, whether attending public or private schools, should be identified, located and evaluated." In Oklahoma we require that child find apply to all children who are suspected of having a disability and in need of special education and related services. We want to make everyone aware of this service that is provided to children with disabilities free of charge through the State of Oklahoma. If you would like more information on child find, contact your local public school or the Oklahoma State Department of Education, Special Education Services for more information. Help to find the children the education they deserve.

Contact: Special Education Director - 405-383-2254.

IMMUNIZATION OF STUDENTS

Oklahoma State Law requires the immunization against certain diseases of all children attending public schools. Title 70, Section 11210.191, Oklahoma Statutes, 1970: "Rules and Regulations for Immunizations for School Children," as amended June 1976, governs school-admission immunization requirements. This law requires that parents or guardians of all minor children in grades kindergarten through the twelfth for all public, parochial, or private schools in the state of Oklahoma, to present a certificate of required immunizations upon school entry.

All minor children applying for admission to any Oklahoma school, who have not completed the required immunizations, must be informed of the necessary requirements and complete those requirements before entering school.

It is the duty of school authorities to enforce this law by admitting only those students who have completed all immunizations required. All students must be adequately immunized before enrolling in school.

Students must meet one of these three criteria before enrolling:

- Criterion One: DTP/DTAP - 5 doses (note: 4 doses if 4th dose given on or after 4th birthday), Polio - 4 doses (note: 3 doses if 3rd dose given on or after 4th birthday), MMR- 2 doses, Hepatitis B - 3 doses, Hepatitis A - 2 doses, Varicella - 1 dose or history of disease, TDAP Booster is required before allowed in day care or school
- Criterion Two: In the process of being immunized (must be substantiated by record of proof)

- Criterion Three: Certification of exemption. (See exemptions below)

Students will be denied enrollment if these regulations are not met.

Exemptions to the Immunizations Required by Law

- Medical (A signed statement is required to obtain this exemption, using ODH Form 216A from a licensed physician stating the physical condition of the child is such that immunization would endanger the life or health of the child.)
- Religious or Other (The parent or guardian must present a signed written statement briefly summarizing his or her objections, to obtain this exemption.)
- Parental Objection (A signed statement, using ODH Form 216A, from a parent or guardian objecting to the required immunizations is required to obtain this exemption. Lost or unobtainable records are not grounds for personal exemptions.)

DISPENSING MEDICATION

The term medicine as used in this policy means nonprescription and filled prescription medicine. Filled prescription medicine is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school principal or school employees who have been designated in writing by the school principal as authorized to administer medicine. A nurse employed by the health department working pursuant to an agreement made between the health department and this school district may also administer medicine.

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school hours shall bring the medication to the principal of the school the student attends and complete and sign the "Parental Authorization" form, which is available in the school's administrative offices. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer the medicine.

Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Nonprescription medication may be dispensed and administered only in compliance with the written directions on the label on the medication, or as otherwise authorized in writing by the child's physician. All medicine shall be properly stored and not readily accessible to persons other than the persons who will administer the medication.

Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine which was administered, the dosage of

the medicine which was administered, and the time the medicine was administered. The "Log" of Administration of Medicine" shall be used by each school to keep the record of all medicine administered during each school year.

The board of education adopts this policy pursuant to the provisions of 70 O.S. 1984, S1-116.2. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.

SELF-ADMINISTRATION OF MEDICATION

Parent or guardian of the student to authorize in writing the student's self administration\of medication;

Parent or guardian of the student to provide to the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed proper method of, self-administration of medication.

Parent or guardian of the student to provide to the school an emergency supply of the student's medication to be administered;

School district to inform the parent or guardian of the student, in writing, 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; and

Parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

AIDS EDUCATION

The Wanette School in compliance with Oklahoma State Law 70.O.S. 1987 11-103.3, Annually provides Acquired Immune-deficiency Syndrome (AIDS) prevention education as required by law. The curriculum is available for review. Requests for exemptions from receiving AIDS awareness instruction must be made in writing.

CONTAGIOUS DISEASE/HEAD LICE

State law requires that any student afflicted with a contagious disease or head lice may be prohibited from attending public school, private, or parochial school until such time he or she is free from the contagious disease or head lice. Any student who is prohibited from attending school due to contagious disease or head lice shall present to the appropriate school authorities certification from a health professional or authorized representative from the State Department of Health that says the student is

no longer afflicted with head lice or a contagious disease and after a trained employee has checked and released the person before said student may reenter school.

COMMUNICABLE DISEASES POLICY

The Board of Education is concerned for the health and well being of student's staff of the district. While the general health and physical well being of a student is the responsibility of the parent, the board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease. Children may be excluded from school when it is believed necessary by a building administrator to promote the safety and well being of all students and staff.

The Board of Education recognized the possibility of students and staff acquiring and/or transmitting a contagious disease, which may or may not be life threatening. Any student who is prohibited from attending school due to contagious disease or head lice shall present to the appropriate school authorities documentation from a physician, other health professional or authorized representative from the State Department of Health that says the student is no longer afflicted with head lice or a contagious disease before said student may reenter school.

The decision may be appealed to a committee consisting of the student's parent or guardian, physician, a public health person, and appropriate school personnel. The committee will be selected by the Superintendent or designee.

In making a determination, the committee will consider the impact on both the infected individual and others within the school system.

This policy will include all communicable diseases. On the basis of present medical information, the term infected would apply to both carrier and those having been diagnosed as being infected. If there is reasonable cause to believe that a student or school employee is an infected individual an appropriate medical examination may be required.

DISCRIMINATION CLAUSE

The Wanette Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, lineage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies and firms with whom the board does business.

The Wanette Board of Education does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status. The District further forbids sexual harassment by any employee or student. Victims of discrimination and/or sexual harassment are encouraged to come forward with such claims. The District's designated representative for claims of discrimination and/or sexual harassment is:

Superintendent (405) 383-2656.

PROFICIENCY-BASED PROMOTION

Fulfillment of curriculum requirements should be based on attainment of competencies, not on the time spent studying in a given subject area. This will permit the desired competencies to be given full weight irrespective of the curriculum slot in which they are mastered. At such time as an individual student has attained all competencies required for receipt of a high school diploma, he or she should be entitled to graduate regardless of age.

PROFICIENCY CRITERION-REFERENCED TESTING PROGRAM

Students wishing to test out of a particular class or classes must present such a request in writing from their parents prior to the beginning of the school year or Christmas break. All testing must be completed two weeks before the next school semester commences. These students must be able to demonstrate mastery of the learning outcomes of the subject or subjects involved at or about a ninety percent proficiency level. Students will be required to complete a criterion-referenced comprehensive exam over each subject or subjects they wish to test out of. Students must score ninety percent or better on the exam to receive credit.

STUDENT TESTING MANDATES

The Oklahoma Core Curriculum Tests are administered by content area in Grades 3, 4, 5, 6, 7 and 8 during the spring semester (Writing Tests in February, all other tests in March/April). The Oklahoma End of Instruction Tests are administered in the following content areas in the high school.

- Algebra I
- English II
- Biology
- Geometry
- US History
- English III
- Algebra II

State law requires that in order for students beginning the freshman year on or after the 2008-2009 school year to receive a high school diploma they must score proficient in four (4) end of instruction tests. Students must score proficient in Algebra I and English II end of instruction tests. In addition, students must also score proficient in a minimum of two (2) of the following end of instruction tests: Biology, English III, Geometry, Algebra II, and U.S. History

These Criterion Referenced tests (CRT's) are designed to measure student attainment of skills established in Oklahoma's core curriculum, the Priority Academic Student Skills (P.A.S.S.).

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NONINTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

Wanette Schools is committed to the fact that the unlawful possession and/or use of illicit drugs or alcohol are wrong and harmful. It shall be the policy of the Wanette Board of Education that any teacher who has reasonable cause to suspect that a student has in his or her possession intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, as state law now defines the above, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent and a parent or legal guardian of said student of the matter. (Reference: O.S. Title 70 Section 133)

Every teacher employed by the Wanette Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference: O.S. Title 70 Section 24-132)

**WANETTE PUBLIC SCHOOLS
ACTIVITY STUDENT DRUG TESTING POLICY**

The Wanette Board of Education, in an effort to protect the health and safety of its extracurricular activities students from illegal and/or performance-enhancing drugs use and abuse, thereby setting an example for all other students of the Wanette Public School District, proposes to adopt the following policy for drug testing of activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Wanette Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict to possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in any extra-curricular activities.

The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

This policy supplements and complements all other policies, rules, and regulations of the Wanette Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at the Wanette Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are as follows:

- To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
- To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well being and offer them
- The privilege of competition as an incentive to stop using such substances.
- Ensure that students adhere to a training program that bars the intake of illegal and
- Performance-enhancing drugs.

To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.

To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and the community on behalf of the Wanette Public School District. For the safety, health and well being of students in extracurricular activities the Wanette Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 7-12.

The administration may adopt regulations to implement this policy.

DEFINITIONS

- "Activity Student" means a member of any middle or high school Wanette Public School District sponsored extra-curricular organization, which participates in interscholastic competition. This includes any student that represents Wanette Schools in any extra-curricular activity in interscholastic competition, (such as FFA, FCCLA, Academic Team, Cheerleader, and Athletics.)
- "Drug use test" means scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.
- "Random Selection Basis" means a mechanism for selecting activity students for drug testing that:
 - Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and does not give the School District discretion to waive the selection of any activity student selected under the mechanism.
- "Illegal drug" means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall include alcohol.

- "Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and protein, which can be lawfully purchased in over-the-counter transaction.
- "Positive" when referring to a drug use test administered under this policy means a toxicological test result, which is considered to demonstrate the presence of an illegal, or a performance--enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug test.
- "Reasonable suspicion" means a suspension of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/ or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

PROCEDURES

The student, parent or custodial guardian shall provide each activity student with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a urine sample: (a) as part of the student's annual physical or for eligibility for participation; (b) when the activity student is selected by the random selection basis to provide a urine sample; and (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form " .

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

All Activity Students will be required a urine sample before the student may participate in an extra curricular activity covered, under this policy. A student who moves into the district after the school year begins will have to undergo a drug test before they will be eligible for participation. Drug testing for Activity Students will also be chosen on a random selection basis-monthly from a list of all Activity Students who are involved in off-season activities.

The Wanette Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug testing for illegal or performance-enhancing drug use by that

particular student. Any drug test will be administered by or at the direction of a professional laboratory chosen by the Wanette Public School District.

The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.

The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal shall designate a coach, sponsor, or school employee the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present to listen for the normal sounds of urination in order to guard against tampered specimens and to insure accurate chain custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in sealed and confidential envelope and shall not be viewed by the district employees.

An initial positive test result will be confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/ mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen, that tested positive, shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

CONFIDENTIALITY

The laboratory will notify the principal of any positive test. To keep the positive test results confidential, the principal will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal or to the lab. The Wanette Public School District will rely on the opinion of the laboratory, which performed the test in determining whether the positive test result was produced by something other than the consumption of an illegal or performance-enhancing drug. Test results will be kept in files separate from the student's other educational records and shall be disclosed only to those school personnel who have to know, and will not be turned over to any law enforcement authorities.

APPEAL

An Activity Student who has been determined by the principal to be in violation of this policy shall have the right to appeal the decision to the Superintendent. Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular until the review is completed. The Superintendent shall then determine whether the original findings were justified. No further review of the Superintendent's decision will be provided and his/her decision will be conclusive in all respects. Any necessary interpretation, or Superintendent, which shall be final and non-appealable.

CONSEQUENCES

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

For the **FIRST** Offense:

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set with the student, sponsor, parent/guardian, and principal concerning the positive drug test.

In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student received drug counseling from a qualified drug treatment program or counseling entity. Additionally the student must voluntarily submit to second test to be administered within two (2) weeks of positive test in accordance with the testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

For the **SECOND** offense:

Suspension from participation in all activities covered under this policy for (14) calendar days and successful completion for four (4) hours of substance abuse education/counseling provided by the school. The student may not participate in any meetings, practices, scrimmages or completions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the principal, coach or sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who had tested positive.

For the **THIRD** Offense (in the same school year)

Complete suspension from participation in all extra-curricular activities including all meetings, practice, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is the longer.

REFUSAL TO SUBMIT TO DRUG TEST

A participating student, who refused to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Wanette Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Wanette Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

SAMPLE COPY

WANETTE PUBLIC SCHOOL DISTRICT
 Student Drug Testing Consent Form

Statement of Purpose and Intent

Participation in school sponsored extra-curricular activities at the Wanette School District is a privilege. Activity Students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

Drug use of any kind is incompatible with participation in extra-curricular activities on behalf of Wanette Public School District. For the safety, health, and well being of the student of the Wanette Public School District, the Wanette Public School District has adopted the attached Activity Student Drug Testing Policy and the Student Drug Testing Consent for use by all participating students at the middle school and high school levels.

Participation in Extra-Curricular Activities

Each Activity Student shall be provided with a copy of the Activity Student Drug Testing Policy and Student Drug Testing Consent, which shall be read, signed, and dated, by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any interscholastic activities. The consent shall be to provide a urine sample: a) as part of their annual physical or for eligibility for participation; b) as chosen by the random selection basis; and c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent.

Student’s Last Name First MI

I understand after having read the “Student Activity Drug Testing Policy” and “Student Drug Testing Consent” that out of care for my safety and health the Wanette Public School District enforces the rules applying to the consumption or possession of illegal and performance-enhancing drugs. As a member of a Wanette extra-curricular interscholastic activity, I realize that the personal decision that I make daily in

regard to the consumption or possession of illegal or performance-enhancing drugs may affect my health and well being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use of possession of illegal or performance-enhancing drugs any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the policy.

Signature of Student

Date

We have read and understand the Wanette Public School District "Activity Student Drug Testing Policy" and "Student Drug Testing Consent." We desire that the student named above participate in the extra-curricular interscholastic programs of the Wanette Public School District and we hereby voluntarily agree to be subject to its terms. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

WEAPONS-FREE SCHOOL

It is the policy of the Wanette school district to comply fully with the Gun-free Schools Act. Any student in the Wanette school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to the above.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined as "... any pistol; revolver; dagger; pocket knife; art knife, switchblade knife; spring-type knife; sword cane; knives having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife; blackjack; loaded cane; Billy club; hand chain; metal knuckles; or any other offensive weapon."

Any student who violates this policy will be subjected to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

The superintendent or his designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modifications must be reported to the board of education at its next meeting.

GIFTED EDUCATION PLAN

Nominations will be sought from professional educators, parents, peers, students themselves, and others as appropriate. Placement for the gifted program will be made by testing and non-testing methods. The procedure used in the identification process will be nondiscriminatory with respect to race, economic background, national origin, or handicapped conditions.

EDUCATION POLICIES AND PROCEDURES **McKinney-Vento Homeless Education** **Homeless Assistance Act**

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education as the non-homeless. The district will work with homeless students and their families to provide stability in school attendance and other services in accordance with the McKinney-Vento Homeless Education Assistance Act. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, special education, English language education programs, vocational and technical education programs and school nutrition programs. This policy addresses the following key components of the McKinney-Vento Homeless Education Assistance Act:

DEFINITION OF HOMELESS CHILDREN AND YOUTH

The district has adopted Section 725(2) of the McKinney-Vento Homeless Education Assistance Act regarding the definition of homeless children and youth which states:

Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

- Migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- Unaccompanied youth (a youth who is not in the physical custody of a parent or guardian).
- Designation of a Homeless Education Liaison

The district will designate a staff person whose role will be in part to ensure that homeless students enroll in school and that they receive eligible educational services. Please contact LeGay Riggs, Wanette Public Schools Homeless Education Liaison at 405-383-2254.

ENROLLMENT

The district shall immediately enroll homeless students even if they do not have the documents usually required for enrollment, (i.e., school records, medical records or proof of residency). The Homeless Liaison will assist families if needed in obtaining required records.

Homeless parents have the right to decide, along with the school, whether it is feasible or in the best interest of their child to attend the school of origin which would allow the child to stay in the same school he/she attended before becoming homeless or transfer to the school nearest the shelter or other temporary housing.

In the case of unaccompanied youth, the Homeless Liaison or designee will assist in enrollment decisions.

DISPUTES

A student must be allowed to attend the school whose district is challenging the student's right to attend until the state department of education/designee makes a decision regarding the dispute. The challenging school district must continue to provide transportation and other school services to the student until the dispute is resolved.

The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district Homeless Liaison will carry out dispute resolution as provided by state guidelines.

NUTRITION PROGRAMS

The determination of eligibility for free meal benefits will be made available to homeless students without delay. School staff may accept documentation that students are homeless from the Homeless Education Liaison or the director of the homeless shelter where the students reside.

TRANSPORTATION

Homeless students are entitled to transportation at the request of the parent or guardian (or in the case of an accompanied youth, the liaison) to their school of origin or the school where they are enrolled. The district will provide transportation services to homeless children and youth that are comparable to those received by other students.

TITLE I SERVICES

Homeless students have the right to access the education services needed to ensure that they have an equal opportunity to meet the same academic standards as other students.

INTERNET ACCEPTABLE-USE POLICY

The Wanette Board of Education believes that the use of the Internet will further education by promoting the exchange of information and ideas and by providing statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student accounts and e-mail addresses will not be provided, and students will not be permitted to use the school's address to send and receive mail at school.

Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control exactly what resources students may locate. The Wanette School District makes no guarantees of the accuracy of the information or the appropriateness of materials, which a student may encounter. Our Secure Schools networking filter protects against access by adults and minors to visual depictions that are obscene, child pornography, or-with respect to use of computers with Internet access by minors-harmful to minors. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. It may be disabled for adults engaged in bona fide research or other lawful purposes.

Our district policy includes monitoring the online activities of minors. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, lewd, gang related or anything that advertises any product or service to minors prohibited by law. Students and other users will also refrain from accessing anything that presents a clear and present danger or that will cause the commission of unlawful acts or the violation of lawful school regulations. Our Internet Safety Policy addresses the following as required by CIPA (Children's Internet Protection Act):

- cyber bullying
- access by minors to inappropriate matter on the Internet and World Wide Web;
- the safety and security of minors when using electronic mail, chat rooms, and other forms or direct electronic communications;
- unauthorized access, including so-called "hacking", and other unlawful activities by minors online;
- unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- measures designed to restrict minors' access to materials harmful to minors/
- (New October 2008) educating minors about appropriated online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential;

however, users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended. Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violated the copyright laws. All persons wishing to use the services provided by the school district will sign an Internet-Use agreement. Violation of the Internet Acceptable-Use policy will result in forfeiture of all Internet-user privileges. Violators shall also be subject to appropriate disciplinary action.

ONLINE INSTRUCTION

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Wanette Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

DEFINITIONS

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous on line course is not independent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real time interaction of the participants.

Supplemental online course is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real time.

GUIDELINES

Prior to offering an online instruction course, the board of education shall comply with the following guidelines recommended by the State Department of Education:

1. Web-based and two-way interaction video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the school district. A grade assigned for course credit that will be completed through the supplemental online program shall be treated the same as any other course offered by the district and will be assume all responsibility for such coursework.
3. Only students who are regularly enrolled in this district will be granted access to supplemental online courses and shall be allowed to enroll in alternative instructional delivery systems courses offered for credit through this district.
4. Request for enrollment in supplemental online courses shall be as follows:
 - a. Interested student shall be required to fill out a request for enrollment in supplemental online course(s) form.
 - b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student, and approve/disapprove al students' request to participate in courses delivered by means of online instruction. Only those approved enrollments shall be eligible for credit granted by the district.
 - c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day prior.
6. Students earning credit by means of online instruction shall participate in all required state level academic assessment in the same manner as other regularly enrolled students within the district

required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

7. Courses offered for credit by means of online instruction shall be aligned with the Priority Academic Student Skills (PASS).
8. Oklahoma statutes limiting the number of students teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous web based and two way interactive video courses. The number of students each instructor may be required to supervise in asynchronous web based courses shall be determined by the administrator.
9. Each teacher for two way interactive video and web based courses shall be provided in service pertaining to the methodology of instructional delivery and the technical aspects of distance learning.
10. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted “present” or “in attendance” when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents and the school district reports that reflect daily attendance/participation, progress reports and grades. Such attendance/participation reports, progress reports and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

Assignments shall be graded. A syllabus shall be prepared by the teacher and posted on the district’s website prior to the commencement of the first class. The syllabus shall provide details to students including assignment, grading, testing and the grading scale used.
11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
12. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district. (See cross-referenced policies concerning these issues).

14. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive technology shall, by means of contractual agreement, address such issues as the instruction costs, bell scheduled, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load and instructor employment.
15. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance and the responsibility for course costs and equipment.
16. Instructors of online courses shall be (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
17. Students at remote sites who participate in the online courses offered by the district will be responsible for providing their own equipment and internet access.
18. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

PARENTS RIGHTS TO KNOW

Parents have the right to request information regarding the professional qualifications of the student's classroom teacher. If you have a need for such information please contact the high school principal.

Important Information for Parents about Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningococcal disease?

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes-fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshman living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, and lip balm—anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

SIGNS AND SYMPTOMS OF MENINGITIS

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

Adolescents entering high school (15 years of age),
College freshmen that live in dormitories,
Other people at high risk include 11-through 55-years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10- years old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarette and alcohol.

Is the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugated vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed at the bottom of the page.

Where can I get the vaccine for my son or daughter?

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Is Medicaid eligible,
- Are Native American,
- Or whose health insurance does not pay for vaccines,
- And are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world

Is this vaccine required to attend school in Oklahoma?

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at www.nmaus.org

Immunization Action Coalition at: <http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at:
<http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information at:
<http://www.immunizationinfo.org/>

NON-DISCRIMINATION ACT

The regulations implementing Title VI, Title IX, Section 504, the *Age Discrimination Act*, and the *Boy Scouts Act* contain requirements for recipients to issue notices of non-discrimination. (See 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25, and 108.9, respectively.) The Title II regulation also contains a notice requirement that applies to all entities of state or local government, whether or not they receive federal financial assistance. (See 28 C.F.R. Section 35.106.)

These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups. However, these regulations contain minor differences relating to the required content of recipient notices of non-discrimination and the methods used to publish them.

The Title VI regulation requires schools and colleges to notify students and others of the regulatory provisions in a manner that a responsible ED official would find necessary to tell students of their protections against discrimination under the statute and regulation.

The Boy Scouts Act regulation incorporates the Title VI regulatory provision concerning notice of non-discrimination. Public elementary and secondary schools and local and state educational agencies that receive funds made available through ED must make available information regarding the provisions of the Boy Scouts Act. This information must be made available in a manner that a responsible ED official would find necessary to inform people of the protections provided under the Boy Scouts Act and its regulation. Entities other than public elementary and secondary schools and local and state educational agencies that receive funds made available through ED need not provide this notice, as the Boy Scouts Act does not apply to them.

The Title IX and the Section 504 regulations both contain more detailed requirements that specify the information that must be included in a notice of non-discrimination. These regulations also require recipients to designate at least one employee to coordinate efforts to comply with and carry out responsibilities.

The Title IX regulation requires schools and colleges to implement specific and continuing steps to inform students and others of the protections against discrimination on the basis of sex. The notification must state that the requirement of non-discrimination in educational programs and activities extends to employment and admission. It also must say that questions about Title IX may be referred to the employee designated to coordinate Title IX compliance or to the assistant secretary for civil rights. Schools are required to include the name, address, and telephone number of the designated coordinator in their notifications.

The Section 504 regulation requires that schools and colleges employing 15 or more persons implement appropriate, continuing steps to notify students and others that the school does not discriminate on the basis of disability in violation of the statute and regulation. The notification must state, where appropriate, that the school or college does not discriminate in admission, treatment, or access to its programs or activities. The notification also must state that the school or college does not discriminate in employment in its programs or activities. The employee designated to coordinate compliance with the Section 504 regulation must be identified in the notification.

The Title II regulation requires that a public entity generally make information regarding the provisions of Title II available to applicants, participants and other interested persons in such a manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination under the Americans with Disabilities Act. The regulation implementing the Age Discrimination Act requires a school or college to notify its students and applicants, in a continuing manner, of information regarding the provisions of the act and these regulations. The notice must identify the compliance coordinator by name or title, address, and telephone number.

Any concerns should be directed to Wanette High School, 405-383-2254.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day Wanette Public Schools receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected

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 Wanette Public Schools to amend a record should write the school principal, 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wanette Public Schools 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

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued

subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Wanette Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wanette Public Schools 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 Wanette Public Schools 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;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ⁽¹⁾

If you do not want Wanette Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 30th**. Wanette Public Schools has designated the following information as directory information:

- **Student's name**
- **Date of birth**

PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, Or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Wanette Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Wanette Public Schools will directly notify parents of these policies at least annually at the beginning of the school year and after any substantive changes. Wanette Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Wanette Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW

WELLNESS POLICY

Purpose:

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

Overall Goal:

All students in Wanette Public School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Wanette Public School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Wanette Public School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

Nutrition Guidelines/Standards School Meals

Minimum Policy Statements:

- Per USDA Regulations §210.10 and §220.8, school lunches and breakfasts will meet menu planning system guidelines as required by USDA.
- Per USDA Regulation §210.10, school lunches will provide 1/3 of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulation §220.8, school breakfasts will provide 1/4 of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulations §210.10 and §220.8, the total calories from fat in school meals will be limited to 30 percent when averaged over one week.
- Per USDA Regulations §210.10 and §220.8, the total calories from saturated fat in school meals will be less than 10 percent when averaged over one week.
- Per USDA Regulations §210.10 and §220.8, school meals will meet the Dietary Guidelines for Americans.

Optional Policy Statements:

Qualifying after-school programs will participate in USDA's After-School Snack Program.
Qualifying school sites will participate in USDA's Summer Food Service Program.
Healthy food preparation techniques will be implemented. Food items will not be fried.

Fruits and/or vegetables will be offered daily at all points of service. Fruits and vegetables should be fresh whenever possible. Frozen and canned fruits should be packed in natural juice, water, or light syrup.

Schools serving chips must use reduced-fat or baked varieties, rather than the traditional varieties.

Students will be offered a variety of skim and lowfat milk, meat and beans, fruits and vegetables, and whole grains on a daily basis.

School staff will support and encourage student participation in the USDA school meals programs.

School sites will be encouraged to participate in Farm-to-School by purchasing fresh fruits and vegetables from local farmers when available.

Other Food Items Sold on School Campuses

Minimum Policy Statements:

- Per USDA Regulation §210, Appendix B, foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten.
- Per the Child Nutrition and WIC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in elementary schools will not have access to FMNV except on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in middle and junior high schools will not have access to FMNV except after school, at events which take place in the evening, and on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), diet soda, an FMNV, will be available for sale at the junior high only in vending areas outside of the cafeteria.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), healthy food options will be provided at the high school and priced lower than FMNV in order to encourage students and staff to make healthier food choices.

Optional Policy Statements:

Fried food items will not be available for sale as á la carte food items.

Nutrient-rich food items will be available for sale at all places where food and beverages are sold on school campuses. This includes the cafeteria, vending machines, school stores, and concession stands. The district will follow the recommended food items specified in Healthy Snack Choices provided by the OSDE.

Snack food items available for sale will contain less than 30 percent or 7 grams of fat per single serving as stated on the Nutrition Facts label (exception: nut and seed mixes).

Snack food items available for sale will contain less than 10 percent or 2 grams of saturated fat per single serving as stated on the Nutrition Facts label

Snack food items available for sale will contain no more than 35 percent sugar by weight or 15 grams per single serving as stated on the Nutrition Facts label (exceptions are fresh and dried fruits).

Snack food items available for sale will contain less than 480 milligrams of sodium per single serving as stated on the Nutrition Facts label.

High energy drinks with elevated levels of caffeine will not be available for sale anywhere on school campus.

Nutrition education:

Minimum Policy Statements:

- Per USDA Regulations §210.12 and §227, nutrition education is offered in the school cafeteria as well as the classroom.
- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

Optional Policy Statements:

MyPyramid nutrition education resources will be used in the cafeteria and classroom. Nutrition education is integrated into the core curriculum, including math, science, and language arts. Family/parent nutrition education opportunities will be provided. Advertising and other materials that promote FMNV will be eliminated on all school campuses. Students will receive consistent nutritional messages throughout the school, classroom, cafeteria, and school events. Age appropriate USDA Team Nutrition resources will be utilized to teach nutrition education to students. School staff will work with local county extension educators to incorporate nutrition education activities in school. School staff will promote healthful eating and healthy lifestyles to students and parents.

Physical Activity:

Minimum Policy Statements:

- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- Per Oklahoma Senate Bill 312 (effective school year 2006-2007), students in Grades K through 5 will participate in 60 minutes of physical activity each week.

Optional Policy Statements:

Active transportation to and from school will be encouraged by assessing safest routes for students to walk or bike to school and by installing bike racks at school buildings. Students will be encouraged to participate in voluntary before- and after-school physical activity programs such as intramurals, clubs, and, at the secondary level, interscholastic athletics. Students and school staff will collaborate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities. Staff will serve as physical activity role models for students. All playgrounds will meet the recommended safety standards for design, installation, and maintenance. School sites will provide adequate equipment (e.g., balls, rackets, and other manipulatives) for every student to be active.

School-Based Activities:

Minimum Policy Statements:

- Per Oklahoma Senate Bill 1627, each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.

- Per the school district’s Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment.
- Per USDA Regulations §210.12 and §227, students and parents will be involved in the NSLP. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion, and other related student-community support activities.

Optional Policy Statements:

Students will be provided with a clean, safe, enjoyable meal environment. Students will be provided with an adequate amount of time to eat breakfast and lunch. A minimum of 15 minutes will be provided at breakfast and 20 minutes at lunch (after students receive their trays). Elementary schools will be encouraged to participate in the Healthier US School Challenge. Students will be involved in planning for a healthy school environment. Students will be asked for input and feedback through the use of student surveys, student committees, and school clubs.

GRADES RECORDED POLICY

At least 2 grades will be recorded each week by all Elementary, Junior High and High School teachers.

SEMESTER TESTS AND SEMESTER TEST EXEMPTIONS

Semester tests will be given by all teachers in the Junior High and High School. A semester test may count for no more than 20% of the grade for that grading period. Students may be exempt from semester tests in the following ways:

1. Student has a grade of an A or 3 absences or less.
2. Student has a grade of a B or 2 absences or less.
3. Student has a grade of a C and 1 absence or less.
 - An absence is excused or unexcused. The only absences not counted toward semester test exemptions are school activity absences.
 - Any student that has been in ISD or suspended from school (OSS) must take all semester tests.

WANETTE PUBLIC SCHOOLS ACCELERATED READING POLICY

Accelerated Reading is a program that our district has adopted to help improve student-reading levels. This program involves testing that evaluates each student's reading level and sets as a goal an appropriate amount of points based on the level for that student to achieve in a semester grading period.

Students will be reading books on the designated reading level and passing tests over the content covered in the books read. Each student must score 70% or higher on each AR test to "pass" the test and earn the points for that book.

Each book in the library has a content rating. The content ratings are as follows:

- LG - lower grades - content is family-oriented and appropriate for all audiences - suitable for grades K-3.
- MG - middle grades - content is more advanced and true to life - suitable for grades 4-8.
- UG - upper grades - content is advanced and the themes are more mature in nature - suitable for grades 9-12.

We ask that you as a parent assist in advising your child on his/her reading choices. Please ask them about their current reading selection. If you find the selection to be undesirable for your child then feel free to return that book to the library and to make another choice. We are only allowed to monitor their selections on reading levels..

7th through 12th Grade

Each student 7th-12th will take a Star test at the beginning of the year to determine his/her reading range. The teacher, parent, and student will then set the semester goal based on the Star test. Some parents and students feel the star test accurately reflects the students reading level, while other parents and students do not. This is why the teacher, student, and parent will establish the goal together.

The student will then choose a book on his reading level and read it. (See above chart.)

Upon completing the book, the student will take an AR quiz on the book. If he/she scores at least 70%, he will receive points for the book. Scores below 70% will receive no points. Students who struggle with remembering a book may take a quiz as they read the book if they receive permission from the English teacher and Mrs. Roberts. (Please see one of them for more details.) Students will not be graded on quiz scores, only points received. They cannot, however, take a quiz more than once without special permission.

Students will have the opportunity to receive 4 extra points added to their semester grade in every class. If the student earns double his/her point goal within the semester, he will receive 4 extra points added to his/her semester grade in every class. At least 15 minutes of homework time will be given at the end of class for AR reading and other homework completion.

Suppose Student X's AR goal is 25, decided by the teacher, student, parent, and Star test. His/her suggested reading range is 4.5 – 8.0. He/she will choose a book within that level, read it, and take a quiz on it. The book will tell in the front cover how many points it is worth. The student will receive most or all of the points if he/she scores a 70% or better on the quiz. 100% scores receive all the points for the book, while a 70% will only receive most of the points. Since his/her goal is 25, he/she must obtain 25 points by the end of the semester. If he earns double his goal (50 points), he/she will receive 4 extra points on his/her semester grade in every class. Students' progress on AR will be noted on progress reports, which will go out at least twice per 9 weeks.

ACCELERATED READING CHART

The chart below will be used district-wide. This chart shows the number of points expected for each student, based on his/her grade equivalent score and reading level.

Grade Equivalent Score	I. Suggested Reading Levels	III. Points per Semester
1.0	1.0-2.0	7.5
1.5	1.5-2.5	8.5
2.0	2.0-3.0	9.5
2.5	2.3-3.3	10.5
3.0	2.6-3.6	11.5
3.5	2.8-4.0	12.0
4.0	3.0-4.5	12.5
4.5	3.2-5.0	14.5
5.0	3.4-5.4	16.0
5.5	3.7-5.7	17.5
6.0	4.0-6.1	19.5
6.5	4.2-6.5	20.5
7.0	4.3-7.0	22.0
7.5	4.4-7.5	24.0
8.0	4.5-8.0	25.0
9.0	4.6-9.0	28.5
10.0	4.7-11.0	31.0
11.0	4.8-11.0	34.0
12.0	4.9-12.0	37.5

After viewing the attached chart and noting your child's reading level, please sign below acknowledging your receipt of this policy, the expectations, and the possible consequences of this policy.

I, _____, have read and understand the Wanette Public Schools AR policy. I understand that my child's performance on his AR tests will directly and significantly impact his/her grade according to his/her teacher's classroom policies. My child, _____, has a reading level of _____ and will need to earn _____ points per semester until his/her reading level changes.

Student Signature

Date

Parent Signature

Date

INTERNET SAFETY POLICY AND USE AGREEMENT

The following is a contract between the student, parent or guardian, and the school system. Please read carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to

control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material, which is not consistent with our educational goals. It is all staff members' responsibility to educate students about appropriate online behavior, including interaction with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

I will not use the Internet for transmission of any materials in violation of any federal or state regulations. Transmission of copyrighted material threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.

I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.

I will not give my home address, location of my school, phone number or any personal information about myself or any other student or school personnel to anyone vial the Internet.

I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.

I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's Internet access and /or network (email, chat rooms, etc.)

I will not use the Internet in a way that would disrupt the use of the network by others.
I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.

The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.

If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.

Vandalism of any kind is prohibited.

These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.

I understand access to the Internet through Wanette Public Schools is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

My instructor/school sponsor has explained the terms and conditions for using the Internet to me and I agree to abide by them.

Student Signature _____ Date _____

I have read the above form and conditions and understand that violation of these can result in the denial Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student.

Parent/Guardian's Signature _____ Date _____

**Wanette Public School
Accountability Agreement with Students, Parents, Teachers and Administrators**

It is important that parents and schools work together to help students achieve high academic standards. The signatures below indicate our support of and commitment to the following responsibilities:

As a student enrolled in Wanette Public School, I agree to

- Build a partnership with my teachers and parent(s) to help myself achieve Oklahoma's high standards.
- Accept responsibility for my behavior, choices and attitude at school and home
- Attend school regularly and always work to the best of my ability
- Respect myself, all school personnel, and the rights of others
- Complete and return homework assignments
- Come to school dressed appropriately, with the necessary materials, and prepared to work
- Conform to rules of student conduct

As the parent/guardian of _____ I agree to

- Build a partnership with the school to help my child achieve Oklahoma's high standards
- Make sure my child is well rested and eats a nutritional meal
- Support the school staff in efforts to maintain discipline
- Communicate on a regular basis with my child's teacher
- Monitor my child's homework
- Read, sign and return my child's weekly papers, planners and progress reports
- Attend parent/teacher conferences
- Require my child to be responsible for his/her behavior, attitude and effort at school and home.
- Encourage punctuality and regular school attendance
- Make sure the school is informed of any changes in our home situation that affects my child's ability to succeed

As a classroom teacher in Wanette Public School, I agree to

- Build a partnership with the student and parent to help the student achieve Oklahoma’s high standards
- Provide alternative teaching strategies and remediation opportunities for all students while respecting all students
- Provide a climate in my classroom that is conducive to learning
- Communicate with parents through conferences, progress reports, report cards and by phone
- Provide ideas you can use at home to help your child
- Use special activities in the classroom to enhance the learning experience

As a Principal in Wanette Public School, I agree to

- Provide an environment that allows for positive communication between the teacher, parent and student
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction

Parent/Guardian:		Date:	
Student:		Date:	
Teacher:		Date:	
Principal:		Date:	

I have received a copy of the Wanette Student Handbook. I understand the rules and regulations that are in this handbook. Any questions that I may have I will contact the High School or the Elementary Principal’s offices.

STUDENT’S NAME _____

STUDENT’S GRADE _____

STUDENT SIGNATURE _____

PARENT’S SIGNATURE _____